

## **Regular Meeting of the Board of Directors**

**Thursday, January 26, 2017**

**6:00 pm**

**Regional District of Kootenay Boundary  
Board Room, Grand Forks, B.C**

### **FINAL AGENDA**

**1. Call to Order**

**2. Consideration of the Agenda (Additions/Deletions)**

- 2a) The agenda for the RDKB Board of Directors January 26, 2017 meeting is presented.

Move items forward on the agenda if necessary.

**Recommendation: Corporate Vote Unweighted**

That the agenda for the RDKB Board of Directors January 26, 2017 meeting be adopted as presented.

**3. Minutes**

- 3a) The minutes of the RDKB Board of Directors meeting held December 8, 2016 and the minutes of the RDKB Board of Directors special meeting held December 14, 2016 are presented.

**Recommendation: Corporate Vote Unweighted**

That the minutes of the RDKB Board of Directors regular meeting held December 8, 2016 and the minutes of the RDKB Board of Directors special meeting held December 14, 2016 be adopted as presented.

[Minutes Regular Meeting-08 Dec 2016-BOARD-Jan 26 2017 - Pdf](#)

[Minutes-Special Meeting-14 Dec 2016-BOARD-Jan 26 2017-Pdf](#)

**4. Delegation(s)**

- 4a) **Grant Walton, Resource Manager, Selkirk Forest District**  
**Tara DeCourcy, BC Timber Sales (BCTS) Woodlands Manager**  
**Justin Dexter, Recreation Officer, Ministry of Forests, Lands**  
**and Natural Resource Operations (MFLNRO)**  
Re: Harvesting in and around recreation sites in the Boundary Area and  
BCTS allocations  
[Delegation-BCTS-MFLNO-Harvesting in Rec Sites-BOARD-Jan 26 2017](#)

**5. Unfinished Business**

- 5a) **Memorandum of Board Resolutions**  
The Memorandum of Board Resolutions ending December 31, 2016 is  
presented.  
  
**Recommendation: Corporate Vote Unweighted**  
That the Memorandum of Board Resolutions ending December 31, 2016  
be received as presented.  
[Memorandum of Board Resolutions-Ending Dec 31, 2016- Board-Jan 26, 2017](#)

5b) **Appointments-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  
Trinda Ross  
Graham Jones  
Mary MacInnis  
Grant Saprunoff  
Henk Ravesteyn  
Mike Beetstra  
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**

Edith MacAllister  
Deb Billwiller  
Lesley Matthews  
Werner Behrens  
Christie Wheaton

**Electoral Area 'E'/West Boundary and Big White**

Grant Harfman  
Michael Fenwick-Wilson  
Jamie Haynes  
Lynne Storm  
Fred Marshall  
Harald Zinner  
Florence Hower

Jude Brunt (Big White)  
Deb Hopkinson (Big White)  
Gerry Molyneaux (Big White)  
John Lebrun (Big White)  
Paul Sulyma (Big White)  
Cat Schierer (Big White)

**Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the appointments to the Electoral Area Advisory Planning Commissions as presented.

5c) **Appointments-Grand Forks and District Recreation Commission  
2017-2019 Term**

Dean Engen  
Terry Doody  
Brian Noble  
Nigel James  
Eric Gillette

**Recommendation: Stakeholder Vote UnWeighted  
(Electoral Area D/Rural Grand Forks and City of Grand Forks)**

That the Regional District of Kootenay Boundary Board of Directors approves the appointments to the Grand Forks and District Recreation Commission for the 2017-2019 Term as presented. **FURTHER** the term for all members of the Commission shall be a period of two (2) years with terms expiring the first regular Commission meeting of the year. For each succeeding term, at the next regular Regional District of Kootenay Boundary Board meeting, the Board shall appoint members to the Commission.

[GFREC Commission Membership Appointed Term 2017-2019 Report](#)

5d) **Appointments - Southern Interior Development Initiative Trust  
(SIDIT) Regional Advisory Committee (RAC)**

The current two-year term (2015-2016) has expired.

The appointment is open to all RDKB elected officials; both Electoral Area Directors and member municipality Directors. One appointment must be a representative from a community with a population over 4,000. The current appointees are Board Chair McGregor, Director Worley and Director Krog (municipality with a population over 4,000).

Chair McGregor will speak to this matter to provide additional information.

**Recommendation: Corporate Vote Unweighted**

That the Board discuss the RDKB appointments (or re-appointments) to the Southern Interior Development Initiative Trust Regional Advisory Committee and provide a recommendation to Staff as to the RDKB appointments for the new two-year term (2017-2018).

5e) **Inclusion of Electoral Area B/Lower Columbia-Old Glory (Oasis-Rivervale Sewer Service) as Participant in East End Sewerage Service**

The following recommendation from the November 24, 2016 RDKB Board of Directors meeting is on the floor:

**Stakeholder Vote Weighted  
(Service Participants Cities of Trail and Rossland and Village of Warfield)**

That the Regional District of Kootenay Boundary Board of Directors approves the inclusion of Electoral Area B/Lower Columbia-Old Glory as a participant in the East End Regional Sewer Service. **FURTHER** that the Board of Directors instructs staff to develop the appropriate bylaw for this inclusion to be presented to the Board at a future meeting.

**Issue:** The process to include the current Oasis-Rivervale Sewer Service as a formal and voting participant in the East End Regional Sewerage Service (proposed draft Bylaw No. 1615). The Staff report, draft bylaws and background information presented at the November 24th meeting are presented once again.

At the November 24th meeting, Director Martin noted that the City of Trail was awaiting a legal opinion on this matter and the RDKB Board of Directors adopted a recommendation to defer the matter to a future meeting.

The recommendation to defer the matter tables the original aforementioned recommendation that now must be raised from the table.

[Staff Report - November 2016-East End Sewerage-Inclusion of Electoral Area B - BOARD-Jan 24- 2017 Pdf](#)

**6. Communications**

6a) **T. Lenardon-Manager of Corporate Administration  
2017 AKBLG Sponsorship**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the contribution of \$4,000 (Gold Level Sponsorship) from the General Government Services 001 Financial Plan (Contingencies/Miscellaneous) towards the 2017 Association of

Kootenay and Boundary Local Governments Conference, April 26-28, 2017 in Rossland, B.C. **FURTHER** that the City of Rossland be advised accordingly.

[Staff Report-2017 AKBLG-Rossland-Sponsorship-BOARD-Jan 26 2017 - Pdf](#)

**7. Communications (Information Only)**

- 7a) **UBCM-2017 Asset Management Planning Program Grant Approval  
Dec 13/16**

[UBCM-Asset Management-Grant Approval-BOARD-Jan 26 2017](#)

- 7b) **Ministry of Community, Sport and Cultural Development (MCSCD)  
Christina Lake Waterworks District Transfer  
Restructure Implementation Grant Approval-Dec 5/16**

[MCSCD-Restructure Implementation Grant-Transfer CL Waterworks-BOARD-Jan 26 2016](#)

**Recommendation: Corporate Vote Unweighted**

That Communications Information Only Items a)-b) be received.

- 7c) ***Minutes: Kettle River Watershed Management Plan  
Implementation Advisory Group-November 23, 2016  
Director Russell Chair***

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Kettle River Watershed Management Plan Implementation Advisory Group meeting held November 23, 2016 be received as presented.

***Minutes: Kettle River Watershed Management Plan  
Steering Committee-December 6, 2016  
Director McGregor Chair***

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Kettle River Watershed Management Plan Steering Committee meeting held December 6, 2016 be received as presented.

[Minutes-KRWM IAG-Nov 23, 2016-BRD-Jan 26, 2017](#)

[Minutes-KRWM SC-Dec 6, 2016-BRD-Jan 26, 2017](#)

## 8. **Reports**

### 8a) **Kootenay Boundary Animal Control Monthly Reports November and December 2016**

#### **Recommendation: Corporate Vote Unweighted**

That the Kootenay Boundary Animal Control Monthly Reports of Activities for the months of November and December, 2016 be received.

[Boundary Animal Control-11-2016 Weekly summary](#)

[Boundary Animal Control-12-2016 Weekly summary](#)

### 8b) **Interim Schedule of Accounts-Ending December 2016 Director Martin, Chair COW (Finance)/Director Cecchini, Vice Chair**

#### **Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Interim Schedule of Accounts ending December 31, 2016 as follows:

Cheque Nos: 56232 - 00062 0075	\$1,843,008.80
Payroll	\$ 787,790.98
<b>TOTAL</b> December Expenditures	<b>\$2,630,799.78</b>

[Interim Schedule of Accnts-Dec 2016-BOARD-Jan 26 2017](#)

### 8c) **Adopted RDKB Committee Minutes-December 2016**

#### ***Policy, Executive and Personnel Committee-December 14, 2016***

#### **Recommendation: Corporate Vote Unweighted**

That the minutes of the Policy, Executive and Personnel Committee meeting held December 14, 2016 be received.

[Policy, Executive and Personnel Committee - 14 Dec 2016 - Minutes - Pdf](#)

### 8d) **Adopted RDKB Recreation Commission Minutes**

Electoral Area C/Christina Lake Recreation Commission (Nov 9/16) and Grand Forks and District Recreation Commission (Nov 10/16)

#### **Recommendation: Corporate Vote Unweighted**

That the minutes of the November 2016 meetings of the Electoral Area C/Christina Lake Recreation Commission (Nov 9/16) and the Grand Forks and District Recreation Commission (Nov 10/16) as adopted by the respective Recreation Commissions in January 2017 be received.

[Minutes - Electoral Area C Parks & Recreation Commission - November 9, 2016 - Board - January 26, 2017](#)  
[Minutes-Grand Forks and District Recreation Commission Meeting - November 10, 2016 - Board - January 26, 2017](#)

8e) **Draft RDKB Electoral Area Advisory Planning Commission Minutes**

**Recommendation: Corporate Vote Unweighted**

That the following draft Electoral Area Advisory Planning Commission minutes for meetings held on January 3, 2017 be received:

Electoral Area B/Lower Columbia-Old Glory, Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks and Electoral Area E/West Boundary/Big White.

[Minutes-January3 APC-Lower Columbia-Board-January 26 2017](#)  
[Minutes-January 3 APC-Christina Lake-Board-January 26 2017](#)  
[Minutes-January 3 APC-Rural Grand Forks-Board-Jan 26 2017](#)  
[Minutes-January 3 APC West Boundary-Board-January 26 2017](#)  
[Minutes-January3 APC- Big White-Board-January 26 2017](#)

9. **Monthly Committee Recommendations to Board of Directors**

The RDKB Committee recommendations as adopted by the RDKB Committees during January 2017 are presented for consideration.

9a) **Boundary Economic Development Committee-Dec. 6/16  
Director Russell, Chair/Director Rotvold, Vice Chair**

***9ai) Thompson Okanagan Tourism Association***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors endorses the Thompson Okanagan Rail Trail Tourism Strategy.

9b) **Boundary Economic Development Committee-Jan. 3/17  
Director Russell, Chair/Director Rotvold, Vice-Chair**

***9bi) Boundary Area Agriculture and Food Project-RFP***

**Recommendation: Stakeholder Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves Staff moving forward with a contract with Upland Agricultural Consulting Ltd. to undertake the work on the *Boundary Area Agriculture and Food Project* at a cost of \$52,100.00 (excluding GST).

***9bii) BC Timber Sales Allocation***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves sending a letter to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations articulating concerns regarding the lack of consultation between the Province of BC, Boundary stakeholders and local government on issues regarding BC Timber Sales allocations and other forestry issues.

[Staff Report - Consultant Selection for the Boundary Area Agriculture and Food Project - Pdf](#)

9c) **East End Sewerage Committee-Jan. 17/17**

**Director McLellan, Chair/Director Parkinson, Vice Chair**

***9ci) Columbia River Skywalk Pipe Bridge Construction Project***

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves a twenty (20) year Operation and Maintenance Agreement with the City of Trail for the Columbia River Skywalk Pipe Bridge Construction Project. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the Agreement.

[Staff Report - Columbia Skywalk Maintenance Agreement - Sewerage Committee - January 17 2017 - Pdf](#)

9d) **Electoral Area Services Committee-Jan. 12/17**

**Director Worley, Chair/Director Gee Vice-Chair**

***9di) Development Variance Permit-Terry-Electoral Area B/Lower Columbia-Old Glory***

**Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted**

That the Development Variance Permit application submitted by Bryan Fitzpatrick of Harmony Coordination Services Ltd., on behalf of the owners Doug and Helen Terry, to allow for a front parcel line variance of 2.5m (from 4.5m to 2.0m) to construct a single family dwelling on the property legally described as Lot 2, DL 317, KAP29432, SDYD, Electoral Area 'C'/Christina Lake, be supported, subject to Ministry of Transportation and Infrastructure approval.

***9dii) Demski-Rural Grand Forks Zoning Bylaw Amendment***

**Recommendation: Stakeholder Vote (Electoral Area Directors)  
Unweighted**

That the application by Peter and Lisa Demski to amend the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 to rezone the 3.5 ha portion of their property which lies outside of the Agricultural Land Reserve from 'Extensive Agricultural Resource 2' to 'Rural Resource 1' on the subject property legally described as Lot A, DL 1357, 1359, 1738, and 2007, SDYD, PLAN34983, be supported. **FURTHER** that the 0.29 hectare and 1.6 hectare portions of the parcel remain in the 'Extensive Agricultural Resource 2' Zone. **FURTHER** that staff be directed to draft an amendment bylaw for a map amendment for the 3.5 ha portion of the subject property for presentation to the RDKB Board of Directors for first and second readings.

[2017-12-05-Demski EAS-DD](#)

[2017-01-05-Terry EAS](#)

**10. Board Appointments Updates**

- a) Southern Interior Development Initiative Trust (S.I.D.I.T.) - Chair McGregor
- Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Chair McGregor
- Okanagan Film Commission - Director Gee
- Boundary Weed Stakeholders Committee - Director Gee
- Columbia River Treaty Local Government Committee and Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley
- Kootenay Booth - Director Rotvold
- Rural Development Institute (R.D.I.) - Director Martin
- Chair's Update - Chair McGregor

**11. New Business**

- 11a) **M. Andison, General Manager Operations/Deputy Chief  
Administrative Officer**

**Recommendation: Corporate Vote Unweighted**

That the staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding the 2016 Building Statistics be received.

[Staff Report-2016 Year End Building Statistics-Board-Jan. 26, 2017 - Pdf](#)



- 11b) A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding the cancellation of a Building Bylaw Contravention for the property described below as:  
**#2 - 20 Kettle View Road, Big White, B.C.**  
**Electoral Area 'E' / West Boundary**  
**Parcel Identifier: 002-078-309**  
**Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351**  
**Owner: 0985028 B.C. Ltd.**  
**Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted**  
That the Regional District of Kootenay Boundary Board of Directors cancel the Notice registered in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 58 of the Community Charter against the property legally described as Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351.  
[Staff Report-Cancellation Bylaw Contravention 0985028 B.C. Ltd.-Board-January 26, 2017 - Pdf](#)
- 11c) **D. Dean, Manager Planning and Development**  
**Application to Provincial Infrastructure Planning Grant Program-Boundary Area Drought Management Planning**  
**Recommendation: Corporate Vote Unweighted**  
That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to Ministry of Community, Sport and Cultural Development Infrastructure Planning Grant Program for the *Development of the Kettle River Watershed Regional Drought Management Team and Kettle River Watershed Regional Drought Plan*. **FURTHER** that the Board directs Staff to submit an application for a \$10,000 grant for the project and that it be ranked first of the four projects. **FURTHER** that should the funding be received that the Regional District of Kootenay Boundary enter into a contract with CommonsPlace Consulting Ltd. to complete the project. **FURTHER** that if the grant is received that any shortfall in funding be made up with an application for Gas Tax funding.  
[Staff Report-IPGP Drought Mgmt-BRD-Jan 26, 2017](#)
- 11d) **C. Rimell, Senior Planner-BC Timber Sales Development**  
**Proposal-Arrow Operating Plan #14-Electoral Area B/Lower Columbia-Old Glory**  
**Recommendation: Corporate Vote Unweighted**  
That the Staff Report from Carly Rimell, Senior Planner regarding the BC Timber Sales Development Proposal for the licenses for 7 proposed cut

blocks noted within the Arrow Operating Plan #14 within the RDKB Area 'B'/Lower Columbia-Old Glory be received.

[Staff Report-MudLakeBigSheep Board-January 26 2017](#)

- 11e) **R. Rimell, Sr. Planner-Provincial Referral Agricultural Land Reserve Subdivision-Browne-Clayton Electoral Area E/West Boundary**

**Recommendation: Corporate Vote Unweighted**

That the Agricultural Land Commission subdivision application for a 4 lot subdivision with remainder, submitted by Shane Browne-Clayton, acting as agent for the owners, for the property south of Beaverdell, at 5525 Highway 33, legally described as Lot A, DL 3308 Plan KAP 16372, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report-Browne-Board-January 26 2017](#)

- 11f) **C. Rimell, Senior Planner -Provincial Referral Agricultural Land Reserve Inclusion-0472164 BC Ltd./Protech Consulting. Agent-Electoral Area E/West Boundary**

**Recommendation: Corporate Vote Unweighted**

That the Agricultural Land Commission inclusion application for a ±1.2 ha portion of the parcel, as required as a condition of ALC Resolution #289/2016, submitted by Protech Consulting, as agent for 0472164 BC Ltd., for the property north of Beaverdell, split by Highway 33, legally described as DL 1250, SDYD Portion PT W of RD PL 13939 Except Plan H16203, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report Inclusion ALR Board-January 26 2017](#)

- 11g) **C. Rimell, Senior Planner-Provincial Referral Agricultural Land Reserve - Non-Farm Use Sigmund-Electoral Area E/West Boundary**

**Recommendation: Corporate Vote Unweighted**

That the Agricultural Land Commission subdivision application for a 4 lot subdivision with remainder, submitted by Gary Sigmund, for the property south of Beaverdell, at 3255 Highway 3, legally described as Lot 12, DL 514, KAP843, Except Plan H1, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report-Sigmund Board-January 26 2017](#)

**11h) C. Rimell, Senior Planner**  
**Environmental Management Act Permit Amendment**  
**Vaagen Fibre Canada-Electoral Area E/West Boundary**

**Recommendation: Corporate Vote Unweighted**  
**That the referral for a major permit amendment to Permit No. 105692 under the provisions of the Environmental Management Act for Vaagen Fibre Canada, through their agent Masse Environmental Consultants Ltd., to construct an additional gas-fired lumber drying kiln be received.**  
**2017-01-06-Vaagen EAS**

**11i) Grant in Aid-January 20, 2017**

**Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted**

That the following Grant in Aid applications be approved:

1. Beaver Valley Recreation-\$1,600-Electoral Area A
2. Scouts Canada-1st Beaver Valley Group-\$2,000-Electoral Area A
3. Rossland Youth Action-\$1,500-Electoral Area B/Lower Columbia-Old Glory
4. Boundary Museum Society-\$6,000-Electoral Area D/Rural Grand Forks
5. City of Grand Forks-\$1,000-Electoral Area D/Rural Grand Forks
6. BC Snow Bird Association-\$500-Electoral Area E/West Boundary
7. Midway Community Association-\$500-Electoral Area E/West Boundary
8. Rock Creek Community Medical Society-\$278.31-Electoral Area E/West Boundary
9. Rock Creek Community Medical Society-\$160-Electoral Area E/West Boundary
10. **Boundary Emergency & Transition Housing Society-Electoral Area C/Christina Lake-\$2,250**
11. **Piranha Swim Club Society-Electoral Area C/Christina Lake-\$300**
12. **Grand Forks Flying Assn. Airshow-Electoral Area C/Christina Lake-\$2,000**
13. **Boundary Emergency & Transition Housing Society-Electoral Area D/Rural Grand Forks-\$2,250**
14. **Piranha Swim Club Society-Electoral Area D/Rural Grand Forks-\$1,200**
15. **Grand Forks Flying Assn. Airshow-Electoral Area D/Grand Forks-\$2,000**

[Grant in Aid-As at Jan 20-BOARD-Jan 26 2017](#)

[Grant in Aid-As at Jan 24-BOARD-Jan 26, 2017](#)

## 12. Bylaws

**This Section has been renumbered/reorganized since the Jan 20<sup>th</sup> version was sent out and Item 12c) Bylaw No. 1629 has been added**

- 12a) **Bylaw No. 1623-Amending Electoral Area D/Rural Grand Forks Zoning Bylaw**  
**First and Second Readings**  
**Set Up Public Hearing**

**Stakeholder Vote (Electoral Area Directors) Unweighted**

**Recommendation:** That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1623, 2017 be read a first and second time.

**Stakeholder Vote (Electoral Area Directors) Unweighted**

**Recommendation:** That Staff be instructed to schedule and hold a public hearing for proposed Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks Zoning Amendment Bylaw No. 1623 with Director Russell appointed to attend and Directors Gee and McGregor appointed as alternates.

**Stakeholder Vote (Electoral Area Directors) Unweighted**

**Recommendation:** That the amending Bylaw No. 1623 be advanced to third reading **only** upon the parcel being brought into compliance with the RDKB Building and Land Use Bylaws.

[Bylaw 1623 Demski-board-January 26 2017](#)

- 12b) **Bylaw No. 1625-RDKB Christina Lake Water Utility Service Establishment**  
**First, Second and Third Readings**

**Corporate Vote Unweighted**

**Recommendation:** That Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Security Bylaw No. 1625, 2017 be read a first, second and third time.

[RDKB Bylaw No. 1625-Christina Waterworks-BOARD-Jan 26 2017](#)

[RDKB Bylaw No. 1625-Christina Waterworks-Order In Council 656-2016](#)

**12c) Bylaw No. 1629-Security Issuing (RDKB-Christina Waterworks) First, Second and Third Readings**

**Adoption**

**Recommendation: Corporate Vote Weighted**

**That Regional District of Kootenay Boundary Security Issuing (Christina Waterworks) Bylaw No. 1629, 2017 be read a first, second and third time.**

**Recommendation: Corporate Vote Weighted**

**That Regional District of Kootenay Boundary Security Issuing (Christina Waterworks) Bylaw No. 1629, 2017 be reconsidered and adopted.**

**Bylaw 1629 - Security Issuing RDKB CL Waterworks-10 Years-Jan 2017**

**Background-RDKB Bylaw No. 1629-Security Issuing-Christina Waterworks**

**Christina Waterworks-Order In Council 656-2016**

**12d) Bylaw No. 1626  
Security Issuing-City of Trail Library and Museum  
First, Second and Third Readings and Adoption**

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1626, 2017 be read a first, second and third time.

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1626, 2017 be reconsidered and adopted.

[RDKB Bylaw 1626 - Security Issuing Library Museum -Jan 2017](#)

[City of Trail-Background Staff Report for Security Issuing](#)

[City of Trail Background-City Loan Authorization Bylaw](#)

[City of Trail-Council Security Issuing Resolution](#)

**12e) Bylaw No. 1627**

**RDKB Security Issuing (City of Trail Library and Museum)  
First, Second and Third Readings and Adoption**

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1627, 2017 be read a first, second and third time.

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1627, 2017 be reconsidered and adopted.

[RDKB Bylaw 1627 - Security Issuing City of Trail Library Museum-Jan 2017](#)  
[City of Trail-Background Staff Report for Security Issuing](#)  
[City of Trail Background City Loan Authorization Bylaw](#)  
[City of Trail-Council Security Issuing Resolution](#)

12f) **Bylaw No. 1628-Security Issuing (Village of Fruitvale-Roads,  
Sewer Collection and Storm Drainage)  
First, Second and Third Readings and Adoption**

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (Village of Fruitvale Roads, Sewer Collection and Storm Drainage) Bylaw No. 1628, 2017 be read a first, second and third time.

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (Village of Fruitvale Roads, Sewer Collection and Storm Drainage) Bylaw No. 1628, 2017 be reconsidered and adopted.

[Bylaw 1628 - Security Issuing Village of Fruitvale-Roads Sewer](#)  
[StormDrain-Jan 2017](#)  
[Village of Fruitvale-Background Staff Report for Security Issuing](#)  
[Village of Fruitvale-Background Village Loan Authorization Bylaw](#)  
[Village of Fruitvale-Council Security Issuing Resolution](#)

12g) **Beth Burget, General Manager of Finance  
Bylaw No. 1630-Financial Plan Amendment Bylaw  
Staff Report-Bylaw First, Second and Third Readings and  
Adoption**

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1630, 2017 be read a first, second and third time.

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1630, 2017 be reconsidered and adopted.

[Staff Report - Budget Amendment - Board - Jan 26, 2017 - Pdf](#)

**13. Late (Emergent) Items**

**14. Discussion Items Referred from Other RDKB Committees**

**15. Discussion of Items for Future Meetings**

**16. Question Period for Public and Media**

**17. Closed (Incamera) Session**

Closed meeting pursuant to Section 90 (1) (c ) of the *Community Charter*

**18. Adjournment**



## **Regular Meeting of the Board of Directors**

**Thursday, December 8, 2016  
RDKB Board Room, Trail, B.C**

### **Minutes**

**Present:**

Director G. McGregor, Chair  
Director M. Rotvold  
Director L. Worley  
Director P. Cecchini  
Director A. Grieve  
Director E. Smith  
Director L. McLellan  
Director M. Martin  
Director T. Pahl  
Director F. Konrad  
Director V. Gee  
Director J. Danchuk  
Director R. Russell

**Staff Present**

J. MacLean, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Recording Secretary  
A. Stanley, General Manager Environmental Services  
B. Burget, General Manager Finance  
M. Andison, General Manager Operations/Deputy Chief Administrative Officer

**Call to Order**

The Chair called the meeting to order at 4:30 p.m.



**Consideration of the Agenda (Additions/Deletions)**

The agenda for the December 8, 2016 meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

Two Grant-in-Aid applications and a deferred recommendation from the November 24th Board meeting regarding curbside recycling services in the West Sub-Region were added to the agenda under Item 9-Late Emergent Items, and it was;

**444-16** Moved: Director Pahl Seconded: Director Grieve

That the agenda for the December 8, 2016 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 November 24, 2016 were presented.

The last paragraph under the Communications (Information Only) section dealing with Kathy Peters, MP correspondence on Trafficking / Sexual Exploitation in BC, on page 6 of the November 24, 2016 minutes, will be amended to include the text: "..Director Gee will be organizing a meeting...", and it was;

**445-16** Moved: Director Martin Seconded: Director Worley

**Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 24, 2016 be adopted as amended.

Carried.

**Unfinished Business****Memorandum of Board Meeting Resolutions**

The Memorandum of Board Meeting Resolutions will be presented at the January 26, 2017 meeting.

**M. Andison-Regional Ag Liaison Services Project**

A staff report from Mark Andison, General Manager, Operations / Deputy CAO providing an update on the status of the Regional Agricultural Liaison Services project, a

partnership initiative of the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, and the Columbia Basin Trust was presented.

**446-16** Moved: Director Rotvold Seconded: Director Russell

**Corporate Vote Unweighted**

That the staff report from Mark Andison, General Manager, Operations / DCAO providing an update to the Board of Directors on the Regional Agricultural Liaison Services project be received.

Carried.

**Electoral Area Services-November 10, 2016**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Planning Agreements***

**447-16** Moved: Director Worley Seconded: Director Pahl

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Agreement for Cost Sharing of Part 14 Services with the Village of Warfield. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

**Communications (Information Only)**

**POLIS Project on Ecological Governance-Nov 21/16**  
**POLIS Water Sustainability Project**

**448-16** Moved: Director Russell Seconded: Director Rotvold

**Corporate Vote Unweighted**

That Communications Information Only Item a) be received.

Carried.

It was agreed that the Kettle River Watershed Management Plan Implementation Coordinator would follow up with inviting POLIS (UVIC) representatives to join the Steering Committee or Implementation Group at a future meeting.

### **Reports**

#### **Interim Schedule of Accounts-Ending November 2016**

**Director Pahl, Chair, Committee of the Whole (Finance)/Director Rotvold, Vice-Chair**

**449-16** Moved: Director Pahl Seconded: Director Martin

#### **Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Interim Schedule of Accounts ending November 30, 2016 as follows:

Cheque Nos. 55960-00058 0076	\$ 1,358,778.01
Payroll	611,361.47
<b>TOTAL</b> November Expenditures	<b>\$1,970,139.48</b>

Carried.

#### **Draft Committee Minutes-November 2016**

**450-16** Moved: Director Rotvold Seconded: Director Grieve

#### **Corporate Vote Unweighted**

That the following draft Committee minutes from meetings held in November be received:

East End Sewerage (Nov. 8), East End Services (Nov. 8), Policy, Executive and Personnel (Nov 9), Utilities (Nov. 9), Committee of the Whole (Nov. 9) and Electoral Area Services (Nov. 10). **FURTHER** that the Boundary Economic Development Committee (BEDC) minutes as adopted by the BEDC on December 6, 2016 be received.

Carried.

### **New Business**

**G. Denkovski**

**Re: Gas Tax Application Phoenix Cross Country Ski Society**

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The Gas Tax application for the Phoenix Cross Country Ski Society to purchase a used trail grooming machine in the total amount of \$32,286.40, was presented.

**451-16** Moved: Director Russell Seconded: Director Worley

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves funding the Gas Tax application for the Phoenix Cross Country Ski Society to purchase a used trail grooming machine in the total amount of \$32,286.40. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

**B. Burget - Temporary Borrowing - Christina Waterworks**

A staff report from Beth Burget, General Manager of Finance, regarding approval of temporary borrowing from MFA to pay Christina Waterworks long term debt was presented.

**452-16** Moved: Director Pahl Seconded: Director Worley

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves temporary borrowing of \$740,000 from MFA under Christina Waterworks Bylaw No. 103 to pay the outstanding loan balance with the Royal Bank.

Carried.

**B. Burget - Budget Amendment Kootenay Boundary Service 050**

A staff report from Beth Burget, General Manager of Finance, requesting a budget amendment for Service 050 Kootenay Boundary Regional Fire Rescue was presented.

**453-16** Moved: Director Pahl Seconded: Director McLellan

**Stakeholder Vote Weighted**

That the Board of Directors amend the 2016 Financial Plan for MFA loan proceeds of \$285,954.15, capital equipment purchase of \$315,906.80 with balance transferred from reserve.

Carried.

**C. Rimmel-Liquor Control Licencing Branch (LCLB)**  
**Application for Liquor Primary Club Structural Change**

A Staff Report from Carly Rimmel, Planner regarding an application to the LCLB, from Big White Ski Resort, to amend the liquor primary liquor license (License #163497) to permit structural changes at the Bull Wheel in the White Crystal Inn was presented.

**454-16** Moved: Director Gee Seconded: Director Rotvold

**Corporate Vote Unweighted**

Be it resolved that:

1. **The Board recommends the permanent amendment for the liquor primary liquor license for the Bull Wheel be supported for the following reasons:**

The modification to the liquor license would allow for structural alterations so the existing food primary area would become the liquor primary area, and vice versa. The proposal would allow for increased seating. The liquor primary license area would increase from 80 seats, to 90 seats. The amendment to the license should have no impact on the residents, community and neighbouring property owners if approved.

1. **The Board's comments on the prescribed considerations are as follows:**

- a. ***The potential for noise:***

No negative noise impact to the community is anticipated by approving this application.

The RDKB does not have a record of noise related or other disturbance complaints associated with the business.

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

The proposal would not affect the current hours of operation at the businesses.

- 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.

1. **The Board's comments on the views of the residents are as follows:**

The applicant posted two notice of the proposal signs. The signs were posted on November 26, 2016. One sign was posted at the main entrance of the Bull Wheel and the other at the community notice board in the Whitefoot building, adjacent to the doctor's office. No comments had been received by the Planning and Development Department at the time the staff report to the Board was prepared.

Carried.

**Chair Appointments to Standing Committees**

The Chair advised that the memberships and Chairs of the current (2016) RDKB Standing Committees will remain the same in 2017 with the exception of a change on Committee of the Whole (Finance).

**Board Appointments (Other)****Municipal Finance Authority (MFA)****Board Chair and Board Vice-Chair as Alternate**

**455-16** Moved: Director Worley Seconded: Director Grieve

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair to the Municipal Finance Authority. **FURTHER** that the Board Vice-Chair be appointed as the Alternate.

Carried.

**Municipal Insurance Association (MIA)****Board Chair and an Appointed Board Member as Alternate**

**456-16** Moved: Director Pahl Seconded: Director Grieve

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair to the Municipal Insurance Association. **FURTHER** that Director Cecchini be appointed as the Alternate for 2017.

Carried.

**Banks**

**RDKB:** Canadian Imperial Bank of Commerce-Trail

**Grand Forks Recreation:** Canadian Imperial Bank of Commerce-Grand Forks

**Beaver Valley Regional Parks, Trails and Recreation:** Kootenay Savings Credit Union-Fruitvale

**Other:** Heritage Savings & Credit Union Greenwood

**457-16** Moved: Director Rotvold Seconded: Director Pahl

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors appoints the Canadian Imperial Bank of Commerce, Trail, BC; Canadian Imperial Bank of Commerce,

Grand Forks, BC; Kootenay Savings Credit Union; Fruitvale, BC and the Heritage Savings and Credit Union; Greenwood, BC as the RDKB's Financial Institutions for 2017.

Carried.

It was agreed to go out to tender for financial institutions in 2017 and that the RFP would be presented to the Committee of the Whole (COW-Finance).

### **Signing Authorities**

**458-16** Moved: Director Worley Seconded: Director Pahl

#### **Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair, Board Vice-Chair, Committee of the Whole (Finance) Chair, Chief Administrative Officer, General Manager of Finance, Financial Services Manager and General Manager of Operations/Deputy Chief Administrative Officer as RDKB signing authorities for 2017.

Carried.

**459-16** Moved: Director Worley Seconded: Director Pahl

#### **Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors appoints Directors Danchuk and Cecchini as the East End Directors at Large signing authorities for 2017.

Carried.

### **2017 Committee and Board Meeting Schedule - Tentative**

The Board members reviewed the proposed, tentative 2017 Board, Committee of the Whole and Committee meeting calendar and provided Staff with direction for some revisions, and it was;

**460-16** Moved: Director Smith Seconded: Director Konrad

#### **Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary 2017 Board of Directors and Committee meeting schedule be adopted as amended.

Carried.

**Grant in Aid**

**461-16** Moved: Director Worley Seconded: Director Gee

**Stakeholder Vote Weighted (Electoral Area Directors)**

That the following Grant in Aid be approved:

- 1) Midway RCMP Community Consultation Group-Electoral Area E/West Boundary-\$200.

Carried.

**Bylaws****G. Denkovski****Re: Expand the Columbia Gardens Industrial Park Water System service area**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the amendment of Bylaw No. 985 to expand the Columbia Gardens Industrial Park Water System service area to include the City of Trail Airport lands.

**462-16** Moved: Director Grieve Seconded: Director Martin

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the expansion of the Columbia Gardens Industrial Park Water System Local Service Area to include the City of Trail Airport lands subject to an agreement between the parties to limit water use on the serviced property to an agreed to amount, with the understanding that this agreement will no longer be needed after the Regional District undertakes a utility fee review and update for the service. **FURTHER** that the applicant pays all costs relating to the inclusion of the airport lands in the service area.

Carried.

**463-16** Moved: Director Grieve Seconded: Director Rotvold

**Corporate Vote Unweighted**

That Regional District of Kootenay Boundary Columbia Gardens Industrial Park Water System Local Service Area Amendment Bylaw No. 1618, 2016 be given first, second and third readings.

Carried.



**Late (Emergent) Items**

**Grant in Aid**

**464-16** Moved: Director Grieve Seconded: Director Russell

**Stakeholder Vote Unweighted (Electoral Area Directors)**

That the following Grant in Aid applications be approved:

- 1) Rossland Society of Environmental Action (RSEA)-Electoral Area B/Lower Columbia-Old Glory-\$500
- 2) Little Lakers Learning Centre - Electoral Area C/Christina Lake-\$3,000

Carried.

**MMBC-Curbside Recycling Services in the West Sub-Region**

**465-16** Moved: Director Russell Seconded: Director Grieve

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors formally request that MMBC provide curbside recycling services directly in the West Sub-Region of the RDKB effective July 1, 2017.

Carried.

**Discussion of Items for Future Meetings**

A discussion was not required.

**Question Period for Public and Media**

A question period was not necessary.

**Closed (In camera) Session**

A closed meeting was not required.

**Adjournment**

There being no further business to discuss, it was;

**466-16** Moved: Director Danchuk

That the meeting be adjourned (time: 5:25 p.m.).

Carried.

TL



**Special Meeting of the Board of Directors**

**December 14, 2016**

**RDKB Board Room, Grand Forks, B.C**

**6:00 p.m.**

**Present:** Director G. McGregor, Chair  
Director R. Russell, Vice-Chair  
Director M. Rotvold  
Director L. Worley  
Director P. Cecchini  
Director E. Smith  
Director F. Konrad  
Director V. Gee  
Director J. Danchuk  
Director T. Pahl  
Director M. Martin  
Director L. McLellan

**Staff Present:** J. MacLean, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Recording Secretary

**Call to Order**

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

**Consideration of the Agenda (Additions/Deletions)**

The Corporate Officer advised that a Grant in Aid application would be added to the agenda, and it was;

Moved: Director Worley   Seconded: Director Russell

That the agenda for the Regional District of Kootenay Boundary Board of Directors Special meeting held December 14, 2016 be adopted as amended.

Carried.

**Minutes**

There were no minutes from a previous special board meeting to consider.

**Unfinished Business**

There was no unfinished business to discuss.

**Communications**

There were no communications to consider.

**Communications (Information Only)**

There were no communications (information only) items to review.

**New Business**

There was no new business to discuss.

**Bylaws**

There were no bylaws to review.

**Late (Emergent) Items**

**Grant in Aid  
Electoral Area B/Lower Columbia-Old Glory**

Moved: Director Worley   Seconded: Director Gee

That the following Grant in Aid application be approved:

1. Rossland Winter Carnival - Electoral Area B/Lower Columbia-Old Glory - \$1,000

Carried.

**Discussion of Items for Future Meetings**

A discussion was not required.

**Question Period for Public and Media**

A question period was not necessary.

**Closed (In camera) Session**

**Closed Meeting-Section 90 (1)(c) of the *Community Charter*.**

Moved: Director Worley   Seconded: Director Rotvold

That the Regional District of Kootenay Boundary Board of Directors convene to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* (time: 6:05 p.m.)

Carried.

The Board of Directors reconvened to the open meeting at 7:37 p.m.

**Adjournment**

There being no further business to discuss, it was;

Moved: Director Pahl

That the open meeting be adjourned (time: 7:40 p.m.)

Carried.

TL



## Committee/Board Delegation Request 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): <u>Tara De Courcy - BCTS WOODLANDS MANAGER</u> <u>JUSTIN DEXTER - RECREATION OFFICER - FLNRO</u> <u>GRANT WALTON - RESOURCE MANAGER - SELKIRK DISTRICT</u>	
Subject of delegation (What information will be presented?)		<u>HARVESTING IN AND AROUND RECREATION SITES IN THE BOUNDARY AREA.</u>	
What is the purpose of delegation? (Please check where appropriate):		Information Only <input checked="" type="checkbox"/>	
		Letter of Support Request	
		Funding Request	
		Other (please provide details): _____ _____ _____	
Contact Person		<u>GRANT WALTON</u>	
Telephone:	<u>250 365-9738</u>	Email:	<u>grant.walton@gov.bc.ca</u>
Meeting Date Requested:		<u>JANUARY 26, 2017</u>	
Technical Requirements: Will you be using a power-point presentation?	YES <u>TBD.</u>	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.			
<p>For more information, please contact:</p> <p>Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p>Phone: 250-368-9148      Toll Free: 1-800-355-7352 Fax: 250-368-3990      Email: <a href="mailto:tlennardon@rdkb.com">tlennardon@rdkb.com</a></p>			
To facilitate effective delegations:			

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 <sup>20</sup>~~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:

GRANT WATSON

Name of Delegate/Group Representative

DEC 3, 2016

Date

Signature

For Office Use Only

Referred to Chair:

12/02/16

Date

Approved ☒

Declined ☐

If declined provide explanation:

Date of delegation (if applicable):

Applicant informed of decision:

Heather Leonard

Signature

JAN 26/17 BOARD  
JAN 5/17

01/05/17

Date

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Tasks from May 26/2010 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
231-10	Sidley Mtn. Fire Protection	Staff met with Okanagan Similkameen Regional District in June re. Satellite Service in Area 'E' (Sidley Mountain/Anarchist). <i>Staff met with RDOS in June 2015 to discuss Sidley Mtn. Fire Protection. Information has been provided to RDOS. Waiting for a response.</i>	Ongoing

Tasks from Jan 30/2014 and March 31/2015 Meetings

Resolution #	Issue	Actions Required/Taken	Status – C/IP
5-14	Carbon Emissions Reduction	Continue current partnership agreement subject to approved partnership funding contributions. <i>RDKB recognized with Level 1 'accomplishment' and Level 2 'measurement'. Board agenda Oct 27/16 – Formal recognition letter pending.</i>	C

Tasks from Sept 29/2015 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
377-15	Taxation Exemption Policy	This draft policy was discussed by PEP Committee on June 15/16. <i>Research completed – included on Jan 26, 2017 PEP Committee agenda with recommendation to refer to EAS Committee for February.</i>	IP

Tasks from Oct 29/2015 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	CRTLGC and CBRAC	Staff will post information gathered on BC Hydro's flood control measures for the Directors.	IP

Tasks from Nov 26/2015 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	After Action Report on 2015 Wildfires	Staff will investigate the possibility and cost of using satellite phones and FM radios as a means of communication.	IP
438-15	Organics Collection	1. Staff will gather waste collection service information from municipalities and improvement districts in Greater Trail Wasteshed for the purposes of planning an efficient organics collection and processing service. <i>Solid Waste Management Plan Steering Committee reconvened, this will be included in plan development work.</i> 2. Staff will gather waste collection service information from municipalities and contractors in the West Boundary for the purpose of planning an efficient organics collection and processing service. <i>Solid</i>	IP  IP



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		<i>Waste Management Plan Steering Committee reconvened, this will be included in plan development work.</i>	
449-15	Application for Municipal Regional District Tax	Staff will coordinate the submission of the application with the Boundary Accommodators Steering Committee recognizing that the majority of the time and work will be performed by that group and that RDKB staff will be limited to reviewing the quality of the application, its alignment with RDKB policies and other activities as required to correspond and submit the application to the Province. <i>Staff continue to work with reps from Boundary, nearing finalization of the application. More work required with Greenwood wanting to participate.</i>	IP

Tasks from January 28, 2016 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	Board Development Session	1. Staff will circulate credentials and information on Jerry Berry, Jerry Berry Consultants Inc. as a possible facilitator for the presentation on local government and business boards. <i>Contact has been made with Mr. Berry.</i> 2. Staff will provide the Board Directors with options for when the Board Development session can be arranged. <i>Will be considered after Gov/Org review is complete.</i>	IP

Tasks from March 24, 2016 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
106-16	CBT Appointment Term	The CBT Appointment Policy will be referred back to the PEP Committee for review of, and possible revisions to the appointment term by removing limitations to make it more flexible and in line with Provincial and other local governments' appointment terms. <i>Will be provided to Pep at the January 2017 meeting.</i>	IP
107-16	Solid Waste Facilities Hours of Operations	1. Staff will draft a report regarding landfill activity at the McKelvey Creek Landfill during 7:00 am and 9:00 am. <i>Data reports to be analyzed. Currently collecting detailed data through the construction season to determine commercial use of facility in early hours. Report to be presented at future COW meeting.</i> 2. The report will be presented to the COW (Environmental Services) at a future meeting.	IP

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Tasks from April 21, 2016 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	ALC Presentations	1. The same presentation that was made by the ALC at the CEO/CAO Conference in Victoria will be made to the RDKB Board and staff will make the necessary arrangements. 2. There will be further discussion regarding an Integrity Commissionaire for BC local governments and the possibility of developing an RDKB Code of Conduct as a precursor to an Integrity Commissionaire at a future PEP meeting. <i>This item is being sent to PEP.</i>	IP
151-16	Bylaw Enforcement Notice and Dispute Adjudication	Order in Council granted – Bylaw Enforcement Notice Bylaw pending upon further work by staff (2017). <i>Work to continue after budget cycle meetings.</i>	IP
n/a	Electronic Meetings	1. A long-range plan and firm details regarding videoconferencing meetings will be developed. <i>Only complete once EAS Committee pilot project has been discussed in more detail – matter briefly discussed by Board on April 21/16.</i> 2. The matter of electronic meetings will continue to be discussed by the EAS Committee. <i>Will be an issue of discussion at the January 2017 PEP meeting.</i>	IP  Ongoing

Tasks from May 26, 2016 and November 24, 2016 Meetings

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	Local Govt Conflict of Interest Exceptions Regulations	The matter of local government conflict of interest exceptions regulations will be referred to PEP for suggestions as to how the Board of Directors will manage appointments to society and corporate boards without the risk of disqualification based on financial conflict of interest. <i>In the new year. Waiting for UBCM information.</i>	IP
178-16	Beaverdell BC Used Oil Management Association (BCUOMA)	1. The assertive letter will be drafted after the May 26, 2016 Board meeting and will be copied to the relevant Provincial Ministries. 2. The BCUOMA will be requested to provide a response that will include information as to how it plans to accomplish the RDKB's request. <i>Staff currently compiling issues and consulting with province on BCUOMA stewardship plan currently under review. Will report to future COW.</i>	C  C
424-16	Used Oil Recycling	Staff will engage in the review process for the BCUOMA Stewardship Plan and staff will contact the other Regional Districts to coordinate the efforts.	

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Tasks from August 25, 2016 and September 22, 2016 Meetings

Resolution #	Issue	Actions Required/Taken	Status – C/IP
330-16	FLNRO BC Timber Sales Presentation and Field Tour	<ol style="list-style-type: none"> <li>Staff will follow up with FLNRO to advise that the Board would welcome an office presentation including a review of the current Operational Plan in October or November 2016.</li> <li>The Ministry will 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. <i>BC Timber Sales will be going to a February BEDC meeting.</i></li> </ol>	IP

Tasks from September 22, 2016 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
353-16	Kettle River Watershed Management Plan	<ol style="list-style-type: none"> <li>The RDKB will request that the Province assess the monitoring well status in the Boundary and determine if the current level of information generated is appropriate.</li> <li>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.</li> </ol>	C  IP
362-16	Sound System in GF Boardroom	Staff will proceed with the replacement of the microphone system in the GF boardroom at an estimated cost of \$30,000 (taxes excluded) to be funding from the IT Reserve within the overall Admin Reserve Fund, subject to the vendor being able to confirm/guarantee that the work that is undertaken will solve the problems. <i>Staff will not be proceeding with replacing the microphone system.</i>	C

Tasks from October 27, 2016 and November 24, 2016 Meetings

Resolution #	Issue	Actions Required/Taken	Status – C/IP
434-16	Big White as a Year-Round Community	Staff will prepare a letter to be sent to Mr. Deepak Chopra, CEO of Canada Post, the Minister Responsible for Canada Post, the Honourable Judy Foote and our Member of Parliament Mr. Richard Cannings requesting that a formal postal code be established for the community of Big White.	C
380-16	Solid Waste Management Plan Development	The SWMP will be updated for the entire RDKB and staff will notify the public of its intention to amend the Plan and begin the process of consultation on proposed plan amendments. <i>Work to be done by the SWMP Steering Committee.</i>	IP

RDKB Board of Directors  
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Tasks from November 24, 2016 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
404-16	RFPs – 9-1-1 Fire Dispatch Services	Staff will advertise the RFP for 9-1-1 Regional Fire Dispatch Service in conjunction with the RDCK's RFP document, when both documents are complete and after they have been reviewed by the contracted 9-1-1 communications consultant.	C
415-16	Grant Funding for Rivervale/Oasis Sewer Service	Staff will submit an application for the replacement of both booster pumps and both sump pumps in the Rivervale/Oasis Sewer Service through the Clean Water and Wastewater Fund.	C
416-16	Grant Funding for East End Sewerage Service	Staff will submit an application for grant funding for the LWMP Stage 3 and Detailed Design of the Columbia Pollution Control Centre Upgrade through the Clean Water and Wastewater Fund.	C
419-16	Grant Funding for Rivervale Water and Street Lighting Service	Staff will submit an application for grant funding for improvements to the Rivervale Water and Streetlighting Service through the Clean Water and Wastewater Fund.	C
432-16	Grant Funding for Christina Waterworks District Water System	Staff will submit an application for improvements to the Christina Waterworks District water system through the Clean Water and Wastewater Fund.	C
433-16	Grant Funding for Beaver Valley Water Service	Staff will submit an application for improvements to the Beaver Valley Water Service through the Clean Water and Wastewater Fund.	C
441-16	2017 Board Meetings	Staff will arrange a Board meeting at Mt. Baldy (West End) during the 2017 ski season and a Board meeting at the Columbia Gardens Winery (East End) sometime during fall 2017. <i>The February 21, 2017 Board meeting has been booked for Mt. Baldy. Columbia Gardens Winery location still o/s.</i>	C

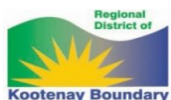
Tasks from December 8, 2016 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	Banks	It was agreed to go out to tender for financial institutions in 2017 and that the RFP would be presented to the Committee of the Whole (Finance). <i>This item will be added to the COW (Finance) agenda.</i>	
n/a	MMBC-Curbside Recycling Services in the West Sub-Region	The MMBC will be formally requested to provide curbside recycling services directly in the West Sub-Region of the RDKB effective July 1, 2017.	C

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Pending Tasks

All Financial Items will be dealt with a Financial Plan Bylaw:

173-16	Christina Lake Parks and Recreation Commission	Staff will amend the 2016 Financial Plan for a grant in the amount of \$20,000 from Service 027 for the purchase of capital equipment. <i>Will be considered with other amendments.</i>	IP
260-16	BV Haines Park	1. Staff will allocate \$7,000 from the BV Parks, Trails and Recreation Budget 019 Reserve Account to operations for the painting of Haines Park. <i>Will be brought forward with other amendments.</i> 2. Staff will bring forward necessary amendments to the RDKB Financial Plan Bylaw # 1603, 2016.	IP IP
261-16	KBRFR-Five Year FP Non-budgeted Revenues and Expenses	1. Staff will amend the KBRFR Five Year FP to include \$24,185.71 in revenues and the conversion of a truck to a Wildland unit at approx. \$15,000. <i>The water tank for the new deck is still being constructed. The actual deck is now completed and the unit is in service at Co#2.</i> 2. The balance of any non-budgeted revenues be deposited into capital reserves. <i>GM of Finance will make the necessary amendments to the five-year FP.</i> 3. Staff will bring forward the necessary amendments to the RDKB FP Bylaw #1603, 2016.	IP IP IP
n/a	Boundary Weed Stakeholders Committee	Funding for work done with respect to aquatic invasive species will be included in a future budget. <i>Staff will address this with Directors Gee and Russell during budget deliberations.</i>	IP
383-16	Auditor Services	Staff will prepare a RFP for audit services for the five-year term 2017-2021 which will be released in the spring of 2017.	IP

**STAFF REPORT**

Meeting Date: January 12, 2017

<b>Date:</b>	<b>January 5, 2017</b>	<b>File:</b>	
<b>To:</b>	<b>RDKB - Grand Forks &amp; District Recreation Commission</b>		
<b>From:</b>	<b>Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation</b>		
<b>RE:</b>	<b>MEMBERSHIP APPOINTMENT &amp; TERM TO THE RECREATION COMMISSION</b>		

**Issue Introduction:** The Commission shall, at its first meeting in each year, elect one of its members to be Chairperson and one to be Vice Chairperson.

The term of office for all members of the Commission shall be a period of two (2) years. Terms expire the first regular meeting of the Commission of the year. For each succeeding term, at the next regular Regional Board Meeting, the Board shall appoint members to the Commission.

The next term is 2017-2019 and all members need to be re-appointed.

**Background:** Regional District of Kootenay Boundary Bylaw NO. 927 which establishes a Recreation Commission for Electoral Area 'D' of the Regional District of Kootenay Boundary and the City of Grand Forks indicates:

- That the Grand Forks and District Recreation Commission shall consist of no more than 11 members.
- No appointed member of the Commission shall serve more than (3) consecutive terms
- The term of office for all members of the Commission shall be a period of two (2) years

The following table summarizes the members appointed term and when the three terms is up:

Name/First meeting date	Representing	Term Appointed	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term
Gene Robert (02/11)	Public Member for City of Grand Forks	2011-2013	2013-2015	2015-2017
Ken Johnston (02/11)	Public Member for Electoral Area 'D'	2011-2013	2013-2015	2015-2017
Cindy Strukoff (02/12)	School District # 51	2011-2013	2013-2015	2015-2017
Dean Engen (02/14)	Library & Arts As of 2016 Public Member for City of Grand Forks	2013-2015	2015-2017	2017-2019
Julia Butler (02/15)	City of Grand Forks – Recreation and Culture Committee of Council	2015-2017	2017-2019	2019-2021
Terry Doody (11/15)	Public Member for Electoral Area 'D'	2015-2017	2017-2019	2019-2021
Brian Noble (11/15)	Public Member for City of Grand Forks	2015-2017	2017-2019	2019-2021
Nigel James (02/16)	Public Member for City of Grand Forks	2015-2017	2017-2019	2019-2021
Eric Gillette (02/16)	Public Member for Electoral Area 'D'	2015-2017	2017-2019	2019-2021
Vacant (2)	Library & Arts Societies (Culture) & One more member for Electoral Area 'D'			

Please note that we have three (3) members that served 3 consecutive terms. The following three members need to be recognized for their 3 terms of outstanding service:

1. Gene Robert
2. Ken Johnston
3. Cindy Strukoff

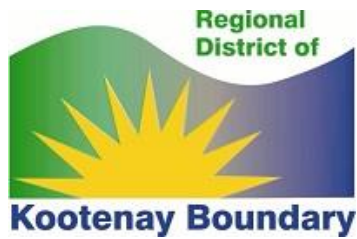
On behalf of the Grand Forks & District Recreation Commission and staff of the Regional District of Kootenay Boundary, I would like to thank Gene Robert, Ken Johnston, and Cindy Strukoff for the six years of service that they have contributed to the Grand Forks and District Recreation Commission. With their contributions to the Commission over the past six years, we have been able to undertake many significant accomplishments in recreation service delivery for the benefit of Grand Forks area families.

The Commission shall, at its first meeting in each year, elect one of its members to be Chairperson and one to be Vice Chairperson. The Chairperson shall preside at the meetings of the Commission when present and in his/her absence, the Vice Chairperson will preside.

With this being the last meeting for Gene Robert, Chairperson for the Grand Forks & District Recreation Commission I request that he calls for nominations for Chairperson and Vice Chairperson AND requests that the current members let their name stand for nomination for another term (2017-2019) as a member of the Grand Forks & District Recreation Commission.

Respectfully submitted:





## STAFF REPORT

**Date:** 04 Nov 2016 **File**  
**To:** Chair McLellan and Members,  
 Sewer Committee  
**From:** John M. MacLean, CAO  
**Re:** Inclusion of a portion of Electoral Area  
 B in the Sewer Service

### Issue Introduction

A staff report from John M. MacLean, CAO presenting the process to be followed in order to include the Oasis-Rivervale Sewer service as a formal part of the East End Regional Sewer Service is presented.

### History/Background Factors

At the last meeting the Committee resolved to have staff prepare a "plan" for the inclusion of the Oasis-Rivervale Sewer Service in the East End Regional Sewer Service as a participant.

The process that governs the merger or amendment of services is governed by the Local Government Act. The relevant sections are as follows:

#### ***Amendment or repeal of establishing bylaws***

**349** (1) *Subject to an order under subsection (4) or (5), an establishing bylaw may be amended or repealed, at the option of the board,*

*(a) in accordance with the requirements applicable to the adoption of the bylaw that it amends or repeals, or*

*(b) with the consent of at least 2/3 of the participants.*

*(2) Sections 346 [consent on behalf of municipal participating area] and 347 (2) to (4) [consent on behalf of electoral participating area] apply to consent under subsection (1) (b) of this section.*

*(3) A bylaw amending or repealing an establishing bylaw has no effect unless it is approved by the inspector.*

*(4) The minister may order that a bylaw amending or repealing an establishing bylaw may be adopted only in accordance with the*



*requirements applicable to the adoption of the bylaw that it repeals or amends.*

*(5) In addition to the requirement under subsection (1) or (4), as applicable, the minister may order that, before the bylaw is adopted, it must receive the approval of the electors*

*(a) in one or more specified participating areas, or in specified parts of one or more participating areas, or*

*(b) in the entire service area,*

*obtained in accordance with section 344 [approval by assent of the electors] or 345 [approval by alternative approval process], as specified by the minister.*

*(6) Section 137 (2) [minister may waive requirement for elector assent or approval] of the [Community Charter](#) does not apply to a bylaw amending or repealing an establishing bylaw.*

*(7) The regional district corporate officer must file with the inspector a bylaw amending or repealing an establishing bylaw after it has been adopted.*

We would simply have to maintain the current service establishment bylaw to manage and resource the collection infrastructure already in place in Oasis-Rivervale. Secondly we would amend Bylaw 1549 to include Electoral Area 'B'/Lower Columbia-Old Glory as a participant. Prior to sending the Bylaw to the Province we will have to consult with the property owners and residents in the Oasis-Rivervale service area to determine if there is any concern there.

So the process to be followed would be:

1. The Board gives three readings to Bylaw 1615 (Corporate Vote - Unweighted).
2. The Councils of Trail, Warfield and Rossland are asked if they consent to the adoption of the Bylaw.
3. The Director of Electoral Area 'B'/Lower Columbia-Old Glory will also be asked to consent to the Bylaw. There is a requirement for some consultation with property owners of the Oasis-Rivervale service area to ensure that they have no concerns with the proposed change. We will have to provide information on any proposed changes in taxation (there should be a positive impact to the taxpayers of Oasis-Rivervale as the measured flows are lower than historic allocations used).
4. If at least 2/3's of the participants, including Electoral Area 'B'/Lower Columbia-Old Glory consent to the adoption, the RDKB will send the Bylaw to the Province for approval.

5. Once approved by the Province, Electoral Area 'B'/Lower Columbia-Old Glory will be part of the East End Regional Sewer Service. They will pay their share of the costs of that service based on their relative share of the total flows. The existing service will continue to pay for the cost associated with the collection system in Oasis-Rivervale.

### **Implications**

Oasis-Rivervale has always paid for their use of the East End Regional Sewer Service. The percentage has historically been fixed at 1.45%, while our experience with flow monitoring fixes the actual percentage at less than that. All things being equal, the taxpayers in Oasis-Rivervale may see a tax decrease.

The other significant change is that Electoral Area 'B'/Lower Columbia-Old Glory would have a formal vote, and the voting balance in the service would change. Currently the weighted votes assigned to each participant are:

- Trail=4
- Warfield=1
- Rossland=2

If it becomes a participant in the service Electoral Area 'B'/Lower Columbia-Old Glory would have 1 vote.

### **Advancement of Strategic Planning Goals**

This is not directly related to any specific part of the Strategic Plan.

### **Background Information Provided**

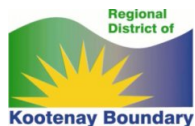
- Bylaw 1549 (East End Regional Sewer Service Establishment)
- Proposed Bylaw 1615 (Bylaw to amend 1549 to include Electoral Area 'B'/Lower Columbia-Old Glory)
- Bylaw 1080 (Existing Oasis-Rivervale Sewer Service Establishment)

### **Alternatives**

1. Receipt Only
2. Deferral
3. Recommendation to the Board of Directors that Bylaw 1615 be given three readings.

### **Recommendation(s)**

That the Bylaw 1615, 2016 be presented to the Board of Directors for three readings.



**EAST END REGIONAL SANITARY SEWER SERVICE ESTABLISHMENT BYLAW  
NO. 1549, 2014**

**A CONVERSION BYLAW TO CONVERT THE AUTHORITY FOR SANITARY  
SEWER TO A SERVICE**

**WHEREAS:**

- A. By Supplementary Letters Patent dated April 22, 1969, as amended by further Supplementary Letters Patent, the Regional District of Kootenay Boundary was granted the function of undertaking the provision of interception, treatment and disposal of sanitary sewage and doing those things necessary to acquire, design, construct, operate, maintain, renew and administer sewage disposal facilities with the participating member municipalities of The Corporation of the City of Rossland, the City of Trail and The Corporation of the Village of Warfield;
- B. A dispute arose between the participating member municipalities of The Corporation of the City of Rossland, the City of Trail and The Corporation of the Village of Warfield as to the administration and operation, including the apportionment of costs, of such function, which dispute was referred to arbitration pursuant to Division 3 of Part 9 of the *Community Charter*;
- C. On January 10, 2014, the arbitrator made an award in the arbitration resolving the dispute in accordance with minutes of settlement agreed upon by the member municipalities of The Corporation of the City of Rossland, the City of Trail and The Corporation of the Village of Warfield and the Regional District of Kootenay Boundary, a copy of which award is attached as Schedule "A" to this Bylaw, and directing that bylaws be adopted to implement the award and the minutes of settlement; and
- D. For the purposes of implementing the arbitrator's award and the minutes of settlement, the Board of the Regional District of Kootenay Boundary wishes to proceed under section 774.2 of the Local Government Act and convert the service to a service exercised under the authority of a bylaw for a portion of the Regional District by bylaw under sections 774.2(3) and 796 of the Local Government Act.

**NOW THEREFORE** the Board of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

**1. Service**

The collection, conveyance, treatment and disposal of sewage is hereby established as a service (the "Service").

**2. Boundaries of Service Area**

The service area is the area within the boundaries of the municipalities of The Corporation of the City of Rossland, the City of Trail and The Corporation of the Village of Warfield.

**3. Participating Areas**

The participating areas for the Service consist of the member municipalities of The Corporation of the City of Rossland, the City of Trail and The Corporation of the Village of Warfield.

**4. Cost Recovery**

The annual operating costs and annual debt costs for the Service will be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the Local Government Act;
- (b) fees and charges that may be imposed under section 363 of the Local Government Act;
- (c) revenues raised by other means authorized by the Local Government Act; and
- (d) revenue received by way of agreement, enterprise, gift, grant or otherwise.

**5. Cost Apportionment**

- (a) In this Bylaw:
  - (i) "Abnormal Climatic Conditions" means flooding or other similar climatic conditions that for the period of those conditions cause an increase of 10% or more in the total volume of sewage entering the regional wastewater treatment plant for the period of those conditions, based on the average volume of sewage entering the plant in that same period over the previous three years. For certainty, Abnormal Climatic Conditions do not include annual freshet or other similar climatic conditions that contribute to inflow and infiltration into the sewage collection systems of any of the Participants, resulting in an increase in the volume of sewage put into the Service by any of the Participants;
  - (ii) "Benefitting Participant" means a Participant whose sewage is conveyed by a portion of the Sewage Infrastructure;
  - (iii) "Cost of the Service" means all costs, fees or expenses incurred by the Regional District arising out of or incidental to the provision of the Service, including but not limited to maintenance, repair and upgrading of Service Infrastructure, as well as administrative costs, fines, penalties, claims, legal costs or arbitration costs, and all other liabilities;
  - (iv) "Dual Benefit Cost of the Service" means those aspects of the Cost of the Service relating to capital upgrades, replacements, operation and maintenance of portions of the Service Infrastructure that convey sewage generated by only two of the Participants;
  - (v) "Participants" means The Corporation of the City of Rossland, the City of Trail and The Corporation of the Village of Warfield;
  - (vi) "Regional Benefit Cost of the Service" means the balance of the Cost of the Service after deduction of any Dual Benefit Cost of the Service and Sole Benefit Cost of the Service from the Cost of the Service;
  - (vii) "Service Infrastructure" means all necessary components, apparatus and equipment for the provision of the Service, including receiving drains, trunk sewers, pipes, mains, meters, interceptors,

lift stations, manholes, pumping stations, storm overflows, screening chambers, and all other components of sewage disposal and treatment facilities and buildings; and

- (viii) "Sole Benefit Cost of the Service" means those aspects of the Cost of the Service relating to capital upgrades, replacements, operation and maintenance of portions of the Service Infrastructure for the Service that convey sewage generated by only one of the Participants.
- (b) The Sole Benefit Cost of the Service will be apportioned wholly to the Benefitting Participant.
- (c) The Dual Benefit Cost of the Service will be apportioned to the two Benefitting Participants as follows:
  - (i) For the calendar years 2014 and 2015, between the two Benefitting Participants based on percentages calculated using pro-rata ratios of the respective percentages for the two Benefitting Participants specified in section 5(d)(i) below;
  - (ii) For the calendar year 2016, between the two Benefitting Participants based on the relative volume of sewage each of the two Benefitting Participants put into the Service in the year 2015; and
  - (iii) For the calendar year 2017 and after, between the two Benefitting Participants based on the relative volume of sewage that each of the two Benefitting Participants puts into the Service during the preceding calendar year.
- (d) The Regional Benefit Cost of the Service will be apportioned between the Participants as follows:
  - (i) For the calendar years 2014 and 2015, based on the following percentages:

A. Trail	62.56%
B. Rossland	24.90%
C. Warfield	12.54%
  - (ii) For the calendar year 2016, based on the relative volume of sewage each of the Participants put into the Service in the year 2015; and
  - (iii) For the calendar year 2017 and after, based on the relative volume of sewage that each of the Participants puts into the Service during the preceding calendar year.
- (e) Subject to section 803.1 of the Local Government Act, any liabilities and associated costs arising as a direct or indirect result of any decision made in respect of the administration and operation of those portions of the Service Infrastructure referred to in sections 5(b) and (c) above, shall be apportioned wholly to the Benefitting Participants, and no portion of those liabilities or their associated costs will be payable either by the Participants who are not Benefitting Participants or by the Regional District as a whole.

**6. Voting**

Voting on all resolutions, bylaws or other matters respecting the administration and operation of all portions of the Service Infrastructure shall be in accordance with Section 791(4) of the Local Government Act. For voting on resolutions or bylaws or other matters respecting the administration and operation of those portions of the

Service Infrastructure referred to in section 5(d) above, the director of each participant has the number of votes assigned to that director under section 783(2) of the *Local Government Act*. For voting on resolutions or bylaws or other matters respecting the administration and operation of those portions of the Service Infrastructure referred to in section 5(c) above, the directors of the two Benefitting Participants have 10 votes assigned between them in the same proportions as the apportionment of the Dual Benefit Cost of the Service under section 5(c) above, rounded to the nearest whole number, and the director of the other Participant has one vote. For voting on resolutions or bylaws or other matters respecting the administration and operation of those portions of the Service Infrastructure referred to in section 5(b) above, the director of the Benefitting Participant has nine votes and the directors of the other Participants each have one vote.

**7. Maximum requisition**

The maximum amount that may be requisitioned under section 800.1(1) of the Local Government Act for the service will be the greater of:

- (a) One million nine hundred and twenty thousand dollars (\$1,920,000) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax of one dollars and nineteen cents (\$1.19) per one thousand (\$1,000.00) dollars which when applied to the net taxable value of land and improvements within the service area will yield the maximum amount that may be requisitioned under sections 803(1)(a) and (b) for the Service.

**8. Powers**

In providing the Service established by this bylaw, the Regional District may, without limiting the generality of section 1:

- (a) acquire, design, construct, operate, maintain, renew and administer all aspects of the Service Infrastructure;
- (b) enter into an agreement with a Participant on such terms as are mutually agreed upon providing that the Participant municipality may undertake on behalf of the Regional District the design, construction, operation and maintenance of any of the facilities of the Regional District within that municipality;
- (c) make interim provision for sewage disposal;
- (d) at any time enter upon any lands, streets, waters or water courses, without the consent of the owner, for the purpose of making surveys and other examinations to determine whether or not the lands, streets, waters or water courses are required in the carrying out of the Service;
- (e) carry any Service Infrastructure or other works through, across or under any street in such manner as not unnecessarily to obstruct or impede travel and may enter upon and dig up any street for the purpose of laying sewers, or other works and aspects of the Service Infrastructure and of maintaining, repairing and renewing the Service Infrastructure in accordance with the following:
  - (i) in entering upon and digging up any street, the Regional District shall be subject to such reasonable terms and conditions as may be made by the authority having jurisdiction over such street;
  - (ii) before entering upon any street for the purpose of laying, maintaining, repairing or renewing a sewer or other works, the Regional District gives at least 30 days' notice of its contemplated

action to the authority having jurisdiction over the street, but the authority may waive the giving of such notice or shorten the notice period; and

- (iii) whenever the Regional District digs up any street for any of the purposes set out above, it shall, so far as practicable, restore the street to as good a condition as the street was in before such digging began, and the Regional District shall at all times indemnify and save harmless the municipality within which such digging occurred against and from all damage which may be recovered against such municipality by reason of anything done or omitted by the Regional District, and shall reimburse the municipality for all expenses which the municipality may incur by reason of any defect or want of repair of any street caused by the construction, maintenance, repair or renewal of any of the sewers, drains or other works. No compensation other than as provided in this subsection shall be made by the Regional District in respect of anything done by the Regional District under this subsection;
- (f) make regulations for the purpose of:
  - (i) minimizing the entry of surface and rainwater taking into account the condition of the sewers;
  - (ii) controlling the quantity and quality of sewage discharging into its facilities;
  - (iii) carry out investigations to assess discharges and contaminant sources; and
  - (iv) coordinate programs among all levels of government to enhance environmental protection.

**9. Additional Steps**

The implementation of the arbitrator's award and the minutes of settlement requires additional steps to be taken outside of the adoption of this bylaw and may require the future amendment of this bylaw. Should a dispute arise as to the implementation of the arbitrator's award and the minutes of settlement, the arbitrator has jurisdiction to resolve such disputes, including jurisdiction to resolve issues around the additional steps to be taken outside the adoption of this bylaw and to direct that this bylaw be amended.

**10. Sole Authority**

The Regional District is the sole authority with jurisdiction to construct the works referred to in section 8(a) above, provided that a Participant may proceed on its own initiative with any such work within its own boundaries that the Regional Board is unable or unwilling to construct at that time, the design of such work having been approved in advance by the Regional District.

**11. Continuing Authority**

Nothing in this bylaw will be interpreted as affecting or impairing in any way the rights and powers of the Regional District under the Supplementary Letters Patent, dated April 22, 1969, as amended by further Supplementary Letters Patent, in relation to that part of the Regional District not contained within the service area created by this bylaw.

**12. Citation**

This bylaw may be cited as the "East End Regional Sanitary Sewer Service Establishment Bylaw No. 1549, 2014".

Read a **FIRST** time this 27<sup>th</sup> day of February, 2014.

Read a **SECOND** time this 27<sup>th</sup> day of February, 2014.

Read a **THIRD** time this 27<sup>th</sup> day of February, 2014.

I, Elaine Kumar, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1549 cited as “East End Regional Sanitary Sewer Service Establishment Bylaw No. 1549, 2014” as read a third time this 27<sup>th</sup> day of February, 2014.

\_\_\_\_\_  
Manager of Corporate Administration

The City of Rossland consented to the adoption of this bylaw by way of a resolution adopted this 10th day of March, 2014.

The City of Trail consented to the adoption of this bylaw by way of a resolution adopted this 3rd day of March, 2014.

The Corporation of the Village of Warfield consented to the adoption of this bylaw by way of a resolution adopted this 10<sup>th</sup> day of March, 2014.

**APPROVED** by the Inspector of Municipalities this            day of            , 2014.

Reconsidered and finally **ADOPTED** this            day of            , 2014.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Elaine Kumar, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1549 cited as “East End Regional Sanitary Sewer Service Establishment Bylaw No. 1549, 2014” as reconsidered and finally adopted this            day of            , 2014.

\_\_\_\_\_  
Manager of Corporate Administration



**SCHEDULE "A"**  
**ARBITRATOR'S AWARD**

**BYLAW 1549  
Schedule "A"  
Arbitrator's Award**

IN THE MATTER OF AN ARBITRATION  
UNDER THE *COMMUNITY CHARTER*, S.B.C. 2003, C. 26

BETWEEN:

CITY OF TRAIL

CLAIMANT

AND:

CITY OF ROSSLAND  
VILLAGE OF WARFIELD  
REGIONAL DISTRICT OF KOOTENAY BOUNDARY

RESPONDENTS

**CONSENT AWARD**

Having reviewed the terms of Minutes of Settlement agreed upon by the parties (attached to this Award for reference as Schedule "A"), which terms are to be incorporated into an Award in the Arbitration, and after hearing from the parties on a conference call held at 3:30 p.m. on Wednesday, January 8, 2014, and by consent;

I, as Arbitrator, award as follows:

**Apportionment Principles**

1. In this Award, subject to section 803.1 of the *Local Government Act*, "Cost of the Service" means all costs, fees or expenses incurred by the Regional District of Kootenay Boundary (the "Regional District") arising out of or incidental to its provision of the service of the interception, treatment and disposal of sanitary sewage ("the Service") to the member municipalities of the City of Trail ("Trail"), the City of Rossland ("Rossland"), and the Village of Warfield ("Warfield"), (collectively, the "Participants"), which costs, fees, and expenses include but are not limited to maintenance, repair, upgrading, administrative, fines, penalties, claims, legal, or arbitration costs, and all other liabilities.

2. In this Award, "Abnormal Climatic Conditions" means flooding or other similar climatic conditions that for the period of those conditions cause an increase of 10% or more in the total volume of sewage entering the regional wastewater treatment plant for the period of those conditions, based on the average volume of sewage entering the plant in that same period over the previous three years. For certainty, Abnormal Climatic Conditions do not include annual freshet or other similar climatic conditions that contribute to inflow and infiltration into the sewage collection systems of any of the Participants, resulting in an increase in the volume of sewage put into the Service by any of the Participants.
3. For the year 2014 and after, the Cost of the Service shall be apportioned between the Participants on the following principles:
  - (a) Firstly, the Cost of the Service relating to capital upgrades, replacements, operation and maintenance of portions of the infrastructure for the Service that convey sewage generated by only one of the Participants (the "Sole Benefit Cost of the Service") be apportioned wholly to that Participant;
  - (b) Secondly, the Cost of the Service relating to capital upgrades, replacements, operation and maintenance of portions of the infrastructure for the Service that convey sewage generated by two but not the third of the Participants (the "Dual Benefit Cost of the Service") be apportioned between the two benefiting Participants on the basis of the relative volume of sewage that each of the two benefiting Participants puts into the Service; and,
  - (c) Finally, the remaining Cost of the Service (the "Regional Benefit Cost of the Service") be apportioned between the Participants on the basis of the relative volume of sewage that each of the Participants puts into the Service.
4. As soon as practicable, the Regional District shall provide to the Participants its determination of which portions of the infrastructure for the Service benefit only one of the Participants and which of the Participants those portions benefit, and its determination of which portions of the infrastructure for the Service benefit two but not the third of the Participants and which of the Participants those portions benefit. Each Participant shall, within 14 days of receipt of the Regional District's determinations, advise the Regional District and the other Participants of any objections that Participant has to the determinations along with an explanation of the basis of each objection. After receiving all such objections, the Participants shall either agree on an appropriate resolution of the objections or the objections will be referred for resolution by me in the Arbitration.

5. Recognizing that the Service does not currently include the necessary equipment to allow the Regional District to accurately determine the relative volume of sewage that each of the Participants puts into the Service (the "Necessary Volume Measuring Equipment"), in order to apportion the Regional Benefit Cost of the Service and Dual Benefit Cost of the Service as required above, for the years 2014 and 2015, the Regional Benefit Cost of the Service shall initially be apportioned between the Participants on the following percentages:

- (a) Trail: 62.56%;
- (b) Rossland: 24.90%; and,
- (c) Warfield: 12.54%,

and the Dual Benefit Cost of the Service shall initially be apportioned between the two benefiting Participants on the basis of their relative percentages set out above.

6. In 2014, the Regional District shall, as part of the Regional Benefit Cost of the Service, cause to be undertaken a study of the Service by a qualified consultant in relation to the design and installation of the Necessary Volume Measuring Equipment and shall take all reasonable steps necessary to cause the equipment to be installed in a timely manner. In doing so, the Regional District shall consult with the Participants as to the consultant chosen to undertake the study, and as to the results of the study prior to implementing the consultant's recommendations in the study. After the Necessary Volume Measuring Equipment is installed, the Regional District shall, as part of the Regional Benefit Cost of the Service, take all reasonable steps necessary to maintain the equipment in a manner to ensure its greatest accuracy in measuring the volumes of sewage that each Participant puts into the Service. It is possible that the Necessary Volume Measuring Equipment may have a margin of error in the range of  $\pm 5\%$ .
7. The Regional District shall make all reasonable efforts to install, by no later than January 1, 2015, the Necessary Volume Measuring Equipment, such that by January 1, 2016 the Regional District will have sufficient accurate volume data from the equipment from the preceding 12 month period to apportion, for the year 2016, the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service on the basis described in paragraphs 3(b) and 3(c) respectively above. For the year 2017 and after, the volume data from the Necessary Volume Measuring Equipment from the preceding 12 month period for each year shall be used to apportion the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service for that year on the basis described in paragraphs 3(b) and 3(c) respectively above.

8. By June 30, 2016, the Regional District and the Participants shall undertake a reapportionment of the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service for each of the years 2014 and 2015. This reapportionment shall be undertaken on the basis that the volumes of sewage that each of the Participants put into the Service in 2015 (which volumes were utilized to apportion the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service for the year 2016) being deemed to be the volumes of sewage that each of the Participants put into the Service in each of the years 2014 and 2015. Upon that reapportionment being undertaken, the Regional District and the Participants shall determine the difference between the portion of the total Cost of the Service that was initially apportioned to and paid by each Participant for each year and the amount that would have been apportioned to and paid by each Participant under the reapportionment for each year, and the Participants shall undertake an accounting as between them to bring their respective initial payments for each year into line with the payments that they would have paid for each year under the reapportionment. All payments necessary between the Participants to complete the accounting shall be made by no later than September 30, 2016.
9. For the purposes of apportionment for the year 2016 and after, and for the purposes of the reapportionments for the years 2014 and 2015, as soon as practicable the Regional District shall provide to the Participants the volume data for each of the Participants for the preceding 12 month period. In the event of Abnormal Climatic Conditions, the Regional District shall advise the Participants of any volume data that it intends to exclude from its apportionment calculations on the basis that the data is inaccurate due to Abnormal Climatic Conditions. Each Participant shall, within 14 days of receipt of the Regional District's advice as to the exclusion of volume data, advise the Regional District and the other Participants of any objections that Participant has to the advice along with an explanation of the basis of each objection. After receiving all such objections, the Participants shall either agree on an appropriate resolution of the objections or the the objections will be referred for resolution by me in the Arbitration.
10. There may be increases in the Cost of the Service by reason of the terms of this Award. Some aspects of the Cost of the Service that may increase as a result will need to be estimated by the Regional District for budgeting purposes. Those estimates will be approved by the Participants and the Regional District Board through the normal budget approval process (the "Estimates").

#### Reserves

11. The Regional District shall administer the existing reserve fund in relation to the Service from the year 2014 and after as a reserve fund in relation to the Regional Benefit Cost of the Service.



**Conversion Bylaw**

12. The Regional District shall adopt a bylaw or bylaws for the purpose of converting the Service to one exercised under the authority of an establishing bylaw (the "Conversion Bylaw"). The Conversion Bylaw shall include provisions for the apportionment of costs as set out in this Award. In addition, and to the extent authorized by section 800.2(1)(b) of the *Local Government Act*, the Conversion Bylaw shall provide that:
- (a) in relation to resolutions or bylaws respecting the administration and operation of those portions of the infrastructure of the Service referred to in either paragraphs 3(a) or 3(b) of these Minutes of Settlement, the number of votes allocated to each Participant shall reasonably and fairly reflect their responsibility for the costs of those portions of the Infrastructure. By way of example, where costs are allocated in accordance with paragraph 3(a), the Participant who pays the Sole Benefit Cost of the Service shall be entitled to the majority of votes on resolutions or bylaws respecting the administration and operation of such portions of the infrastructure of the Service, and where costs are allocated in accordance with paragraph 3(b), the Participants who pay the Dual Benefit Cost of the Service shall between them be entitled to exercise the majority of votes respecting the administration and operation of those portions of the infrastructure of the Service, in proportion to their respective responsibility for the Dual Benefit Cost of the Service. The Conversion Bylaw shall confirm that voting on all resolutions or bylaws respecting the administration and operation of all other portions of the infrastructure of the Service shall be in accordance with Section 791(4)(b) of the *Local Government Act*; and
  - (b) subject to section 803.1 of the *Local Government Act*, any liabilities and associated costs arising as a direct or indirect result of any decision made in respect of the administration and operation of those portions of the infrastructure of the service referred to in paragraph 3(a) or 3(b) shall be apportioned in the same manner as the other Costs of the Service for those portions of the infrastructure of the Service, in other words, solely to the Participant or among the Participants responsible under paragraph 3(a) or 3(b) for the Costs of the Service of those portions of the infrastructure of the Service, and no portion of those liabilities or their associated costs will be payable by the Participants who are not responsible under paragraph 3(a) or 3(b) for the Costs of the Service of those portions of the infrastructure of the Service or by the Regional District as a whole.

13. The terms of the Conversion Bylaw shall be subject to the approval of each of the Participants, but if such approval cannot be obtained within 30 days of a draft Conversion Bylaw being circulated to each of the Participants, I shall settle the terms of the Conversion Bylaw in accordance with this Award.
14. Subject to the adoption of any necessary bylaw by the Regional District, the Sewer Committee voting structure shall be revised to parallel the provisions of section 12(a) of this Award.

#### Implementation

15. If due to circumstances beyond the Regional District's control, and despite making all reasonable efforts, the Regional District is unable to complete the installation of the Necessary Volume Measuring Equipment in the Service by January 1, 2015, the Regional District and the Participants shall agree to a reasonable extension of time for the completion of the installation, and failing such agreement, the issue of extending the time for completion of the installation shall be referred to me in the Arbitration.
16. In the event of an extension of time under section 15, the time for reapportionment of the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service under section 8 of this Award shall also be extended by agreement of the Regional District and the Participants, or failing such agreement, at my direction in the Arbitration.
17. The Regional District and the Participants have leave to refer to me any dispute that arises in relation to the implementation of this Award or the underlying Minutes of Settlement for resolution in the Arbitration, with me retaining my current jurisdiction in the Arbitration, in accordance with the *Community Charter*.
18. All parties agree that if I am unwilling or unable to act as Arbitrator when required, and if the parties are not able to agree on a substitute arbitrator, any party may ask the Dispute Resolution Officer to appoint a substitute Arbitrator and the substitute Arbitrator shall for the purposes of the Settlement Agreement thereafter be considered to be the "Arbitrator."

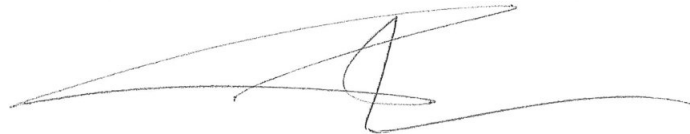
#### General

19. Nothing in this Award affects the powers of the Regional District and the Participants under the *Local Government Act* to agree upon a different method for apportioning the

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total Cost of the Service and implementing that agreement in accordance with the procedures set out in the *Local Government Act*.

DATED at the City of Vancouver, Province of British Columbia, this 10<sup>th</sup> day of January, 2014.

A handwritten signature in black ink, appearing to be 'Gerald W. Ghikas', written over a horizontal line.

Gerald W. Ghikas, Q.C.  
Arbitrator



**IN THE MATTER OF AN ARBITRATION  
UNDER THE *COMMUNITY CHARTER*, S.B.C. 2003, C. 26**

**BETWEEN:**

**CITY OF TRAIL**

**CLAIMANT**

**AND:**

**CITY OF ROSSLAND  
VILLAGE OF WARFIELD  
REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

**RESPONDENTS**

**MINUTES OF SETTLEMENT**

**Whereas:**

- A. In or about 1968, the Regional District of Kootenay Boundary (the "Regional District") was issued Supplementary Letters Patent (the "SLP") authorizing it to undertake the provision of interception, treatment and disposal of sanitary sewage (the "Service"), with only the member municipalities of the City of Trail ("Trail"), the City of Rossland ("Rossland"), and the Village of Warfield ("Warfield"), (collectively, the "Participants"), participating in, and sharing in the cost of, the service;
- B. The SLP provided that the cost of the Service was to be apportioned between the Participants, with Trail being responsible for 68.95% of the cost, Rossland being responsible for 20.91% of the cost, and Warfield being responsible for 10.14% of the cost;
- C. The percentages for apportioning the cost of the Service specified in the SLP were established on the basis of the relative projected future populations for each of the Participants to the overall design population for the Service, adjusted to reduce the capital contributions of Rossland and Warfield;

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- D. The Participants have, for a number of years, been attempting to negotiate a new basis for apportioning the cost of the Service between the Participants but were unable to do so;
- E. The dispute between the Participants as to an appropriate basis for apportioning the cost of the Service between the Participants (the "Dispute") was referred to arbitration pursuant to the provisions of the *Community Charter* (the "Arbitration"); and,
- F. The Participants, with the support of the Regional District, have agreed to resolve the Dispute on the terms and conditions set out in these Minutes of Settlement,

Trail, Rossland, Warfield, and the Regional District, for the consideration of the promises exchanged below, agree with each other as follows:

#### **Apportionment Principles**

1. In these Minutes of Settlement, subject to section 803.1 of the *Local Government Act*, it is understood and accepted by the Participants that "Cost of the Service" means all costs, fees or expenses incurred by the Regional District arising out of or incidental to the provision of the Service, including but not limited to maintenance, repair, upgrading, administrative, fines, penalties, claims, legal, or arbitration costs, and all other liabilities.
2. In these Minutes of Settlement, "Abnormal Climatic Conditions" means flooding or other similar climatic conditions that for the period of those conditions cause an increase of 10% or more in the total volume of sewage entering the regional wastewater treatment plant for the period of those conditions, based on the average volume of sewage entering the plant in that same period over the previous three years. For certainty, Abnormal Climatic Conditions do not include annual freshet or other similar climatic conditions that contribute to inflow and infiltration into the sewage collection systems of any of the Participants, resulting in an increase in the volume of sewage put into the Service by any of the Participants.
3. For the year 2014 and after, the Cost of the Service shall be apportioned between the Participants on the following principles:
  - (a) Firstly, the Cost of the Service relating to capital upgrades, replacements, operation and maintenance of portions of the infrastructure for the Service that convey sewage generated by only one of the Participants (the "Sole Benefit Cost of the Service") be apportioned wholly to that Participant;

- (b) Secondly, the Cost of the Service relating to capital upgrades, replacements, operation and maintenance of portions of the infrastructure for the Service that convey sewage generated by two but not the third of the Participants (the "Dual Benefit Cost of the Service") be apportioned between the two benefiting Participants on the basis of the relative volume of sewage that each of the two benefiting Participants puts into the Service; and,
  - (c) Finally, the remaining Cost of the Service (the "Regional Benefit Cost of the Service") be apportioned between the Participants on the basis of the relative volume of sewage that each of the Participants puts into the Service.
- 4. As soon as practicable, the Regional District shall provide to the Participants its determination of which portions of the infrastructure for the Service benefit only one of the Participants and which of the Participants those portions benefit, and its determination of which portions of the infrastructure for the Service benefit two but not the third of the Participants and which of the Participants those portions benefit. Each Participant shall, within 14 days of receipt of the Regional District's determinations, advise the Regional District and the other Participants of any objections that Participant has to the determinations along with an explanation of the basis of each objection. After receiving all such objections, the Participants shall either agree on an appropriate resolution of the objections or the resolution of the objections will be referred for resolution by the Arbitrator in the Arbitration in accordance with these Minutes of Settlement.
- 5. Recognizing that the Service does not currently include the necessary equipment to allow the Regional District to accurately determine the relative volume of sewage that each of the Participants puts into the Service (the "Necessary Volume Measuring Equipment"), in order to apportion the Regional Benefit Cost of the Service and Dual Benefit Cost of the Service as required above, for the years 2014 and 2015, the Regional Benefit Cost of the Service shall initially be apportioned between the Participants on the following percentages:
  - (a) Trail: 62.56%;
  - (b) Rossland: 24.90%; and,
  - (c) Warfield: 12.54%,

and the Dual Benefit Cost of the Service shall initially be apportioned between the two benefiting Participants on the basis of their relative percentages set out above.

6. In 2014, the Regional District shall, as part of the Regional Benefit Cost of the Service, cause to be undertaken a study of the Service by a qualified consultant in relation to the design and installation of the Necessary Volume Measuring Equipment and shall take all reasonable steps necessary to cause the equipment to be installed in a timely manner. In doing so, the Regional District shall consult with the Participants as to the consultant chosen to undertake the study, and as to the results of the study prior to implementing the consultant's recommendations in the study. After the Necessary Volume Measuring Equipment is installed, the Regional District shall, as part of the Regional Benefit Cost of the Service, take all reasonable steps necessary to maintain the equipment in a manner to ensure its greatest accuracy in measuring the volumes of sewage that each Participant puts into the Service. It is understood and accepted by the Participants that the Necessary Volume Measuring Equipment may have a margin of error in the range of  $\pm 5\%$ .
7. The Regional District shall make all reasonable efforts to install, by no later than January 1, 2015, the Necessary Volume Measuring Equipment, such that by January 1, 2016 the Regional District will have sufficient accurate volume data from the equipment from the preceding 12 month period to apportion, for the year 2016, the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service on the basis described in paragraphs 3(b) and 3(c) respectively above. For the year 2017 and after, the volume data from the Necessary Volume Measuring Equipment from the preceding 12 month period for each year shall be used to apportion the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service for that year on the basis described in paragraphs 3(b) and 3(c) respectively above.
8. By June 30, 2016, the Regional District and the Participants shall undertake a reapportionment of the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service for each of the years 2014 and 2015. This reapportionment shall be undertaken on the basis that the volumes of sewage that each of the Participants put into the Service in 2015 (which volumes were utilized to apportion the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service for the year 2016) being deemed to be the volumes of sewage that each of the Participants put into the Service in each of the years 2014 and 2015. Upon that reapportionment being undertaken, the Regional District and the Participants shall determine the difference between the portion of the total Cost of the Service that was initially apportioned to and paid by each Participant for each year and the amount that would have been apportioned to and paid by each Participant under the reapportionment for each year, and the Participants shall undertake an accounting as between them to bring their respective initial payments for each year into line with the payments that they would have paid for each year under the reapportionment. All payments necessary between the Participants to complete the accounting shall be made by no later than September 30, 2016.



9. For the purposes of apportionment for the year 2016 and after, and for the purposes of the reapportionments for the years 2014 and 2015, as soon as practicable the Regional District shall provide to the Participants the volume data for each of the Participants for the preceding 12 month period. In the event of Abnormal Climatic Conditions, the Regional District shall advise the Participants of any volume data that it intends to exclude from its apportionment calculations on the basis that the data is inaccurate due to Abnormal Climatic Conditions. Each Participant shall, within 14 days of receipt of the Regional District's advice as to the exclusion of volume data, advise the Regional District and the other Participants of any objections that Participant has to the advice along with an explanation of the basis of each objection. After receiving all such objections, the Participants shall either agree on an appropriate resolution of the objections or the resolution of the objections will be referred for resolution by the Arbitrator in the Arbitration in accordance with these Minutes of Settlement.
10. It is understood and accepted by the Participants that there may be increases in the Cost of the Service by reason of the terms of these Minutes of Settlement, and that some aspects of the Cost of the Service that may increase as a result will need to be estimated by the Regional District for budgeting purposes, and that those estimates will be approved by the Participants and the Regional District Board through the normal budget approval process (the "Estimates").

#### **Reserves**

11. The Regional District shall administer the existing reserve fund in relation to the Service from the year 2014 and after as a reserve fund in relation to the Regional Benefit Cost of the Service.

#### **Conversion Bylaw**

12. The Regional District shall prepare a bylaw or bylaws for the purpose of converting the Service to one exercised under the authority of an establishing bylaw (the "Conversion Bylaw") to be reviewed by the Participants. The Conversion Bylaw shall include provisions for the apportionment of costs that reflect the intention of the Participants as set out in these Minutes of Settlement. In addition, and to the extent authorized by section 800.2(1)(b) of the *Local Government Act*, the Conversion Bylaw shall provide that:
  - (a) in relation to resolutions or bylaws respecting the administration and operation of those portions of the infrastructure of the Service referred to in either paragraphs 3(a) or 3(b) of these Minutes of Settlement, the number of votes allocated to each Participant shall reasonably and fairly reflect their responsibility for the costs of those portions of the Infrastructure. By way of example, where costs are allocated in accordance with paragraph 3(a), the Participant who pays the Sole Benefit Cost of the Service shall be entitled to the

majority of votes on resolutions or bylaws respecting the administration and operation of such portions of the infrastructure of the Service, and where costs are allocated in accordance with paragraph 3(b), the Participants who pay the Dual Benefit Cost of the Service shall between them be entitled to exercise the majority of votes respecting the administration and operation of those portions of the infrastructure of the Service, in proportion to their respective responsibility for the Dual Benefit Cost of the Service. The Conversion Bylaw shall confirm that voting on all resolutions or bylaws respecting the administration and operation of all other portions of the infrastructure of the Service shall be in accordance with Section 791(4)(b) of the *Local Government Act*; and,

- (b) subject to section 803.1 of the *Local Government Act*, any liabilities and associated costs arising as a direct or indirect result of any decision made in respect of the administration and operation of those portions of the infrastructure of the service referred to in paragraph 3(a) and 3(b) shall be apportioned in the same manner as the other Costs of the Service for those portions of the infrastructure of the Service, in other words, solely to the Participant or among the Participants responsible under paragraph 3(a) and 3(b) for the Costs of the Service of those portions of the infrastructure of the Service, and no portion of those liabilities or their associated costs will be payable by the Participants who are not responsible under paragraph 3(a) or 3(b) for the Costs of the Service of those portions of the infrastructure of the Service or by the Regional District as a whole.
13. The terms of the Conversion Bylaw shall be subject to the approval of each of the Participants, but if such approval cannot be obtained within 30 days of a draft Conversion Bylaw being circulated to each of the Participants, the Arbitrator shall settle the terms of the Conversion Bylaw in accordance with these Minutes of Settlement.
  14. Subject to the adoption of any necessary bylaw by the Regional District, the Sewer Committee voting structure shall be revised to parallel the provisions of section 12(a) of these Minutes of Settlement.

#### **Implementation**

15. These Minutes of Settlement shall be implemented by order of the Arbitrator in the Arbitration.
16. It is understood and agreed by the Participants that if due to circumstances beyond the Regional District's control, and despite making all reasonable efforts, the Regional District is unable to complete the installation of the Necessary Volume Measuring Equipment in the Service by January 1, 2015, the Regional District and the Participants shall agree to a reasonable extension of time for the completion of the installation, and

failing such agreement, the issue of extending the time for completion of the installation shall be referred to the Arbitrator for resolution in the Arbitration in accordance with these Minutes of Settlement.


17. It is further understood and agreed that in the event of an extension of time under section 16, the time for reapportionment of the Dual Benefit Cost of the Service and the Regional Benefit Cost of the Service under section 8 of these Minutes of Settlement shall also be extended by agreement of the Regional District and the Participants, or failing such agreement, at the direction of the Arbitrator in the Arbitration.
18. The order of the Arbitrator in the Arbitration shall include leave for any dispute that arises in relation to the implementation of these Minutes of Settlement to be referred to the Arbitrator for resolution in the Arbitration, with the Arbitrator retaining his current jurisdiction in the Arbitration, in accordance with the *Community Charter*.


#### General

19. Nothing in these Minutes of Settlement affects the powers of the Regional District and the Participants under the *Local Government Act* of the Regional District to agree upon a different method for apportioning the total Cost of the Service and implementing that agreement in accordance with the procedures set out in the *Local Government Act*.
20. Time is of the essence in these Minutes of Settlement.
21. It is understood and agreed that these Minutes of Settlement may be executed in any number of counterparts and that faxed or emailed signatures are deemed to be original signatures. All counterparts shall be construed together and constitute one and the same Minutes of Settlement.

IN WITNESS WHEREOF, Trail, Rossland, Warfield, and the Regional District hereto have executed this Agreement this 10<sup>th</sup> day of January, 2014.

City of Trail:

  
 \_\_\_\_\_  
 Mayor

  
 \_\_\_\_\_  
 Corporate Officer

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City of Rossland:

Mayor

Corporate Officer

Village of Warfield:

Mayor

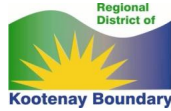
Corporate Officer

Regional District of Kootenay Boundary:

Mayor Chair

Corporate Officer





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Bylaw No. 1615

#### **A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to amend East End Regional Sanitary Sewer Service Establishment Bylaw No. 1549, 2014.**

**WHEREAS** pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Revised Statutes of British Columbia (2015) and amendments thereto, a Board may by Bylaw and with the consent of 2/3's of the participants amend a service establishment bylaw;

**AND WHEREAS** the Board has resolved to include Electoral Area 'B'/Lower Columbia-Old Glory as part of the service to recognize the relationship with the Oasis-Rivervale Sewer Utility, established pursuant to Regional District of Kootenay Boundary Bylaw No. 1080, 1999;

**AND WHEREAS** the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from at least 2/3's of 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 East End Regional Sewer Service Establishment Amendment Bylaw No. 1615, 2016."

#### **2. AMENDMENT**

- a. Section 2 of Bylaw No. 1549, 2014 is removed in its entirety and replaced with the following:

"The service area is the area within the boundaries of the municipalities of the Corporation of the City of Rossland, the City of Trail, the Corporation of the

Village of Warfield and that portion of Electoral Area 'B'/Lower Columbia-Old Glory as shown on the map attached to and forming part of this bylaw as Schedule B."

- b. Section 3 of Bylaw No. 1459, 2014 is removed in its entirety and replaced with the following:

"The participating areas for the Service consist of the member municipalities of the Corporation of the City of Rossland, the City of Trail, the Corporation of the Village of Warfield and Electoral Area 'B'/Lower Columbia-Old Glory."

- c. Section 5(a)(v) of Bylaw No. 1549, 2014 removed in its entirety and replaced with the following:

"Participants" means the Corporation of the City of Rossland, the City of Trail, the Corporation of the Village of Warfield and Electoral Area 'B'/Lower Columbia-Old Glory."

- d. The following is added to Section 5(d)(iii) of Bylaw No. 1549, 2014:

"For certainty, due to the fact that the Oasis-Rivervale Sanitary Sewer flows into the City of Trail's collection system prior to entering the Regional System, all flows measured for that portion of Electoral Area 'B'/Lower Columbia-Old Glory are deducted from the City of Trail's relative flows as measured at the Columbia Pollution Control Centre flow meter."

**READ A FIRST AND SECOND TIME** this                      day of

**READ A THIRD TIME** this                      day of

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. 1615 cited as "Regional District of Kootenay Boundary East End Regional Sewer Service Establishment Amendment Bylaw No. 1615, 2016" as read a third time                      day of

\_\_\_\_\_  
Manager of Corporate Administration

Written consent to adopt this bylaw was received from the Village of Warfield the  
day of

Written consent to adopt this bylaw was received from the City of Trail the  
day of

Written consent to adopt this bylaw was received from the City of Rossland the  
day of

Written consent to adopt this bylaw was received from the Director of Electoral Area  
'B'/Lower Columbia-Old Glory the day of

**APPROVED** by the Inspector of Municipalities this day of

**RECONSIDERED AND ADOPTED** this day of 2016

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

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. 1615 cited as the "Regional District of Kootenay Boundary East End Regional Sewer Service Establishment Amendment Bylaw No. 1615, 2016" as reconsidered and adopted this day of

\_\_\_\_\_  
Manager of Corporate Administration

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1080

A bylaw to convert Regional District of Kootenay Boundary Bylaw No. 161, 1977 "Oasis-Rivervale Sewerage System Specified Area Establishment Bylaw No. 161, 1977" to a local service.

WHEREAS under Section 775(4) of the Municipal Act, a Regional District exercising a power to provide a service other than a general service, may adopt a bylaw respecting that service which converts the service to one exercised under the authority of a bylaw establishing the service and which:

- a) meets the requirements of Section 806 for a bylaw establishing the service, and;
- b) is adopted in accordance with the requirements of Section 813 as if it were a bylaw amending a bylaw establishing a service;

AND WHEREAS there presently exists within a specified portion of Electoral Area 'B' a Sewerage System Specified Area authorized by Regional District of Kootenay Boundary Bylaw No. 161, 1977;

AND WHEREAS the Board of Directors of the Regional District of Kootenay Boundary wishes to convert the Sewerage System Specified Area to a Local Service;

AND WHEREAS the Director of Electoral Area 'B' has consented in writing to the adoption of this Bylaw;

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. The Oasis-Rivervale Sewerage System Specified Area established by Regional District of Kootenay Boundary Bylaw No. 161, 1977 is hereby established as a local service within the boundaries of a portion of Electoral Area 'B' as shown outlined in red on the plan attached as Schedule 'A' to this Bylaw and commonly known as the "Oasis-Rivervale Sewerage System Local Service Area".
2. The participating area for the service is a portion of Electoral Area 'B'.
3. The cost of maintaining and operating the Sewerage System under Section 1 shall be recovered by one or more of the following:
  - a) the requisition of money under Sections 822 and 823, to be collected by a property value tax levied and collected under Sections 824 (1) and 825 (1);
  - b) the requisition of money under Sections 822 and 823, to be collected by a parcel tax imposed in the manner provided by Sections 824 (2) and 825 (2);
  - c) the imposition of fees and other charges that may be set by separate bylaw for the purpose of recovering these costs.
4. The maximum amount to be requisitioned annually under Section 816(1) shall not exceed \$250,000 or the product of a tax rate of \$18.00 per \$1000.00 of net taxable value of land and improvements included in the service area whichever is greater.
5. Regional District of Kootenay Boundary Bylaw No. 161 cited as the "Oasis-Rivervale Sewerage System Specified Area Establishment Bylaw No. 161, 1977" is hereby rescinded.
6. This bylaw may be cited as "Oasis-Rivervale Sewerage System Local Service Area Bylaw No. 1080, 1999".

BYLAW NO. 1080

INTRODUCED this 24th day of June, 1999.

Read a **FIRST** time this 24th day of June, 1999.

Read a **SECOND** time this 24th day of June, 1999.


Read a **THIRD** time this 24th day of June, 1999.

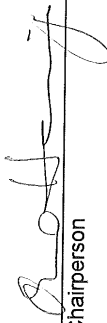
I, Elaine Kumar, Deputy-Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1080 cited as " Oasis-Rivervale Sewerage System Local Service Area Bylaw No. 1080, 1999" as read a third time by the Board of Directors this 24th day of June, 1999.

  
Deputy-Director of Corporate Administration

APPROVED by the Inspector of Municipalities this 26th day of August, 1999.

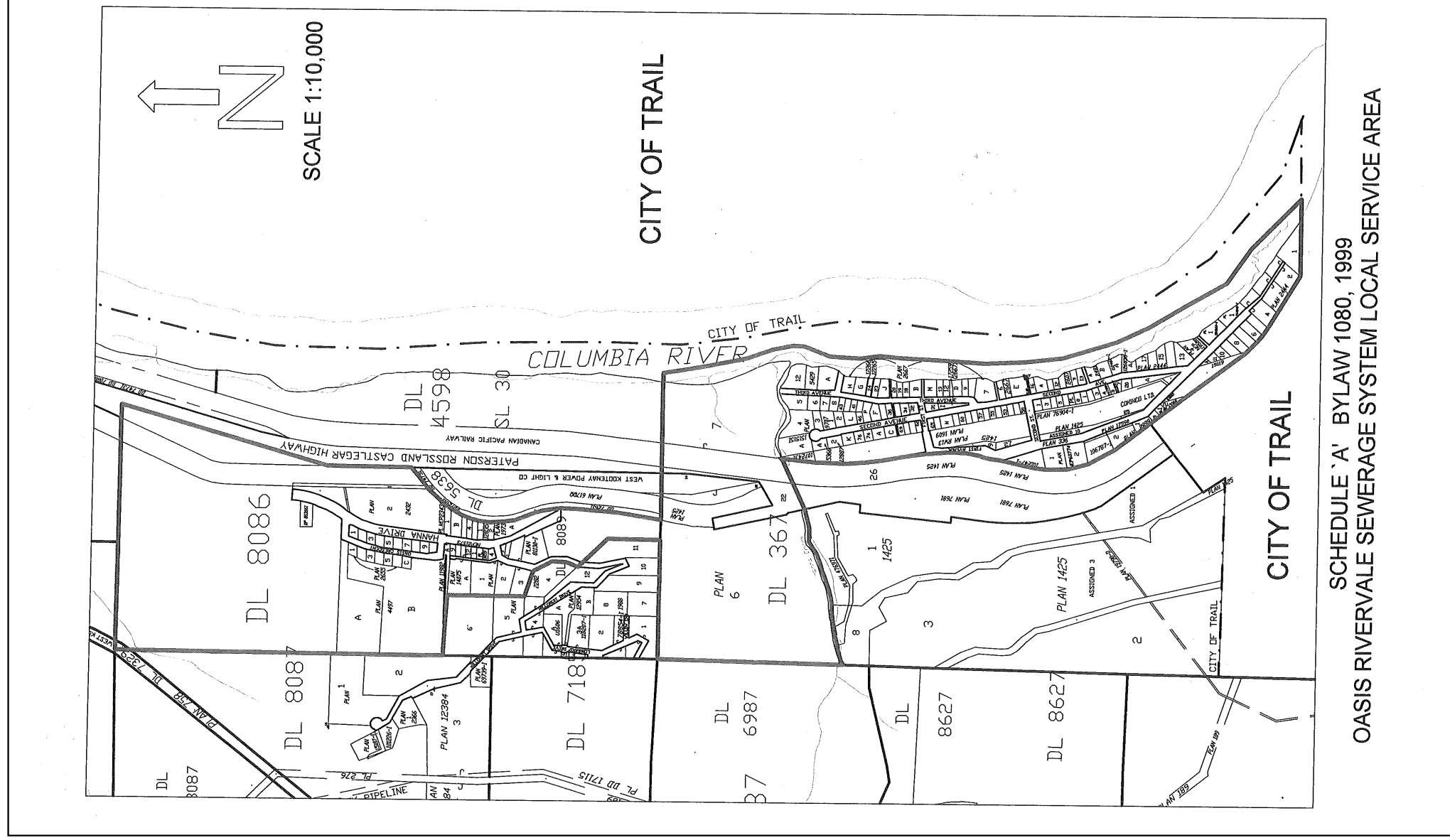
RECONSIDERED and finally adopted this 23rd day of September, 1999.

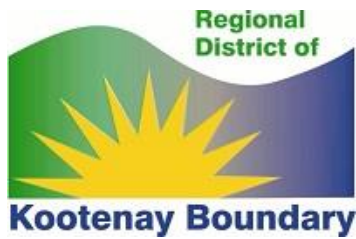
  
Deputy-Director of Corporate Administration

  
Chairperson

I, Elaine Kumar, Deputy-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. 1080 cited as " Oasis-Rivervale Sewerage System Local Service Area Bylaw No. 1080, 1999" as reconsidered and finally adopted this 23rd day of Sept., 1999.

  
Deputy-Director of Corporate Administration



**STAFF REPORT**

**Date:** 20 Jan 2017  
**To:** **Chair McGregor and Members of the RDKB Board of Directors**  
**From:** Theresa Lenardon,  
 Manager of Corporate Administration  
**Re:** AKBLG Sponsorship

**File** ADMN 0555-03

**Issue Introduction**

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding sponsorship for the 2017 Association of Kootenay and Boundary Local Governments (AKBLG) Conference.

**History/Background Factors**

The City of Rossland is hosting the 2017 AKBLG Conference & AGM April 26-28 and is soliciting for sponsorship from the RDKB.

The attached information provides the amounts of the sponsorship levels. In the past the RDKB has provided sponsorship funding to the host communities in the amount of \$2,000, which is Silver Level Sponsorship for the Rossland event. In 2016, the Board approved the \$2,000 Silver Level Sponsorship for the City of Kimberley as a RDKB non-member municipality.

At a meeting held in February 2015, the RDKB Board of Directors discussed the possibility of increasing the RDKB's sponsorship amount for future conferences when, as in this case, the host community is a RDKB member municipality.

**Implications**

Financial support for this purpose is in the 2017 General Government/Administration Financial Plan under Contingencies/Miscellaneous.

**Advancement of Strategic Planning Goals**

A contribution from the RDKB to the 2017 AKBLG Conference in Rossland meets Strategic Planning Goal:

1. *Improve and Enhance Communication:* We will continue to focus on partnerships that advance the interests of the Region.

**Background Information Provided**

- Cover letter (Jan 12, 2017) from Mayor Moore seeking sponsorship funding
- Sponsorship Opportunities

**Alternatives**

1. Receive Staff Report
2. Approve a sponsorship contribution of \$4,000-Gold Level

**Recommendation(s)**

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the contribution of \$4,000 (Gold Level Sponsorship) from the General Government Services 001 Financial Plan (Contingencies/Miscellaneous) towards the 2017 Association of Kootenay and Boundary Local Governments Conference, April 26-28, 2017 in Rossland, B.C. **FURTHER** that the City of Rossland be advised accordingly.





January 12, 2017

Theresa Lenardon  
Regional District of Kootenay Boundary  
Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

Dear Theresa,

As a past sponsor of the Association of Kootenay & Boundary Local Governments (AKBLG) Convention and Annual General Meeting, the 2017 AKBLG Organizing Committee would like to give you first opportunity to join us again as a sponsor of this year's Convention.

The 2017 Association of Kootenay & Boundary Local Governments Convention is being hosted by the City of Rossland at the Prestige Mountain Resort in Rossland's historic downtown from April 26-28, 2017. Between 150 – 200 elected officials and senior staff from 26 municipalities and the Regional Districts of Central Kootenay, East Kootenay and Kootenay Boundary will be in attendance, giving you specific access to decision makers from local governments.

This year, there are five levels of Convention sponsorship available.

Sponsorship Benefits	Diamond \$8000+	Platinum \$6000+	Gold \$4000+	Silver \$2000+	Bronze \$1000+	Trade Show \$500
Complimentary delegate registration (includes meals, Banquet & Opening Reception)	yes 4 delegates	yes 3 delegates	yes 2 delegate	yes 1 delegate		
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 24, 2017
Sponsorship of a specific Convention event or service	yes 2 Diamond Events	yes 1 Platinum Event	yes 1 Gold Event	yes 1 Silver Event		
Speaking opportunity at sponsored event (2-5 minutes - as negotiated)	yes	yes	yes			
Opportunity to place print or promotional item at registration desk	yes	yes	yes	yes	yes	
Opportunity to supply branded promotional item for delegate bags	yes	yes				
Opportunity to supply branded or other items as prizes for special events	yes	yes	yes	yes	yes	
Logo recognition on sponsor page of website & program	yes	yes	yes	yes	yes	
Logo recognition on sponsor slide show at Convention Venue	yes	yes	yes	yes	yes	

2017 AKBLG Convention & AGM, c/o City of Rossland, Box 1179, Rossland BC V0G 1Y0

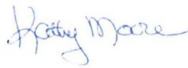
Please note that our sponsorship packages have been reconfigured for 2017 based on your feedback. Sponsorship at Diamond, Platinum, Gold and Silver levels now include meals and social events, giving you maximum networking time with Convention delegates. Sponsorships no longer include complimentary accommodation. For assistance in choosing and booking your Convention accommodation, please visit our website <http://akblg.ca/2017-convention-agm>

Attached is our detailed 2017 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 by February 10<sup>th</sup>.

Please contact Convention Coordinator Ann Damude if you would like to discuss your 2017 AKBLG Convention sponsorship. AKBLG Executive Director Carolyn Maher would be pleased to discuss multi-year sponsorships with you.

We look forward to the privilege of working with you to host the AKBLG 2017 Convention and AGM.

Sincerely,



Kathy Moore, Mayor  
City of Rossland



Deb Kozak, President  
Association of Kootenay & Boundary Local Governments




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2017 AKBLG Convention & AGM, c/o City of Rossland, Box 1179, Rossland BC VoG 1Y0

**DETAILED INFORMATION ON SPONSORSHIP PACKAGES**

<b>DIAMOND LEVEL SPONSORSHIP</b>	<b>\$8,000 +</b>
✓ Complimentary Sponsor Delegate registration for 4 delegates. Includes all meals, opening reception, banquet, study tours, plenary presentations and workshop sessions.	
✓ Complimentary 10' X 10' trade show space in a premium location in the lobby of the Prestige Mountain Resort.	
✓ Official sponsor of two Diamond Level events, services or presenters as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (2-5 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place one print or promotional item at the Convention registration desk.	
✓ Opportunity to provide a promotional item in the delegate welcome package if promotional item is received by March 31st.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as a Diamond Sponsor on the sponsorship page of Convention program and Convention webpage if logo is received by March 31 <sup>st</sup> .	
✓ Logo recognition on sponsor slide show if logo is received before April 14 <sup>th</sup> .	

<b>PLATINUM LEVEL SPONSORSHIP</b>	<b>\$6,000 +</b>
✓ Complimentary Sponsor Delegate registration for 3 delegates. Includes all meals, opening reception, Convention banquet, study tours, plenary presentations and workshop sessions.	
✓ Complimentary 10' X 10' trade show space in a premium location in the lobby of the Prestige Mountain Resort.	
✓ Official sponsor of one Platinum Level event, service or presenter as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (2-5 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place one print or promotional item at the Convention registration desk.	
✓ Opportunity to provide a promotional item in the delegate welcome package if promotional item is received by March 31st.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as a Diamond Sponsor on the sponsorship page of Convention program and Convention webpage if logo is received by March 31 <sup>st</sup> .	
✓ Logo recognition on sponsor slide show if logo is received before April 14 <sup>th</sup> .	

**GOLD LEVEL SPONSORSHIP****\$4,000 +**

- ✓ Complimentary Sponsor Delegate registration for 2 delegates. Includes all meals, opening reception, Convention banquet, study tours, plenary presentations and workshop sessions.
- ✓ Complimentary 10' X 10' trade show space in the lobby of the Prestige Mountain Resort.
- ✓ Official sponsor of a one Gold Level event or service as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.
- ✓ Speaking opportunity at your sponsored event (2-5 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 sponsorship page of Convention program and Convention webpage if logo is received by March 31<sup>st</sup>.
- ✓ Logo recognition on sponsor slide show at the Convention venue if logo is received before April 14<sup>th</sup>.

**SILVER LEVEL SPONSORSHIP****\$2,000 +**

- ✓ Complimentary Sponsor Delegate registration for 1 delegate. Includes all meals, opening reception, Convention banquet, study tours, plenary presentations and workshop sessions.
- ✓ Opportunity to purchase a trade show space for an additional price of \$500. Must be purchased before Feb 24<sup>th</sup> to guarantee a booth. Size and location varies.
- ✓ 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 sponsorship page of Convention program and Convention webpage if logo is received by March 31<sup>st</sup>.
- ✓ Logo recognition on sponsor slide show at the Convention venue if logo is received before April 14<sup>th</sup>.

**BRONZE LEVEL SPONSORSHIP****\$1,000 +**

- ✓ Opportunity to purchase a trade show space for an additional price of \$500. Must be purchased before Feb 24<sup>th</sup> to guarantee a booth. Size and location varies.
- ✓ 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 Bronze Sponsor on the sponsorship page of Convention program and Convention webpage if logo is received by March 31<sup>st</sup>.
- ✓ Logo recognition on sponsor slide show at the Convention venue if logo is received before April 14<sup>th</sup>.





Administration provided  
by UBCM

Funding provided by  
Province of B.C.



For program  
information, visit the  
Funding Programs  
section at:

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947

## Local Government Program Services

...programs to address provincial-local government shared priorities

December 13, 2016

Chair McGregor and Board  
Regional District of Kootenay Boundary  
202 - 843 Rossland Avenue  
Trail, BC, V1R 4S8

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	DEC 20 2016
DOC #	.....
REF. TO:	HP
CC:	Gm   Jm   TL   BB

### Re: 2017 Asset Management Planning Program - Grant Approval and Terms & Conditions

Dear Chair and Board,

Thank you for submitting an application for the 2017 Asset Management Planning grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Asset Management Capacity Building & Strategy*, in the amount of \$10,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

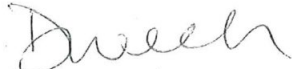
The provincial Ministry of Community, Sport & Cultural Development has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) The funds must be matched in cash or in-kind;
- (3) All project activities must be completed within 12 months and no later than December 31, 2017;
- (4) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than January 31, 2018;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Danyta Welch  
Policy & Programs Officer

cc: *Beth Burget, General Manager of Finance, Regional District of Kootenay Boundary*

*Enclosure*



## Local Government Program Services

### General Funding Terms & Conditions

*The purpose of these Terms and Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the terms and conditions of each funding program, please refer to the relevant Program & Application Guide.*

#### 1. Definitions

- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, First Nations can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.
- **Program & Application Guides** - Are the application and program materials prepared by UBCM to describe the program and assist applicants in completing and submitting an application. All Program & Application Guides are available at [www.ubcm.ca](http://www.ubcm.ca).

#### 2. Eligible & Ineligible Costs

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partner as part of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the relevant Program & Application Guide for specific notes regarding eligible and ineligible costs.

#### 3. Post-Approval Terms

##### Notice of Approval

UBCM will inform all applicants of the status of their application by letter. Approved applicants will be informed of specific conditions of the grant approval and if a specified percentage of the approved grant amount will be forwarded to the approved applicant upon approval. The balance of the grant will be paid on satisfactory completion of the project and receipt and approval of all final reporting requirements.

##### Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline



- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

#### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide).

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

#### **Changes to or Cancellation of Approved Project**

Approved applicants need to apply to UBCM, in writing, for any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

UBCM's approval is required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

### **4. Reporting Requirements**

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#### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. When UBCM forms or templates are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- When a report form is not required, please ensure that each required component, as outlined in the Program & Application Guide, is addressed in your report and that all attachments are complete.
- Do not bind reports or submit in binders or folders.
- When submitting electronically, submit all documents as Word or PDF files and all digital photos or images as JPEG files.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8.

#### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

### **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.





December 5, 2016

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	DEC 23 2016
DOC #	
REF. TO:	HP
CC:	Gm/Sm/TL/GD

Ref: 169825

Mr. John MacLean  
Chief Administrative Officer  
Regional District of Kootenay Boundary  
202 – 843 Rossland Avenue  
Trail, BC V1R 4S8

Dear Mr. MacLean:

I am pleased to advise you that Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development, has approved a Restructure Implementation Grant for \$15,000.00 to assist with costs related to the conversion and transfer of the Christina Lake Waterworks District to the Regional District of Kootenay Boundary.

Project	Amount	Commitment Number
Conversion of the Christina Lake Waterworks District	\$15,000.00	51RI1703

The purpose of this grant is to assist the Regional District with the administrative costs associated with the conversion. The grant represents the Ministry's commitment to assist in the conversion of improvement districts to local government services. These costs can include the transfer of files, licences, easements, contracts, equipment and the integration of accounting and billing systems. The grant will be paid out via an electronic payment transfer.

I am pleased that the Ministry is able to assist you with costs related to the conversion of the Christina Lake Waterworks District into a service area of the Regional District of Kootenay Boundary.

Yours truly,

Nicola Marotz  
Executive Director  
Governance and Structure Branch

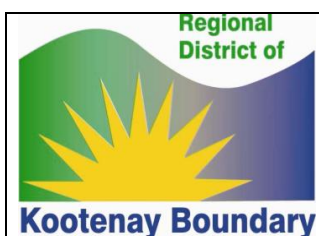
Ministry of Community,  
Sport and Cultural  
Development

Governance and Structure Branch

Mailing Address:  
PO Box 9839 Stn Prov Govt  
Victoria, BC V8W 9T1

Location:  
4th Floor, 800 Johnson Street  
Victoria, BC

Phone: (250) 356-6257  
Fax: (250) 387-7972



## KETTLE RIVER WATERSHED MANAGEMENT PLAN

### Implementation Advisory Group

# MINUTES

Wednesday, November 23, 2016

10:00 a.m.

RDKB Board Room

Grand Forks, BC

**Present:** Roly Russell (Chair)  
 Grace McGregor  
 Marguerite Rotvold  
 Vicki Gee (via teleconference)  
 Fred Marshall  
 Rick Mazzocchi (for Stacey Auld)  
 Randy Waterhouse – (for Doug Noren), left at approx. 12:45  
 Ciel Sander  
 Jenny Coleshill

**Staff:** Jessica Mace – Project Coordinator  
 Donna Dean – RDKB

**Regrets:** Rick Simpson  
 Lisa Wilson

Item	Discussion	Action
1.	<b>Welcome and Approve Agenda</b> The meeting was called to order at 10:35 a.m. and Chair Russell welcomed those in attendance and everyone introduced themselves. The agenda was approved with one addition regarding a request for support letter (City of Grand Forks) to be added to the end of the agenda.	
2.	<b>Role of the Implementation Advisory Group</b> Roly Russell gave a description of the current governance structure for implementation using the diagram that is included in the Report "Kettle River Watershed Governance and Funding Options to Consider-November 16, 2016".	
3.	<b>Kettle River Watershed Governance Structure</b>	

	<p><b>Presentation and Discussion</b></p> <p>1. The report prepared by Jessica Mace was received and a discussion ensued. Some of the main points were:</p> <ul style="list-style-type: none"> <li>• That watershed governance is not working in BC. One example is Drought Management</li> <li>• That watershed governance should be collaborative with local, provincial and First Nations governments at the table</li> <li>• That an ideal governance structure would be similar to those in Ontario (Conservation Authorities) and Alberta where provincial frameworks exist enabling local governance structures, and associated funding. Local government and stakeholders get together and once they are ready, the province provides a framework and funding so that the local watershed can be governed.</li> <li>• Grace suggested that some of the points raised regarding watershed governance should be forwarded for consideration by the Rural Advisory Council (mainly the issue of the province needing to provide a framework and funding)</li> <li>• Randy Waterhouse questioned how the implementation phase of the Plan would fit with forestry practices that are governed by the Province. Roly clarified that this group would likely not want or probably ever get regulatory authority for such provincial regulations. Jessica mentioned that one action under the plan is to work with the province to align regulations for watershed protection.</li> <li>• Marguerite Rotvold suggested that funding should be coming from the federal government since this is an international river (transboundary with the US) – (discussion deferred to Heading #6 below)</li> <li>• Jessica Mace suggested the Watershed Governance group would like to be able to make decisions that have some influence at various decision-making tables. This is similar to the Okanagan Basin Water Board (OBWB). Although they don't have "authority" <i>per se</i>, they are influential because people listen to them when they make a recommendation (the OBWB is mostly made up of elected officials)</li> <li>• Jessica discussed how through her research she has realized that we have a similar governance structure to other BC watershed governance groups. This includes: <ul style="list-style-type: none"> <li>◦ A decision making group that is made up of</li> </ul> </li> </ul>	<p>Jessica to provide a report to forward to David Borth and the Rural Advisory Council.</p> <p>Invite Linda Larson to a future meeting so she can learn first-hand about the challenges being faced in the Kettle River Watershed.</p>
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	<p>elected officials and stakeholders (in our case this is this group: the Implementation Advisory Group).</p> <ul style="list-style-type: none"> <li>○ experts on the ground, via working groups that supply recommendations to the decision making group (in our case these are the Water Suppliers and Aquatic Ecosystems Working Groups)</li> <li>○ buy-in from local governments and most key stakeholders.</li> </ul> <ul style="list-style-type: none"> <li>• Issues that do exist with our current model are discussed below in Section 2.</li> </ul> <p><b>The report was received (moved by Grace McGregor, second by Marguerite Rotvold. All in favour).</b></p>	
	<p><b>2. Governance report Section 5 – Issues with current governance and funding system:</b></p> <ul style="list-style-type: none"> <li>a. Lack of clarity of the role of this group (Implementation Advisory Group) along with lack of involvement at this table and lack of authority</li> <li>b. Lack of funding <ul style="list-style-type: none"> <li>○ There were comments regarding the lack of sustainability of the funding model currently, as well as a lack of equitability with the current funding model.</li> </ul> </li> <li>c. Lack of capacity</li> </ul> <p><b>Group did not have any issues to add or delete.</b></p>	
	<p><b>3. Governance report Section 6.1.a – Lack of involvement and lack of clarity on role of Implementation Advisory Group</b></p> <ul style="list-style-type: none"> <li>• Lack of involvement is discussed below under number 5 – Group Membership.</li> <li>• Lack of clarity of the role of this group – Jessica believes that the lack of clarity could be addressed by renaming the Implementation Advisory Group to Watershed Board, Council, or round table (similar to other watershed groups in BC). This group is the <b>decision making group</b> but that is unclear because of the name.</li> <li>• There was agreement that this group should be renamed for clarity.</li> </ul> <p>Possible Governance Models:</p> <ul style="list-style-type: none"> <li>• Land ownership Trust or Corporation was brought up: <ul style="list-style-type: none"> <li>○ Discussed that we are not ready to own land although it is in interesting idea</li> </ul> </li> </ul>	<p>Jessica to determine if we could be a pilot project for the provincial government for the development of the society under a watershed board/authority.</p> <p>Jessica to determine if renaming the group a Watershed</p>

	<ul style="list-style-type: none"> <li>○ No example of Watershed Corporations in BC and not sure if conflict of interest issues would be too significant in local government overseeing such a corporation.</li> <li>● Okanagan Basin Water Board structure (in place since the 70s). <ul style="list-style-type: none"> <li>○ Donna indicated that they were formed under specific circumstances under the <i>Municipalities Enabling and Validating Act</i>. Although they are legislated under the <i>Act</i>, they still do not have authority and it would be a lot of work to do that.</li> <li>○ Jessica also indicated that they have the authority to tax (referendum or Alternate Approval Process required) where we are not there yet (discussed further below under #6).</li> </ul> </li> <li>● A Watershed Commission <ul style="list-style-type: none"> <li>○ Donna clarified that the commission would just be one way to deliver a service.</li> <li>○ A Service would be developed and funded through taxation (a referendum or Alternate Approval Process would be required) and then the money could be used to support a commission or a Society</li> <li>○ The role of a commission is not understood by the public and is directly tied to the government so may not be the best model</li> </ul> </li> <li>● Jessica discussed that one working model in BC is the Cowichan Water Board. There was a \$100K study completed on governance and through that process they decided on an overarching Water Board with a Society under it. The Cowichan Water Board carries weight since it is made up of elective officials, First Nations and stakeholders. The Society is being created under the board since it will: <ul style="list-style-type: none"> <li>○ Be registered with the province</li> <li>○ Be able to apply for additional grant money once it has charitable status</li> <li>○ Be able to provide official tax receipts</li> </ul> </li> <li>● Discussion points around this model included: <ul style="list-style-type: none"> <li>○ Suggestion that we be a pilot project with the provincial government and obtain funding</li> <li>○ A Society would be one step removed from the government (compared to a commission), as a</li> </ul> </li> </ul>	<p>Authority would cause any legal or other issues.</p>
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	<p>potential advantage</p> <ul style="list-style-type: none"> <li>○ A con of this model is that 3 other Societies exist in the boundary (Christina Lake Stewardship Society, Boundary Invasive Species Society, and the Granby Wilderness Society) and that the societies already compete for money.</li> <li>○ This Society should therefore be supported by a Watershed Board/Authority/Group and remain as an overarching organization that supports the other societies.</li> <li>○ A local conservation fund could be developed (action under the Kettle River Watershed Management Plan) and managed by the Watershed Group that the local societies could access.</li> <li>○ As a charitable society, the society would not be able to lobby the government. Any lobbying would have to be done by other entities, or the Watershed Group itself.</li> </ul> <ul style="list-style-type: none"> <li>● There was general agreement that this governance model (overarching Watershed Group with a society under it) is appropriate for the Kettle River Watershed.</li> <li>● There was agreement that the Implementation Advisory Group be renamed so that it is clear who we are and that we have the 'power' to make decisions that carry weight (not authority but power).</li> <li>● Two suggestions were 'Kettle River Watershed Authority' and 'Kettle River Watershed Board'.</li> <li>● Some members preferred 'Watershed Authority' since it holds more weight (similar to the Salt Spring Island Watershed Protection Authority who has authority to tax but doesn't appear to have any additional authority to govern).</li> <li>● Using the word 'Authority' would be effective for marketing and ensuring that people listen to the group.</li> <li>● Some members felt that using the word 'Authority' was misleading since the group doesn't have any authority. They felt that title Watershed Board would be more appropriate.</li> <li>● It was requested by the group that Jessica determine if the term "Authority" would contravene any laws or create any other complications. Fred Marshall requested that Jessica develop a pros and cons table</li> </ul>	
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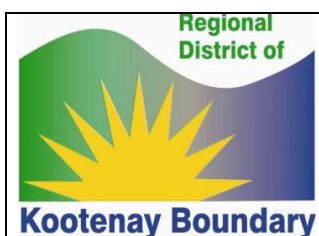
	<p>around developing a Society vs. a Commission.</p> <ul style="list-style-type: none"> <li>• <b>A motion was made change the name of the Implementation Advisory Group to the Kettle River Watershed Board or Authority (moved by Grace McGregor and seconded by Fred Marshall. All in favour).</b></li> </ul>	
	<p>4. <b>Governance report Section 6.1.b – Mandate of this group</b> – insufficient time to discuss: deferred until next meeting.</p>	
	<p>5. <b>Governance report Section 6.1.e – Group Membership</b> Representatives currently include:</p> <ul style="list-style-type: none"> <li>a. Elected officials or staff representatives from rural districts and municipalities, and</li> <li>b. Stakeholders should include representatives from sectors such as forestry, wildlife, and recreation. <ul style="list-style-type: none"> <li>i. The stakeholder representatives need to hold valuable expertise in areas such as project management, and have capacity to assess decisions from a broad perspective.</li> </ul> </li> <li>• Randy Waterhouse suggested that the Shuswap Nation based out of Invermere be involved. It was also suggested that other forestry companies with tenure in the watershed should be involved e.g. Tolko. <ul style="list-style-type: none"> <li>ii. Roly clarified that not all stakeholders were intended to be at this current table (the IAG). The people at the table must be able to represent the interests of the watershed as a whole. Decisions about whether to have a large board that represents each stakeholder in the future is up for discussion at this meeting, however.</li> </ul> </li> <li>• Lisa Wilson, the new manager of Natural Resources for the Okanagan Nations Alliance is willing to be a part of the group. She was unable to attend today.</li> <li>• At the last meeting it was thought that a representative should attend from the OBWB, even just as a guest.</li> <li>• Jenny mentioned that sometimes it takes more time and effort than it is worth to obtain representation from outside of our region. She found that there are enough local skilled people to represent so it may not be worth it to obtain outside people.</li> <li>• Involvement from the Provincial Government – one</li> </ul>	<p>Randy to provide contact information for Shuswap First Nation to Jessica Mace</p> <p>Jessica to pursue finding representatives from other First Nations.</p> <p>Discuss involvement from OBWB at next meeting.</p>

	<p>rep. from FLNRO rather than the Ministry of the Environment since they have a lot of responsibility in this watershed (forest and range land management). Need to have someone who is committed.</p> <ul style="list-style-type: none"> <li>Federal government participation not required, but would be beneficial when appropriate. Jessica to keep federal and provincial contacts and report to group.</li> </ul> <p>There was agreement that:</p> <ul style="list-style-type: none"> <li>The First Nations and provincial government need to be invited.</li> <li>The group should stay the same size and is not intended to become bigger in order to include representatives from all stakeholder groups. The stakeholders present must represent the interests of all stakeholders.</li> <li>Decision to invite OBWB representative unclear. To be discussed further at next meeting. If required, Grace offered to contact board chair.</li> </ul> <p><b>A motion was made to keep the Implementation Advisory Group (Watershed Group) membership as is (~10-15 members) with the addition of First Nations and Provincial Government representation (moved by Marguerite Rotvold and seconded by Ciel Sander. All in favour).</b></p>	
	<p><b>6. Governance Report Sections 7 and 8 – Recommended model for Sustainable Funding and Capacity</b></p> <p>Discussion Points around funding included:</p> <ol style="list-style-type: none"> <li>Creation of a Service             <ol style="list-style-type: none"> <li>A Service would be developed and funded through taxation (a referendum or Alternate Approval Process would be required) and then the tax money could be used to support a commission or a Society (e.g. the Executive Director of the Society).</li> <li>It was suggested that taxation may not work in the Boundary until we have a crisis (e.g. multiple year drought or major floods).</li> <li>Some suggestions that we shouldn't shy away from taxation as there is support for other services (e.g. Boundary Weed Management, and Mosquito Control). Could be cheap to fund a full time coordinator (more research required).</li> </ol> </li> </ol>	<p>Jessica/Donna to provide a report on how much it would cost for a full time person (4 or 5 days/week) and 2 part time positions. All costs need to be included.</p>



	<ul style="list-style-type: none"> <li>iv. Concerns were raised about this model since most people want less tax not more. Specifically, the notion of a parcel tax was a concern from one individual, as opposed to assessment based taxation. Other participants had the opposite suggestion (favour parcel tax over assessment).</li> <li>v. Concerns were raised around money being used on administration rather than project implementation.</li> </ul> <p>b. RDKB existing departments/funds</p> <ul style="list-style-type: none"> <li>i. Parks and rec budgets are not substantial enough to cover an additional salary</li> <li>ii. There are constraints to fund the position under the existing RDKB departments (Env. Services, Planning) because the watershed falls in jurisdiction of only half of the Regional District. Also, some of the work doesn't fit into the existing services.</li> </ul> <p>c. Funding needs to be diversified. Currently all funding is from the Electoral Areas. Suggestions were made:</p> <ul style="list-style-type: none"> <li>i. Industry – industry should participate. Request a portion of stumpage and mining royalties paid to province to fund implementation of the plan.</li> <li>ii. Consider a woodlot levy.</li> </ul> <p>d. Funding for projects so that funds could be matched would be very beneficial. Need to ensure that there is some project funding.</p> <p>Discussion points around capacity included:</p> <ul style="list-style-type: none"> <li>e. Securing funding for a full time position at either 4 or 5 days per week would be necessary (~\$85,000 includes salary and benefits for a full time person at the RD) to manage contracts and implement components of the watershed management plan action items.</li> <li>f. 2 part time positions could be filled (similar to the Cowichan) to supply complementary skill sets (e.g. project manager and a communications specialist). It was noted that it was important that a person with a communications skill be engaged for plan implementation work.</li> <li>g. Also it was noted that the work is not typically 9-5</li> </ul>	
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	<p>because of community engagement requirements (e.g. Rock Creek Fall Fair)</p> <p>Group recognizes the need for additional capacity and funding to fulfill 'the Plan' implementation. More information is needed on how much it would cost for a full time person.</p> <p><b>A motion made to recommend to the Regional District to create a service to support core funding for Watershed Management (moved by Vicki Gee and seconded by Fred Marshall). All in favour.</b></p> <p>There was recognition that creation of a service will not occur in the immediate future.</p>	
4.	<p><b>Progress Report</b></p> <p>There was not enough time to go into detail regarding the progress report. That discussion will be deferred to the next meeting.</p>	
5.	<p><b>Next Advisory Group Meeting</b></p> <p>The next meeting will take place in mid-March to be tied to the decision regarding funding (through Infrastructure and Planning grants) for the preparation of a Drought Management Plan.</p>	Jessica to book meeting for mid-March in coordination with DMP funding.
6.	<p><b>Focus of 2017 Work</b></p> <p>There was a brief discussion regarding the work for 2017.</p> <ul style="list-style-type: none"> <li>Jessica Mace described her recommendation that the 2017 work plan should focus on public education and the preparation of a Drought Management Plan. Having a public education focus will give clearer value to residents regarding the implementation of the watershed management plan.</li> <li>It was suggested that the education element of the work program highlight logging practices in riparian areas and advocacy regarding forestry practices.</li> </ul> <p><b>Motion was made to set the consultant's priorities for 2017 as the development of a drought management plan and public education outreach (motion made by Marguerite Rotvold and seconded by Ciel Sanders. All in favour).</b></p>	
7.	<p><b>Request for a letter of support for Grand Forks</b></p> <ul style="list-style-type: none"> <li>This item was not discussed since we ran out of time (See attached letter that was sent from the coordinator and the Implementation Advisory Group chair).</li> </ul>	
	<p><b>Adjournment</b></p> <p>Ciel Sander made a motion to adjourn at 12:32.</p>	



## KETTLE RIVER WATERSHED MANAGEMENT PLAN

Steering Committee

### MINUTES

Tuesday December 6, 2016

12:00 p.m.

RDKB Board Room

Grand Forks, BC

**Present:** Grace McGregor (Chair)  
 Roly Russell  
 Vicki Gee  
 Marguerite Rotvold  
 Frank Konrad  
 Ed Smith

**Staff:** Jessica Mace – Project Coordinator  
 Donna Dean – RDKB

**Regrets:** n/a

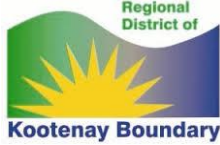
Item	Discussion	Action
1.	<b>Welcome and Approve Agenda</b> The meeting was called to order at 12:00pm and Chair Grace welcomed those in attendance. The agenda was approved with one addition regarding the Bridesville Water District to be added to the end of the agenda.	
2.	<b>Role of the Implementation Advisory Group</b> Roly Russell gave a description of the current governance structure for implementation using the diagram that is included in the Report "Kettle River Watershed Governance and Funding Options to Consider-November 16, 2016". Committee members agreed that the diagram presented was useful and clearly outlined the governance structure.	
3.	<b>Kettle River Watershed Governance Structure – Recommendations from the Implementation Advisory Group for Moving Forward</b> 1. <b>Rename Implementation Advisory Group –</b>	Jessica to determine if renaming the group a Watershed

	<p>Change the name of the Implementation Advisory Group to the Kettle River Watershed Board or Authority.</p> <ul style="list-style-type: none"> <li>It was decided that 'Kettle River Watershed Authority' would be the new name since it holds more weight (similar to the Salt Spring Island Watershed Protection Authority). The messaging will be stronger and people will think more about information coming from an 'Authority'. A clear mandate will be developed for The Authority.</li> <li>Discussion occurred around the intent of this the 'Kettle River Watershed Authority': <ul style="list-style-type: none"> <li>The entity is to be separate from the RD so that it will exist no matter who the elected officials are.</li> <li>The entity will make recommendations to various groups without having to go through the RD board.</li> </ul> </li> </ul> <p><b>A motion was made to change the name of the Implementation Advisory Group to the Kettle River Watershed Authority (moved by Marguerite Rotvold and seconded by Frank Konrad. All in favour). The motion is pending clarification on legality of the use of name 'Authority'.</b></p>	<p>Authority would cause any legal or other issues.</p> <p>Donna to discuss use of Authority with other RD staff.</p>
	<p><b>2. Ideal Governance Structure</b> - A letter outlining the ideal governance structure for the Kettle River Watershed will be sent to the Rural Advisory Council. Discussion also occurred around ensuring that the minister responsible is aware and formally recognizes the Kettle River Watershed Authority.</p> <p><b>A motion was made to write a letter to the Minister Responsible so that the Kettle River Watershed Authority/Board is formally recognized (moved by Marguerite Rotvold and seconded by Frank Konrad. All in favour).</b></p>	<p>Jessica to write a letter to the minister responsible to ensure that we are formally recognized.</p>
	<p><b>3. Members of the Watershed Authority</b> – It was decided that the group should be inclusive to include all community stakeholder groups and municipalities. This would allow for the group to have more authority since all parties would be present at the table.</p> <ul style="list-style-type: none"> <li>Linda Larson could be invited.</li> <li>FLNRO and MOE should be invited</li> <li>additional First Nations should be invited</li> <li>A policy on alternates is required since the</li> </ul>	<p>Steering Committee members to send Jessica ideas for Watershed Authority/Board membership.</p>

	group will be very large.	
	<p><b>4. Recommendation to create a service in the future to support a watershed management coordinator full time (or two part time positions) and include some project money.</b></p> <p>a. The Regional District of South Okanogan RD just completed an Alternate Approval Process for the development of a Conservation Fund. This could be considered in the future.</p> <p>b. Now that the recommendation has been made from the Kettle River Implementation Advisory Group to create a Watershed Management service, a feasibility study (part of the Service Analysis Tool Kit) is the next step. The feasibility study would review how much it would cost to fund the new service, funding possibilities (parcel tax vs assessed value taxation) and include information on how the service could be implemented.</p> <p><b>A motion was made to have the Kootenay Boundary Regional Staff complete a feasibility study for a Watershed Management service (moved by Marguerite Rotvold and seconded by Roly Russell. All in favour).</b></p>	RD staff to conduct a feasibility study for the creation of a Watershed Management service.
	<p><b>5. Current funding</b> – the funding will stay as is (contract ends in December 2017) and if a service has not been created implementation may have to continue on a project to project basis.</p>	
4.	<p><b>Schedule Update:</b> The highlights of the work completed in Q2 and Q3 were:</p> <ul style="list-style-type: none"> <li>• Watershed Governance and Funding work <ul style="list-style-type: none"> <li>○ Watershed conference attendance</li> <li>○ Multiple discussions with POLIS and watershed groups in the province and across Canada</li> <li>○ Development of discussion paper</li> </ul> </li> <li>• Water Suppliers Working Group meetings and development of group</li> <li>• Rock Creek Fall Fair and updating the website</li> </ul> <p><b>Core Funding Update:</b> Refer to attached Core Funding for the Implementation of the Kettle River Watershed Management Plan for details. The main points are:</p>	<p>Marguerite Rotvold, Ed Smith and Frank Konrad to discuss funding possibilities with their respective councils to make up the \$5000 required funds to complete the contract with CommonsPlace.</p> <p>Jessica/Donna to develop a report that shows how much money was spent and who</p>

	<ul style="list-style-type: none"> <li>Contract fees in the contract are \$35,280 not including disbursements and expense claims funded by the Regional District Directors gas tax funds</li> <li>Actual cost to run the program has been between 37,000 and 38,000 annually for the past 2 year.</li> <li>~\$5000 top up to the contract is required to complete the contract up to the end of Dec. 2016.</li> <li>It would be very helpful if the municipalities were willing to contribute some funding towards this.</li> <li>Marguerite Rotvold indicated that she will discuss with the Midway council to contribute \$1000 since that is how much they contribute to the Invasive Weed program.</li> <li>Frank Konrad and Ed Smith agreed to discuss funding with their respective councils.</li> </ul>	contributed the money and any in-kind donations.
5.	<b>Water Suppliers Working Group</b> <ul style="list-style-type: none"> <li>The Water Suppliers Working Group requested that additional monitoring be conducted in the local aquifers. A letter was sent by the RD to the province. The province responded and is willing to work with us to determine additional monitoring requirements. See letter provided in meeting documents for full details (various provincial departments were cced along with MLA Linda Larson).</li> </ul>	
6.	<b>Bridenville Water District</b> <ul style="list-style-type: none"> <li>End of December there will be no directors. The only director left is the widow of Otto Grinwald</li> <li>There is serious concern that the Water District will not be able to function in the New Year.</li> <li>John and Donna will discuss the issue to see if anything can be done by the RD.</li> </ul>	Donna to discuss issue with John to determine if anything can be done to help the Bridesville Water District.
7.	<b>Focus of 2017 Work</b> There was a brief discussion regarding the work for 2017. <ul style="list-style-type: none"> <li>Implementation Advisory Group agreed with Jessica Mace's recommendation to focus on public education and the preparation of a Drought Management Plan in 2017.</li> </ul> Drought Management Plan development can be funded through the Infrastructure Planning Grant program. The first \$5000 is free but then matching funds are required. A good plan could be developed for \$10,000. Therefore	Jessica to draft a letter that can be sent on behalf of the Steering Committee to the water suppliers requesting the matching funds for the Drought Management Plan (\$2500).

	<p>\$2500 is required.</p> <ul style="list-style-type: none"> <li>A request should go out to the water suppliers to request the matching funds (\$2500). Marguerite believes that Midway could contribute \$500.</li> </ul> <p>The education portion of the project may require additional funding but will be discussed as required.</p>	<p>Marguerite to determine if Midway will contribute \$500. Frank and Ed to determine if their respective councils will contribute.</p>
8.	<p><b>Review of Past Action Items</b></p> <ul style="list-style-type: none"> <li>Review of CommonsPlace contract. The Steering Committee felt that there was momentum with the project and that the contract should continue. The Steering Committee was comfortable with the way things were getting done.</li> <li>Website – the RD is redeveloping their website and consideration will be given to the Kettle River Watershed (at least to include a link to the Kettle River website). The website will not be combined into the RD website.</li> <li>Steering Committee Terms of Reference were developed. These will be reviewed during the development of the Kettle River Watershed Authority Mandate (Terms of Reference).</li> <li>All other action items were completed (refer to Apr. 14, 2015 meeting minutes).</li> </ul>	<p>Jessica Mace and Roly Russell to develop terms of reference and/or a mandate with input from Donna Dean for both the Watershed Authority/Board and the Steering Committee to ensure that there is not duplication.</p>
9.	<p><b>Next Advisory Group Meeting</b></p> <p>The next meeting will take place on February 7, 2017. Jessica will report back on renaming the group and funding will be discussed.</p>	<p>Jessica to book lunch meeting on Feb. 7, 2017.</p>
	<p><b>Adjournment</b></p> <p>Frank Konrad made a motion to adjourn at 1:35.</p>	



# KOOTENAY BOUNDARY ANIMAL CONTROL

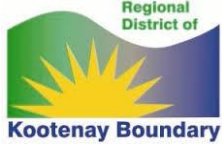
## Monthly Report of Activities

### November, 2016

November 1 - 6	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		02			
Grand Forks	6	01,02,03,04	90-16GF & 91-16GF \$40.00 impound fee; \$40.00 license \$30.00 Maintenance		90-16GF 91-16GF
Area "D"	3	03,04	92-16AD \$40.00 impound fee; \$15.00 license		92-16AD
Greenwood		02,05			

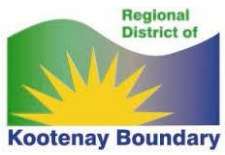
November 7 - 13	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	2	07,10			
Grand Forks	1	07,08,09,11			
Area "D"	1	08,10,11			
Greenwood		12			



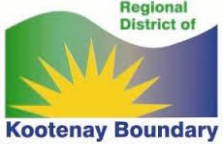


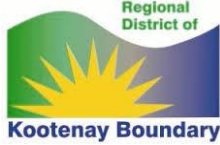
November 14 - 20	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	2	14,15,17			
Grand Forks	2	14,15,16,18,19	94-16		
Area "D"	5	14,15,17		55-16AD; 79-16AD	55-16AD
Greenwood	1	17,18			

November 21 - 27	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		23,26			
Grand Forks	4	22,24,26	96-16GF		
Area "D"	8	22,24,25,26	95-16AD		
Greenwood		21,22,25			



November 28 - 30	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		29			
Grand Forks	2	28,29,30			
Area "D"		28,29,30			
Greenwood		28			





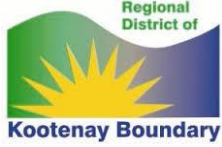
# KOOTENAY BOUNDARY ANIMAL CONTROL

## Monthly Report of Activities

### December, 2016

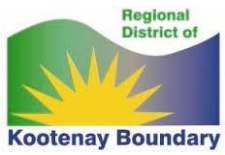
December 1 - 4	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		3			
Grand Forks	2	1,3	98-16GF 100-16GF		
Area "D"	1	1	99-16AD		
Greenwood	1	2			

December 5 - 11	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		7,10			
Grand Forks	1	5,9,10			
Area "D"	3	5,9		101-16AD Two dogs in Nursery area running @ large	
Greenwood		6,8			

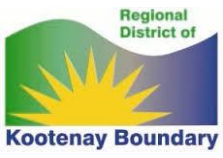


December 12 - 18	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	1	14,17		84-16CL	
Grand Forks	3	12,13,14,15,16		94-16 X 3	
Area "D"	5	12,13,14,15			
Greenwood		12,16			

December 19 - 25	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		19,21,23			
Grand Forks	1	19,20,22,24			
Area "D"	3	19,21,24		101-16AD X 3	
Greenwood		22			



December 26 - 31	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		27			
Grand Forks	3	27,29,30,31	102-16GF		
Area "D"	3	30,31	101-16AD	101-16AD	
Greenwood		26,30			



REGIONAL DISTRICT OF KOOTENAY BOUNDARY INTERIM SCHEDULE SUMMARY:	Dec-16
ACCOUNTS PAYABLE FOR DECEMBER 2016	\$1,843,008.80
PAYROLL EXPENDITURES (PP# 24, 25, 26)	\$787,790.98
TOTAL EXPENDITURES FOR DECEMBER 2016	<u>\$2,630,799.78</u>



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**  
**Cheque Register-Summary-Bank**


AP5090

Page : 1

Date : Jan 17, 2017

Time : 10:32 am

Supplier : 084010 To ZUC010  
 Cheque Dt. 01-Dec-2016 To 31-Dec-2016  
 Bank : 1 - CIBC Bank - General

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
56232	01-Dec-2016	BEA014	BEAVERDELL COMMUNITY CLUB	Cleared	437	C	3,000.00
56233	01-Dec-2016	BOU043	BOUNDARY ALL NATIONS ABORIGINAL COUN	Cleared	437	C	2,000.00
56234	01-Dec-2016	BUR015	BURTON, SUE	Cleared	437	C	96.76
56235	01-Dec-2016	COL017	COLBACHINI, CHERYL ANN	Cleared	437	C	119.50
56236	01-Dec-2016	COL022	COLUMBIA & WESTERN RAIL TRAIL SOCIETY	Issued	437	C	5,000.00
56237	01-Dec-2016	DEL070	DELL CANADA INC	Cleared	437	C	969.71
56238	01-Dec-2016	EMC070	EMCON SERVICES INC.	Cleared	437	C	176.30
56239	01-Dec-2016	FOR010	FORTISBC - ELECTRICITY	Cleared	437	C	1,137.12
56240	01-Dec-2016	FOR040	FORTIS BC - NATURAL GAS	Cleared	437	C	481.96
56241	01-Dec-2016	GAIO10	GAIA PRINCIPLES IPM SERVICES	Cleared	437	C	52.50
56242	01-Dec-2016	GES010	SONEPAR CANADA INC - GESCAN WEST	Cleared	437	C	396.90
56243	01-Dec-2016	GIL030	GILLMOR, NANCY	Issued	437	C	41.21
56244	01-Dec-2016	GRA039	GRAND FORKS COMMUNITY CHRISTMAS DIN	Issued	437	C	500.00
56245	01-Dec-2016	GRE030	GREYHOUND COURIER EXPRESS	Cleared	437	C	285.04
56246	01-Dec-2016	GRE055	GREATER TRAIL HOSPICE SOCIETY	Cleared	437	C	2,894.58
56247	01-Dec-2016	HAG010	HAGEL, LEONARD	Cleared	437	C	330.00
56248	01-Dec-2016	HOM010	HOME DEPOT CREDIT SERVICES	Cleared	437	C	1,956.95
56249	01-Dec-2016	KOO029	KOOTENAY BOUNDARY REG. HOSPITAL HEA	Cleared	437	C	11,323.65
56250	01-Dec-2016	MAR006	MARINO WHOLESALE LTD.	Cleared	437	C	118.26
56251	01-Dec-2016	MEH010	MEHMAL, LEONARD	Cleared	437	C	666.55
56252	01-Dec-2016	MIN040	MINISTER OF FINANCE	Cleared	437	C	315.96
56253	01-Dec-2016	MIN160	MINISTER OF FINANCE	Cleared	437	C	101.16
56254	01-Dec-2016	MKL001	M K LAWN CARE	Cleared	437	C	912.45
56255	01-Dec-2016	NEO001	NEOPOST	Cleared	437	C	959.06
56256	01-Dec-2016	NOV020	NOVEL TOY CO. LTD.	Cleared	437	C	191.45
56257	01-Dec-2016	REC030	RECEIVER GENERAL FOR CANADA	Cleared	437	C	23.10
56258	01-Dec-2016	ROC190	ROCK CREEK COMMUNITY MEDICAL SOCIET	Cleared	437	C	900.00
56259	01-Dec-2016	ROG001	ROGERS	Cleared	437	C	161.00
56260	01-Dec-2016	ROS420	ROSSLAND SENIORS BRANCH #45	Issued	437	C	1,000.00
56261	01-Dec-2016	ROT030	ROTVOLD, MARGUERITE	Cleared	437	C	512.80
56262	01-Dec-2016	SEC030	SECURE BY DESIGN	Cleared	437	C	45.70
56263	01-Dec-2016	SHA030	SHAW CABLE	Cleared	437	C	323.49
56264	01-Dec-2016	STE130	STERICYCLE COMMUNICATION SOLUTIONS I	Cleared	437	C	785.41
56265	01-Dec-2016	TEL002	TELUS MOBILITY	Cleared	437	C	2,819.06
56266	01-Dec-2016	THE010	THE SOURCE	Cleared	437	C	16.79
56267	01-Dec-2016	TRA011	TRAIL CURLING ASSOCIATION	Cleared	437	C	1,200.00
56268	01-Dec-2016	TRA200	CITY OF TRAIL	Cleared	437	C	51.10
56269	01-Dec-2016	TRO070	TROY LIFE & FIRE SAFETY LTD.	Cleared	437	C	720.30
56270	01-Dec-2016	VIS050	VISTA RADIO LTD.	Cleared	437	C	546.00
56271	01-Dec-2016	WAL080	WAL MART CANADA CORP	Cleared	437	C	41.60
56272	01-Dec-2016	WES025	WESTEK CONTROLS LTD.	Issued	437	C	325.50
56273	01-Dec-2016	ZAN010	ZANUSSI, BRIAN	Cleared	437	C	909.90
56274	02-Dec-2016	TRA029	TRAIL COFFEE & TEA COMPANY	Cleared	439	C	1,379.12
56275	08-Dec-2016	ASS040	ASSOCIATED FIRE SAFETY	Cleared	446	C	10,430.37
56276	08-Dec-2016	BAZ010	THE PARTY BAZAAR	Cleared	446	C	252.85
56277	08-Dec-2016	BCA030	BCAEM	Cleared	446	C	50.00
56278	08-Dec-2016	BEA035	BEATTIE, DAVE	Issued	446	C	37.70
56279	08-Dec-2016	BIR020	BIRNIE, NORINE - "IN TRUST"	Issued	446	C	120.55
56280	08-Dec-2016	BRI001	BRINK'S CANADA LIMITED	Cleared	446	C	353.04
56281	08-Dec-2016	CAF010	CAFE MICHAEL LTD.	Cleared	446	C	454.28
56282	08-Dec-2016	CAP050	CAPPELLETTO, KAREN	Issued	446	C	76.38
56283	08-Dec-2016	CHE050	CHERRY HILL COFFEE INC.	Cleared	446	C	129.50
56284	08-Dec-2016	CHR270	CHRISTINA LAKE NEWS	Cleared	446	C	54.25
56285	08-Dec-2016	CIB010	CIBC VISA	Cleared	446	C	11,501.31

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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
56286	08-Dec-2016	COM060	COMPLETE CLIMATE CONTROL INC.	Issued	446	C	3,252.96
56287	08-Dec-2016	DEA030	DEADMARSH, FRANCES	Cleared	446	C	76.38
56288	08-Dec-2016	DUC010	DUCKWORTH, JAMES, G.	Issued	446	C	100.00
56289	08-Dec-2016	DUE020	DUECK, TIM	Cleared	446	C	25.00
56290	08-Dec-2016	EAS015	EASTWOOD, LIZANNE	Cleared	446	C	177.00
56291	08-Dec-2016	EDW030	EDWARDS, WILLIAM	Cleared	446	C	643.84
56292	08-Dec-2016	FIB003	FIBRENEW INDUSTRIES	Cleared	446	C	94.50
56293	08-Dec-2016	FLE015	FLEETCOR CANADA MASTERCARD	Cleared	446	C	3,138.42
56294	08-Dec-2016	FLE015	FLEETCOR CANADA MASTERCARD	Cleared	446	C	687.36
56295	08-Dec-2016	FOR010	FORTISBC - ELECTRICITY	Cleared	446	C	1,763.93
56296	08-Dec-2016	FOR040	FORTIS BC - NATURAL GAS	Cleared	446	C	8,099.73
56297	08-Dec-2016	GAIO10	GAIA PRINCIPLES IPM SERVICES	Cleared	446	C	52.50
56298	08-Dec-2016	GEN003	GENELLE GENERAL STORE	Cleared	446	C	62.75
56299	08-Dec-2016	GES010	SONEPAR CANADA INC - GESCAN WEST	Cleared	446	C	5.80
56300	08-Dec-2016	HOM030	HOMEGOODS FURNITURE	Cleared	446	C	2,495.99
56301	08-Dec-2016	HOR080	HORNE, KOLBY	Cleared	446	C	711.44
56302	08-Dec-2016	MIN010	MINISTER OF FINANCE	Cleared	446	C	13,678.88
56303	08-Dec-2016	MIN030	MINISTER OF FINANCE	Cleared	446	C	10,652.00
56304	08-Dec-2016	MIN040	MINISTER OF FINANCE	Cleared	446	C	52.35
56305	08-Dec-2016	MOR025	MORASSUT, ANGELA ALICE	Cleared	446	C	41.04
56306	08-Dec-2016	MOU015	MOUSTACHE METALWORKS	Cleared	446	C	3,284.01
56307	08-Dec-2016	OVE010	OVERWAITEA FOODS	Cleared	446	C	17.91
56308	08-Dec-2016	PED020	PEDALLER' PLACE	Cleared	446	C	305.30
56309	08-Dec-2016	PET010	PETRO CANADA	Cleared	446	C	6,424.48
56310	08-Dec-2016	PUR020	PUROLATOR INC.	Cleared	446	C	53.64
56311	08-Dec-2016	RAC010	RACE TRAC FUELS	Cleared	446	C	936.01
56312	08-Dec-2016	REC010	RECEIVER GENERAL FOR CANADA	Cleared	446	C	71,890.36
56313	08-Dec-2016	REI003	REILLY, BRIANNA	Issued	446	C	62.92
56314	08-Dec-2016	ROS010	THE CITY OF ROSSLAND	Cleared	446	C	276.19
56315	08-Dec-2016	SCO045	SCOTT-MAY, CATHERINE	Cleared	446	C	2,520.00
56316	08-Dec-2016	SCO070	SCOUTS CANADA - CAMP TWEEDSMUIR	Issued	446	C	3,401.63
56317	08-Dec-2016	SEC020	SECURITRIM (2002) INC.	Cleared	446	C	176.35
56318	08-Dec-2016	SEL010	SELECT OFFICE PRODUCTS	Cleared	446	C	245.11
56319	08-Dec-2016	SHA030	SHAW CABLE	Cleared	446	C	292.60
56320	08-Dec-2016	SUN030	SUNSHINE VALLEY APPLIANCE	Cleared	446	C	502.88
56321	08-Dec-2016	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Cleared	446	C	11,513.64
56322	08-Dec-2016	TEL002	TELUS MOBILITY	Cleared	446	C	310.49
56323	08-Dec-2016	TEL050	TELUS SERVICES INC.	Cleared	446	C	604.47
56324	08-Dec-2016	THE001	TRAVEL MEDICINE & VACCINATION CENTRE	Cleared	446	C	325.00
56325	08-Dec-2016	THE010	THE SOURCE	Cleared	446	C	1,529.32
56326	08-Dec-2016	THE180	THE TRAIL CHAMPION	Cleared	446	C	200.00
56327	08-Dec-2016	WES590	WEST KOOTENAY SNOGOERS ASSOCIATION	Issued	446	C	466.27
56328	08-Dec-2016	YOR010	YORSTON, DAVID	Issued	446	C	17.16
56329	08-Dec-2016	YOU080	YOUR DOLLAR STORE WITH MORE 180	Cleared	446	C	2.02
56330	08-Dec-2016	ZIN020	ZINNER, HARALD	Cleared	446	C	230.88
56338	16-Dec-2016	AUS020	AUSTIN ENGINEERING LTD	Cleared	456	C	6,547.25
56339	16-Dec-2016	BAB015	BABAKIEFF, TIM	Issued	456	C	9.91
56340	16-Dec-2016	BCY020	BC/YUKON COMMAND THE ROYAL CANADIAN	Issued	456	C	565.00
56341	16-Dec-2016	BEA240	BEAVER VALLEY CROSS COUNTRY SKI CLUE	Issued	456	C	1,759.03
56342	16-Dec-2016	BEL110	BELL MOBILITY INC.	Cleared	456	C	174.94
56343	16-Dec-2016	BES005	BEST WESTERN PLUS COLUMBIA RIVER HO	Cleared	456	C	474.57
56344	16-Dec-2016	BIL100	BILLY'S WATERWORKS	Cleared	456	C	4,548.66
56345	16-Dec-2016	CAS055	CASCADIA INSTRUMENTATION INC.	Issued	456	C	918.40



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<b>Bank : 1 CIBC Bank - General</b>							
56346	16-Dec-2016	CEC010	CECCHINI, PATRICIA	Cleared	456	C	185.72
56347	16-Dec-2016	CHE050	CHERRY HILL COFFEE INC.	Cleared	456	C	49.95
56348	16-Dec-2016	CIE020	CI EXCAVATING	Cleared	456	C	147.00
56349	16-Dec-2016	COC010	COCA-COLA REFRESHMENTS CANADA	Cleared	456	C	1,370.09
56350	16-Dec-2016	COL017	COLBACHINI, CHERYL ANN	Issued	456	C	119.50
56351	16-Dec-2016	COL019	COLUMBIA STEEL FABRICATING & WELDING	Cleared	456	C	4,122.72
56352	16-Dec-2016	COM009	COMPLETE MAILING SOLUTIONS	Cleared	456	C	94.10
56353	16-Dec-2016	COM050	COMMUNITY FUTURES DEVELOPMENT CORI	Cancelled	465	C	0.00
56354	16-Dec-2016	COM070	COMMUNITY FUTURES DEVELOPMENT CORI	Issued	456	C	20,000.00
56355	16-Dec-2016	CUM010	CUMMINS WESTERN CANADA	Issued	456	C	1,945.42
56356	16-Dec-2016	DEL070	DELL CANADA INC	Cleared	456	C	1,172.61
56357	16-Dec-2016	DUP020	DUPLISKATE JONAH LTD.	Issued	456	C	279.44
56358	16-Dec-2016	FAI030	FAIRBANK ARCHITECTS LTD	Cleared	456	C	133.39
56359	16-Dec-2016	FOR010	FORTISBC - ELECTRICITY	Cleared	456	C	33,499.45
56360	16-Dec-2016	FOR040	FORTIS BC - NATURAL GAS	Cleared	456	C	6,690.59
56361	16-Dec-2016	FRI025	FRIENDS OF THE ROSSLAND RANGE SOCIE	Cleared	456	C	1,877.79
56362	16-Dec-2016	FRU020	FRUITVALE CO-OP	Cleared	456	C	184.53
56363	16-Dec-2016	GAB010	GABRIELLA'S RESTAURANTS LTD.	Cleared	456	C	6,310.20
56364	16-Dec-2016	GES010	SONEPAR CANADA INC - GESCAN WEST	Cleared	456	C	876.53
56365	16-Dec-2016	GLA040	GLACIER VALLEY TREE CARE LTD.	Issued	456	C	1,023.75
56366	16-Dec-2016	GOO020	GOODWILL, JAMIE, R.	Cleared	456	C	99.00
56367	16-Dec-2016	GRA030	GRAND FORKS CURLING CLUB	Cleared	456	C	607.50
56368	16-Dec-2016	HAG040	HAGEL, NICKI, R.	Cleared	456	C	100.00
56369	16-Dec-2016	IMP020	IMPERIAL OIL LIMITED	Cleared	456	C	138.00
56370	16-Dec-2016	INS010	INSURANCE CORPORATION OF BC	Cleared	456	C	80,816.00
56371	16-Dec-2016	INT040	INTEGRA TIRE AUTO CENTRE	Cleared	456	C	105.28
56372	16-Dec-2016	KOO029	KOOTENAY BOUNDARY REG. HOSPITAL HEA	Cleared	456	C	15,123.38
56373	16-Dec-2016	LAC030	LACEY, ADAM D	Issued	456	C	500.00
56374	16-Dec-2016	LAN005	LANDELL, THOMAS	Issued	456	C	70.01
56375	16-Dec-2016	LIT015	LITTLE LAKERS LEARNING CENTRE SOCIET	Issued	456	C	3,000.00
56376	16-Dec-2016	LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMI	Cleared	456	C	5,250.00
56377	16-Dec-2016	LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMI	Cleared	456	C	1,538.00
56378	16-Dec-2016	MAL001	MALLACH, ANDY	Issued	456	C	266.08
56379	16-Dec-2016	MAR006	MARINO WHOLESALE LTD.	Cleared	456	C	918.57
56380	16-Dec-2016	MIN040	MINISTER OF FINANCE	Issued	456	C	204.45
56381	16-Dec-2016	MIN160	MINISTER OF FINANCE	Cleared	456	C	102.58
56382	16-Dec-2016	OAS010	OASIS RECREATION SOCIETY	Cleared	456	C	2,537.50
56383	16-Dec-2016	OLS050	CORRINE, OLSEN	Issued	456	C	58.88
56384	16-Dec-2016	ORC010	ORCHARD FORD SALES LTD.	Cleared	456	C	33.56
56385	16-Dec-2016	PAS060	THE PASTRY SHOP	Issued	456	C	138.45
56386	16-Dec-2016	PHO020	PHOENIX CROSS COUNTRY SKI SOCIETY	Cleared	456	C	24,964.80
56387	16-Dec-2016	PRE020	PRESTIGE MOUNTAIN RESORT	Issued	456	C	315.42
56388	16-Dec-2016	RBM010	R B MECHANICAL	Issued	456	C	133.50
56389	16-Dec-2016	RCM010	RCMP COMMUNITY CONSULTATIVE GROUP	Cleared	456	C	200.00
56390	16-Dec-2016	REC010	RECEIVER GENERAL FOR CANADA	Cleared	456	C	66,288.86
56391	16-Dec-2016	ROG001	ROGERS	Cleared	456	C	148.68
56392	16-Dec-2016	ROS050	ROSSLAND SOCIETY OF ENVIRONMENTAL A	Issued	456	C	500.00
56393	16-Dec-2016	ROS120	ROSSLAND HISTORICAL MUSEUM & ARCHIVI	Cleared	456	C	2,278.00
56394	16-Dec-2016	ROS400	ROSSLAND WINTER CARNIVAL SOCIETY	Issued	456	C	1,000.00
56395	16-Dec-2016	SCO025	SCOUTS CANADA - FIRST WARFIELD	Cleared	456	C	1,049.01
56396	16-Dec-2016	SEL010	SELECT OFFICE PRODUCTS	Cleared	456	C	188.40
56397	16-Dec-2016	SHA030	SHAW CABLE	Issued	456	C	81.08
56398	16-Dec-2016	STE130	STERICYCLE COMMUNICATION SOLUTIONS I	Cleared	456	C	805.33

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<b>Bank : 1 CIBC Bank - General</b>							
56399	16-Dec-2016	TDC020	TD CANADA TRUST	Cleared	456	C	1,044.23
56400	16-Dec-2016	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Cleared	456	C	1,937.33
56401	16-Dec-2016	THE010	THE SOURCE	Issued	456	C	22.39
56402	16-Dec-2016	TOM060	TOMASHEWSKY, ROSANNE, IN TRUST	Cleared	456	C	331.61
56403	16-Dec-2016	TRA042	TRAIL YOUTH SOCCER ASSOCIATION	Issued	456	C	7,934.70
56404	16-Dec-2016	TRO070	TROY LIFE & FIRE SAFETY LTD.	Cleared	456	C	645.75
56405	16-Dec-2016	UNI010	UNITED RENTALS OF CANADA INC.	Cleared	456	C	1,504.10
56406	16-Dec-2016	VAN130	VAN OUYEN, GERRIE S.	Cleared	456	C	573.75
56407	16-Dec-2016	WAL080	WAL MART CANADA CORP	Cleared	456	C	246.65
56408	16-Dec-2016	WAS010	WASTE MANAGEMENT	Cleared	456	C	634.10
56409	16-Dec-2016	WEB050	WEBSTER SCHOOL PARENT ADVISORY COU	Cleared	456	C	22,511.61
56410	16-Dec-2016	WES160	WEST KOOTENAY MECHANICAL (2001) LTD	Cleared	456	C	55,937.84
56411	16-Dec-2016	XER010	XEROX CANADA LTD.	Cleared	456	C	5.87
56412	16-Dec-2016	YOU080	YOUR DOLLAR STORE WITH MORE 180	Issued	456	C	16.86
56447	30-Dec-2016	1094627	1094627 BC LTD.	Issued	470	C	678.09
56448	30-Dec-2016	BAL020	BALDY BOBCAT SERVICES	Issued	470	C	212.63
56449	30-Dec-2016	BCA030	BCAEM	Issued	470	C	50.00
56450	30-Dec-2016	BEA014	BEAVERDELL COMMUNITY CLUB	Issued	470	C	1,000.00
56451	30-Dec-2016	BIL100	BILLY'S WATERWORKS	Issued	470	C	858.74
56452	30-Dec-2016	BOU520	BOUNDARY HISTORICAL SOCIETY	Issued	470	C	2,000.00
56453	30-Dec-2016	BRI050	BRIDESVILLE COMMUNITY CLUB	Issued	470	C	2,000.00
56454	30-Dec-2016	CAN130	CANADIAN UNION OF PUBLIC EMPLOYEES -	Issued	470	C	6,438.04
56455	30-Dec-2016	CEC010	CECCHINI, PATRICIA	Issued	470	C	83.28
56456	30-Dec-2016	CHR120	CHRISTINA LAKE MECHANICAL	Issued	470	C	296.41
56457	30-Dec-2016	CLE100	CLEVERLY, WILMA	Issued	470	C	607.50
56458	30-Dec-2016	COL017	COLBACHINI, CHERYL ANN	Issued	470	C	119.50
56459	30-Dec-2016	COM070	COMMUNITY FUTURES DEVELOPMENT CORI	Issued	470	C	10,923.64
56460	30-Dec-2016	DAI001	DAINES, MARK	Issued	470	C	60.00
56461	30-Dec-2016	DEL070	DELL CANADA INC	Issued	470	C	7,259.45
56462	30-Dec-2016	EMC070	EMCON SERVICES INC.	Issued	470	C	135.39
56463	30-Dec-2016	ENV040	ENVIROPLAN CONSULTANTS 2013 LTD.	Issued	470	C	1,260.00
56464	30-Dec-2016	FOS010	FOSSEN AIR LTD	Issued	470	C	1,575.00
56465	30-Dec-2016	GAG001	GAGNON, ANDRE	Issued	470	C	60.00
56466	30-Dec-2016	GES010	SONEPAR CANADA INC - GESCAN WEST	Issued	470	C	296.83
56467	30-Dec-2016	GOL060	GOLDER ASSOCIATES LTD.	Issued	470	C	1,212.75
56468	30-Dec-2016	GRE025	GREENWOOD REPAIRS	Issued	470	C	492.80
56469	30-Dec-2016	GRE030	GREYHOUND COURIER EXPRESS	Issued	470	C	141.23
56470	30-Dec-2016	INS010	INSURANCE CORPORATION OF BC	Cleared	470	C	2,754.00
56471	30-Dec-2016	IRW010	IRWIN AIR LTD.	Issued	470	C	125.21
56472	30-Dec-2016	JER010	JERRY'S THREE VALLEY WATER	Issued	470	C	19.50
56473	30-Dec-2016	KET080	KETTLE RIVER MECHANICAL	Issued	470	C	86.99
56474	30-Dec-2016	KIR020	KIRKHAM, STEPHEN ROGER	Issued	470	C	260.00
56475	30-Dec-2016	KON070	KONRAD, FRANK	Issued	470	C	213.36
56476	30-Dec-2016	LEA001	LEAVITT, LEO	Issued	470	C	60.00
56477	30-Dec-2016	LEP010	LEPITRE, DONALD	Issued	470	C	109.83
56478	30-Dec-2016	MAG050	MAGAW MOTORS	Issued	470	C	984.53
56479	30-Dec-2016	MAR006	MARINO WHOLESALE LTD.	Issued	470	C	215.94
56480	30-Dec-2016	MAR220	MARSHALL, FRED	Issued	470	C	280.80
56481	30-Dec-2016	MCF010	MCFADDEN, STEPHEN K.	Issued	470	C	90.00
56482	30-Dec-2016	MCL030	MCLEAN, KIM	Issued	470	C	90.00
56483	30-Dec-2016	MEA040	MEARL'S MACHINE WORKS LTD.	Issued	470	C	2,889.60
56484	30-Dec-2016	MIN040	MINISTER OF FINANCE	Issued	470	C	281.29
56485	30-Dec-2016	MIN160	MINISTER OF FINANCE	Issued	470	C	88.35



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56486	30-Dec-2016	MUI030	MUIR, GLENN	Issued	470	C	46.80
56487	30-Dec-2016	OAS010	OASIS RECREATION SOCIETY	Issued	470	C	2,537.50
56488	30-Dec-2016	ORC010	ORCHARD FORD SALES LTD.	Issued	470	C	33.56
56489	30-Dec-2016	PEN002	PENGELLEY, JOHN	Issued	470	C	149.80
56490	30-Dec-2016	PEN015	PENNEY, JENNIFER	Issued	470	C	22.80
56491	30-Dec-2016	PET004	PETIT, PHILIP	Issued	470	C	1,050.00
56492	30-Dec-2016	PHY010	PHYSIO-CONTROL CANADA SALES LTD.	Issued	470	C	321.44
56493	30-Dec-2016	PRO060	PROLINE CUSTOM CLOTHING INC.	Issued	470	C	1,014.93
56494	30-Dec-2016	PUR020	PUROLATOR INC.	Issued	470	C	109.33
56495	30-Dec-2016	QUA002	QUANTUS ELECTRIC LTD.	Issued	470	C	831.32
56496	30-Dec-2016	QUA050	QUADRA INDUSTRIAL SERVICES	Issued	470	C	992.13
56497	30-Dec-2016	REC010	RECEIVER GENERAL FOR CANADA	Issued	470	C	65,902.42
56498	30-Dec-2016	ROC220	ROCK CREEK CEMETERY	Issued	470	C	1,000.00
56499	30-Dec-2016	ROT030	ROTVOLD, MARGUERITE	Issued	470	C	366.03
56500	30-Dec-2016	SAV010	SAVAGE PLUMBING & HEATING	Issued	470	C	1,246.77
56501	30-Dec-2016	SEC030	SECURE BY DESIGN	Issued	470	C	44.80
56502	30-Dec-2016	SEL010	SELECT OFFICE PRODUCTS	Issued	470	C	25.03
56503	30-Dec-2016	SEL040	SELKIRK COLLEGE (CASTLEGAR)	Issued	470	C	4,536.00
56504	30-Dec-2016	SEL080	SELKIRK COLLEGE (TRAIL)	Issued	470	C	892.80
56505	30-Dec-2016	SEX010	SEXAUER LTD.	Issued	470	C	631.27
56506	30-Dec-2016	SHA030	SHAW CABLE	Issued	470	C	547.96
56507	30-Dec-2016	SHE005	SHERRIFF, SUSAN, B.	Issued	470	C	1,790.00
56508	30-Dec-2016	SIM070	SIMM, LARRY	Issued	470	C	90.00
56509	30-Dec-2016	SPC010	SOCIETY FOR PREVENTION OF CRUELTY TO	Issued	470	C	7,437.00
56510	30-Dec-2016	STA007	DESJARDINS CARD SERVICES	Issued	470	C	68.16
56511	30-Dec-2016	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	470	C	255.55
56512	30-Dec-2016	THE010	THE SOURCE	Issued	470	C	1,551.11
56513	30-Dec-2016	UNI010	UNITED RENTALS OF CANADA INC.	Issued	470	C	920.64
56514	30-Dec-2016	USC010	U.S.C.C.	Issued	470	C	405.00
56515	30-Dec-2016	VAN130	VAN OYEN, GERRIE S.	Issued	470	C	464.31
56516	30-Dec-2016	WAL080	WAL MART CANADA CORP	Issued	470	C	526.37
56517	30-Dec-2016	WES016	WESTBRIDGE RECREATION SOCIETY	Issued	470	C	1,000.00
56518	30-Dec-2016	WES060	WESTERN CANADA SAFETY SERVICES LTD.	Issued	470	C	6,751.50
56519	30-Dec-2016	WOL002	WOLFE, DEREK	Issued	470	C	90.00
56520	30-Dec-2016	WSP010	WSP CANADA INC.	Issued	470	C	9,788.63
00059-0001	01-Dec-2016	ABE030	ABELL PEST CONTROL	Cleared	436	T	541.50
00059-0002	01-Dec-2016	ACK020	ACKLANDS-GRAINGER INC.	Cleared	436	T	19.21
00059-0003	01-Dec-2016	AFD001	AFD PETROLEUM LTD.	Cleared	436	T	559.76
00059-0004	01-Dec-2016	ALV010	AL-VA IRRIGATION LTD.	Cleared	436	T	168.00
00059-0005	01-Dec-2016	ALP030	ALPINE DISPOSAL & RECYCLING	Cleared	436	T	1,238.42
00059-0006	01-Dec-2016	ALP002	ALPINE SIGNS & GRAPHICS	Cleared	436	T	44.80
00059-0007	01-Dec-2016	BEN015	BENEFITS BY DESIGN	Cleared	436	T	2,093.63
00059-0008	01-Dec-2016	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	Cleared	436	T	785.00
00059-0009	01-Dec-2016	BLA050	BLACK PRESS GROUP LTD.	Cleared	436	T	489.56
00059-0010	01-Dec-2016	BOU530	BOUNDARY LOCKSMITHS	Cleared	436	T	246.10
00059-0011	01-Dec-2016	CAC020	CACCHIONI, ROBERT CAESAR	Cleared	436	T	50.00
00059-0012	01-Dec-2016	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	Cleared	436	T	270.67
00059-0013	01-Dec-2016	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Cleared	436	T	348.07
00059-0014	01-Dec-2016	CAS240	CASCADE PRO ELECTRIC INC.	Cleared	436	T	2,105.08
00059-0015	01-Dec-2016	CIN001	CINTAS THE UNIFORM PEOPLE	Cleared	436	T	111.64
00059-0016	01-Dec-2016	COL390	COLUMBIA BASIN BROADBAND CORPORAT	Cleared	436	T	3,651.20
00059-0017	01-Dec-2016	COM190	COMMONSPACE CONSULTING	Cleared	436	T	3,087.00
00059-0018	01-Dec-2016	COR010	CORAL ENVIRONMENTS LTD.	Cleared	436	T	334.16

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<b>Bank : 1 CIBC Bank - General</b>							
00059-0019	01-Dec-2016	DHC010	DHC COMMUNICATIONS INC.	Cleared	436	T	357.00
00059-0020	01-Dec-2016	FOU080	FOUR STAR COMMUNICATIONS INC.	Cleared	436	T	280.62
00059-0021	01-Dec-2016	GEO020	GEOTRAC SYSTEMS INC.	Cleared	436	T	2,413.88
00059-0022	01-Dec-2016	GRA050	GRAND FORKS HOME HARDWARE	Cleared	436	T	74.93
00059-0023	01-Dec-2016	GRI010	GRIEVE, ALI K.	Cleared	436	T	122.80
00059-0024	01-Dec-2016	HAL010	HALL PRINTING	Cleared	436	T	267.70
00059-0025	01-Dec-2016	ISL030	ISL ENGINEERING AND LAND SERVICES LTD.	Cleared	436	T	3,047.10
00059-0026	01-Dec-2016	JJH010	J.J.H. ENTERPRISES	Cleared	436	T	66.21
00059-0027	01-Dec-2016	KON001	KONE INC.	Cleared	436	T	325.65
00059-0028	01-Dec-2016	KOO200	KOOTENAY COFFEE COMPANY	Cleared	436	T	32.00
00059-0029	01-Dec-2016	LOR010	LORDCO PARTS LTD.	Cleared	436	T	394.60
00059-0030	01-Dec-2016	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Cleared	436	T	26.07
00059-0031	01-Dec-2016	MAG020	MAGLIO INSTALLATIONS LTD.	Cleared	436	T	924.00
00059-0032	01-Dec-2016	MAR001	MARTIN, MICHAEL, T.	Cleared	436	T	163.36
00059-0033	01-Dec-2016	MCG002	MCGREGOR, GRACE	Cleared	436	T	612.80
00059-0034	01-Dec-2016	MCL060	MCLELLAN, LLOYD	Cleared	436	T	50.00
00059-0035	01-Dec-2016	MIL160	MILLS OFFICE PRODUCTIVITY	Cleared	436	T	159.69
00059-0036	01-Dec-2016	OKT010	OK TIRE STORE	Cleared	436	T	2,352.97
00059-0037	01-Dec-2016	OPU010	OPUS INTERNATIONAL CONSULTANTS (CAN/	Cleared	436	T	6,851.57
00059-0038	01-Dec-2016	PAH010	PAHL, EDWARD	Cleared	436	T	50.00
00059-0039	01-Dec-2016	PAL005	PALADIN SECURITY GROUP LTD.	Cleared	436	T	22,982.40
00059-0040	01-Dec-2016	POW100	POWER TECH ELECTRIC LTD.	Cleared	436	T	5,045.25
00059-0041	01-Dec-2016	RIM010	RIMELL, CARLY, D.	Cleared	436	T	290.00
00059-0042	01-Dec-2016	SEL160	SELKIRK SECURITY SERVICE LTD	Cleared	436	T	35.70
00059-0043	01-Dec-2016	SMI150	SMITH, EDWARD I.	Cleared	436	T	398.40
00059-0044	01-Dec-2016	SOF020	SOFTCHOICE LP	Cleared	436	T	11,162.80
00059-0045	01-Dec-2016	STO030	STOKES INTERNATIONAL	Cleared	436	T	45.00
00059-0046	01-Dec-2016	TRA010	THE CITY OF TRAIL	Cleared	436	T	18.83
00059-0047	01-Dec-2016	FRU010	THE VILLAGE OF FRUITVALE	Cleared	436	T	8,979.36
00059-0048	01-Dec-2016	THE140	THE WOODEN SPOON BISTRO LTD.	Cleared	436	T	224.15
00059-0049	01-Dec-2016	TOO010	TOOL TIME SUPPLIES LTD.	Cleared	436	T	75.01
00059-0050	01-Dec-2016	TRA029	TRAIL COFFEE & TEA COMPANY	Cleared	436	T	20.00
00059-0051	01-Dec-2016	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Cleared	436	T	71.99
00059-0052	01-Dec-2016	UNI110	UNITED WAY OF TRAIL	Cleared	436	T	1,130.00
00059-0053	01-Dec-2016	VAB010	VAB ENTERPRISES	Cleared	436	T	682.50
00059-0054	01-Dec-2016	VAL130	VALLIN	Cleared	436	T	263.99
00059-0055	01-Dec-2016	WOR100	WORLEY, LINDA	Cleared	436	T	982.81
00059-0056	01-Dec-2016	ZAN020	ZANUSSI, BRIAN	Cleared	436	T	200.00
00060-0001	08-Dec-2016	ACE010	A.C.E. COURIER SERVICES	Cleared	445	T	172.28
00060-0002	08-Dec-2016	BCM020	B.C. MUNICIPAL SAFETY ASSOCIATION	Cleared	445	T	378.00
00060-0003	08-Dec-2016	BAT030	BATTRICK & SONS LOCKSMITHING	Cleared	445	T	1,489.95
00060-0004	08-Dec-2016	BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	Cleared	445	T	9,470.62
00060-0005	08-Dec-2016	BRA030	BRANDT TRACTOR	Cleared	445	T	504.90
00060-0006	08-Dec-2016	BVC001	BV COMMUNICATIONS LTD.	Cleared	445	T	112.00
00060-0007	08-Dec-2016	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Cleared	445	T	206.20
00060-0008	08-Dec-2016	CER030	CERTIFIED ENSEMBLE SERVICES	Cleared	445	T	119.70
00060-0009	08-Dec-2016	CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	Cleared	445	T	10,022.50
00060-0010	08-Dec-2016	CIN001	CINTAS THE UNIFORM PEOPLE	Cleared	445	T	119.48
00060-0011	08-Dec-2016	CLA130	CLARITY DEVELOPMENT CONSULTING INC.	Cleared	445	T	525.00
00060-0012	08-Dec-2016	COL010	COLANDER RESTAURANTS (1999) LTD.	Cleared	445	T	438.32
00060-0013	08-Dec-2016	COM190	COMMONSPPLACE CONSULTING	Cleared	445	T	3,087.00
00060-0014	08-Dec-2016	DAT020	DATUM CONSULTING LTD.	Cleared	445	T	1,312.50
00060-0015	08-Dec-2016	EAR020	EARTH MANAGEMENT LTD.	Cleared	445	T	975.57



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Bank : 1 CIBC Bank - General							
00060-0016	08-Dec-2016	HEL010	EDMISON, HELENA	Cleared	445	T	362.88
00060-0017	08-Dec-2016	FIV030	FIVE STAR UNIFORMS	Cleared	445	T	106.63
00060-0018	08-Dec-2016	FOU080	FOUR STAR COMMUNICATIONS INC.	Cleared	445	T	226.86
00060-0019	08-Dec-2016	GRA023	GRAND FORKS CONCRETE AND GRAVEL LTD	Cleared	445	T	252.00
00060-0020	08-Dec-2016	GRA050	GRAND FORKS HOME HARDWARE	Cleared	445	T	334.94
00060-0021	08-Dec-2016	INL070	INLAND ALLCARE	Cleared	445	T	1,115.72
00060-0022	08-Dec-2016	JUS010	JUSTICE INSTITUTE OF B.C.	Cleared	445	T	460.03
00060-0023	08-Dec-2016	KIM020	KIMCO CONTROLS LTD.	Cleared	445	T	1,340.83
00060-0024	08-Dec-2016	KOO045	KOOTENAY COMMUNICATIONS LTD.	Cleared	445	T	932.19
00060-0025	08-Dec-2016	LOR010	LORDCO PARTS LTD.	Cleared	445	T	167.16
00060-0026	08-Dec-2016	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Cleared	445	T	9.06
00060-0027	08-Dec-2016	MCG020	MCGREGOR, ROBERT	Cleared	445	T	715.63
00060-0028	08-Dec-2016	MIL160	MILLS OFFICE PRODUCTIVITY	Cleared	445	T	829.90
00060-0029	08-Dec-2016	MOU004	MOUNTAIN TRANSPORT INSTITUTE LTD.	Cleared	445	T	500.00
00060-0030	08-Dec-2016	PAC020	PACIFIC BLUE CROSS	Cleared	445	T	31,532.24
00060-0031	08-Dec-2016	RIC010	RICOH CANADA INC.	Cleared	445	T	140.00
00060-0032	08-Dec-2016	RJA010	RJAMES MANAGEMENT GROUP	Cleared	445	T	1,469.24
00060-0033	08-Dec-2016	ROC050	ROCKY MOUNTAIN ENERGY	Cleared	445	T	526.03
00060-0034	08-Dec-2016	SEL160	SELKIRK SECURITY SERVICE LTD	Cleared	445	T	53.55
00060-0035	08-Dec-2016	SKE010	SK ELECTRONICS LTD.	Cleared	445	T	677.55
00060-0036	08-Dec-2016	THE140	THE WOODEN SPOON BISTRO LTD.	Cleared	445	T	127.58
00060-0037	08-Dec-2016	TOO010	TOOL TIME SUPPLIES LTD.	Cleared	445	T	43.99
00060-0038	08-Dec-2016	TRA020	TRAIL CLEANERS & LAUNDRY LTD.	Cleared	445	T	59.49
00060-0039	08-Dec-2016	TRA029	TRAIL COFFEE & TEA COMPANY	Cleared	445	T	168.00
00060-0040	08-Dec-2016	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Cleared	445	T	78.17
00060-0041	08-Dec-2016	VAL020	VALKYRIE LAW GROUP LLP	Cleared	445	T	2,605.69
00060-0042	08-Dec-2016	VAL130	VALLIN	Cleared	445	T	37.05
00060-0043	08-Dec-2016	VIT001	VITALAIRE	Cleared	445	T	309.03
00060-0044	08-Dec-2016	WAD010	WADE TECHNOLOGIES LTD.	Cleared	445	T	527.83
00060-0045	08-Dec-2016	WOR100	WORLEY, LINDA	Cleared	445	T	807.58
00061-0001	16-Dec-2016	ACK020	ACKLANDS-GRAINGER INC.	Cleared	455	T	543.97
00061-0002	16-Dec-2016	AFD001	AFD PETROLEUM LTD.	Cleared	455	T	1,127.96
00061-0003	16-Dec-2016	ALP002	ALPINE SIGNS & GRAPHICS	Cleared	455	T	112.00
00061-0004	16-Dec-2016	AMF010	AM FORD	Cleared	455	T	805.86
00061-0005	16-Dec-2016	ANNO30	ANNUVA SOLUTIONS	Cleared	455	T	67.11
00061-0006	16-Dec-2016	BCM020	B.C. MUNICIPAL SAFETY ASSOCIATION	Cleared	455	T	5,827.50
00061-0007	16-Dec-2016	BIG050	BIG WHITE CENTRAL RESERVATIONS LTD.	Cleared	455	T	120.75
00061-0008	16-Dec-2016	BIG060	BIG WHITE SKI RESORT LTD.	Cleared	455	T	3,962.70
00061-0009	16-Dec-2016	BIG025	BIG WHITE UTILITIES	Cleared	455	T	27,541.43
00061-0010	16-Dec-2016	BLA050	BLACK PRESS GROUP LTD.	Cleared	455	T	226.59
00061-0011	16-Dec-2016	BRO015	BROWN, JASON	Cleared	455	T	73.98
00061-0012	16-Dec-2016	BVC001	BV COMMUNICATIONS LTD.	Cleared	455	T	95.86
00061-0013	16-Dec-2016	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	Cleared	455	T	158.31
00061-0014	16-Dec-2016	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Cleared	455	T	458.50
00061-0015	16-Dec-2016	CHR440	CHRISTINA GATEWAY DEVELOPMENT ASSOC	Cleared	455	T	35,000.00
00061-0016	16-Dec-2016	CIN001	CINTAS THE UNIFORM PEOPLE	Cleared	455	T	63.66
00061-0017	16-Dec-2016	COL240	COLUMBIA FILTER LTD.	Cleared	455	T	293.13
00061-0018	16-Dec-2016	COM020	COMMISSIONAIRES BRITISH COLUMBIA	Cleared	455	T	18,532.46
00061-0019	16-Dec-2016	COO100	COOPER MEDICAL SUPPLIES LTD.	Cleared	455	T	311.37
00061-0020	16-Dec-2016	COR130	CORMACK, CHRISTOPHER	Cleared	455	T	488.08
00061-0021	16-Dec-2016	DAN090	DANCHUK, JOSEPH, P.	Cleared	455	T	824.76
00061-0022	16-Dec-2016	DOM030	DOMINION GOVLAW LLP	Cleared	455	T	564.76
00061-0023	16-Dec-2016	ENO010	ENORMOUS PRODUCTIONS	Cleared	455	T	5,257.35

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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
00061-0024	16-Dec-2016	GEE020	GEE, VICKI LYNN	Cleared	455	T	568.81
00061-0025	16-Dec-2016	GRA050	GRAND FORKS HOME HARDWARE	Cleared	455	T	356.77
00061-0026	16-Dec-2016	GRE080	GRESLEY-JONES, KEN	Cleared	455	T	150.00
00061-0027	16-Dec-2016	GUI001	GUILLEVIN INTERNATIONAL INC.	Cleared	455	T	5,101.46
00061-0028	16-Dec-2016	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	Cleared	455	T	419.46
00061-0029	16-Dec-2016	INL070	INLAND ALLCARE	Cleared	455	T	2,347.05
00061-0030	16-Dec-2016	JJH010	J.J.H. ENTERPRISES	Cleared	455	T	365.53
00061-0031	16-Dec-2016	KET170	KETTLE VALLEY WASTE LTD.	Cleared	455	T	442.69
00061-0032	16-Dec-2016	KON001	KONE INC.	Cleared	455	T	325.65
00061-0033	16-Dec-2016	KOO200	KOOTENAY COFFEE COMPANY	Cleared	455	T	1,020.00
00061-0034	16-Dec-2016	KOO210	KOOTENAY VALLEY WATER CO.	Cleared	455	T	407.34
00061-0035	16-Dec-2016	KOV010	KOVACS, MARGARET A.	Cleared	455	T	128.80
00061-0036	16-Dec-2016	LAK050	LAKETIME SERVICES	Cleared	455	T	508.70
00061-0037	16-Dec-2016	LIB010	LIBERTY FOOD STORES	Cleared	455	T	615.36
00061-0038	16-Dec-2016	LOR010	LORDCO PARTS LTD.	Cleared	455	T	769.56
00061-0039	16-Dec-2016	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Cleared	455	T	11,566.02
00061-0040	16-Dec-2016	MCG002	MCGREGOR, GRACE	Cleared	455	T	467.04
00061-0041	16-Dec-2016	MIL160	MILLS OFFICE PRODUCTIVITY	Cleared	455	T	114.34
00061-0042	16-Dec-2016	NEW100	NEW LINE SKATEPARKS INC.	Cleared	455	T	215,604.31
00061-0043	16-Dec-2016	PAR050	PARSLOW LOCK & SAFE	Cleared	455	T	3,064.40
00061-0044	16-Dec-2016	PEN030	PENNER, BRUCE	Cleared	455	T	199.00
00061-0045	16-Dec-2016	PHA010	PHARMASAVE NO 106	Cleared	455	T	39.64
00061-0046	16-Dec-2016	PRA040	PRAXAIR DISTRIBUTION	Cleared	455	T	514.09
00061-0047	16-Dec-2016	RIC010	RICOH CANADA INC.	Cleared	455	T	665.38
00061-0048	16-Dec-2016	RIT020	RITEWAY MECHANICAL REPAIR LTD.	Cleared	455	T	269.67
00061-0049	16-Dec-2016	SAV030	SAVOY EQUIPMENT LTD KELOWNA	Cleared	455	T	351.77
00061-0050	16-Dec-2016	SCP010	SCP DISTRIBUTORS INC.	Cleared	455	T	1,218.29
00061-0051	16-Dec-2016	SEL160	SELKIRK SECURITY SERVICE LTD	Cleared	455	T	2,891.95
00061-0052	16-Dec-2016	FRU010	THE VILLAGE OF FRUITVALE	Cleared	455	T	36,847.12
00061-0053	16-Dec-2016	TKI010	TKI CONSTRUCTION LTD.	Cleared	455	T	91,136.82
00061-0054	16-Dec-2016	TOO010	TOOL TIME SUPPLIES LTD.	Cleared	455	T	26.88
00061-0055	16-Dec-2016	TRA029	TRAIL COFFEE & TEA COMPANY	Cleared	455	T	68.00
00061-0056	16-Dec-2016	VAL130	VALLIN	Cleared	455	T	26.88
00061-0057	16-Dec-2016	VAN170	VAN DYKE, CHRISTINE	Cleared	455	T	2,600.00
00061-0058	16-Dec-2016	VER090	VERHELST, SHELLEY	Cleared	455	T	1,300.00
00061-0059	16-Dec-2016	WOR100	WORLEY, LINDA	Cleared	455	T	375.15
00062-0001	30-Dec-2016	RUS010	RUSSELL, ROLY	Cleared	469	T	1,970.74
00062-0002	30-Dec-2016	ACE010	A.C.E. COURIER SERVICES	Cleared	469	T	174.24
00062-0003	30-Dec-2016	ABE030	ABELL PEST CONTROL	Cleared	469	T	541.50
00062-0004	30-Dec-2016	ACK020	ACKLANDS-GRAINGER INC.	Cleared	469	T	112.94
00062-0005	30-Dec-2016	AFD001	AFD PETROLEUM LTD.	Cleared	469	T	511.91
00062-0006	30-Dec-2016	ALP030	ALPINE DISPOSAL & RECYCLING	Cleared	469	T	41,541.02
00062-0007	30-Dec-2016	AMF010	AM FORD	Cleared	469	T	520.35
00062-0008	30-Dec-2016	AND040	ANDREW SHERET LTD.	Cleared	469	T	10.52
00062-0009	30-Dec-2016	ASS040	ASSOCIATED FIRE SAFETY	Cleared	469	T	1,347.84
00062-0010	30-Dec-2016	ATS001	AT SOURCE RECYCLING SYSTEMS CORP.	Cleared	469	T	761.60
00062-0011	30-Dec-2016	BCT030	BC TRANSIT	Cleared	469	T	129,965.00
00062-0012	30-Dec-2016	BEA020	BEAVER FALLS MACHINING LTD	Cleared	469	T	1,831.20
00062-0013	30-Dec-2016	BEA130	BEAVER VALLEY LIBRARY	Cleared	469	T	15,394.00
00062-0014	30-Dec-2016	BIG130	BIG WHITE ELECTRICAL LTD.	Cleared	469	T	539.43
00062-0015	30-Dec-2016	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	Cleared	469	T	823.00
00062-0016	30-Dec-2016	BIG025	BIG WHITE UTILITIES	Cleared	469	T	1,626.60
00062-0017	30-Dec-2016	BOR010	BORSATO, ANDREW	Cleared	469	T	90.00



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## Cheque Register-Summary-Bank



AP5090

Page : 9

Date : Jan 17, 2017

Time : 10:32 am

Supplier : 084010 To ZUC010  
 Cheque Dt. 01-Dec-2016 To 31-Dec-2016  
 Bank : 1 - CIBC Bank - General

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
00062-0018	30-Dec-2016	BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	Cleared	469	T	3,146.82
00062-0019	30-Dec-2016	BVC001	BV COMMUNICATIONS LTD.	Cleared	469	T	771.85
00062-0020	30-Dec-2016	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	Cleared	469	T	270.67
00062-0021	30-Dec-2016	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Cleared	469	T	447.74
00062-0022	30-Dec-2016	CAR012	CARO ANALYTICAL SERVICES	Cleared	469	T	1,721.48
00062-0023	30-Dec-2016	KEL030	CITY OF KELOWNA	Cleared	469	T	4,279.70
00062-0024	30-Dec-2016	CLA130	CLARITY DEVELOPMENT CONSULTING INC.	Cleared	469	T	262.50
00062-0025	30-Dec-2016	COL024	COLUMBIA TRUCK CENTERS	Cleared	469	T	301.55
00062-0026	30-Dec-2016	COO050	COOKSON MOTORS LTD.	Cleared	469	T	534.42
00062-0027	30-Dec-2016	DAN090	DANCHUK, JOSEPH, P.	Cleared	469	T	186.24
00062-0028	30-Dec-2016	DHC010	DHC COMMUNICATIONS INC.	Cleared	469	T	368.55
00062-0029	30-Dec-2016	DOR030	DORMAR CONSTRUCTION MANAGEMENT	Cleared	469	T	2,682.34
00062-0030	30-Dec-2016	ENO010	ENORMOUS PRODUCTIONS	Cleared	469	T	3,614.10
00062-0031	30-Dec-2016	FIR040	FIREFIGHTERS ASSOCIATION	Cleared	469	T	6,014.49
00062-0032	30-Dec-2016	GRA050	GRAND FORKS HOME HARDWARE	Cleared	469	T	67.71
00062-0033	30-Dec-2016	GRI010	GRIEVE, ALI K.	Cleared	469	T	68.20
00062-0034	30-Dec-2016	HIR010	HIRAM, JANICE	Cleared	469	T	213.00
00062-0035	30-Dec-2016	INF030	INFOSAT COMMUNICATIONS	Cleared	469	T	593.90
00062-0036	30-Dec-2016	INL070	INLAND ALLCARE	Cleared	469	T	3,807.08
00062-0037	30-Dec-2016	INT010	INTERWEST CABINET LTD.	Cleared	469	T	8,662.50
00062-0038	30-Dec-2016	JJH010	J.J.H. ENTERPRISES	Cleared	469	T	316.21
00062-0039	30-Dec-2016	JUS010	JUSTICE INSTITUTE OF B.C.	Cleared	469	T	15,205.46
00062-0040	30-Dec-2016	KET170	KETTLE VALLEY WASTE LTD.	Cleared	469	T	41,942.24
00062-0041	30-Dec-2016	KOO210	KOOTENAY VALLEY WATER CO.	Cleared	469	T	104.19
00062-0042	30-Dec-2016	LAK050	LAKETIME SERVICES	Cleared	469	T	736.12
00062-0043	30-Dec-2016	LOR010	LORDCO PARTS LTD.	Cleared	469	T	3,606.54
00062-0044	30-Dec-2016	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Cleared	469	T	555.85
00062-0045	30-Dec-2016	MAG020	MAGLIO INSTALLATIONS LTD.	Cleared	469	T	2,310.00
00062-0046	30-Dec-2016	MAR001	MARTIN, MICHAEL, T.	Cleared	469	T	160.24
00062-0047	30-Dec-2016	MCL060	MCLELLAN, LLOYD	Cleared	469	T	50.00
00062-0048	30-Dec-2016	MIL160	MILLS OFFICE PRODUCTIVITY	Cleared	469	T	872.20
00062-0049	30-Dec-2016	MIL150	MILLWORKS MFG. LTD.	Cleared	469	T	1,024.80
00062-0050	30-Dec-2016	MMM001	MMM GROUP LIMITED	Cleared	469	T	576.45
00062-0051	30-Dec-2016	MOR015	MORROW BIOSCIENCE LTD.	Cleared	469	T	252.00
00062-0052	30-Dec-2016	OPU010	OPUS INTERNATIONAL CONSULTANTS (CAN/	Cleared	469	T	6,846.15
00062-0053	30-Dec-2016	PAC020	PACIFIC BLUE CROSS	Cleared	469	T	30,308.50
00062-0054	30-Dec-2016	PAH010	PAHL, EDWARD	Cleared	469	T	50.00
00062-0055	30-Dec-2016	POW100	POWER TECH ELECTRIC LTD.	Cleared	469	T	865.41
00062-0056	30-Dec-2016	PRA040	PRAXAIR DISTRIBUTION	Cleared	469	T	55.41
00062-0057	30-Dec-2016	RJA010	RJAMES MANAGEMENT GROUP	Cleared	469	T	606.61
00062-0058	30-Dec-2016	ROC030	ROCKY MOUNTAIN PHOENIX	Cleared	469	T	38,437.42
00062-0059	30-Dec-2016	SAF100	S & A FALCON ENGINEERING LTD.	Cleared	469	T	1,767.15
00062-0060	30-Dec-2016	SEL160	SELKIRK SECURITY SERVICE LTD	Cleared	469	T	245.70
00062-0061	30-Dec-2016	SMI150	SMITH, EDWARD I.	Cleared	469	T	285.04
00062-0062	30-Dec-2016	SOU080	SOURCE OFFICE FURNISHINGS	Cleared	469	T	1,618.40
00062-0063	30-Dec-2016	SUP170	SUPER SAVE DISPOSAL INC.	Cleared	469	T	11,433.55
00062-0064	30-Dec-2016	GRE010	THE CITY OF GREENWOOD	Cleared	469	T	1,000.00
00062-0065	30-Dec-2016	TRA010	THE CITY OF TRAIL	Cleared	469	T	7,324.91
00062-0066	30-Dec-2016	THE140	THE WOODEN SPOON BISTRO LTD.	Cleared	469	T	2,241.70
00062-0067	30-Dec-2016	TOM040	TOMASHEWSKY, ROSANNE	Cleared	469	T	52.00
00062-0068	30-Dec-2016	TRA029	TRAIL COFFEE & TEA COMPANY	Cleared	469	T	44.00
00062-0069	30-Dec-2016	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Cleared	469	T	184.02
00062-0070	30-Dec-2016	TRO010	TROWELEX RENTALS AND SALES	Cleared	469	T	971.80

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**  
**Cheque Register-Summary-Bank**


AP5090

Page : 10

Date : Jan 17, 2017

Time : 10:33 am

Supplier : 084010 To ZUC010

Cheque Dt. 01-Dec-2016 To 31-Dec-2016

Bank : 1 - CIBC Bank - General

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
00062-0071	30-Dec-2016	TWI020	TWIN RIVERS CONTROLS	Cleared	469	T	7,046.29
00062-0072	30-Dec-2016	VAB010	VAB ENTERPRISES	Cleared	469	T	682.50
00062-0073	30-Dec-2016	VAL130	VALLIN	Cleared	469	T	493.31
00062-0074	30-Dec-2016	WAJ010	WAJAX INDUSTRIAL COMPONENTS LP	Cleared	469	T	424.10
00062-0075	30-Dec-2016	WAL090	WALKER, SARAH KELLY	Cleared	469	T	40.00

Total Computer Paid : 778,387.97

Total EFT PAP : 0.00

Total Paid : 1,843,008.80

Total Manually Paid : 0.00

Total EFT File : 1,064,620.83

483 Total No. Of Cheque(s) ...



**Policy, Executive and Personnel Committee**

**Wednesday, December 14, 2016**

**RDKB Board Room, Grand Forks, BC**

**Minutes**

**Committee Members Present:**

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

**Staff Present**

T. Lenardon, Manager of Corporate Administration/Recording Secretary  
J. MacLean, Chief Administrative Officer

**CALL TO ORDER**

The Chair called the meeting to order at 3:00 p.m.

**ADOPTION OF AGENDA (ADDITIONS/DELETIONS)**

A closed session for Committee members only was added to the agenda, and it was;

Moved: Director Cecchini    Seconded: Director Martin

That the December 14, 2016 Policy, Executive and Personnel Committee agenda be adopted as amended.

Carried.

**ADOPTION OF MINUTES**

The Minutes of the Policy, Executive and Personnel Committee meeting held November 9, 2016 were presented.

Moved: Director McGregor Seconded: Director Martin

That the Minutes of the Policy, Executive and Personnel Committee meeting held November 9, 2016 be adopted as presented.

Carried.

Staff clarified the recommendation on page 4 of the November 9, Committee minutes regarding a possible increase to the Board Vice-Chair's stipend. An increase in the stipend amount has not been defined or agreed upon and the reference to, and amount suggested for increasing the stipend was only included in the record as an example for Staff's research.

### **GENERAL DELEGATIONS**

There were no delegations in attendance.

### **UNFINISHED BUSINESS**

#### **J. MacLean-Development of a CAO Performance Review Policy and Procedure**

A staff report from John M. MacLean, CAO regarding the development of a policy and procedure for the undertaking of the RDKB Chief Administrative Officer (CAO) performance reviews was presented.

The Chief Administrative Officer explained the Staff Report and the Committee members discussed the proposed draft policy.

It was agreed that for the time being, the inclusion of having a "peer" group participate in the RDKB CAO evaluation /performance review would not be included in the finalized and adopted policy.

The Committee discussed the recommendation to "seal and file" the appraisal report after it has been completed (#8 under process in draft policy). There were inquiries as to how transparency for the current and future Board Chair and Board Directors would be achieved in making the completed report available (if it is sealed and filed). The report needs to be used as a reference document with the content being available for future assessments and evaluations.

There was a discussion regarding the inclusion of a CAO self-evaluation as part of the performance evaluation process. This would provide the CAO an opportunity to report

out to the overall RDKB Board of Directors on goals and objectives and how they have been met.

After further review and discussion there was agreement that the proposed draft Chief Administrative Officer Performance Evaluation Policy and Procedure be referred back to Staff and for Staff to work with Board Vice-Chair Russell with direction to revise the policy as follows:

1. Remove the inclusion of "peer groups" in the completion of the survey form.
2. Add the following sentence to the end of paragraph #8 under Process: *"Access to the completed Chief Administrative Officer's Performance Evaluation Report will be provided to the Board Chair upon request".*
3. Add "descriptors" / statements to each of the survey questions that are included in the Performance Evaluation form that the participants will complete.
4. Attempt to simplify the content of the appraisal questions.
5. Add the text "Vice-Chair" to paragraph #7 under Process so that the sentence begins with *"The Board Chair and Vice-Chair will meet privately with the .....".*

#### **Correspondence Policy-Review**

The Correspondence Policy was presented for the Committee's consideration.

It was agreed that the policy does not require further edits, and it was;

Moved: Director Cecchini Seconded: Director McGregor

That the Policy, Executive and Personnel Committee approves the proposed Correspondence Policy. **FURTHER** that the Correspondence Policy be referred to the Directors for comments.

Carried.

#### **B. Burget-Purchasing Policy and**

A staff report from Beth Burget, General Manager of Finance, regarding replacement of the existing Purchasing Policy was presented.

The Committee members reviewed this draft policy at length and the following revisions were discussed and agreed upon:

#### **Proposed Policy Guiding Principle #9 (preference to local suppliers of goods and services)-Purchasing Policy page 2 of 8:**

- Amend the first sentence by replacing the text: *Give preference to local suppliers of goods and services....* with: *Recognize the value of social impact purchasing....*

- Amend the second sentence by adding the word *may* after "It is recognized that support to local suppliers....." and add the word *social* after the word *may* so that the second sentence reads: "It is recognized that support to local suppliers *may* provide a *social* return to communities....."

**Definitions** - Purchasing Policy Page 3 of 8:

- Add definition for *social impact* using the definition in the Province of BC's Guideline document (e.g. Provincial Social Impact Purchasing Guidelines).
- Add definition of *sole-sourcing*

**Supplier Selection Criteria (RFP)** Purchasing Procedure Manual Page 12 of 23

- Add a new section: *Section 19.1 e) Social Impact*
- Section 19 then needs to be re-lettered accordingly with updating the current clause e) to become clause f).

**Supplier Selection Criteria (RFQS)** - Purchasing Procedure Manual Page 6 of 23

- Update 8.1 by adding the words: *social and* to the first sentence after (".....maintenance cost, product performance, and *social and* environmental impact....").

Moved: Director Russell    Seconded: Director McGregor

That the draft Purchasing Policy and Procedure Manual be referred back to Staff to make the revisions as instructed by the Committee members. **FURTHER** that the revised policy be presented back to the PEP Committee at a future meeting.

Carried.

**Proposed Revised RDKB Board of Directors Remuneration Bylaw**

The proposed RDKB Board of Directors Remuneration Bylaw was presented for discussion and consideration.

There was a review of the compensation that is provided for Directors' travel (eg daily per-diem and compensation to cover meals). The Committee members discussed ways that the elected officials can be transparent and accountable for the remuneration that is provided.

It was discussed that the bylaw could include a procedure that would

- a) allow for advance cheques to be optional, and could be provided upon request,
- b) ensure that Directors should eventually authorize all expenses that are reimbursed to them (for example, through authorizing expenses provided in advance payments or inclusion of such claims in regular expense forms),

- c) allow for a better accounting and provision for partial per diem payments where some meals are provided in the course of the event, while still recognizing that alternative meal expenses may occasionally be necessary, and
- d) clarity around the language used in the Bylaw with regards to "advance cheques".

A geographic boundary that illustrates communities outside of the RDKB's jurisdiction and outside of B.C. where meals are more expensive should be identified. There was consensus that a second "zone" be added to the Bylaw. This zone would be an additional tier for meal allowances when Directors travel to communities where meals are more expensive.

Moved: Director Russell Seconded: Director Danchuk

That the proposed RDKB Board of Directors Remuneration Bylaw be referred back to Staff for revisions which will: clarify the language regarding "advance cheques" and include an additional tier (Zone 2) for meals when travel is in areas where meals are more expensive. **FURTHER** that the Remuneration Bylaw also include a procedure that clearly separates partial per diem expenses from the remuneration that is provided and that requires Directors to authorize expenses that are included in advance cheques in some manner.

Carried.

### **NEW BUSINESS**

Due to the commencement of the next scheduled RDKB meeting, the remaining three PEP Committee December 14th New Business agenda items (Employee Code of Conduct, Best Practice Best Practice-Municipal appointments to the Board of Directors and the propose RDKB Fire Departments Service Levels Policy) were deferred to a future meeting.

Moved: Director Cecchini Seconded: Director Martin

That the Policy, Executive and Personnel Committee December 14, 2016 New Business Agenda Items: Employee Code of Conduct, Best Practice-Municipal Appointments to the Board of Directors and Fire Departments Service Levels Policy be deferred to a future meeting.

Carried.

### **LATE (EMERGENT) ITEMS**

There were no late emergent items to discuss.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

A discussion was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period was not necessary.

**CLOSED (IN CAMERA) SESSION**

Staff were excused.

Moved: Director Cecchini    Seconded: Director Martin

That the RDKB Policy, Executive and Personnel Committee convene to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* (time: 4:55 p.m.)

Carried.

The Policy, Executive and Personnel Committee reconvened to the open meeting at 5:30 p.m.)

**ADJOURNMENT**

There being no further business to discuss, it was;

Moved: Director Danchuk

That the meeting be adjourned (time: 5:35 p.m.)

Carried.

TL



**Electoral Area “C” Parks & Recreation Commission  
Regular Meeting  
Wednesday, November 9, 2016  
Welcome Centre  
8:00 AM**

**AGENDA**

- 1. Approval of the Agenda**
- 2. Minutes**
  - Minutes of the Regular meeting of October 12, 2016-**Pg 3 - 5**
- 3. Delegations: N/A**
- 4. Business Arising from the Minutes**
- 5. Correspondence-**
- 6. Financial Plan –**
  - 2017 Operating/Capital -**TBD**
  - Financial Statement –RDKB September, 2016- **Pg 6 - 8**
- 7. Old Business**
  - Lake Access Johnson Road End- (**Follow up**)
  - Dog Park - Vandalism at the Dog Park
- 8. New Business- Bike BC Pedestrian Grant Application-Pg 9 -13**
  - **Disc Golf project –**
  - **Nature Park –What is it?- Pg 14**
- 9. Sub Committee Report**
  - **COP Update- Finished for Season**
  - **Recreation Program Update**
    - **November Flyer- Pg 15-16**
  - **Park Maintenance - Final Yearend Report- Pg 17-18**
  - **Trails – Josh Strzelec-Finished for Season**
  - **Community Coordinator Report-Update**

**Outstanding Projects for Future Development**

- Kids Bump Bike Park/ Pickleball Landscaping –Dust Control
- Walking Trail around Golf Course-
- Feasibility Study-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

**Completed Projects**

- Performance Awning for Welcome Centre- Completed
- Cascade Falls Stairs-Completed
- Cascade Cemetery (Completed)
- Playground Equipment –Completed
- Bike Pump park project –Completed
- Nature Park Benches/Dog Park Picnic Table-Completed
- Welcome Centre Playground Equipment-Completed

**10. Other Business Arising from the Floor**

**11. Adjournment**

Minutes of the Regular Meeting of the Electoral Area "C" Parks & Recreation  
Commission held Wednesday November 9, 2016 at the Welcome Centre

**Present**

Brenda Auge  
Dave Beattie  
Josh Strzelec  
Liz Stewart  
Carlo Crema

**Absent**

Dianne Wales  
Paul Beattie  
Larry Walker

**RDKB Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Grace McGregor

**Guest**

N/A

**Agenda**

1. M/S Brenda Auge/Dave Beattie, that the November 9, 2016 agenda be adopted as circulated

**Carried**

**Minutes**

2. M/S Brenda Auge/Josh Strzelec, that the minutes of the regular meeting from October 12, 2016 be accepted as circulated.

**Carried**

**Delegations :** N/A.

**Business Arising from the Minutes:** N/A

**Correspondence:** N/A

**Financial Plan** 2017 Budget: 2017 Operating /Capital Budget- Changes appear in 2017 draft budget which staff distributed at meeting. It was recommended that the budget be reviewed at member's leisure and to contact staff for further discussion.

**Old Business**

- **Lake Access Johnson Road End:-**
  - Staff will move forward with project once contractor has be confirmed
- **Dog Park Complaints**
  - Park Benches has been vandalized-Staff contacted The Christina Lake Fire Department to assist with lifting top back on the bench.
- **Official Community Plan committee –**
  - Brenda Auge/Josh Strzelec will represent the Christina Lake Recreation Commission

**New Business**

- **Bike BC Pedestrian Grant Application –**

3. M/S Carlo Cremo/Dave Beattie, recommends that the Regional District of Kootenay Boundary Board of Directors approve the Regional District of Kootenay Boundary 's application to the BC Ministry of Transportation and Infrastructure Bike BC program for the construction of a pedestrian bridge across Christina Creek in Christina Lake in the amount of \$1,230,000. **Further** that the Board of Director will commit 50% of the funding (\$615,000) in the event our application for the Bike BC program is successful.

**Carried**

Note: If Grant application is approved, the gas tax support for other projects will be affected for a period of 5 years.

- **Disk Golf Project-**
  - The application has now been submitted to the province for approval. Gas tax may not be used for Archeological studies and funding will need to be allocated from the 2017 Budget.
- **Nature Park Structure- What is it? and who put it there?**
  - Stewardship Society staff will put a sign on the structure to find out more information about what and who put it there.

**Subcommittee Report**

- **COP Update-** Finished for the Season-
- **Recreation Program Update-**
  - Upcoming Holiday events/Flyer
- **Park Maintenance Monthly Report-** Staff provided YTD breakdown on maintenance hours and how they were allocated to the facilities and sites.- Staff will include the previous year for comparison.
- **Tennis Court Sign –** Harry Lang/PickleBall signs have not been taken down for the winter/Benches still out at the Pickle ball courts
- **Trails: - Josh Strzelec**
  - Done for the season – Signs are completed
- **Community Coordinator Report-**
  - The new Coordinator will start December 1st

**Other Business Arising from the Floor:**

5. Moved by Brenda Auge that the meeting be adjourned.

**Carried**


---

 Lilly Bryant, Recording Secretary

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 Dianne Wales, Chairperson

**Grand Forks & District Recreation Commission  
Regular Meeting  
Thursday, November 10, 2016  
David Borchelt Meeting Room (Arena)  
8:45 AM**

**AGENDA**

- 1. Approval of the Agenda**
- 2. Delegation: N/A**
- 3. Minutes**
  - Minutes of Regular Meeting of October 13, 2016- Pg 1-2
- 4. Business Arising from the minutes**
- 5. Correspondence : Letter From the Grand Forks General Manger – requesting skate sharpening service –Pg 3**
- 6. Financial Plan**
  - 2016 Budget –RDKB Income Statement September, 2016- **Pg 4-6**
  - GFREC Revenue Report-**Pg 7**
  - **Fees and Charges increase for 2017-**
    - Fees and Charges Survey Report – Increase options- **Pg 8-13**
    - Year End Pool Pass Sale –Report-**Pg 14-15**
- 7. Old Business –**
  - **Sponsorship Swim -Staff Report-Pg 16**
  - **Aquatic Centre Pool Deck Surface:**
    - Pool Deck Replacement – Report –**Pg 17-19**
- 8. New Business-**
  - 3 month membership pass option- Report-**Pg 20-21**
  - **Usage Stat Report**
    - Stats for Aquatic –Hourly visual count-**Pg 22-24**
    - Arena Usage Report –Report- **Pg 25**
  - **Supervisor Report**
    - Aquatic Maintenance Coordinator – Report- **Pg 26-32**
    - Aquatic Program Coordinator- Report –**Pg 33-34**
    - Arena Chief Engineer – Report-**Pg 35-37**
    - Recreation Program Services Supervisor-  
Program Update-
      - November Flyer- **Pg 38 -41**
      - Program Update-**Pg 42-46**
      - **Sponsored Events-**
        - Confirmed Sponsorship from Elks Club – Santa Swim
        - Telus– Sunday, Nov 27 Supersplash Swim
        - Telus- Thursday December 15- Old Fashion Christmas

**9. Round Table**

- School District # 51
- Library and Arts Societies (Culture)  
Recreation and Culture Committee of City Council-Jules Report-Pg 47 - 50
- Community Members at Large-

**10. Other Business Arising from the floor**-Christmas Dinner December 8 –Greek Island  
Restaurant

**11. Agenda Adjournment**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held November 10, 2016 in the Jack Goddard Memorial Arena Meeting Room

**Present**

Cindy Strukoff  
Brian Noble  
Dean Engen  
Eric Gillette  
Julia Butler  
Nigel James  
Gene Robert  
Terry Doody

**Absent**

Ken Johnston

**Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Roly Russell

**Agenda**

1. M/S Julia Butler/Eric Gillette, that the agenda be accepted as amended
  - a. Stats report- (pages 23/24) were updated and distributed

**Carried**

**Minutes**

2. M/S Eric Gillette/Cindy Strukoff, that the minutes of the regular meeting of October 13, 2016 be accepted as amended
  - a. Noted that Nigel James's name was spelled incorrectly- Motion #4

**Carried**

**Business Arising from the Minutes**

**Correspondence:** Letter from the Grand Forks Border Bruins Manger- requesting skate sharpening service by maintenance staff be established.

3. M/S Julia Butler, Terry Doody, recommends that an agreement be established with The Grand Forks Border Bruins to sharpen up to 15 pairs of skates on a weekly basis for the agreed amount of \$50/week. Regular rates apply for more than 15 pairs. The agreement is to be reviewed annually.

**Carried**

**Financial Plan –**

**2016 Budget- RDKB Income Statements for September 2016 were reviewed**

Zamboni Account (12715-650-030) and electricity payback were discussed

**Fees and Charges for 2017:**

4. M/S Cindy Strukoff/Dean Engen, that the Grand Forks and District Recreation Commission recommends to keep user fees at the current rates for 2017.

**Carried**

**Year End pool Pass Sale – Report**

5. M/S Terry Doody/Julia Butler, that the Grand Forks and District Recreation Commission requests staff to offer a special swim sale in November and December 2016 at a reduction of 20% on the 2017 Single Admission Rate by purchasing a minimum of 25.

**Carried**

**Old Business-**

**Sponsored Swim Events:**

6. M/S Nigel James/Dean Engen, recommends that the Grand Forks and District Recreation Commission establishes the sponsorship rates as noted in the staff report dated October 13, 2016 and requests staff to promote the opportunity to seek community sponsorship for one Sunday per month ( excluding July and August) and/or special events.

**Carried**

**Aquatic Centre Pool Deck Surface:**

7. M/S Dean Engen/Terry Doody, recommends that Fairbanks Architects Ltd. be contracted in the amount of \$5,300 plus up to five (5) site visits at \$190 per visit for the total estimate of \$6250.00 plus applicable taxes to prepare drawings and specifications, for the replacement of the pool deck surface at the Grand Forks Aquatic Centre.

**Carried**

**New Business-**

**3 month membership Pass option**

8. M/S Nigel James/Cindy Strukoff, recommends that the Grand Forks and District Recreation Commission establishes a 3 month pass (commencing January 1, 2017) for:  
[Adult@\\$152.70](#) plus GST



[Senior@118.85](#) plus GST

[Youth@109.37](#) plus GST

[Child@78.41](#) plus GST

No transfers, suspension or refunds will be applicable to passes.

**Carried**

**Usage Stat Report:**

- Stats for Aquatic – Hourly Visual Count-
- Arena Usage Report –

**Recreation Program**

- Aquatic Maintenance Coordinator report
- Aquatic Pool Coordinator Report
- Chief Engineer Arena Report
- Recreation Program Services Supervisor's Program Update

**Round Table**

- School District #51
- Library and Arts Societies-N/A
- Recreation and Culture Committee of City Council

9. M/S Gene Robert/Dean Engen, recommends that the Grand Forks Recreation Commission be in support of the Proposed Recommendation to City council for the formation of a Recreation and Culture Committee of Council.

**Carried**

- Community Members at Large

**Other Business Arising from the Floor:**

Moved by Julia Butler that the meeting be adjourned

**Carried**

\_\_\_\_\_  
Lilly Bryant, Recording Secretary

\_\_\_\_\_  
Gene, Robert

**ELECTORAL AREA 'B' LOWER COLUMBIA-OLD  
GLORY  
ADVISORY PLANNING COMMISSION  
MINUTES**

Tuesday, January 3, 2017 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

**PRESENT:** Richie Mann, Mary MacInnis, Graham Jones, Grant Saprunoff, Mike Beetstra, Fern Acton.

**ABSENT:** Trinda Ross, Henk Ravestein.

**RDKB DIRECTOR:** Linda Worley, alternate, Bill Edwards.

**GUESTS:**

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. ELECTION OF CHAIR AND SECRETARY**

Mary MacInnis agreed to stand as Secretary for a further year at the last meeting.

Floor open to election of Chair-Graham nominated Richie, seconded by Mary. No further nominations, Richie agreed to be the Chair, because he was the vice chair we now need a new vice chair. Graham agreed to fill this position, all in favour.

**3. ADOPTION OF AGENDA (Additions/Deletions)**

It was moved and seconded that the January 3, 2017 Electoral Area 'B'/Lower Columbia-Old Glory APC agenda be adopted.

**4. ADOPTION OF MINUTES**

It was moved and seconded that the November 7, 2016 Electoral Area 'B'/Lower Columbia-Old Glory APC minutes be adopted.

**5. DELEGATIONS**

**6. OLD BUSINESS**

We are still not happy with the answer "undertake to comply" rather than to comply. We also feel that a number of the companies fall within the guidelines for cleanup but just barely.

**7. NEW BUSINESS****A. BC Timber Sales****RE: Cut Blocks—Sheep Creek & Mud Lake**

RDKB File: B-54

We talked about logging blocks near residential areas and how property owners in the area are notified and different guide lines that regulations fall into. Fringe areas and buffer zones were also discussed.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be:

1. Supported.

**B. MURDOCH, Randall and Margaret****RE: MOTI Subdivision**

335 Second Ave., Trail, BC (Rivervale)

RDKB File: B-367-02303.014

Discussion/Observations:

Looks alright to us.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be:

1. Supported.

**8. GENERAL DISCUSSION**

Because we have three new members of the APC we had a general discussion about our areas- what's working what could use a bit of tweaking.

A lot of the dumping of illegal items that have been left in the Casino area is no longer happening because of the access restrictions at Fort Sheppard. The Reno's on the Hall are much appreciated, looking at what more could be done to upgrade facilities in the Community- looking at the the tennis court. Demographics in the Community are changing families with younger children moving to area. High speed internet is a problem and solving this would be greatly appreciated.

Richie explained that future meeting might be cancelled if there are no concern, members would be contacted for their agreement on this.

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 20:11.



## ELECTORAL AREA 'C'/CHRISTINA LAKE

### ADVISORY PLANNING COMMISSION

## MINUTES TEMPLATE

Tuesday, January 3, 2017 at the Christina Lake Firehall, commencing at 7:00 p.m.

**PRESENT:** Peter Darbyshire, David Durand, Jennifer Horahan, Phil Mody,  
Terry Mooney, Butch Bisaro, Jeff Olsen

**ABSENT:** Dave Bartlett

**RDKB DIRECTOR:** Grace McGregor

**RDKB STAFF:**

**GUESTS:**

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#### 1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

#### 2. ELECTION OF CHAIR AND SECRETARY

Chair, Vice-Chair and Secretary renewed by acclamation.

#### 3. ADOPTION OF AGENDA (Additions/Deletions)

The January 3, 2017 Electoral Area 'C'/Christina Lake APC agenda be adopted.

#### 4. ADOPTION OF MINUTES

The November 1, 2016 Electoral Area 'C'/Christina Lake APC minutes be approved.

Peter/Annie accepted.

#### 5. DELEGATIONS

None

#### 6. OLD BUSINESS

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Electoral Area 'C'/Christina Lake APC Minutes  
January 3, 2017  
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**7. NEW BUSINESS**

- A. Doug and Helen Terry**  
**RE: Development Variance Permit**  
 1720 West Lake Drive  
 RDKB File: C-317-02570.015

Discussion/Observations:

Concern that any retaining wall be built on their own property and not encroach on natural boundary. APC had a conversation regarding their concerns about the ground water issues as identified by the engineer.

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported with conditions stated above.

- B. Doug and Helen Terry**  
**RE: Development Permit**  
 1720 West Lake Drive  
 RDKB File: C-317-02570.015

Discussion/Observations:

Concern that any retaining wall be built on their own property and not encroach on natural boundary. APC had a conversation regarding their concerns about the ground water issues as identified by the engineer.

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported with conditions stated above.

- C. 486719 BC Ltd./Fomenoff**  
**RE: MOTI Subdivision**  
 Brown Road, east side of Christina Lake  
 RDKB File: C-963-04240.000

Recommendation:

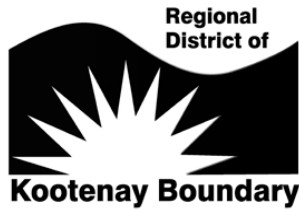
It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported.

**8. FOR INFORMATION**

- List of 2017 APC Members
- 2017 Planning & Development Department Application Process and Meeting Schedule
- APC Guide

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:22 p.m.



## ELECTORAL AREA 'D'/RURAL GRAND FORKS

### ADVISORY PLANNING COMMISSION

#### MINUTES

Tuesday, January 3, 2017 at the RDKB Office – Grand Forks.

PRESENT: Werner Behrens, Deb Billwiller, Edith MacAllister,  
 ABSENT: Dan Perkins, Christie Wheaton, Lesley Matthews  
 RDKB DIRECTOR: Roly Russell  
 RDKB STAFF:  
 GUESTS: Kathleen Saylor (Grand Forks Gazette); Peter Demski

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#### 1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

**NOTE: As we did not have a quorum, we were unable to vote on any motions, however we did allow Mr. Demski to make his presentation and have noted our comments from the discussion that followed.**

#### 7. NEW BUSINESS

**Peter Demski & Lisa Demski**

**RE: Zoning Amendment**

9385 Granby Road, Electoral Area 'D'/Rural Grand Forks

RDKB File: D-1357-04740.130

Discussion:

The current OCP is clear regarding land use designation matching zoning.

When the new zoning by-law, currently under review, is adopted, the zoning for this 3.5 hectare portion of the property would be changed automatically.

This application is just speeding up the process to enable the property owners to move forward with their plans for the property.

None of the APC members present saw any reason to not support the application.

#### 8. FOR INFORMATION

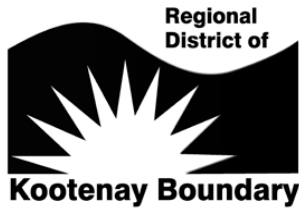
Discussion was held regarding the need for more APC members.

Reminder that, if unable to attend a meeting, the chair should be notified.

#### 9. ADJOURNMENT

Meeting was adjourned at 7:47 p.m.





## ELECTORAL AREA 'E'/WEST BOUNDARY

### ADVISORY PLANNING COMMISSION

# MINUTES

Tuesday, January 3, 2017 at the Rock Creek Medical Centre, Rock Creek

**PRESENT:** Fred Marshal - Chair  
Harald Zinner- Secretary  
Jamie Haynes, Florence Hewer, Lynne Storm

**ABSENT** with notification: Michael Fenwick-Wilson

**Absent** without notification: Grant Harfman

**RDKB DIRECTOR:** Vicki Gee

**RDKB STAFF:**

**GUEST:**

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1. **CALL TO ORDER**

The meeting was called to order at 6:00 pm.

2. **ADOPTION OF AGENDA**

It was moved, seconded and carried that the January 3, 2017 Electoral Area E' APC agenda be adopted. (Lynne/Jamie)

3. **ADOPTION OF MINUTES**

It was moved, seconded, and carried that the October 3, 2016 Electoral Area E' APC minutes be adopted as circulated. (Harald/Jamie)

4. **DELEGATIONS** - There was no delegation.

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Electoral Area E' APC Minutes  
January 3, 2017  
Page 1 of 4

5. **OLD BUSINESS**

- All APC members were reminded to submit their 2016 mileage reports.

6. **Appointment of Chair, Vice-chair and Secretary**

Vicki Gee chaired as nominations were made for the positions of chair, vice-chair and secretary.

- Chair: Fred Marshal was nominated and accepted by acclamation.
- Vice-chair – This was deferred to a later date.
- Secretary – Harald Zinner was nominated and accepted by acclamation.

6. **NEW BUSINESS**

A. **Gary Sigmund**

**RE: ALC Non-Farm Use**

3255 Highway 3, Electoral Area 'E'/West Boundary

RDKB File: E-514-03135.000

Discussion/Observations:

- Question was asked in light that demand for camping spaces is increasing and considering that the former Bryman's Bend campsite is now permanently closed (new owners not interested in operating a campsite) if there could be opportunities for other individuals to operate a campsite.
- It was note that any rancher who might be interested in operating a campsite on their ALR land would need to show that this would be a secondary to farming activity.
- It was noted that the Kettle River RV Park, just across from the Kettle River Golf Course on highway 3, brings good economic benefits to the Rock Creek area.
- A question was raise regarding the existing septic system. Would the existing septic have the capacity to serve this proposed expansion?
- Suggestion was made that instead of expanding to the north of the existing campsite that that area be used for something else such as a recreational area/children's type playground.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported to expand only on the south side of the existing campsites, Area A as shown on the sketch drawing but not on the north side, Area B. Instead, Area B could be used for some recreational purpose such as a children's play area. (Jamie/Lynn)

B. **0472164 BC Ltd.**

**RE: ALC Inclusion**

Highway 33, Electoral Area 'E'/West Boundary

RDKB File: E-1250-04687.000

## Discussion/Observations:

- There were some questions why this proposal should not have come just as an information item.
- According to an e-mail dialogue with the Regional District, the owner would need to do this if he wanted an exclusion of another piece on the same property.

## Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported. (Jamie/Lynn)

**C. Shane Browne****RE: ALC Subdivision**

5525 Highway 33, Electoral Area 'E'/West Boundary

RDKB File: E3308-07142.000

## Discussion/Observations:

- The area under hay is leased out. There is no irrigation on this piece.
- It was felt that most of these proposed lots would be of a recreational nature.
- Concern was raised that the trees along the river would be cut down and consequently could have a negative impact on that river riparian area. It was noted that maybe a covenant could be put on the land that trees by the river's edge cannot be cut down.
- It was noted that the proposed lots 1 and 2 are not in the ALR while all or a good portion of the land in the proposed lots 3, 4 and 5 are in the land ALR.

## Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported with the following conditions: (Flo/Jamie)

- A subdivision of just two lots be considered. This revised subdivision would then consist of the following:
  - Lots 1 and 2 be combined into one lot. This would not be in the ALR
  - Lots 3, 4 and 5 be combined into a second lot. The ALR land, including all the area currently being under hay, would then all be in one lot.
  - A covenant be put on any subdivision plan that no trees can be cut down within 50 metres of the river's edge.

**7. FOR INFORMATION**

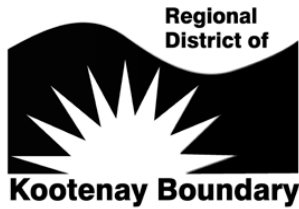

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Electoral Area E' APC Minutes  
January 3, 2017  
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- List of 2017 APC Members
- 2017 Planning & Development Department Application Process and Meeting Schedule
- APC Guide

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 6:53 pm.



**ELECTORAL AREA 'E'  
(BIG WHITE)**

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Tuesday, January 3rd, 2017 at the Big White Ski Patrol Hut, commencing at 4:00 p.m.

**PRESENT:** Gerry Molyneaux, John Lebrun, Jude Brunt, Deb Hopkinson,  
Paul Sulyma

**BY PHONE:**

**ABSENT:**

**RDKB DIRECTOR:** Vicki Gee via Phone

**RDKB STAFF:** Donna Dean

**GUESTS:** Cat Shierer

**1. CALL TO ORDER**

The meeting was called to order at *4:06pm at the Big White Ski Patrol Hut by John Lebrun (acting as chair)*

**2. ELECTION OF CHAIR AND SECRETARY**

Deb Hopkinson volunteered to continue with the APC as Chair and Paul Sulyma has accepted the position of Secretary again.

The APC welcomes its newest member Cat Shierer

**3. ADOPTION OF AGENDA (Additions/Deletions)**

It was moved and seconded that the January 3rd, 2017 Electoral Area 'E' APC agenda be adopted.

**4. ADOPTION OF MINUTES**

It was moved and seconded that the January 3rd, 2017 Electoral Area 'E' APC minutes be adopted.

**5. DELEGATIONS**

N/A

Electoral Area 'E' APC Minutes  
January 3<sup>rd</sup> 2017  
Page 1 of 2

**6. OLD BUSINESS**

Smith Application – Even though the APC was not in support of the application RDKB Director supported the application.

**7. NEW BUSINESS****Sessions Taphouse and Grill****RE: Permanent change to liquor licenses**

20 Kettle View Road

RDKB File: BW-4109s-07440.002

**Discussion/Observations:**

The APC feels there will be no foreseeable impact to the community by changing this license. The noise impact will not be significantly greater, and the APC does not see the establishment being operated in a manner contrary to its primary purpose upon changing the license.

The APC would like to continue with having the applicants communicate with their Strata board in which their business operates to notify the owners of the change of license, not just a sandwich board outside the building. As there are many owners who may not be coming to their property this year, or have already left for the season.

**Recommendation:**

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject referral be:

**1. Not Supported for the following reasons:**

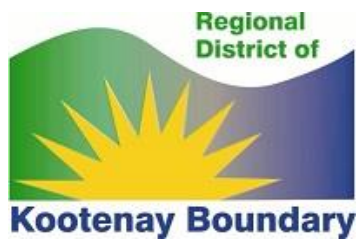
The current outstanding inspections permits prevent the APC from recommending the application be approved.

**8. FOR INFORMATION**

- 2017 Planning & Development Department Application Process and Meeting Schedule
- Revised APC Guide

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 4:35pm



## STAFF REPORT

**Date:** 22 Dec 2016

**File**

Boundary Area  
Agriculture and Food  
Project

**To:** Chair Russell and members of the  
Boundary Economic Development  
Committee

**From:** Mark Andison, General Manager,  
Operations / Deputy CAO

**Re:** Consultant Selection - Boundary Area  
Agriculture and Food Project

### Issue Introduction

A staff report from Mark Andison, General Manager, Operations / Deputy CAO providing a summary of the consultants' submissions received in response to a Request for Proposals to undertake work on the *Boundary Area Agriculture and Food Project* and a recommendation to engage the preferred consultant.

### History/Background Factors

The Regional District of Kootenay Boundary has received funding approval from two separate sources to undertake the *Boundary Area Agriculture and Food Project*. The Investment Agriculture Foundation has approved up to \$15,150 of funding support, on a 50% cost-share basis, to undertake an update to the Boundary Area Agricultural Plan as a one-year project. Interior Health's Community Food Action Initiative (CFAI) program has committed \$15,000 for the first year of a three-year project to develop a food security plan for the Boundary which will detail the region's capacity for food production, distribution, and access to food. The plan will identify gaps in those components and establish an action plan to improve the region's food security. Matching funding for the two components of the *Boundary Area Agriculture and Food Project* is being supplied from Boundary participants' gas tax funds.

The RDKB issued a Request for Proposals for completion of both components of the project and, in response, has received proposals from two consulting teams. The advertised budget payable for consulting services was \$22,000 for the first component of the project, the update to the Boundary Area Agricultural Plan. For

the second component, the food security plan, the advertised consulting services budget was \$33,000.

The consulting teams that responded to the RFP were:

- Keefer Ecological Services Ltd. and
- Upland Agricultural Consulting Ltd.

The proposals were reviewed by an ad hoc proposal review committee consisting of: Director Russell; Director Gee; Donna Dean; and Mark Andison, using a standardized proposal evaluation framework which assigned weighted scores to the following assessment criteria:

1. the proposed team (qualifications, individuals' experience, relative involvement, etc.);
2. experience of the team with similar projects;
3. proposed methodology;
4. project schedule and control; and
5. fees.

The proposals and the evaluation form were also sent to the representative from Interior Health who is administering the food security component of the project for that organization. She subsequently provided feedback to the review committee regarding each of the submitted proposals.

### **Implications**

The review committee unanimously scored the Upland Consulting proposal as the preferred proposal. The qualifications and experience of the Upland Consulting team are extensive. Each of the three team members identified as participating on the project have broad experience in the development of agricultural plans and food security plans throughout British Columbia - with one of the team members being a resident of the West Kootenays and having been involved in several local agriculture-related initiatives. The review committee also found the Upland team's methodology to be clearly laid-out, providing ample opportunity for community engagement throughout the term of the planning process. Comments from Interior Health mirrored the opinions of the committee with respect to the relative qualifications, experience, and methodologies of the two proposals - favouring the Upland Consulting proposal.

The Upland proposal fees amounted to \$20,800 for the agricultural plan update component of the project and \$31,300 for the food security component of the project - equating to a total proposed cost of \$52,100. The Keefer proposal included a breakdown of the various cost elements of the project which totaled a proposed cost of \$51,994.50.



Given the experience, qualifications, and the methodology communicated in the Upland Consulting proposal, the committee recommends that Upland Agricultural Consulting Ltd. be engaged to undertake the *Boundary Area Agriculture and Food Project*.

### **Advancement of Strategic Planning Goals**

Funding partnerships with the Investment Agriculture Foundation and Interior Health's Community Food Action Initiative have made this project viable. Such partnerships support the Board's strategic goal to "...continue to focus on partnerships that advance the interests of the Region."

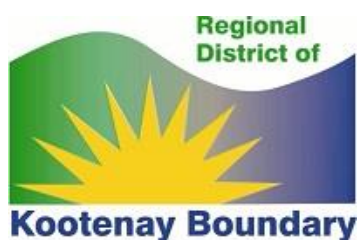
### **Background Information Provided**

#### **Alternatives**

1. Receive the staff report
2. Recommend to the Board of Directors that the Regional District of Kootenay Boundary enter into a contract with Upland Agricultural Consulting Ltd. to undertake the *Boundary Area Agriculture and Food Project* at a cost of \$52,100 (excluding GST).
3. Provide alternative direction to staff.

#### **Recommendation(s)**

That the Boundary Economic Development Committee recommends to the Board of Directors that the Regional District of Kootenay Boundary enter into a contract with Upland Agricultural Consulting Ltd. to undertake the *Boundary Area Agriculture and Food Project* at a cost of \$52,100 (excluding GST).



## STAFF REPORT

**Date:** 17 Jan 2017  
**To:** Chair McLellan and Members  
**Sewerage Committee**  
**From:** Goran Denkovski, Manager of  
 Infrastructure and Sustainability  
**Re:** Columbia River Skywalk Pipe Bridge  
 Operation and Maintenance  
 Agreement

**File** ES Liquid Waste

### Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Operation and Maintenance agreement for the Columbia River Skywalk Pipe Bridge Construction Project.

### History/Background Factors

The former agreement was terminated by the City of Trail, and the three participants in the service agreed to an increased funding contribution from the Sewer Service (\$4.2 M to \$7.2 M). The September 2016 Operation and Maintenance Agreement is unchanged from the previous agreement.

On September 13, 2016 the Sewerage Committee deferred the agreement to the sewerage service participant councils for endorsement prior to Board approval.

### Implications

The revised Operation and Maintenance agreement does not have any implications to the 2017 Budget and 5 year Financial Plan.

### Advancement of Strategic Planning Goals

N/A

### Background Information Provided

1. Columbia River Skywalk Pipebridge Operation and Maintenance Agreement- September 13, 2016

**Alternatives**

1. That the RDKB Board receive the Staff Report regarding the Operation and Maintenance agreement for the Columbia River Skywalk Pipe Bridge Construction Project.
2. That the RDKB Board receive the Staff Report and provide further direction to Staff for the revision of the Operation and Maintenance agreement for the Columbia River Skywalk Pipe Bridge Construction Project.
3. That the RDKB Board of Directors endorse the Operation and Maintenance agreement for the Columbia River Skywalk Pipe Bridge Construction Project.
4. That the RDKB Board of Directors do not receive the Staff Report regarding the Operation and Maintenance agreement for the Columbia River Skywalk Pipe Bridge Construction Project.

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors endorse the Operation and Maintenance agreement for the Columbia River Skywalk Pipe Bridge Construction Project. Further, that the Regional District of Kootenay Boundary Board of Directors direct Staff to have the agreement finalized.

## Operation and Maintenance Agreement

This Agreement, effective the 22<sup>nd</sup> day of September 2016

Between:

**Regional District of Kootenay Boundary ("RDKB")**

And:

**City of Trail ("City")**

Whereas:

- A. The RDKB operates a service for the interception, treatment and disposal of sanitary sewage (the "Service"), with only the member municipalities of the City, the City of Rossland ("Rossland"), and the Village of Warfield ("Warfield"), (collectively, the "Participants"), participating in, and sharing in the cost of, the Service;
- B. A portion of the Service infrastructure requires replacement for the preservation of the integrity and operation of the Service, and for enhancing environmental protection;
- C. The portion of the Service infrastructure to be replaced will require the construction and installation of all necessary pipes, fixtures, fittings, connections and ancillary work from the Murray Park lift station, across the Columbia River, to the point of collection on Columbia Avenue (the "Works") . For clarity, the Works do not include any bridge superstructure required to support the Works across the Columbia River, but does include the fixtures, fittings, and appurtenances necessary to affix the Works to the bridge superstructure;
- D. Pursuant to a Funding Contribution Agreement dated January 28<sup>th</sup> 2016 (the "FCA") between the RDKB and the City, the parties agreed to share in the capital funding of a pedestrian bridge (the "Bridge") desired by the City to which portions of the Works are to be affixed for the purposes of support across the Columbia River;
- E. The RDKB and the City are, or will be, joint owners of the Bridge in the proportions set out in section 5 of the FCA, and the RDKB is, or will be, the sole owner of the Works; and
- F. The RDKB and the City have agreed on a maintenance costs funding formula for the Bridge and Works to apply once the Bridge and Works have been constructed and commissioned, subject to the RDKB having received the consent of the Participants to the Service to such maintenance costs funding formula;

Witnesses that for the consideration of the mutual promises and covenants contained herein, the RDKB and the City agree as follows:

**Maintenance of Bridge and Cost Allocation**

1. The City will be wholly responsible for maintaining, repairing and replacing, as necessary, the Bridge. Prior to performing any maintenance, repair or replacement of the Bridge, the City will submit the plan of proposed work to the RDKB for the RDKB's approval, which approval will not be unreasonably withheld.
2. Subject to Section 4 below, the RDKB and the City will each contribute to the costs of approved maintenance, repair and replacement of the Bridge in accordance with their respective ownership interests in the Bridge as set out in section 5 of the FCA.
3. The RDKB share of approved maintenance, repair and replacement of the Bridge will be paid by the RDKB as part of the operational costs of the Service. The City share of approved maintenance, repair and replacement of the Bridge will be paid by the City as part of one of the City's municipal service, and the City agrees that its share does not form part of the operational costs of the Service.
4. Notwithstanding Sections 1 to 3 above, the City will be wholly responsible, at its sole cost, for maintaining, repairing and replacing, as necessary, all portions of the Bridge not in any manner whatsoever required to provide support across the Columbia River to the Works, including those portions of the Bridge required solely for the purpose of pedestrian or other access or use of the Bridge. For certainty, and without limiting the foregoing, the RDKB will not be responsible for any maintenance, repair or replacement of any component, appurtenance or related item that is part of the pedestrian access component of the Bridge.

**Maintenance of Works and Cost Allocation**

5. The RDKB will be wholly responsible for maintaining, repairing and replacing, as necessary, the Works.
6. All costs of maintenance, repair and replacement of the Works will be paid by the RDKB as part of the operational costs of the Service.

**Essential Maintenance and Repair**

7. The City and the RDKB agree that the integrity of the Bridge and the Works must be maintained at all times, and agree that each party will promptly perform all necessary maintenance, repair and replacement for which the party is responsible. The parties agree that either party may, following five (5) business days' notice to the other party, and with no notice in the event of an emergency, effect any essential maintenance, repair or replacement if the party responsible for that portion of the Bridge or Works is unable or unwilling to complete the essential maintenance, repair or replacement or, in the event of an emergency, the maintenance, repair or replacement must be completed without any delay. The costs of any maintenance, repair or replacement performed pursuant to this section will be allocated in accordance with the terms of this Agreement, including where the maintenance, repair or replacement was performed notwithstanding that the same had not been expressly approved in accordance with this Agreement.

**Access**

8. The City will provide the RDKB with continuous and unfettered access to the Bridge and Works for the purpose of inspection, maintenance, repair or replacement of any of the Works for so long as the Works are affixed to the Bridge. This obligation will survive the expiry or termination of this Agreement.

**Insurance**

9. The City will, at its sole cost, obtain and maintain in force during the term of this Agreement, insurance coverage respecting the Bridge of the types and in the amounts satisfactory to the RDKB, acting reasonably. The City will provide to the RDKB, upon request, a copy of all policies of insurance required by this Agreement and proof of payment of premiums thereon. The City will ensure that all policies of insurance coverage required by this Agreement name the RDKB as an additional insured and are endorsed to provide the RDKB thirty (30) days advance written notice of any cancellation or change in the policy. This obligation will survive the expiry or termination of this Agreement.
10. The RDKB will, at its sole cost, obtain and maintain in force during the term of this Agreement, insurance coverage respecting the Works of the types and in the amounts satisfactory to the City, acting reasonably. The RDKB will provide to the City, upon request, a copy of all policies of insurance required by this Agreement and proof of payment of premiums thereon. The RDKB will ensure that all policies of insurance coverage required by this Agreement name the City as an additional insured and are endorsed to provide the City thirty (30) days advance written notice of any cancellation or change in the policy. This obligation will survive the expiry or termination of this Agreement.

**Indemnity**

11. The City hereby fully releases and indemnifies the RDKB, its officers, employees and agents, from any and all claims, including third party claims, for any losses, damages, claims, penalties including environmental penalties, or costs, including legal costs on a solicitor-client basis, whether direct, indirect or consequential in nature, which the RDKB may incur, arising from or relating in any way to the integrity, operation, maintenance, and repair of the Bridge, except to the extent such losses or damages are attributable to the intentional acts or negligence of the RDKB or to any person for whom the RDKB is responsible in law. This obligation will survive the expiry or termination of this Agreement.
12. The RDKB hereby fully releases and indemnifies the City, its officers, employees and agents, from any and all claims, including third party claims, for any losses, damages, claims, penalties including environmental penalties, or costs, including legal costs on a solicitor-client basis, whether direct, indirect or consequential in nature, which the City may incur, arising from or relating in any way to the operation, maintenance, and repair of the Works, following commissioning of the Works and inspection and approval by the RDKB of the completed Works, except to the extent such losses or damages are attributable to the intentional acts or negligence of the City or any person for whom the City is responsible in law. For certainty, this indemnity does not extend or apply to the City as a Participant in the Service or any share of

liability for which the City as a Participant would otherwise be responsible. This obligation will survive the expiry or termination of this Agreement.

**Term**

13. Subject to Section 14 below, the term of this Agreement is twenty (20) years, and will expire on the date which is 20 years from the effective date first above written.

**Extension or Renewal**

14. This Agreement may be extended or renewed by mutual consent of the parties.

**Amendment**

15. This Agreement may be amended by mutual consent, in writing.

**Termination**

16. This Agreement may be terminated by the mutual consent, in writing.

**Assignment**

17. This Agreement may not be assigned by either party except with the written consent of the other party.

**Dispute Resolution**

18. If there is any dispute regarding the interpretation, performance or an alleged breach of this Agreement, either party may give written notice of dispute, including a request for a meeting, to the other party and the parties will meet within 3 business days after the notice of dispute is given and will attempt in good faith, and using reasonable efforts, to resolve the matter amicably to the satisfaction of both parties. If the parties cannot resolve the dispute within 7 business days after they first meet, or if the parties fail to meet within 7 business days after the notice of dispute is given, then with the consent of both parties the matter may be referred to a mutually appointed single arbitrator for final determination, and if both parties do not so consent within 14 business days after the notice of dispute is given, then either party may commence litigation to have the dispute settled.

**Severability**

19. Each provision of this Agreement is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever such provision shall be severed from this Agreement and will not affect the legality, validity or enforceability of the remainder of or any other provision of this Agreement. If either party believes that the severance of a provision from this Agreement alters the Agreement such that it no longer accords with the intent of the parties in a material way, and gives notice of such belief to the other party, the parties will in good faith negotiate an amendment to this Agreement to bring it into accord with the intent of the parties. If the parties fail to negotiate such an amendment to this Agreement, this Agreement will terminate and all obligations of the parties under this Agreement will cease. In the latter event, the City will be responsible for the operation, maintenance, repair and replacement of the Bridge, with the costs of operation,

maintenance, repair, and replacement being borne by the RDKB and the City in accordance with their respective ownership interests in the Bridge as set out in section 5 of the FCA, and the RDKB will be solely responsible for the operation, maintenance, repair and replacement of the Works, with the costs of operation, maintenance, repair and replacement being borne by the REKB.

#### **Notices**

20. Any notice to be provided under this Agreement may be delivered in writing, by facsimile, or by electronic mail to the attention of the Chief Administrative Officer, or his or her delegate, of either party at their usual business address. Any such notice, request, demand or other communication given as aforesaid will be deemed to have been given, in the case of delivery by hand, when delivered, in the case of facsimile transmission or e-mail, when a legible facsimile or e-mail is received by the recipient if received before 5:00 p.m. on a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia or Canada (a “**business day**”), or on the next business day if such facsimile or e-mail is received on a day which is not a business day or after 5:00 p.m. on a business day, and in the case of delivery by prepaid registered mail, as aforesaid, on the date received. In the event of discontinuance of postal service due to strike, lockout, labour disturbance or otherwise, notice, demands, requests and other communications shall be delivered by hand or facsimile transmission or e-mail.

#### **Governing Law**

21. This Agreement and any dispute arising out of or in connection with this Agreement shall be governed exclusively by and shall be enforced, construed and interpreted exclusively in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia which will be deemed to be the proper law of this Agreement. The parties agree to submit to and hereby attorn to the exclusive jurisdiction of the courts of the Province of British Columbia for any action arising out of or in connection with this Agreement.

#### **Use of the Word “Including”**

22. The word “including” when following any general term or statement will not be construed as limiting the general term or statement to the specific matter immediately following the word “including” or to similar matters, and the general term or statement will be construed as referring to all matters that reasonably could fall within the broadest possible scope of the general term or statement.

#### **Written Waivers**

23. No indulgence or forbearance by either party shall be deemed to constitute a waiver of its rights to insist on performance in full and in a timely manner of all covenants of the other party; and any such waiver must be in writing and signed by the party giving the waiver and then such waiver shall only be effective in a specific instance and for the specific purpose for which it is given.



**Counterparts**

24. This Agreement and all documents contemplated by or delivered under or in connection with this Agreement may be executed and delivered in any number of counterparts with the same effect as if all parties had all 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.

**Delivery by Fax or Electronically**

25. Any party may deliver an executed copy of this Agreement by fax or by electronic mail in PDF format but that party will immediately dispatch by delivery in person to the other parties an originally executed copy of this Agreement.

**Entire Agreement**

26. This Agreement and all documents contemplated by or delivered under or in connection with this Agreement constitute the entire agreement between the parties and supersede all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings whether written or oral, expressed or implied, or otherwise.

**Independent Legal Advice**

27. Each party confirms it has had an opportunity to obtain independent legal advice in entering into this Agreement.

**No Derogation**

28. The parties acknowledge and agree that nothing contained or implied in this Agreement will be construed as limiting or prejudicing the rights and powers of the City in the exercise of its functions pursuant to the *Local Government Act* and the *Community Charter*, or any other right or power under any public or private statutes, bylaws, orders or regulations, all of which may be fully exercised as if this Agreement had not been entered into.

**Force Majeure**

29. If a party is delayed in the performance of its obligations under this Agreement by an event outside its reasonable control, then subject to its duty to take reasonable commercial steps to minimize the effect of such delay the party delayed will be relieved of its obligations under this Agreement to the extent of the delay, but in no event will a delayed party be entitled to claim compensation or payment from the other party on account of such delay.

**IN WITNESS WHEREOF** this Agreement has been executed and delivered by the parties as of the day and year first above written.

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

\_\_\_\_\_

\_\_\_\_\_

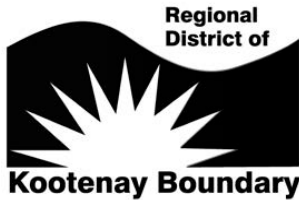
Authorized Signatory(ies)

**CITY OF TRAIL**

\_\_\_\_\_

\_\_\_\_\_

Authorized Signatory(ies)



## Electoral Area Services Committee Staff Report

Prepared for meeting of January 2017

Zoning Bylaw Amendment			
<b>Owners:</b> Peter Demski and Lisa Demski			<b>File No:</b> D-1357-04740.130
<b>Location:</b> 9385 Granby Road, Electoral Area 'D'/Rural Grand Forks			
<b>Legal Description:</b> Lot A, DL 1357, 1359, 1738 and 2007, SDYD, Plan 34983			<b>Area:</b> 136.743 acres (55.4 ha)
<b>OCP Designation:</b> Agricultural Resource 2 Rural Resource 1	<b>Zoning:</b> Extensive Agricultural Resource 2 (AGR 2)	<b>ALR status:</b> Mostly within	<b>DP Area:</b> No
<b>Prepared by:</b> Carly Rimell, Planner			

### ISSUE INTRODUCTION

The Regional District has received an application, from Peter and Lisa Demski, to amend the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 to rezone a 3.5ha portion of the subject property from 'Extensive Agricultural Resource 2' to 'Rural Resource 1' (*see Site Location Map*). The subject property is located at 9385 Granby Road in Electoral Area 'D'/Rural Grand Forks. The majority of the property is within the Agricultural Land Reserve (ALR); however, the  $\pm 3.5$  ha portion of property under application and two other smaller pieces are not within the ALR.

### HISTORY / BACKGROUND FACTORS

The subject property is split designated in the Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555 as 'Agricultural Resource 2', which corresponds with the portion included within the ALR, and 'Rural Resource 1', which corresponds with the portion not included in the ALR (*see Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555 Map*).

The three relatively small non-ALR pieces that are designated as 'Rural Resource 1' are:

- $\pm 3.5$  hectare piece in the north east corner (subject of this application);
- $\pm 0.29$  hectare piece on the east side; and
- $\pm 1.6$  hectare piece in the south east corner of the parcel.

The agricultural capability of the 3.5 hectare non-ALR portion of the subject property is:

- 60% Class 5, 40% Class 6 with stoniness and soil moisture deficiency as limiting factors. This area is not considered improvable<sup>1</sup> (*see Agricultural Capability Map*).

Previously there was a dwelling located on the 3.5 ha portion, which was constructed in 1998. No building permit was applied for and a Stop Work Order issued and a notice was placed on title. That dwelling was lost in a fire in July 2007. Presently there is a dwelling unit on this portion of the parcel which was constructed on top of the old foundation in 2009. The dwelling has been occupied for several years; however a building permit was never issued. RDKB records indicate that the landowner applied for a building permit for the structure in February 2012, however fees were never paid and the file was closed.

The entire parcel is zoned 'Extensive Agricultural Resource 2' (AGR 2) in the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299, even though the portions noted above are not within the ALR (*see Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 Map*). The current Zoning Bylaw is under review and it is expected that the revised Zoning Bylaw map will include only those portions of parcels that are within the ALR in the Agricultural Resource Zones similar to the OCP map.

#### Recent Subdivision Applications

In August 2016 an application for subdivision to split the property at the narrow middle point between north and south was supported by the Agricultural Land Commission by Resolution #300/2016.

In November 2016 the owners submitted an application for subdivision to the Ministry of Transportation and Infrastructure. The proposal was to subdivide the parcel into two lots with a remainder:  $\pm 25$  ha to the south,  $\pm 26.5$  ha to the north, and a  $\pm 3.5$  ha portion in the north east section along the ALR boundary, fronting Granby Road. The proposed subdivision layout could not be supported under the current Electoral Area 'D'/Rural Grand Forks land use bylaws without an application to rezone the 3.5 ha portion.

#### Previous Rezoning Applications

In September 2007 the landowners submitted an application for an OCP and Zoning amendment to enable the subdivision of the  $\pm 3.5$  ha portion which is the subject of this application. The application was withdrawn in October 2007.

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<sup>1</sup> This Agricultural Capability mapping information was generated by the Province. The Agricultural Land Commission assumes no liability or responsibility for the quality, content, accuracy or completeness of data.

Subsequently the owners submitted an application to amend the Zoning Bylaw in October 2012 to rezone the 3.5 ha portion from Agricultural Resource 2 to Rural Resource 1. That application did not advance to public hearing. The previous OCP Bylaw No. 852, which did not include policy direction regarding split zone parcels, was still in place at the time of the 2012 application. The recommendation to the Board for the 2012 application was to not support the application as;

- "Subdivision of a 3.5 hectare parcel would be inconsistent with the current Official Community Plan and Zoning Bylaw;
- Such a subdivision would set an undesirable precedent; and
- Review of the Area 'D' Official Community Plan is scheduled to begin this year and it would be premature at this time to approve of an amendment to the Zoning Bylaw that does not appear to be consistent with the intent of the current OCP and objectives of the Regional District regarding sustainable development."

A petition was also submitted with 23 signatures of Electoral Area 'D'/Rural Grand Forks residents who did not support the rezoning application.

#### *Bylaw Contravention and Enforcement*

There is a lengthy and contentious history regarding the subject property and illegal structures since the applicants purchased the parcel in the late 1990's.

#### *Illegal Dwelling and Construction Within the Floodplain*

In 1998 the landowners proceeded to build a dwelling on the north end of the parcel, on the non-ALR portion (the 3.5 ha area under application). No building permit was applied for or issued, and a Stop Work Order was issued.

In 2000, the applicants began building a second dwelling on the parcel, this one on the south end in the floodplain. No building permit was applied for. The second dwelling was not permitted either by the zoning bylaw or the ALC regulations. The applicants submitted an application for subdivision to the ALC which would have provided a better opportunity to resolve the building code and bylaw contravention infractions; however the ALC did not support the subdivision.

The Regional District then sought to enforce compliance of the zoning and building code infractions. This required an approved building permit for one dwelling and removal of the other. In 2000, the Regional District obtained a Court Order requiring compliance. When the owners failed to abide by the Order, the Regional District was authorized to remove the second dwelling. The house was dismantled in November 2001.

#### *Illegal Trailer Park/Campground*

June 2007 RDKB staff became aware that additional dwelling units, in the form of trailers, had been placed on the south end of parcel.

June 2008 RDKB staff conducted a site visit and confirmed three manufactured homes, several recreational vehicles (RVs) and several camping and accessory structures were inhabited on the south end of the parcel.

July 8, 2008 a Registered Letter was sent by RDKB staff which ordered the removal of all the mobile homes, with the exception of one which could be used as the primary single family dwelling. The letter also specified to cease the campground use or apply for non-farm use to the ALC to permit the campground.

August 29, 2008 RDKB staff conducted a site visit where it was confirmed there were still three mobile homes, several RVs and a bus located on the south end of the parcel.

September 9, 2008 a letter was sent to the landowner from the RDKB's legal counsel requiring the removal of two mobile homes and all of the RVs by September 20, 2008. Several conversations with the landowner followed regarding what needed to be done to ensure compliance with the bylaws.

April 29, 2009 RDKB staff conducted a site visit and found a structure being built on the northern portion and three mobile homes, four RVs a bus and an accessory building on the southern portion.

July 27, 2011 RDKB staff visited the site and determined one trailer had been removed, along with one other trailer which was relocated to a different area on the property.

September 21, 2011 RDKB became aware of continued land use bylaw infractions.

September 30, 2011 the landowner suggested that the trailers meet the definition of 'guest ranch' however they could not be considered so as they had kitchen facilities.

October 6, 2011 the draft Order was entered with December 1 as the deadline for removal of all the trailers mentioned within the affidavit.

December 2, 2011 RDKB staff visited the property and found nine dwelling units on the property.

February 10, 2012 the landowner applied for a building permit for the structure at the north end. However, the fees were never paid and the permit was closed.

March 6, 2012 follow up letter from RDKB legal counsel notifying landowners of final eviction notice.

March 28, 2012 six trailers demolished and a school bus removed. Two trailers remained as they were placed there after the Order, and therefore were not included in the Order.

September 7, 2012 RDKB received information of an alleged additional dwelling being placed on the north end of the parcel.

October 22, 2012 RDKB received information regarding multiple dwellings and land use contraventions on the parcel.

April 30, 2013 RDKB staff visited the parcel and determined there were two mobile homes, several RVs and campers on the southern end and that there was one dwelling on the northern end.

December 19, 2013 RDKB staff were made aware health and safety concerns on the parcel.

October 7, 2014 RDKB staff received information that there were allegedly 17 people residing on the property.

November 7, 2014 RDKB staff visit the parcel and find ten structures varying from RVs, mobile homes, busses and an accessory building.

May 8, 2015 a letter was sent to the landowner with options for compliance.

#### *Current Bylaw Infractions*

July 25, 2016 RDKB staff were made aware of an alleged influx of  $\pm 12$  people residing on the property.

August 11, 2016 RDKB staff conducted a site visit. There was a discussion regarding compliance as well as the recently approved ALC subdivision. Staff estimated that there were three occupied trailers at the south end and observed that an accessory building had been converted into a dwelling. There is one dwelling that remains at the north end on the  $\pm 3.5$  ha parcel, which is the subject of this application.

#### **PROPOSAL**

The applicants have resubmitted the zoning bylaw amendment to have it considered based on the new Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555, which was adopted on October 27, 2016 replacing Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 852, 1999.

The applicants propose to re-zone the  $\pm 3.5$  ha portion of the subject parcel from 'Extensive Agricultural Resource 2' to 'Rural Resource 1' (*see Proposed Rezoning Map*). The proposed 'Rural Resource 1' zoning would correspond with the Electoral Area 'D'/Rural Grand Forks Official Community Plan Bylaw No. 1555 designation.

If the proposed map amendment is supported the applicant's subdivision application to the Ministry of Transportation and Infrastructure could be supported under the provisions noted in Section 20.2 (Minimum Parcel Size Exceptions in the Implementing Zoning Bylaw) of the OCP provided the amendment also includes the addition of provisions in Section 307 (Minimum Parcel Size Exceptions) of the Zoning Bylaw. Section 20.2 of the OCP states the following:

"The implementing Zoning Bylaw may also include minimum parcel size exception rules for parcels that are split into more than one land use designation at the time of adoption of this Plan. The exception rule for split-zoned parcels would only apply if the minimum parcel size requirement for new parcels created by subdivision could be achieved in at least one of the zones."

Since the minimum parcel size requirement of 20 ha for parcels to be created by subdivision would be met in the Agricultural Resource 2 Zone; the 3.5 ha parcel could potentially be subdivided. ALC approval would not be required since the proposed parcel lines do not cross through the ALR. Section 307 would be amended to include

absolute minimum parcel size for the exception rule: 1ha where there is no community water and 2000m<sup>2</sup> where there is community water.

## IMPLICATIONS

### *Potential for Further Subdivision*

The owner could similarly apply to rezone the ±1.6 hectare portion of the parcel in the south east corner and, if approved, apply to subdivide it. The other ±0.29 hectare portion which is not in the ALR would not be able to be subdivided since community water is not available.

Other landowners with parcels that are partially in the ALR, but included in one of the Agricultural Resource Zones could also apply to rezone and subsequently subdivide. It is not known how many parcels this may apply to. There are also a number of parcels that are split zoned already that have the potential to be subdivided below the required minimum using the 'split-zone' rule without having to go through the re-zoning process.

### *Natural Hazards*

The Electoral Area 'D'/Rural Grand Forks OCP shows that the portion proposed to be rezoned and subsequently subdivided is within the alluvial fan of Sand Creek and could therefore be subject to debris flow (*See Subject Property with Terrain Stability Map*). OCP Policy# 5.1 states the following: "Discourage increased development potential in areas with identified natural hazards without further assessment in order to minimize risks associated with natural hazard areas."

The Ministry of Transportation and Infrastructure would be aware of the presence of the alluvial fan and may require as part of the subdivision process a report from a geotechnical engineer and possibly covenant requiring measures to mitigate any concerns raised.

In addition any new development as well as applications for permits for the existing structures could be subject to additional engineering which would be determined by the RDKB Building Inspection Department.

### *OCP Policies*

Section 19.5 in the Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555 describes 'Rural Resource 1' as 'land which is non-ALR and relatively close to development areas and transportation corridors'. The proposed zoning amendment would reflect the surrounding land use as the parcels which lie east of Granby Road, and are outside of the ALR, as well as fit the description of 'Rural Resource 1' lands (*see Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555 Map; Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 Map*).

The OCP Bylaw No. 1555 is clear in its intent to strive to minimize the conflict between agricultural and other land uses. Creation of a new rural residential parcel immediately adjacent to ALR land could result in concerns especially if a new owner of the northerly



agricultural parcel decides to operate a farm on the parcel. However, individuals who purchase land in this area should be aware that there are agricultural activities and the potential for noise and odors from those activities.

The maximum density permitted within the AGR 2 and RUR 1 zone is the same, permitting a single family dwelling, and an attached secondary suite on parcels greater than 1.0 ha.

Whether this rezoning application is supported or not, the updated Electoral Area 'D'/Rural Grand Forks Zoning Bylaw will likely zone this portion of the subject parcel as the applicant is presently requesting, as the intent is for the Agricultural Resource zones and designations to match the boundaries of the ALR.

#### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission provided the following comments, they did not provide a formal recommendation as they did not have quorum;

*"The current OCP is clear regarding land use designation matching zoning. When the new zoning by-law, currently under review, is adopted, the zoning for this 3.5 hectare portion of the property would be changed automatically. This application is just speeding up the process to enable the property owners to move forward with their plans for the property. None of the APC members present saw any reason to not support the application."*

#### **PLANNING AND DEVELOPMENT COMMENTS**

The long history of non-compliance with the Zoning Bylaw is relevant, particularly when the violations are blatant and ongoing. The board has the option of requesting bylaw compliance as a condition of rezoning. However; it is likely that the implementing zoning bylaw will reflect the landowners request in the near future. As it is a Board decision whether to make the rezoning conditional on bylaw compliance, staff have provided two options to be considered.

Staff is looking for direction on which of the two options should be pursued:

#### **OPTION 1**

That the application by Peter and Lisa Demski to amend the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 to rezone the 3.5 ha portion of their property which lies outside of the Agricultural Land Reserve from 'Extensive Agricultural Resource 2' to 'Rural Resource 1' on the subject property legally described as Lot A, DL 1357, 1359, 1738, and 2007, SDYD, PLAN34983, be supported AND FURTHER that staff be directed to draft an amendment bylaw for a map amendment for the 3.5 ha portion of the subject property as well as the addition of a minimum parcel area exceptions rules for split zoned parcels for presentation to the RDKB Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendment.

**OPTION 2**

That the application by Peter and Lisa Demski to amend the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 to rezone the 3.5 ha portion of their property which lies outside of the Agricultural Land Reserve from 'Extensive Agricultural Resource 2' to 'Rural Resource 1' on the subject property legally described as Lot A, DL 1357, 1359, 1738, and 2007, SDYD, PLAN34983, be supported AND FURTHER that staff be directed to draft an amendment bylaw for a map amendment for the 3.5 ha portion of the subject property as well as the addition of a minimum parcel area exceptions rules for split zoned parcels for presentation to the RDKB Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendment and further that the amending bylaw be advanced to third reading upon the parcel being brought into compliance with the RDKB Building and Land Use Bylaws.

**ATTACHMENTS**

*Site Location Map*

*Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555 Map*

*Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 Map*

*Agricultural Capability Map*

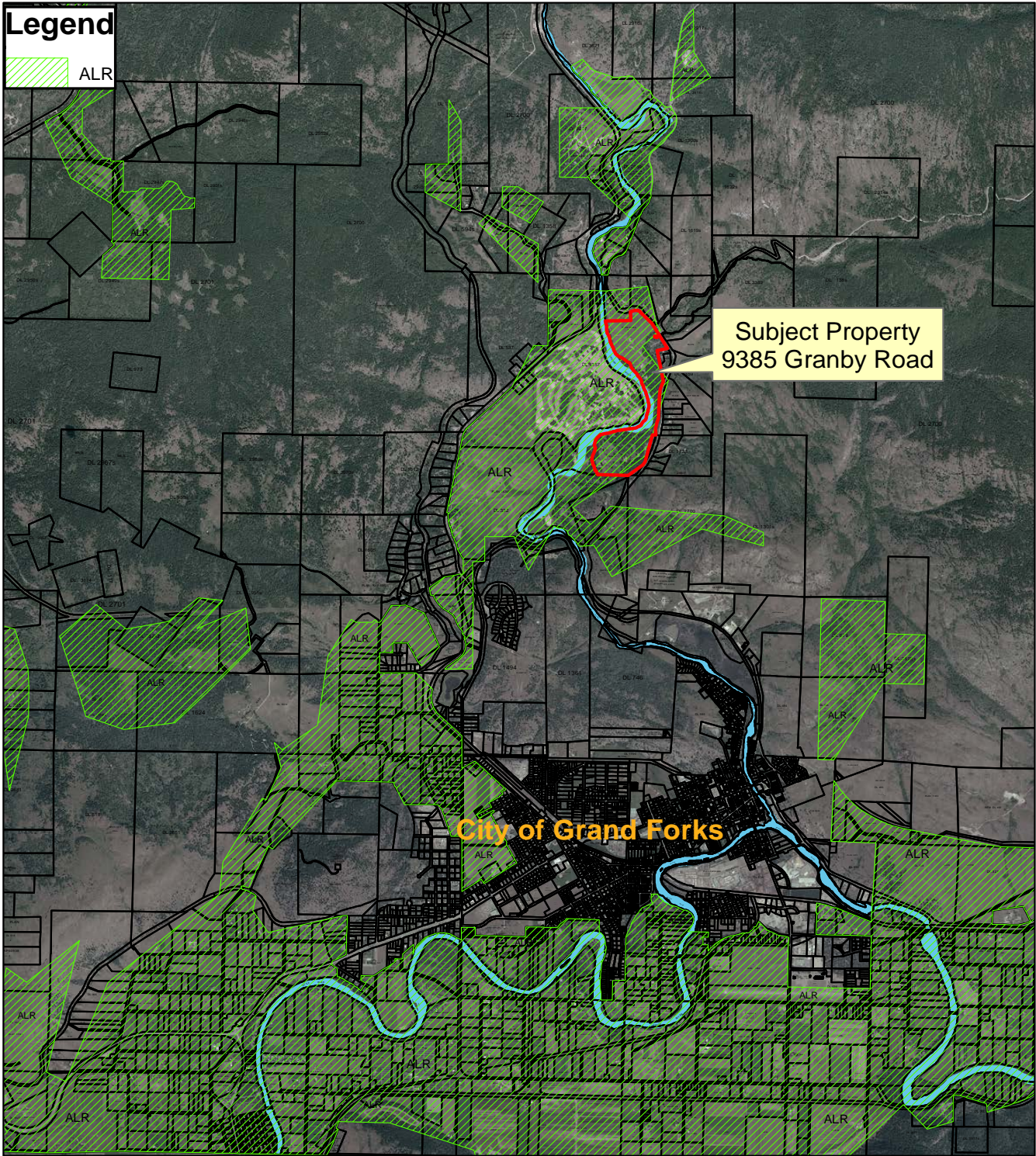
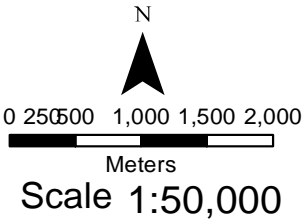
*Proposed Rezoning Map*

*Subject Property with Terrain Stability Map*



2016/10/20

# Site Location Map



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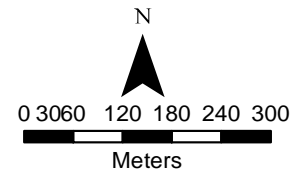




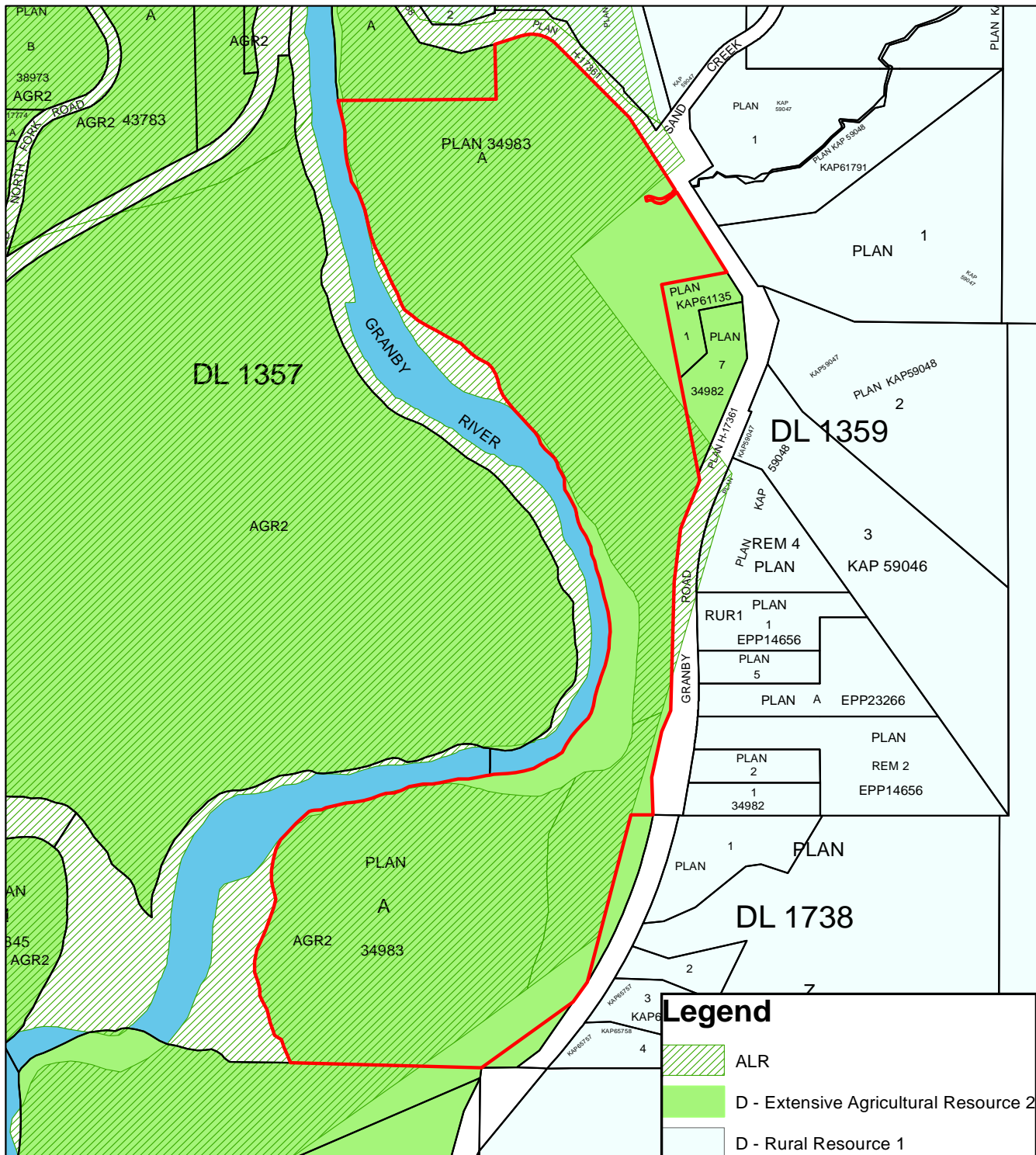


2016/12/19

# Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299



Scale 1:8,000



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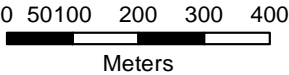




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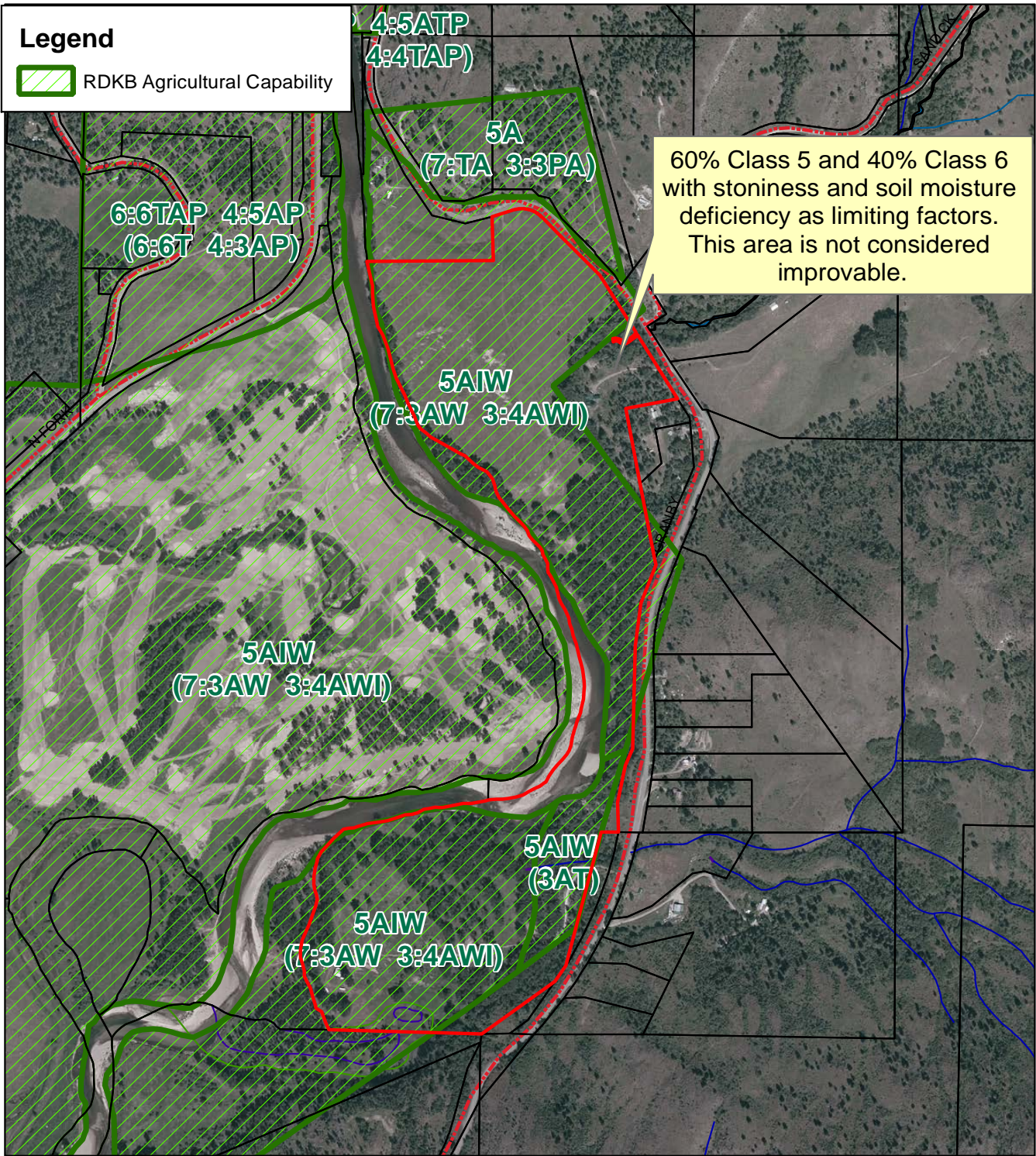
# Agricultural Capability Map

Scale 1:10,000



## Legend

RDKB Agricultural Capability



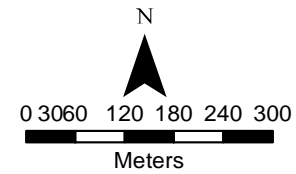
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2016/12/19

# Proposed Rezoning Map



Scale 1:8,000



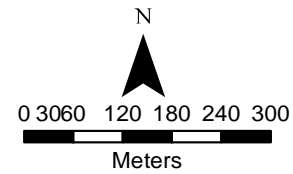
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2016/12/19

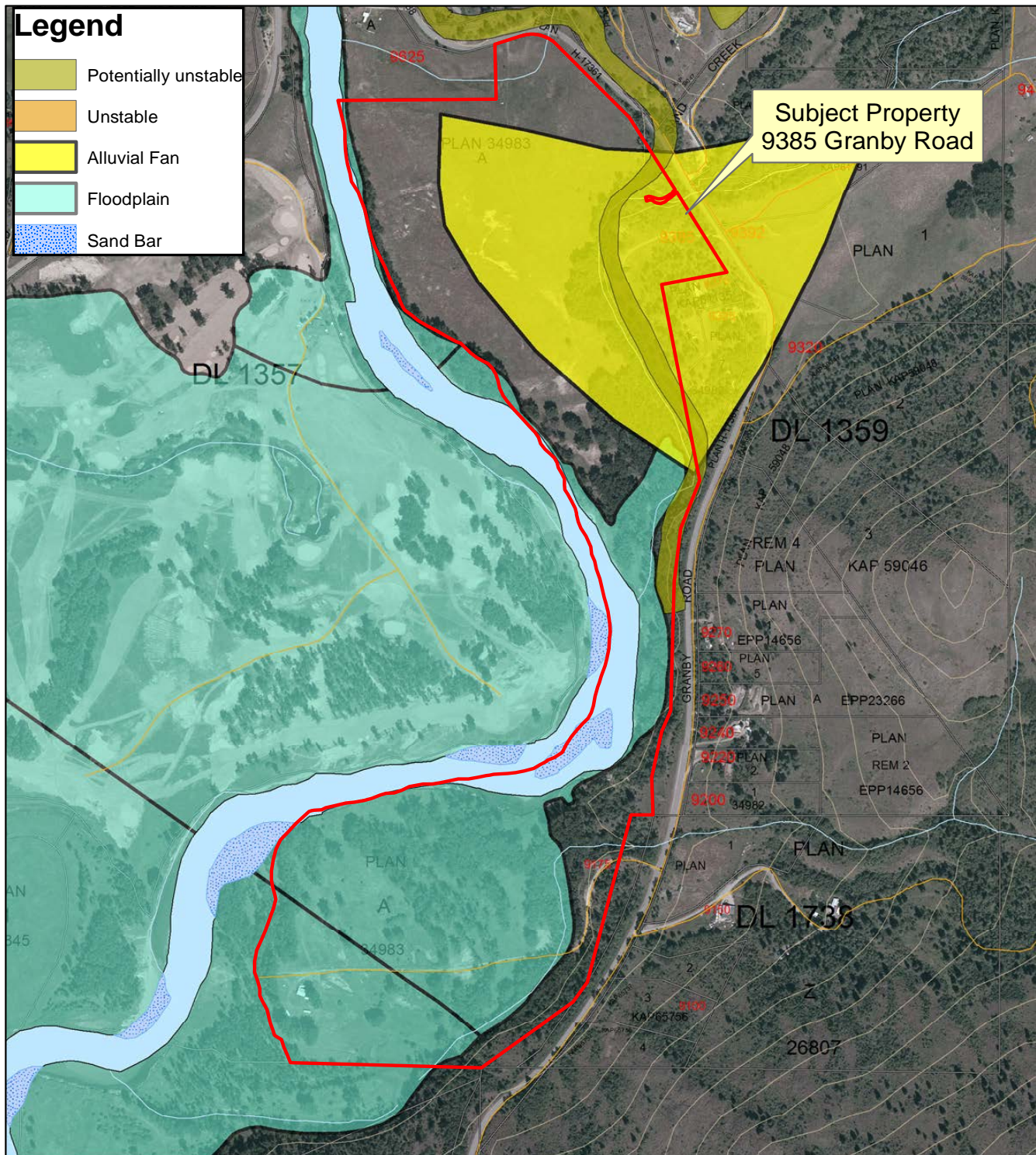
# Subject Property With Terrain Stability Map



Scale 1:8,000

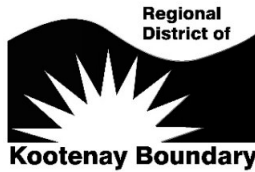
## Legend

- 
- Potentially unstable
- Unstable
- Alluvial Fan
- Floodplain
- Sand Bar



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## Electoral Area Services Committee Staff Report

Prepared for meeting of January 2017

Development Variance Permit			
<b>Owners:</b> Doug and Helen Terry		<b>File No:</b> C-317-2570.015	
<b>Location:</b> 1720 West Lake Drive, Christina Lake, Electoral Area 'C'/Christina Lake			
<b>Legal Description:</b> Lot 2, DL 317, KAP29432, SDYD		<b>Area:</b> .47 acres (1902m <sup>2</sup> )	
<b>OCP Designation:</b> Waterfront Residential	<b>Zoning:</b> Waterfront Residential 2 (R2)	<b>ALR status:</b> No	<b>DP Area:</b> Waterfront Environmentally Sensitive
<b>Report Prepared by:</b> Carly Rimell, Planner			

### ISSUE INTRODUCTION

The owners Doug and Helen Terry, through their agent Bryan Fitzpatrick of Harmony Coordination Services Ltd, have applied for a Development Variance Permit to construct a 4-bedroom single family dwelling at 1720 West Lake Drive, Christina Lake (*see Site Location Map, see Subject Property Map*). They seek a front parcel line variance of 2.5m (from 4.5m to 2m).

### HISTORY / BACKGROUND FACTORS

The property is designated 'Waterfront Residential' in the Electoral Area 'C'/Christina Lake OCP Bylaw No. 1250 and zoned 'Waterfront Residential 2' (R2) in the Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300. The parcel is split by West Lake Drive and the eastern portion abuts Christina Lake, placing it within the Waterfront Environmentally Sensitive Development Permit Area.

There is an existing single family dwelling which is estimated to be about 75 years old. The applicants propose to demolish the existing cabin.

There is a restrictive covenant (N69197) which was placed on the property in 1978 when the property was subdivided. The restrictive covenant notes that no building used for habitation, business, or storage of goods damageable by floodwater shall be located within 25ft of the natural boundary, and that the elevation the floorboards be located

above 1470.5 feet (ASL). These requirements correspond with the RDKB Floodplain Bylaw No. 677 setback and elevation requirements which are also applicable to the subject property.

## PROPOSAL

The applicants propose to demolish the existing cabin and construct a 2 storey, single family dwelling (*see Applicant's Submission*). The 274m<sup>2</sup> residence will have 4 bedrooms and a den. The applicants propose to site the dwelling on the portion of the property east of West Lake Drive. In order for the owners to construct the proposed design outside of the covenant area, the dwelling would have to be sited closer to the front parcel line.

The proposed siting of the residence requires;

- A front parcel line variance of 2.5m (from 4.5m to 2.0m) for a principal building.

## 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.

The proposed design requires a variance to relax the front parcel line in order to avoid the restrictive covenant area in the 200-year floodplain, and still build on the eastern section of the property.

The applicants assert that the current access to the property is a driving hazard, as vehicles must reverse onto West Lake Drive with little to no visibility. The proposed development would allow for road level access to the front door of the residence and provide full visibility to maneuver vehicles on and off of West Lake Drive.

The applicants assert the existing cabin is dated and unsafe and is set to be demolished. The construction of a new single family dwelling would thereby improve development by placing a new updated residence on the property.

The applicants further suggest the development will not have adverse impacts on neighbouring properties or obstruct views. If the application proceeds further, letters will be sent to neighbouring property owners advising them of the proposal and providing opportunity to comment.

The proposed dwelling appears to meet the required interior side and rear parcel line setbacks for principal dwellings in the R2 Zone. The proposed design has aerial overhang into the rear and front parcel lines. However, Section 304 of the Electoral Area 'C'/Christina Lake Zoning Bylaw permits aerial projections of up to 1.2m within the

front and rear parcel line setbacks. The agent assured Planning and Development Staff that the aerial projections did not exceed what is permitted within the siting exceptions.

The owner, through their agent, is concurrently applying for a:

- Development Permit to ensure an adequate sewage treatment system is in place for this subject property within the Environmentally Sensitive Development Permit Area; and a
- Permit from the Ministry of Transportation and Infrastructure (MoTI) to relax the front parcel line setback for the single family dwelling. A DVP will not be issued until approval is granted by MoTI.

A letter from Hoefsloot Land Surveying noted that a benchmark was placed on the property at 448.2m ASL, and that the location of the natural boundary was determined. The proposed development appears to meet setback and elevation requirements as stated in the RDKB's Floodplain Bylaw No. 677 and the restrictive covenant.

#### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'C'/Christina Lake Advisory Planning Commission supported the subject referral with the assurance that any retaining wall be built on their own property and not encroach onto Crown foreshore.

#### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

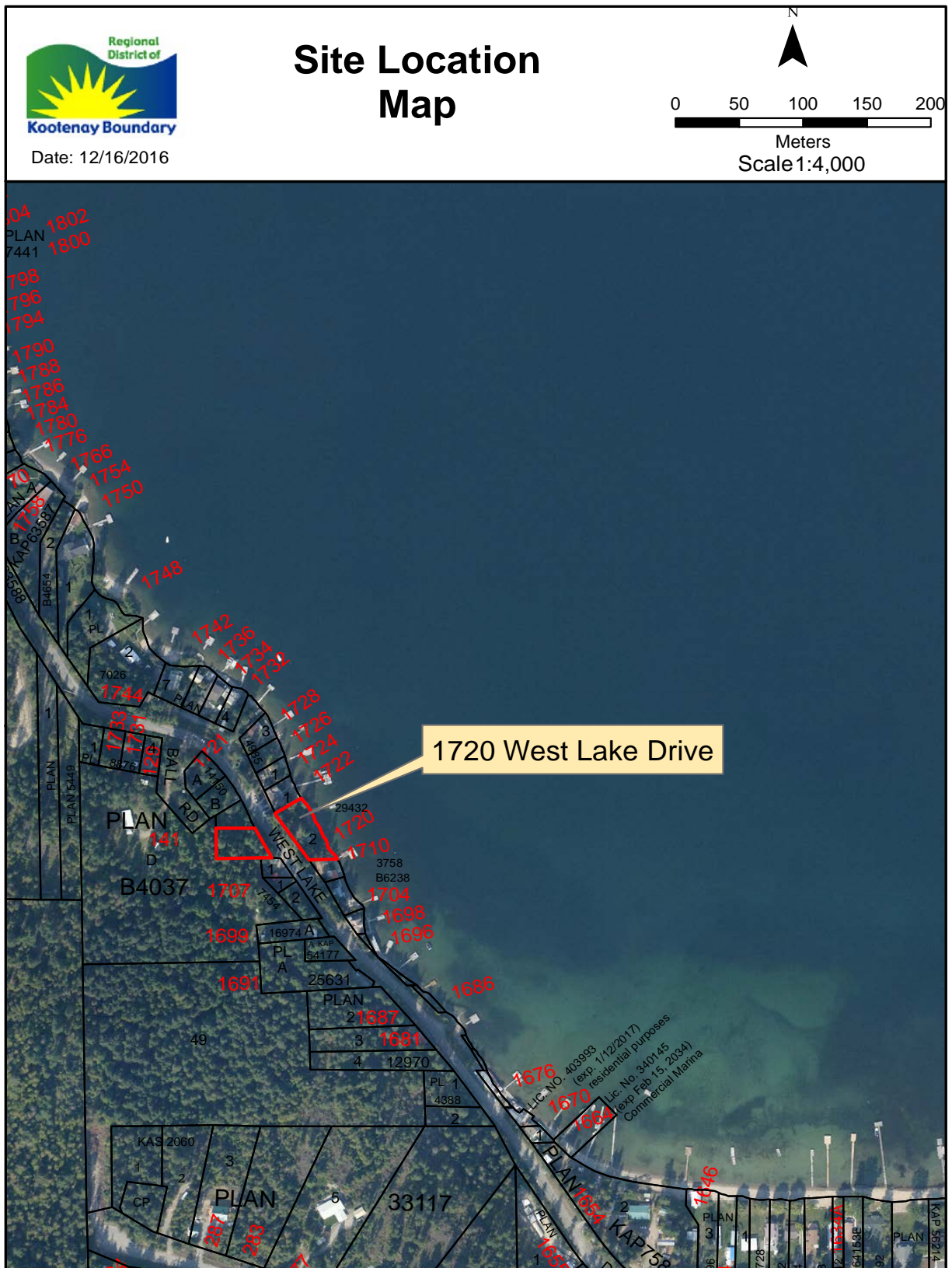
Bryan Fitzpatrick of Harmony Coordination Services Ltd, confirmed that the existing retaining wall was determined to be the 'present natural boundary' by Art Hoefsloot, BCLS. The retaining wall is not considered a structure, therefore is not required to meet the setbacks within the R2 Zone. At this time the agent is unaware of any plans to construct a new retaining wall.

#### **RECOMMENDATION**

That the Development Variance Permit application submitted by Bryan Fitzpatrick of Harmony Coordination Services Ltd., on behalf of the owners Doug and Helen Terry, to allow for a front parcel line variance of 2.5m (from 4.5m to 2.0m) to construct a single family dwelling on the property legally described as Lot 2, DL 317, KAP29432, SDYD, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board for consideration, with a recommendation of support, subject to Ministry of Transportation and Infrastructure approval.

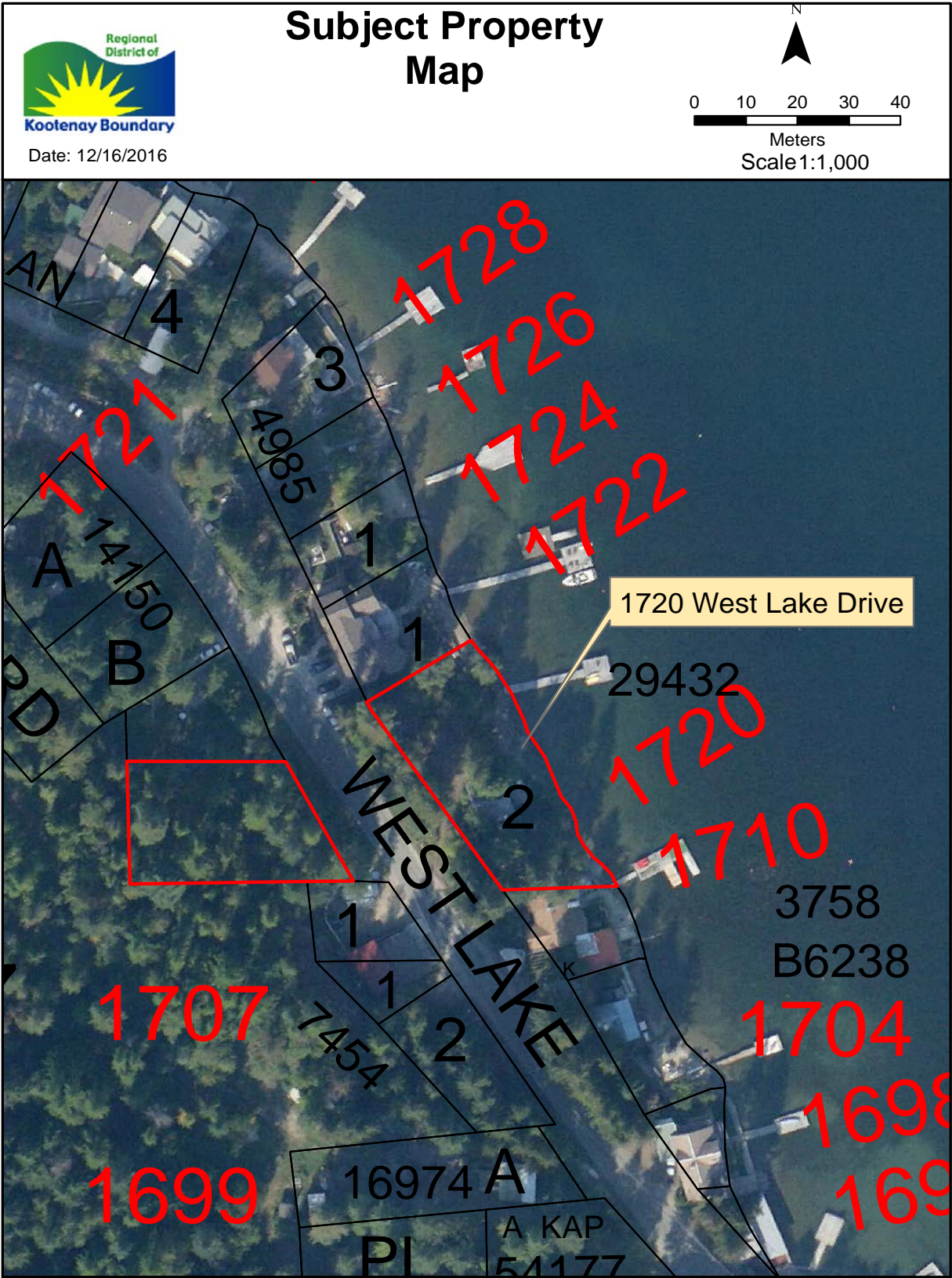
#### **ATTACHMENTS**

*Site Location Map*  
*Subject Property Map*  
*Applicants' Submission*



Document Path: P:\GIS\RD\KB\MapDocuments\Routine\_Maps\SiteLocationMap\Area\_'C'\_ChristinaLake\2016-12-16-SLM-Terry.mxd







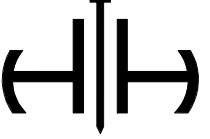
① Front 3D



② Rear 3D

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Site Plan	5
Overall Site Plan	6

PRELIMINARY  
ONLY  
NOT FOR CONSTRUCTION PURPOSES



**HARMONY  
HOMES**

PHONE: (250)765-5191  
#201 - 833 FINNS ROAD, KELOWNA, B.C.

PROPOSED RESIDENCE OF:  
**MR & MRS TERRY**  
CHRISTINA LAKE, B.C.

DRAWING SCALE:

DATE: OCTOBER 30, 2014

REV. DATE: DEC 13, 2016

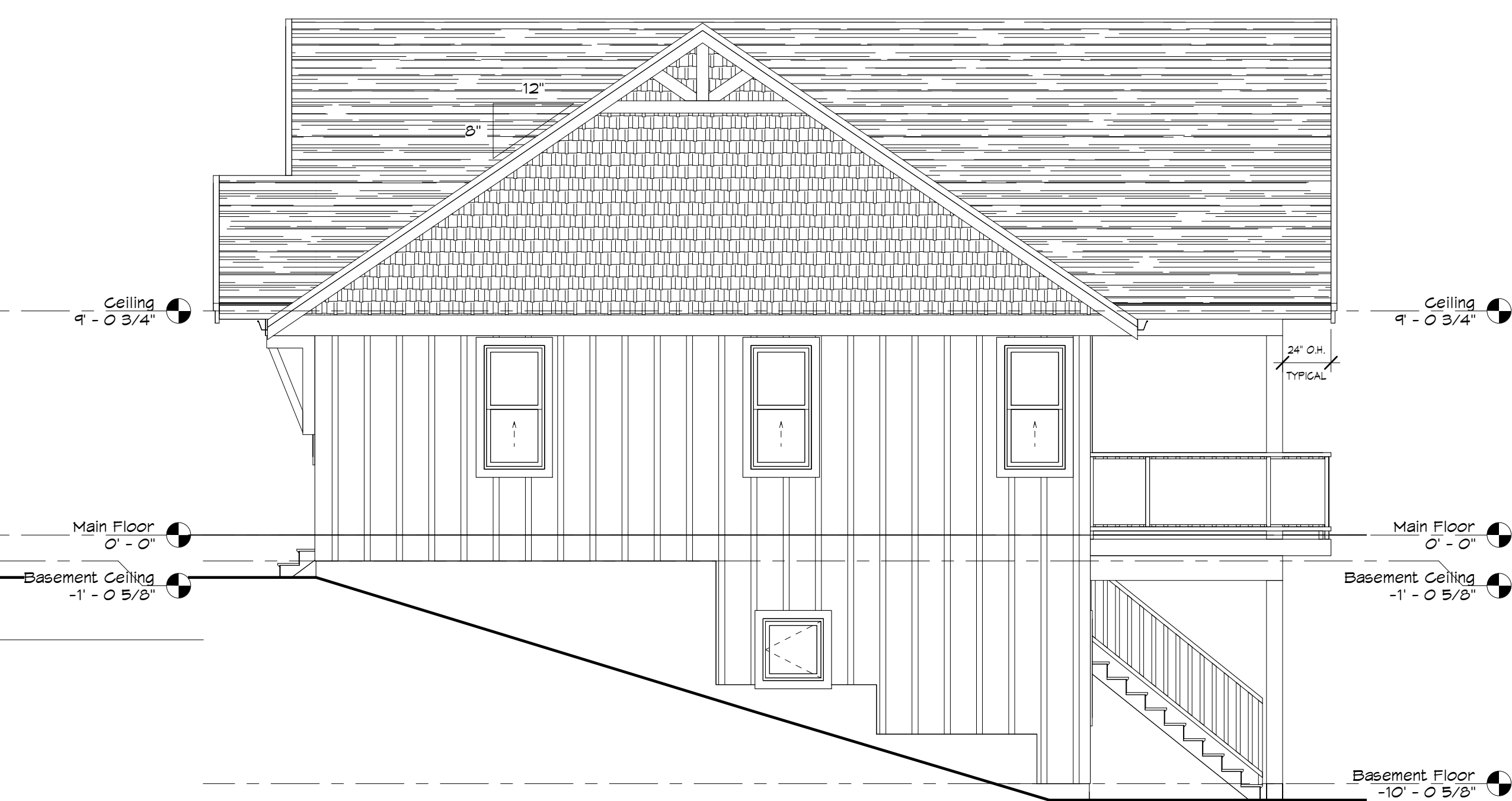
DRN. BY: J.A.S.

1

AWARD WINNING BUILDER



① Front  
1/4" = 1'-0"



④ Right  
1/4" = 1'-0"

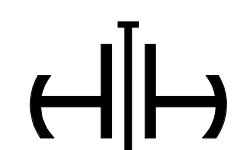


③ Rear  
1/4" = 1'-0"



② Left  
1/4" = 1'-0"

PRELIMINARY  
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**MR & MRS TERRY**  
CHRISTINA LAKE, B.C.

DRAWING SCALE: 1/4" = 1'-0"

DATE: OCTOBER 30, 2014

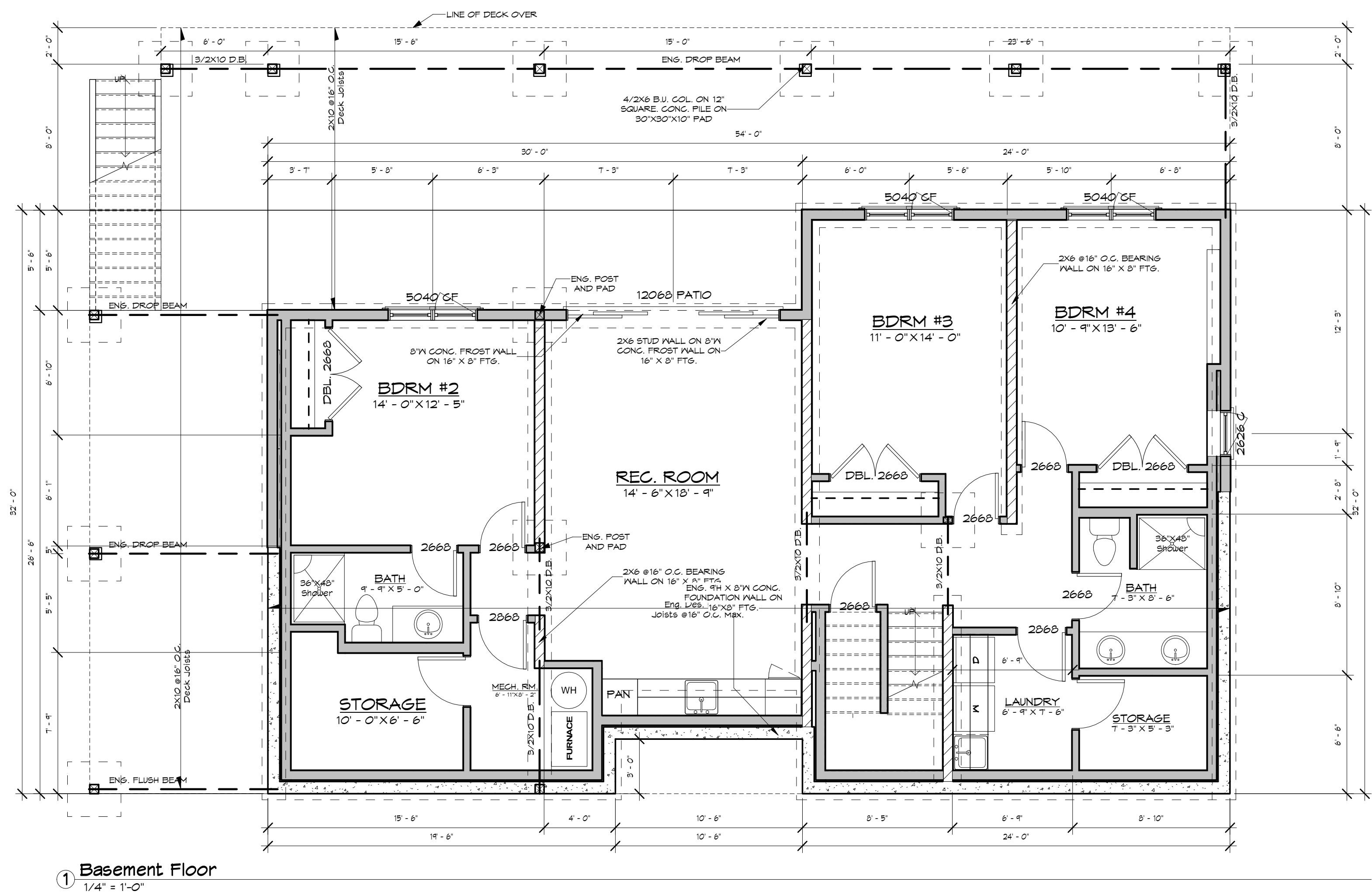
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DRN. BY: J.A.S.

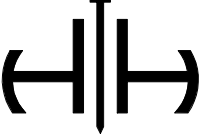
**2**

AWARD WINNING BUILDER

Level	Name	Area	Ceiling Height
Main Floor	Finished	1594 SF	9' - 0"
Basement Floor	Finished	1161 SF	9' - 0"
Basement Floor	Unfinished	134 SF	9' - 0"
Basement Floor	Stairs	64 SF	9' - 0"
Basement Floor	Unfinished	45 SF	9' - 0"



PRELIMINARY  
ONLY  
NOT FOR CONSTRUCTION PURPOSES



**HARMONY  
HOMES**

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#201 - 833 FINNS ROAD, KELOWNA, B.C.

PROPOSED RESIDENCE OF:  
**MR & MRS TERRY**  
CHRISTINA LAKE, B.C.

DRAWING SCALE: 1/4" = 1'-0"

DATE: OCTOBER 30, 2014

REV. DATE: DEC 13, 2016

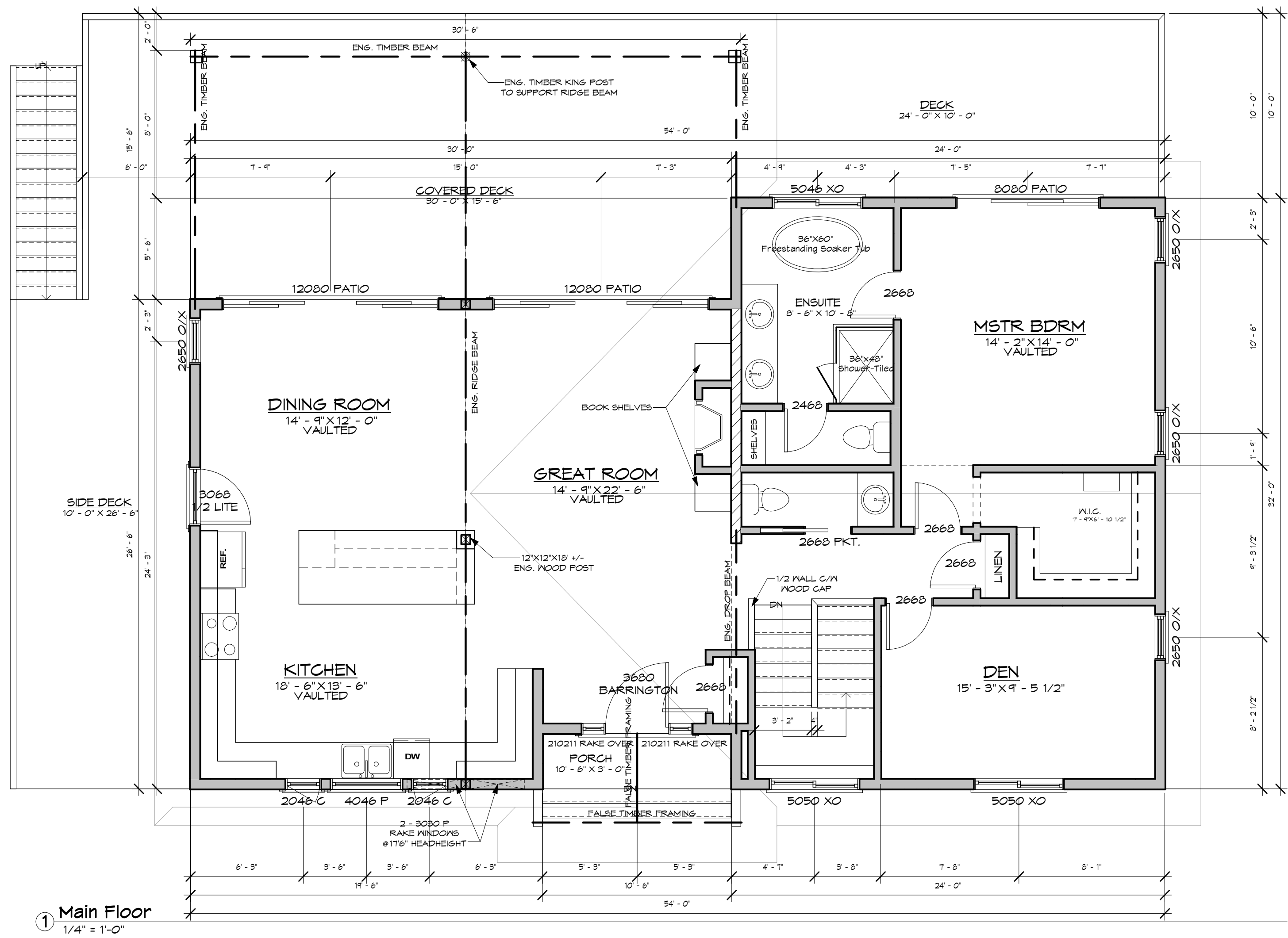
DRN. BY: J.A.S.

**3**

AWARD WINNING BUILDER

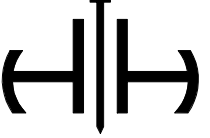


Level	Name	Area	Ceiling Height
Main Floor	Finished	1539 SF	9' - 0"
Basement Floor	Finished	1161 SF	9' - 0"
Basement Floor	Unfinished	134 SF	9' - 0"
Basement Floor	Stairs	69 SF	9' - 0"
Basement Floor	Unfinished	45 SF	9' - 0"



① Main Floor  
1/4" = 1'-0"

PRELIMINARY  
ONLY  
NOT FOR CONSTRUCTION PURPOSES



**HARMONY  
HOMES**

PHONE: (250)765-5191  
#201 - 833 FINNS ROAD, KELOWNA, B.C.

PROPOSED RESIDENCE OF:  
**MR & MRS TERRY**  
CHRISTINA LAKE, B.C.

DRAWING SCALE: 1/4" = 1'-0"

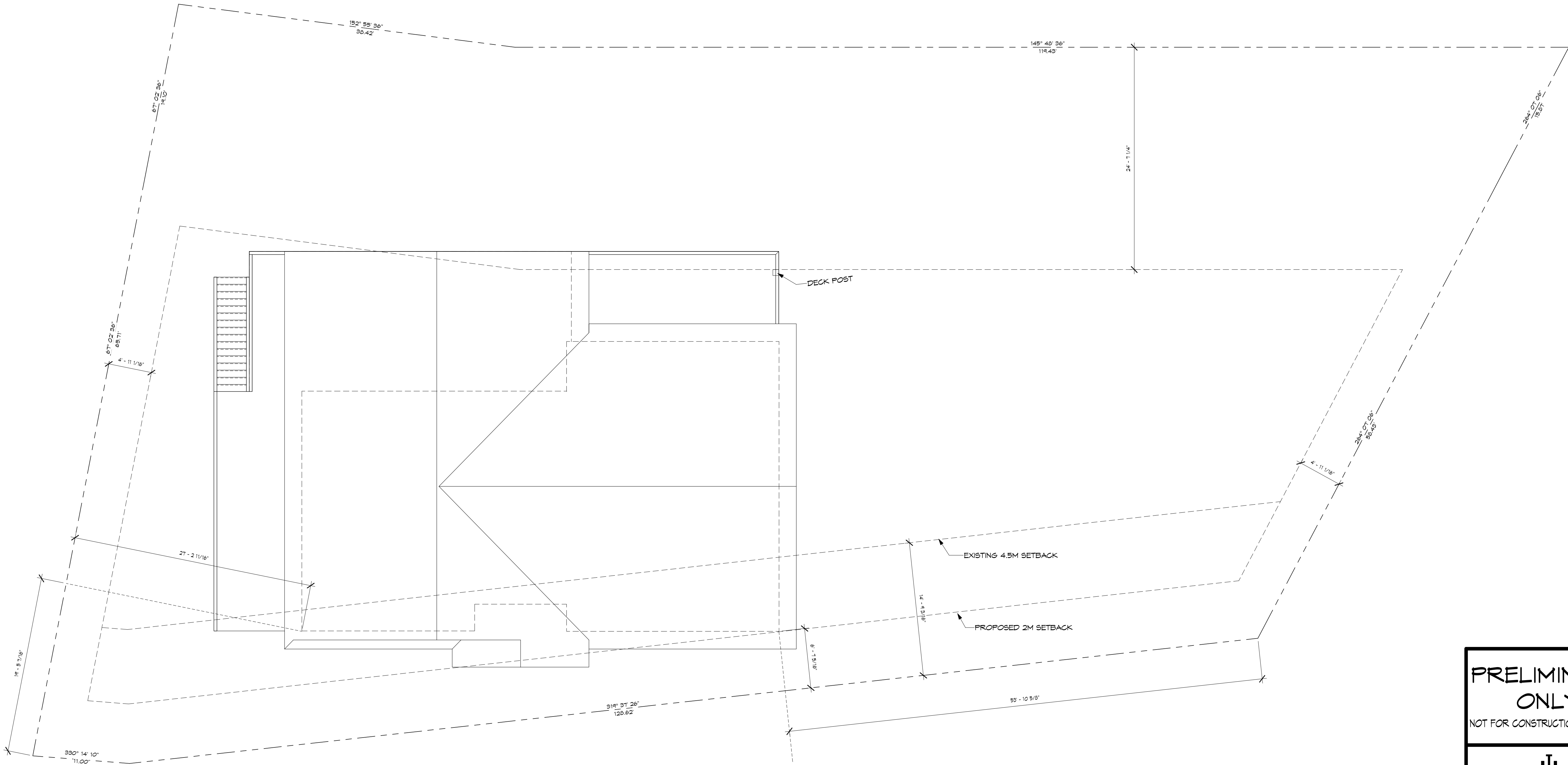
DATE: OCTOBER 30, 2014

REV. DATE: DEC 13, 2016

DRN. BY: J.A.S.

4

AWARD WINNING BUILDER



① Site  
3/16" = 1'-0"

PRELIMINARY  
ONLY  
NOT FOR CONSTRUCTION PURPOSES



**HARMONY  
HOMES**

PHONE: (250)765-5191  
#201 - 833 FINNS ROAD, KELOWNA, B.C.

PROPOSED RESIDENCE OF:  
**MR & MRS TERRY**  
CHRISTINA LAKE, B.C.

DRAWING SCALE: 3/16" = 1'-0"

DATE: OCTOBER 30, 2014

REV. DATE: DEC 13, 2016

DRN. BY: J.A.S.

5

AWARD WINNING BUILDER

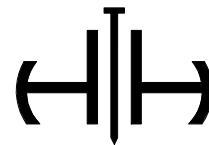
① Site - Overall  
3/32" = 1'-0"

Road Dedication

CHRISTINA LAKE

PRELIMINARY  
ONLY

NOT FOR CONSTRUCTION PURPOSES



**HARMONY  
HOMES**

PHONE: (250)765-5191  
#201 - 833 FINNS ROAD, KELOWNA, B.C.

PROPOSED RESIDENCE OF:  
**MR & MRS TERRY**  
CHRISTINA LAKE, B.C.

DRAWING SCALE: 3/32" = 1'-0"

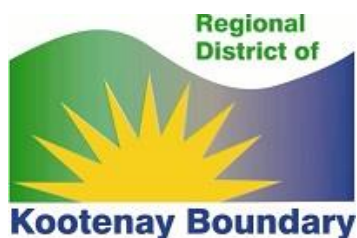
DATE: OCTOBER 30, 2014

REV. DATE: DEC 13, 2016

DRN. BY: J.A.S.

6

AWARD WINNING BUILDER

**STAFF REPORT**

**Date:** 10 Jan 2017 **File**  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Andison, General Manager of Operations / Deputy CAO  
**Re:** 2016 Year End Building Statistics

**Issue Introduction**

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding the 2016 Building Statistics.

**History/Background Factors**

The Building Department is submitting the 2016 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 427 in 2015 to 482 in 2016. The total value of construction decreased from \$57,622,845 in 2015 to \$37,741,953 in 2016.

**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 2015 and 2016.

**Alternatives**

1. Receipt.

**Recommendation(s)**

1. That the staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding the 2016 Building Statistics be received.

BUILDING REPORT - MUNICIPALITIES - YEAR ENDING DECEMBER, 2016				
MUNICIPALITY	PERMIT FEE	# PERMITS	# UNITS	TOTAL VALUE
<b>FRUITVALE</b>				
SFD	\$1,706	1	1	\$250,000
MFD	\$2,449	1	2	\$352,000
MOBILE / MODULAR	\$86	1	1	\$67,500
ADD / ALTER / REPAIR	\$1,948	16	0	\$319,928
ACCESSORY BUILDING	\$263	2	0	\$56,000
ACCESSORY ADD / ALT	\$0	0	0	\$0
RETAINING WALL	\$230	2	0	\$34,000
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$62	1	0	\$5,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$990	3	0	\$154,800
<b>TOTAL</b>	<b>\$7,734</b>	<b>27</b>	<b>4</b>	<b>\$1,239,228</b>
<b>GREENWOOD</b>				
SFD	\$1,026	1	1	\$117,000
MOBILE / MODULAR	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$291	4	0	\$26,300
ACCESSORY BUILDING	\$377	5	0	\$42,600
ACCESSORY ADD / ALT	\$0	0	0	\$0
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	\$82	1	0	\$9,000
DEMOLITION	\$160	3	0	\$10,000
<b>TOTAL</b>	<b>\$1,936</b>	<b>14</b>	<b>1</b>	<b>\$204,900</b>
<b>MIDWAY</b>				
SFD	\$872	1	1	\$94,000
MOBILE / MODULAR	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$511	4	0	\$55,500
ACCESSORY BUILDING	\$83	1	0	\$6,600
ACCESSORY ADD / ALT	\$0	0	0	\$0
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
DEMOLITION	\$61	1	0	\$5,000
<b>TOTAL</b>	<b>\$1,527</b>	<b>7</b>	<b>1</b>	<b>\$163,000</b>
<b>MONTROSE</b>				
SFD	\$2,114	1	1	\$245,000
MOBILE / MODULAR	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$2,433	18	0	\$236,307
ACCESSORY BUILDING	\$180	1	0	\$22,500
ACCESSORY ADD / ALT	\$50	1	0	\$3,200
SWIMMING POOL	\$928	4	0	\$101,000
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	2	0	\$30,400
<b>TOTAL</b>	<b>\$5,705</b>	<b>27</b>	<b>1</b>	<b>\$638,407</b>
<b>TRAIL</b>				
SFD	\$1,983	1	1	\$245,000
MOBILE / MODULAR	\$0	0	0	\$0
TEMP. MOBILE OFFICE	\$85	1	0	\$4,000
ADD / ALTER / REPAIR	\$14,622	124	0	\$1,500,251
ACCESSORY BUILDING	\$1,068	6	0	\$119,750
ACCESSORY ADD / ALT	\$180	3	0	\$15,000
ACCESSORY STRUCTURE	\$40	1	0	\$1,000
RETAINING WALL	\$250	1	0	\$30,000
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$7,526	24	0	\$1,356,308
INDUSTRIAL	\$783	2	0	\$103,072
INDUSTRIAL ADD / ALT	\$1,703	1	0	\$224,000
INSTITUTIONAL	\$0	1	0	\$6,000,000
INSTITUTIONAL ADD / ALT	\$14,119	9	0	\$2,285,145
DEMOLITION	\$61	2	0	\$74,000
RENEWAL	\$255	3	0	\$100,000
REFUND	-\$90	0	0	\$0
<b>TOTAL</b>	<b>\$42,585</b>	<b>179</b>	<b>1</b>	<b>\$12,147,626</b>
<b>WARFIELD</b>				
SFD	\$0	0	0	\$0
MOBILE / MODULAR	\$181	1	1	\$129,406
ADD / ALTER / REPAIR	\$2,602	20	0	\$303,266
ACCESSORY BUILDING	\$102	2	0	\$8,200
ACCESSORY ADD / ALT	\$128	2	0	\$10,623
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$49	1	0	\$2,500
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	2	0	\$46,541
DEMOLITION	\$50	1	0	\$5,000
<b>TOTAL</b>	<b>\$3,112</b>	<b>29</b>	<b>1</b>	<b>\$505,536</b>

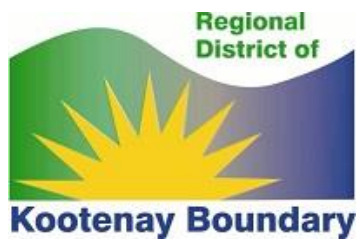
## BUILDING REPORT - ELECTORAL AREAS - YEAR ENDING DECEMBER, 2016

ELECTORAL AREA	PERMIT FEE	# PERMITS	# UNITS	TOTAL VALUE
<b>AREA 'A'</b>				
SFD	\$0	0	0	\$0
MOBILE / MODULAR	\$678	4	4	\$360,744
ADD / ALTER / REPAIR	\$1,194	9	0	\$105,600
ACCESSORY BUILDING	\$697	3	0	\$72,000
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$16,817	2	0	\$1,850,000
COMMERCIAL ADD / ALT	\$0	0	0	\$0
INDUSTRIAL	\$4,133	2	0	\$534,000
INDUSTRIAL ADD / ALT	\$7,200	1	0	\$1,000,000
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
DEMOLITION	\$60	1	0	\$10,000
<b>TOTAL</b>	<b>\$30,779</b>	<b>22</b>	<b>4</b>	<b>\$3,932,344</b>
<b>AREA 'B'</b>				
SFD	\$7,257	2	2	\$920,000
MOBILE / MODULAR	\$133	1	1	\$130,000
ADD / ALTER / REPAIR	\$2,609	8	0	\$249,400
ACCESSORY BUILDING	\$507	2	0	\$50,000
ACCESSORY ADD / ALT	\$0	1	0	\$8,632
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$61	1	0	\$5,000
INDUSTRIAL	\$4,950	1	0	\$550,000
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
DEMOLITION	\$61	1	0	\$9,180
RENEWAL	\$100	2	0	\$10,000
TITLE DOCUMENT FEE	\$27	0	0	\$0
<b>TOTAL</b>	<b>\$15,705</b>	<b>19</b>	<b>3</b>	<b>\$1,932,212</b>
<b>AREA 'C'</b>				
SFD	\$39,278	10	10	\$4,170,900
MOBILE / MODULAR	\$206	1	1	\$162,000
ADD / ALTER / REPAIR	\$5,922	18	0	\$610,000
ACCESSORY BUILDING	\$2,509	14	0	\$357,700
ACCESSORY ADD / ALT	\$90	1	0	\$9,000
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$112	2	0	\$12,500
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	\$379	6	0	\$87,400
RENEWAL	\$350	7	0	\$35,000
<b>TOTAL</b>	<b>\$48,846</b>	<b>59</b>	<b>11</b>	<b>\$5,444,500</b>
<b>AREA 'D'</b>				
SFD	\$13,171	4	4	\$1,433,000
MOBILE / MODULAR	\$3,000	1	1	\$300,000
ADD / ALTER / REPAIR	\$5,230	19	0	\$498,800
ACCESSORY BUILDING	\$2,164	8	0	\$239,000
ACCESSORY ADD / ALT	\$201	2	0	\$16,000
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	\$140	1	0	\$10,000
DEMOLITION	\$245	3	0	\$122,000
RENEWAL	\$100	2	0	\$10,000
<b>TOTAL</b>	<b>\$24,251</b>	<b>40</b>	<b>5</b>	<b>\$2,628,800</b>
<b>AREA 'E'</b>				
SFD	\$35,851	15	15	\$3,475,000
MOBILE / MODULAR	\$1,557	2	2	\$258,000
ADD / ALTER / REPAIR	\$552	4	0	\$52,500
ACCESSORY BUILDING	\$4,678	14	0	\$473,000
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$160	1	0	\$15,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$477	2	0	\$47,000
RENEWAL	\$430	1	0	\$50,000
<b>TOTAL</b>	<b>\$43,705</b>	<b>39</b>	<b>17</b>	<b>\$4,370,500</b>
<b>AREA 'BIG WHITE'</b>				
SFD	\$35,432	5	5	\$3,805,000
MOBILE / MODULAR	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$5,747	11	0	\$590,000
ACCESSORY BUILDING	\$0	0	0	\$0
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$1,312	4	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
<b>TOTAL</b>	<b>\$42,491</b>	<b>20</b>	<b>5</b>	<b>\$4,535,000</b>



## COMPARISON BUILDING REPORT FOR 2015 AND 2016 (TO THE END OF DECEMBER, 2016)

AREA	# PERMITS	# UNITS	TOTAL VALUE
<b>FRUITVALE</b>			
Year Ending 2016	27	4	\$1,239,228
Year Ending 2015	37	3	\$1,992,223
<b>GREENWOOD</b>			
Year Ending 2016	14	1	\$204,900
Year Ending 2015	12	0	\$199,790
<b>MIDWAY</b>			
Year Ending 2016	7	1	\$163,000
Year Ending 2015	7	3	\$589,200
<b>MONTROSE</b>			
Year Ending 2016	27	1	\$638,407
Year Ending 2015	17	0	\$330,640
<b>TRAIL</b>			
Year Ending 2016	179	1	\$12,147,526
Year Ending 2015	137	3	\$33,136,712
<b>WARFIELD</b>			
Year Ending 2016	29	1	\$505,536
Year Ending 2015	23	1	\$580,111
<b>AREA 'A'</b>			
Year Ending 2016	22	4	\$3,932,344
Year Ending 2015	30	3	\$5,020,720
<b>AREA 'B'</b>			
Year Ending 2016	19	3	\$1,932,212
Year Ending 2015	23	3	\$1,752,509
<b>AREA 'C'</b>			
Year Ending 2016	59	11	\$5,444,500
Year Ending 2015	56	11	\$4,517,400
<b>AREA 'D'</b>			
Year Ending 2016	40	5	\$2,628,800
Year Ending 2015	41	5	\$3,129,000
<b>AREA 'E'</b>			
Year Ending 2016	39	17	\$4,370,500
Year Ending 2015	26	6	\$1,148,540
<b>AREA 'BIG WHITE'</b>			
Year Ending 2016	20	5	\$4,535,000
Year Ending 2015	18	3	\$5,226,000
<b>TOTAL YEAR ENDING 2016</b>	<b>482</b>	<b>54</b>	<b>\$37,741,953</b>
<b>TOTAL YEAR ENDING 2015</b>	<b>427</b>	<b>41</b>	<b>\$57,622,845</b>



## STAFF REPORT

**Date:** 18 Jan 2017 **File**  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Anderson, General Manager of Operations / Deputy CAO  
**Re:** Cancellation Building Bylaw Contravention

### Issue Introduction

A staff report from Mark Anderson, General Manager of Operations / Deputy CAO regarding the cancellation of a Building Bylaw Contravention for the property described below as:

**#2 - 20 Kettle View Road, Big White, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 002-078-309**

**Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351**

**Owner: 0985028 B.C. Ltd.**

### History/Background Factors

A Notice on Title was registered against the above referenced property for construction of alterations to a commercial building without a final inspection being conducted. All circumstances that required the registering of the Notice on Title have been rectified to the satisfaction of the Regional District of Kootenay Boundary. A written request to have the Notice removed from the property and a cheque in the amount of \$200.00 for Administration fees has been received from the owner.

### Implications

The owner has met all requirements of the Regional District of Kootenay Boundary to have the Notice on Title removed from the property.

### Advancement of Strategic Planning Goals

Not applicable.

**Background Information Provided**

- Email from Brad Powell dated January 9, 2017, requesting removal of Notice on Title;
- Inspection Report dated December 21, 2016, confirming final inspection completed;
- Title Search;
- Bylaw Contravention Notice CA4609007;
- Staff Report dated July 2, 2015 from Mark Andison, General Manager of Operations / Deputy CAO.

**Alternatives**

1. None.

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors cancel the Notice registered in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 58 of the Community Charter against the property legally described as Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351.

**Robert Silva**

---

**From:** brad@greywaterenv.ca  
**Sent:** January-09-17 10:31 AM  
**To:** Robert Silva; Mark Andison  
**Subject:** removal of notice on title sessions taphouse and grill

Can you please have notice on title removed for by law contravention notice. in regards to building permit14-0206bw. you are already in possession of the \$ 200 fee for removal.     Regards

**RECEIVED**  
JAN 09 2017  
REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

REGIONAL DISTRICT OF KOOTENAY BOUNDARY BUILDING INSPECTION REPORT	
Time & Date Call Rec'd	PERMIT NO. <u>14-0206BW</u>
Owner's Name <u>O985028 B.C. Ltd. Inc.</u>	
Address or Legal Description <u>Strata Lot 2, DL 41095, Strata Plan KAS351</u>	
Inspection Requested <u>Final</u>	Page ____ of ____
<input checked="" type="checkbox"/> Construction appears to conform reasonably with examined plans and specifications <input type="checkbox"/> Construction appears acceptable subject to correcting items as noted (see below) <input type="checkbox"/> Construction <b>NOT</b> acceptable due to deficiencies (see below) <input type="checkbox"/> Reinspection required <input type="checkbox"/> Submit Engineers Report for _____	
Notes	
<u>This inspection does not apply to that portion of work</u> <u>occurring on District Lot 508s</u>  <u>Work Complete</u> <u>Acceptable</u>	
Next Req'd Insp. _____	
Date of Inspection <u>21 Dec 2016</u> Time <u>12:00</u> am / pm	Building Official <u>[Signature]</u>
<small>Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.</small>	
This Report <input type="checkbox"/> Placed on site or <input checked="" type="checkbox"/> Received by <u>Brend Powell</u>	

**TITLE SEARCH PRINT**

File Reference:

2015-08-25, 13:08:00

Declared Value \$346750

Requestor: Sara Bradley

\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\*

**Title Issued Under** STRATA PROPERTY ACT (Section 249)

**Land Title District** KAMLOOPS  
Land Title Office KAMLOOPS

**Title Number** CA3461253  
From Title Number KF43474

**Application Received** 2013-11-18

**Application Entered** 2013-11-25

**Registered Owner in Fee Simple**  
Registered Owner/Mailing Address: 0985028 B.C. LTD., INC.NO. BC0985028  
1385 BAKER CREEK ROAD  
QUESNEL, BC  
V2J 7H5

**Taxation Authority** PENTICTON ASSESSMENT AREA

**Description of Land**  
Parcel Identifier: 002-078-309  
Legal Description:  
STRATA LOT 2 DISTRICT LOT 4109S SIMILKAMEEN DIVISION YALE DISTRICT STRATA  
PLAN K351 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO  
THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 (SEE PLAN 29839 AS  
TO LIMITED ACCESS)

**Legal Notations**  
BYLAW CONTRAVENTION NOTICE, COMMUNITY CHARTER, SECTION 57  
SEE CA4609007

HERETO IS ANNEXED EASEMENT P16149 OVER BLOCK B DISTRICT LOT 4109S  
SDYD EXCEPT PLANS 27721 AND 29839

Title Number: CA3461253

TITLE SEARCH PRINT

Page 1 of 2

**TITLE SEARCH PRINT**

File Reference:

Declared Value \$346750

2015-08-25, 13:08:00

Requestor: Sara Bradley

**Charges, Liens and Interests**

Nature:

Registration Number:

Registration Date and Time:

Remarks:

RESTRICTIVE COVENANT

P16150

1979-03-28

INTER ALIA APPURTENANT TO BLOCK B DL 4109S

SDYD EXCEPT PLANS 27721 AND 29839

APPURTENANCY CANCELLED AS TO LOT B PLAN

KAP62647 BY KP95407

APPURTENANCY CANCELLED AS TO LOT A PLAN KAP72031

BY KT113763

APPURTENANCY CANCELLED AS TO LOT 2 PLAN KAP73883

BY KV95630

Nature:

Registration Number:

Registration Date and Time:

Remarks:

EASEMENT

P16151

1979-03-28

INTER ALIA APPURTENANT TO BLOCK B DL 4109S SDYD

EXCEPT PLANS 27721 AND 29839

APPURTENANCY CANNCELED AS TO LOT A PLAN KAP72031

BY KT113764

APPURTENANCY CANCELLED AS TO LOT 2 PLAN KAP73883

BY KV95629

Nature:

Registration Number:

Registration Date and Time:

Registered Owner:

Remarks:

COVENANT

X229732

1987-12-14 13:21

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA

INTER ALIA SECTION 215 LAND TITLE ACT  
INCLUDES RESTRICTIONS ON DEALINGS

Nature:

Registration Number:

Registration Date and Time:

Registered Owner:

Remarks:

STRATA PROPERTY ACT LIEN

CA4605008

2015-08-13 15:44

THE OWNERS, STRATA PLAN K351

STRATA PROPERT ACT, SECTION 116

**Duplicate Indefeasible Title**

NONE OUTSTANDING

**Transfers**

NONE

**Pending Applications**

NONE

Title Number: CA3461253

TITLE SEARCH PRINT

Page 2 of 2



**NOTICE OF REGISTRATION**

**Date of Issue:** August 18, 2015  
**Submitter's Name:** Sara Bradley  
**File Reference:** 0985028BCLTDE60

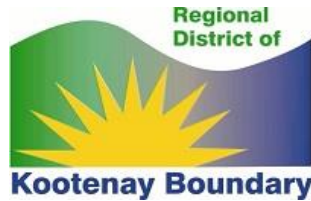
**Description:** 2-20 Kettle View Road

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The following application(s) have now reached final status:

LEGAL NOTATION	CA4609007	REGISTERED
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For help, go to <http://help.ltsa.ca>. To reach the LTSA Customer Service Centre for general land title and survey matters, select option 1 at 604-630-9630 or toll free at 1-877-577-LTSA(5872) or send a request at <https://myltsa.ltsa.ca/contact-customer-service-centre>. For myLTSA sign-up or technical assistance, contact myLTSA Technical Support by selecting option 2 at 604-630-9630 or toll free at 1-877-577-LTSA(5872) or send an request at <https://myltsa.ltsa.ca/contact-myltsa-tech-support>

**STAFF REPORT**

**Date:** 02 Jul 2015 **File**  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Andison, General Manager of Operations / Deputy CAO  
**Re:** Building Bylaw Contravention

**Issue Introduction**

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described below as:

**#2 - 20 Kettle View Road, Big White, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 002-078-309**

**Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351**

**Owner: 0985028 B.C. Ltd.**

**History/Background Factors**

The Building Official confirmed that there have been no changes concerning the above referenced property. The owner, 0985028 B.C. Ltd., has constructed alterations to a commercial building at the above referenced property without a final inspection being conducted.

**Implications**

The filing of a Notice on Title against the above mentioned property pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter will alert future purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

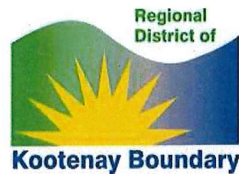
- Staff Report dated May 19, 2015 submitted to the Board regarding the building bylaw contravention;
- Letter dated July 2, 2015 inviting the Owner to the July 30, 2015 Board Meeting.

**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 direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351.

**STAFF REPORT**

**Date:** 19 May 2015 **File**  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Andison, General Manager of Operations / Deputy CAO  
**Re:** Building Bylaw Contravention

**Issue Introduction**

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described below as:

**#2 - 20 Kettle View Road, Big White, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 002-078-309**

**Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351**

**Owner: 0985028 B.C. Ltd.**

**History/Background Factors**

The owner, 0985028 B.C. Ltd., has constructed alterations to a commercial building at the above referenced property without a final inspection being conducted. History and background factors are as attached.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

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;

(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;
- Photos emailed April 28, 2015;
- Registered letter dated March 26, 2015;
- Letter dated March 19, 2015 (sic);
- Building permit 14-0206BW;
- Registered letter dated June 10, 2014;
- Photos taken June 9, 2014.

**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, 0985028 B.C. Ltd., to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351.



## STAFF REPORT ATTACHMENT

<b>Date:</b>	<b>May 19, 2015</b>	<b>File:</b>	
<b>To:</b>	<b>Chair McGregor and Board of Directors</b>		
<b>From:</b>	<b>Mark Andison, General Manager of Operations / Deputy CAO</b>		
<b>RE:</b>	<b>BUILDING BYLAW CONTRAVENTION</b> <b>20 KETTLE VIEW ROAD, BIG WHITE, B.C.</b> <b>ELECTORAL AREA 'E' / WEST BOUNDARY</b> <b>PARCEL IDENTIFIER: 002-078-309</b> <b>STRATA LOT 2, D.L. 4109S, SDYD, STRATA PLAN K351</b> <b>OWNER: 0985028 B.C. LTD. INC.</b>		

**History/Background Factors**

The owner, 0985028 B.C. Ltd., has constructed alterations to a commercial building at the above referenced property without a final inspection being conducted.

June 9, 2014	Received photos taken by Big White Fire Prevention of illegal construction;
June 10, 2014	Telephone conversation with property manager, Mike Makin, regarding illegal construction;
June 10, 2014	<b>First registered letter</b> mailed to owner requesting a response by July 10, 2014;
June 24, 2014	Application for alterations to a commercial building received;
July 18, 2014	Building Permit 14-0206BW issued for alterations to a commercial building;
March 23, 2015	Letter received from project Architect, Garry J. Tomporowski;
March 26, 2015	<b>Second registered letter</b> mailed to owner requesting a response by April 27, 2015
April 23, 2015	Canada Post confirmation that the letter was returned unclaimed;
April 28, 2015	Photos emailed from Mark Andison showing progress of construction;
May 19, 2015	To date, we have had no further contact from the owner regarding the building permit.

---

**Robert Silva**

**From:** Big White Fire Prevention  
**Sent:** June-09-14 4:39 PM  
**To:** Robert Silva  
**Subject:** FW: Snow Ghost /Raakels 20 Kettleview Road photo's

Hi Robert,

Please find 4 photos taken today after an alarm call for a sprinkler pipe break

**Chris Daley**

**Fire Prevention Officer**  
**Captain - Big White Fire Department**  
**LAFD# 2290**

**Phone 250-765-3090**

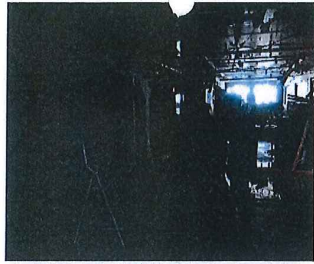
**Fax 250-765-3051**

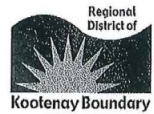
**[www.bigwhitefire.com](http://www.bigwhitefire.com)**

**[prevention@bigwhitefire.com](mailto:prevention@bigwhitefire.com)**









June 10, 2014

REGISTERED

0985028 B.C. Ltd.  
1385 Baker Creek Rd.  
Quesnel, B.C.  
V2J 7H5

**Re: STOP WORK ORDER – Alteration to Multi Family Dwelling**  
20 Kettle View Rd., Big White, B.C.  
Plan KAS351, Lot 2, DL 4109s

This letter confirms the posting of a **Stop Work Order** on June 10, 2014 for an **Alteration to a Multi Family Dwelling** 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 **July 10, 2014**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Regards,

A handwritten signature in cursive script, appearing to read "R. Silva".

Robert Silva, RBO

Attachment

Cc: Strata Corporation K351/mmakin@coldwellbanker.ca ✓  
Mark Andison, MCIP, RPP, General Manager, 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

**INSPECTION CALLS: (250) 442-2708 or 1-877-520-7352**

## Regional District of Kootenay Boundary

2140 Central Ave., Box 1005, Grand Forks, B.C. V0H 1H0

PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

0905028 1.T/D.		ADDRESS: BIG WHITE, B.C.		TELEPHONE:	
<small>THIS FORM IS TO BE FILLED OUT BY THE REGISTERED PROFESSIONAL CONTRACTOR</small> A PERMIT TO: ALTERATIONS TO COMMERCIAL BUILDING					
AT: 20 KETTLE VIEW RD		FOLIO: 713 07440.004			
LOT: 2	BLK:	RANGE:	D.L. 41095	PLAN KAS351	LD:
OWNER: 0905028 1.T/D.		ADDRESS:		TELEPHONE:	
CONTRACTOR: BRAD POWELL		ADDRESS:		TELEPHONE:	
PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS: ALL WORK TO CONFORM TO THE 2012 B.C. BUILDING CODE AND RELEVANT BIG WHITE BYLAWS. CALL FOR FINAL INSPECTION INSPECTIONS. SECTION 390 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT. ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION. SCHEDULES C-A & C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY. PROVIDE SPRINKLER SYSTEM CONTRACTOR'S MATERIAL & TEST CERTIFICATE FOR ABOVEGROUND AND UNDERGROUND PIPING. SUBMIT A COPY OF THE FIRE ALARM SYSTEM VERIFICATION & REPORT (NOTE: CONFIRM SIGNAL TO THE FIRE DEPARTMENT). CONTRACTOR TO PROVIDE LOCAL FIRE SERVICES TO CONDUCT A FINAL INSPECTION AND REVIEW FIRE SAFETY PLAN REQUIREMENTS.					

		FEES
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 200000	
BUILDING PERMIT FEE		\$ 16000
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	SKC, 200 LETT (-10%)	\$ 160
SUB-TOTAL		\$ 1440
TITLE SEARCH		\$ 10
TOTAL		\$ 1450
LESS DEPOSIT		
BALANCE OWING		\$ 1450

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and these acting on its 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, the enforcement or non-enforcement of the Regional District of Kootenay Boundary Ordinance or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may arise by or for the undersigned or any subcontractor or any other person or persons other than the undersigned; 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. The owner or contractor must give 72 hours notice upon completion of the work.

ROBERT SILVA, RBO  
BUILDING INSPECTOR'S SIGNATURE

DATE PAID July 18, 19

1. Prior to placing concrete in footings 2. After installation of drain tiles/damp proofing/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.

JUL 21 2014

REGIONAL DISTRICT OF KOOTENAY  
BOUNDARY



#6, 3500 - 30 Street  
Vernon, BC V1T 5E8  
250.545.0784  
250.545.0730  
[trforch@telus.net](mailto:trforch@telus.net)

March 19, 2014

Mr. Robert Silva  
Chief Building Inspector  
Regional District of Kootenay Boundary  
2140 Central Avenue  
PO Box 1985  
Grand Forks, BC V0H 1H0

Dear Mr. Silva;

RE: Raakel's Pub (Sessions Tap House & Grill), Big White, British Columbia

We would like to advise you that we are aware that Sessions Tap House & Grill, formerly Raakel's Pub, is fully open and operational, however, TRTA Architecture Ltd. has never issued our Schedule C-A or C-B for this particular project.

In consideration that this particular type of occupancy is an "assembly occupancy" and that there are very strict and prescribed regulations outlined in the B.C. Building Code as well as Liquor Act, we are wondering how they have been granted an occupancy permit without the issuing of our schedules.

We are very aware of the R.D.K.B.'s policies in terms of their insistence on the schedules of a registered professional for such things as replacement and repair of siding and roofing over a certain value; including even window replacements over a certain value yet this establishment has been allowed to operate without our schedules being in place.

Could you please check into this for us and advise us accordingly how this might have happened, as any and all communication we have attempted has been unsuccessful and unreturned.

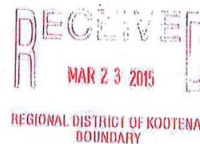
Thank you for your attention to this and we look forward to hearing from you at your earliest convenience.

Yours very truly,

Garry J. Tomporowski  
TRTA Architecture Ltd.

GJT: lmc

Garry J. Tomporowski, M.Arch, Architect AIBC, Architect, AAA, B.E.S.





March 26, 2015

REGISTERED

0985028 Ltd.  
1385 Baker Creek Rd.  
Quesnel, B.C.  
V2J 7H5

**RE: BYLAW CONTRAVENTION**  
**Building Permit #14-0206BW -- Alteration to Commercial**  
**#20 -- Kettleview Rd., Big White, B.C.**  
**Strata Lot 2, DL 4109s, Strata Plan KAS351**

A recent review was carried out on your building permit file for an alteration to a commercial building which indicates that the requested final inspection has not been carried out since issuing the building permit July 18, 2014.

As required by the Regional District of Kootenay Boundary Building Bylaw No. 449:

10.6 The authority having jurisdiction may revoke a permit and issue a "stop work order" where there has been a violation of:  
(c) any breach of the Bylaw or other applicable Bylaws of the authority having jurisdiction.

12.1(h)  
(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.

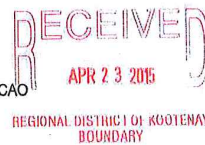
Please contact our Building Department at (250) 442-2708 by **April 27, 2015** and make arrangements to update or close your file. Failing to respond may result in legal action.

Respectfully,

Robert Silva, RBO  
Building & Plumbing Official

RS:rt

Cc: Mark Andison, MCIP, RPP, General Manager, 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: building@rdkootenay.bc.ca web: www.rdkb.com

**Sara Bradley**

**From:** Mark Andison  
**Sent:** April-28-15 2:35 PM  
**To:** Rosanne Tomashewsky  
**Cc:** Robert Silva; Sara Bradley  
**Subject:** RE: NOT Memo

Thanks Rosanne.

The project does indeed appear to be pretty far along in the construction process ...



**Mark Andison, MCIP, RPP**  
General Manager, Operations / Deputy CAO  
Regional District of Kootenay Boundary  
843 Rossland Ave  
Trail, BC  
Canada V1R 4S8

toll-free: 1.800.355.7352  
tel: 250.368.9148  
cell: 250.231.0880  
fax: 250.368.3990





## STAFF REPORT ATTACHMENT

<b>Date:</b>	<b>May 19, 2015</b>	<b>File:</b>	
<b>To:</b>	<b>Chair McGregor and Board of Directors</b>		
<b>From:</b>	<b>Mark Andison, General Manager of Operations / Deputy CAO</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>20 KETTLE VIEW ROAD, BIG WHITE, B.C.</b> <b>ELECTORAL AREA 'E' / WEST BOUNDARY</b> <b>PARCEL IDENTIFIER: 002-078-309</b> <b>STRATA LOT 2, D.L. 4109S, SDYD, STRATA PLAN K351</b> <b>OWNER: 0985028 B.C. LTD. INC.</b>		

**History/Background Factors**

The owner, 0985028 B.C. Ltd., has constructed alterations to a commercial building at the above referenced property without a final inspection being conducted.

June 9, 2014	Received photos taken by Big White Fire Prevention of illegal construction;
June 10, 2014	Telephone conversation with property manager, Mike Makin, regarding illegal construction;
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April 23, 2015	Canada Post confirmation that the letter was returned unclaimed;
April 28, 2015	Photos emailed from Mark Andison showing progress of construction;
May 19, 2015	To date, we have had no further contact from the owner regarding the building permit.



**Sara Bradley**

---

**From:** Mark Andison  
**Sent:** April-28-15 2:35 PM  
**To:** Rosanne Tomashewsky  
**Cc:** Robert Silva; Sara Bradley  
**Subject:** RE: NOT Memo

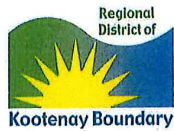
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Mark Andison, MCIP, RPP  
General Manager, Operations / Deputy CAO  
Regional District of Kootenay Boundary  
843 Rossland Ave  
Trail, BC  
Canada V1R 4S8

toll-free: 1.800.355.7352  
tel: 250.368.9148  
cel: 250.231.0880  
fax: 250.368.3990



March 26, 2015

REGISTERED

0985028 Ltd.  
1385 Baker Creek Rd.  
Quesnel, B.C.  
V2J 7H5

**RE: BYLAW CONTRAVENTION**  
**Building Permit #14-0206BW – Alteration to Commercial**  
**#20 – Kettleview Rd., Big White, B.C.**  
**Strata Lot 2, DL 4109s, Strata Plan KAS351**

A recent review was carried out on your building permit file for an alteration to a commercial building which indicates that the requested final inspection has not been carried out since issuing the building permit July 18, 2014.

As required by the Regional District of Kootenay Boundary Building Bylaw No. 449:

- 10.6 The authority having jurisdiction may revoke a permit and issue a "stop work order" where there has been a violation of:
- (c) any breach of the Bylaw or other applicable Bylaws of the authority having jurisdiction.
- 12.1(h)
- (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 contact our Building Department at (250) 442-2708 by **April 27, 2015** and make arrangements to update or close your file. Failing to respond may result in legal action.

Respectfully,

Robert Silva, RBO  
Building & Plumbing Official

RS:rt

Cc: Mark Andison, MCIP, RPP, General Manager, 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  
www.building-officials.com • www.kootenay.ca



#6, 3500 - 30 Street  
Vernon, BC V1T 5E8  
250.545.0784  
250.545.0730  
[lrarch@telus.net](mailto:lrarch@telus.net)

March 19, 2014

Mr. Robert Silva  
Chief Building Inspector  
Regional District of Kootenay Boundary  
2140 Central Avenue  
PO Box 1965  
Grand Forks, BC V0H 1H0

Dear Mr. Silva;

RE: Raakel's Pub (Sessions Tap House & Grill), Big White, British Columbia

We would like to advise you that we are aware that Sessions Tap House & Grill, formerly Raakel's Pub, is fully open and operational, however, TRTA Architecture Ltd. has never issued our Schedule C-A or C-B for this particular project.

In consideration that this particular type of occupancy is an "assembly occupancy" and that there are very strict and prescribed regulations outlined in the B.C. Building Code as well as Liquor Act, we are wondering how they have been granted an occupancy permit without the issuing of our schedules.

We are very aware of the R.D.K.B.'s policies in terms of their insistence on the schedules of a registered professional for such things as replacement and repair of siding and roofing over a certain value; including even window replacements over a certain value yet this establishment has been allowed to operate without our schedules being in place.

Could you please check into this for us and advise us accordingly how this might have happened, as any and all communication we have attempted has been unsuccessful and unreturned.

Thank you for your attention to this and we look forward to hearing from you at your earliest convenience.

Yours very truly,

Garry J. Tomporowski  
TRTA Architecture Ltd.

GJT: lmc

Garry J. Tomporowski, M.Arch, Architect AIBC, Architect, AAA, B.E.S.



REGIONAL DISTRICT OF KOOTENAY  
BOUNDARY

No. 14-0206BW

INSPECTION CALLS: (250) 442-2708 or 1-877-520-7352

DATE PERMIT  
GRANTED: Jul 18, 14**Regional District of Kootenay Boundary**BUILDING INSPECTION DEPT.  
2140 Central Ave., Box 1006, Grand Forks, B.C. V0H 1H0PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

0985028 LTD.		ADDRESS: BIG WHITE, B.C.		TELEPHONE:	
DETAILS OF UNDERTAKING DOCUMENT OF THE CONTRACTOR					
A PERMIT TO: ALTERATIONS TO COMMERCIAL BUILDING					
AT: 20 KETTLE VIEW RD		FOLIO: 713		07440.004	
LOT: 2	BLOCK:	RANGE:	D.L. 41095	PLAN: KAS351	L.D.:
OWNER: 0985028 LTD.		ADDRESS:		TELEPHONE:	
CONTRACTOR: BRAD POWELL		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO CONFORM TO THE 2012 B.C. BUILDING CODE AND RELEVANT BIG WHITE BYLAWS.</p> <p>CALL FOR: FINAL/OCCUPANCY INSPECTIONS.</p> <p>SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT.</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION.</p> <p>SCHEDULES C-A &amp; C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.</p> <p>PROVIDE SPRINKLER SYSTEM CONTRACTOR'S MATERIAL &amp; TEST CERTIFICATE FOR ABOVEGROUND AND UNDERGROUND PIPING.</p> <p>SUBMIT A COPY OF THE FIRE ALARM SYSTEM VERIFICATION &amp; REPORT (NOTE: CONFIRM SIGNAL TO THE FIRE DEPARTMENT).</p> <p>CONTACT REGIONAL FIRE SERVICES TO CONDUCT A FINAL INSPECTION AND REVIEW FIRE SAFETY PLAN REQUIREMENTS.</p>					

		FEES
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 200000	
BUILDING PERMIT FEE		\$ 1600
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	SEC. 290 LETT (-10%)	-\$ 160
<b>SUB-TOTAL</b>		<b>\$ 1440</b>
TITLE SEARCH		\$ 10
<b>TOTAL</b>		<b>\$ 1450</b>
LESS DEPOSIT		
<b>BALANCE OWING</b>		<b>\$ 1450</b>

**WAIVER OF INDEMNITY**

In consideration of the granting of this permit, the undersigned (s) release 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 (s) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person and (s) acknowledge (s) that the Regional District of Kootenay Boundary, once a copy of certificate is endorsed or any one dies in respect of these releases. The permit or contractor must give 72 hours notice upon completion of the work.

*[Signature]*  
Owner's Signature

*[Signature]*  
ROBERT SILVA, RBO  
BUILDING INSPECTOR'S SIGNATURE

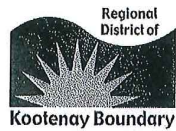
DATE PAID: July 18, 14

1. Prior to placing concrete in footings 2. After installation of drain tiles/damp proofing 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.

JUL 21 2014

REGIONAL DISTRICT OF KOOTENAY  
BOUNDARY





June 10, 2014

REGISTERED

0985028 B.C. Ltd.  
1385 Baker Creek Rd.  
Quesnel, B.C.  
V2J 7H5

Re: STOP WORK ORDER – Alteration to Multi Family Dwelling  
20 Kettle View Rd., Big White, B.C.  
Plan KAS351, Lot 2, DL 4109s

This letter confirms the posting of a **Stop Work Order** on June 10, 2014 for an **Alteration to a Multi Family Dwelling** 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 **July 10, 2014**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Regards,

A handwritten signature in dark ink, appearing to read "R. Silva".

Robert Silva, RBO

Attachment

Cc: Strata Corporation K351/[mmakin@coldwellbanker.ca](mailto:mmakin@coldwellbanker.ca) ✓  
Mark Andison, MCIP, RPP, General Manager, Operations/Deputy CAO ✓

2140 Central Ave Box 1969 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688

**Robert Silva**

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**From:** Big White Fire Prevention  
**Sent:** June-09-14 4:39 PM  
**To:** Robert Silva  
**Subject:** FW: Snow Ghost /Raakels 20 Kettleview Road photo's

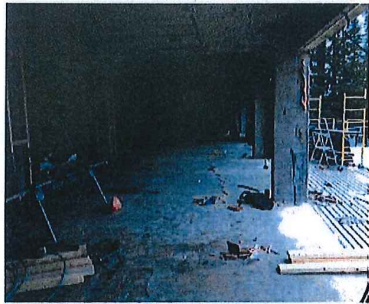
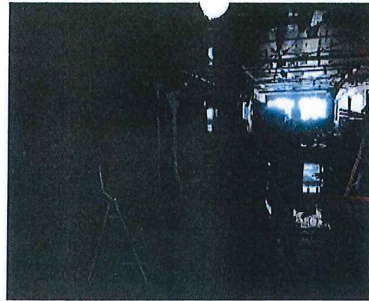
Hi Robert,  
Please find 4 photos taken today after an alarm call for a sprinkler pipe break

**Chris Daley**

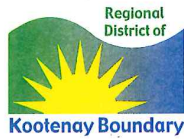
**Fire Prevention Officer  
Captain - Big White Fire Department  
LAFC# 2280**

**Phone 250-765-3090  
Fax 250-765-3051  
[www.bigwhitefire.com](http://www.bigwhitefire.com)  
[prevention@bigwhitefire.com](mailto:prevention@bigwhitefire.com)**









July 2, 2015

0985028 B.C. Ltd.  
1385 Baker Creek Road  
Quesnel, B.C. V2J 7H5

**Re: Alterations / Occupying a Commercial Building without a Final Inspection  
# 2 - 20 Kettle View Road, Big White, B.C., Electoral Area 'E' / West Boundary  
Contravention of Building Bylaw No. 449  
Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351**

On May 28, 2015 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 695 of the Local Government Act and Section 57 of the Community charter you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filed. The Board has therefore, adopted the following resolution.

"That 0985028 B.C. Ltd. be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351".

This hearing before the Board of Directors is scheduled for Thursday, July 30, 2015 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 2140 Central Avenue, Grand Forks, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by July 23, 2015. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 695 of the Local Government Act and Section 57 of the Community Charter. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

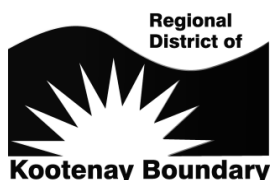
Theresa Lenardon  
Manager of Corporate Administration

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





## ***STAFF REPORT***

<b>Date:</b>	January 18, 2017	<b>File #:</b>	K7
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Donna Dean, Manager of Planning and Development		
<b>RE:</b>	<b>Boundary Area Drought Management Planning – Application to Provincial Infrastructure Planning Grant Program (IPGP)</b>		

### **ISSUE INTRODUCTION**

The Infrastructure Planning Grant Program (IPGP) offers grants to support local governments in projects related to the development of sustainable community infrastructure. The purpose of this report is to present a recommendation to the Board of Directors regarding support for an application to IPGP for the creation of a Drought Management Plan for the Boundary Area and to give priority ranking to this project over other submissions being made by the RDKB.

### **HISTORY / BACKGROUND FACTORS**

The Kettle River Watershed Management Plan, which was endorsed by the Board of Directors in 2014 identifies several action items, many of which would result in improved water security. Action Item #2.4.1 is as follows:

"Establish and implement drought management strategies that identify land and water management responses during periods of extreme low flows."

The Water Suppliers Working Group, which was established as part of the implementation phase of the Watershed Management Plan, identified the creation of a Drought Management Plan for the Boundary area as a priority for the 2017 work plan.

A proposal by CommonsPlace Consulting Ltd. to create the Drought Management Plan has been attached. Confirmation has been received from the Province that the proposal meets the criteria outlined in the Infrastructure Planning Grant Program Guide. The proposed total cost is \$11,670, plus in-kind donations of \$5040 for a total of \$16,710. Projects such as Drought Management Plans are eligible for grants of up to \$10,000.

Based on the budget presented there would be a difference of \$1670, which can be broken down further as follows:

- \$500 contribution from the Village of Midway (confirmed)
- \$100 contribution from the City of Greenwood (confirmed)
- \$200 to \$300 contribution from the Grand Forks Irrigation District (not confirmed)

Assuming \$800 would be granted from the local governments listed above; there would be shortfall of \$870. Other water suppliers may contribute funds (e.g. City of Grand Forks) so that

amount may even be lower. The difference could be made up with an application for gas tax funding.

The application for IPGP requests ranking of applications in order of priority if multiple application are submitted. At the current time there is one other project in the queue for funding and two other applications that are going to be submitted by the February 1, 2017 intake along with the Drought Management Plan:

- Oasis Waterworks District Transition Study (transition to Regional District ownership)
- Deer Ridge Water Association Transition Study (transition to Regional District ownership)
- Sutherland Creek Waterworks District study regarding additional storage capacity

Staff suggests that the projects be ranked as follows:

1. Kettle River Watershed Drought Management Plan
2. Oasis Waterworks District Transition Study (transition to Regional District ownership)
3. Deer Ridge Water Association Transition Study (transition to Regional District ownership)
4. Sutherland Creek Waterworks District study regarding additional storage capacity

The rationale for ranking the Drought Management Plan first is that the Watershed Management Plan is a Regional District priority.

### **BACKGROUND INFORMATION PROVIDED**

*Proposal for Development of the Kettle River Watershed Regional Drought Management Team and Kettle River Watershed Regional Drought Plan, CommonsPlace Consulting.*

### **RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors supports the application to the Ministry of Community, Sport and Cultural Development for an application to the Infrastructure Planning Grant Program (IPGP) for the *Development of the Kettle River Watershed Regional Drought Management Team and Kettle River Watershed Regional Drought Plan*

and **FURTHER** that the Board of Directors directs staff to submit an application for a \$10,000 grant for the project and that it be ranked first of the four projects

and **FURTHER** that if the funding is received that the Regional District of Kootenay Boundary enter into a contract with CommonsPlace Consulting Ltd. to complete the project,

and **FURTHER** that if the grant is received that any shortfall in funding be made up with an application for Gas Tax funding.



CommonsPlace Consulting

## **Proposal for Development of the Kettle River Watershed Regional Drought Management Team and Kettle River Watershed Regional Drought Plan**

**Date:**        **January 10, 2017**

**For further information please contact:**

Jessica Mace, Project Manager, CommonsPlace Consulting Ltd. and  
Coordinator, Kettle River Watershed Management Plan for the Regional District of Kootenay Boundary  
Phone: 250.442.4111 or Cell: 250.507.5962  
PO Box 2913  
Grand Forks, BC V0H 1H0  
Email: [plan@kettleriver.ca](mailto:plan@kettleriver.ca)

## 1 Introduction

This CommonsPlace Consulting Ltd. (CPC) proposal presents a work plan and costs associated with creating a Regional Drought Management Team and associated Regional Drought Response Plan that will be written in accordance with the 2016 British Columbia Drought Response Plan guidelines.<sup>1</sup> The proposed work has been developed to support the implementation of actions in the Kettle River Watershed Management Plan related to drought management. The work will meet the needs of stakeholders (including the RDKB, municipal and provincial governments, independent water suppliers, local businesses, industries, local environmental societies and the general public) for planning for and managing drought in a responsible manner.

## 2 Objectives

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, 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. This project will allow independent water suppliers to work with municipal and regional water suppliers to ensure that drought is managed responsibly and in accordance with recommendations/guidelines from the Province of BC.

Through the development of the a Regional Drought Response Plan, the water suppliers will see benefits with more efficient use of water which will lead to more efficient use of water supply infrastructure which in turn will reduce operating costs. This in turn will lead to a lower tax burden for residents. The environment will benefit if future droughts are managed responsibly by ensuring that water flow in the Kettle River and tributaries is maximized. This will protect the animal and plant species (some endangered) that rely on the water. The public and local businesses will benefit greatly if future droughts are managed responsibly. Drinking water and recreation (e.g. swimming, boating, fishing, floating) will be protected for residents along with water supply for local businesses and industry who rely heavily on the water. This will create improved community sustainability not only during drought years but always. Developing a Drought Management Team and associated Drought Management Plan is vital to effectively manage our most important resource, the water.

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<sup>1</sup> British Columbia 2016. British Columbia Drought Response Plan.  
<http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/drought-info/drought-response-plan-update-june-2015.pdf> . Updated July 2016.

### 3 Work Plan and Deliverables

The following main tasks would be conducted from March 15 to November 15, 2017:

1. Gather information on water use by interviewing and touring each of the water suppliers water supply infrastructure in the Kettle River watershed.
2. Document the information in separate appendices to make the information readily available to each water supplier.
3. Work with provincial, municipal, regional, and First Nations governments (where applicable), and independent water suppliers to develop a regional drought management team.
4. Develop local drought management teams where required (since the region is large there may need to be local drought management teams as well as a regional team).
5. Develop roles and responsibilities of Team Members.
6. Work with municipal, regional, and independent water suppliers to agree to drought response levels, indicators, and associated actions. The indicators will be specific to the water source that the water suppliers are accessing.
7. Develop a Regional Drought Response Plan in accordance with the 2016 BC Drought Response Plan recommendations which will include the documentation for the above listed items. The plan will include:
  - a) Details on the plan area and the provincial Stream Watch List
  - b) Impacts of drought on the local economy
  - c) Regional and Local Drought Management Teams and Roles and Responsibilities of the Team Members
  - d) Required training for Team Members
  - e) How the drought will be assessed including indicators, clear definitions of drought stages and corresponding responses and contingency plans (this section will be broken into a number of sections specific to the water source being assessed).
  - f) A communication plan.
  - g) Appendices with specific details for the local water suppliers including documentation on the water system profile (where available), data requirements and reporting protocols.

These tasks are itemized with deliverables, timelines, and estimated costs in Table 1. The total cost is estimated to be \$11,670 plus GST plus in-kind donations of \$5040 for a total of \$16,710.

**Table 1: Work Plan and Budget.**

Task	Deliverable	Components	Date	Junior Cons. (\$55/hr)	Project Manager (\$80/hr)	Total
Interview and tour the local water suppliers infrastructure	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	March to June 2017	60 hrs at \$55/hour = \$3300	10 hrs at \$80/hr = \$800	\$4100
Travel and Meals		600km *.5/km = \$300 + lunch \$20*6 = \$120				\$420
Develop Regional and Local Drought Management Teams	Commitment from local and provincial reps. for Regional and local Drought Management Teams	Meet 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.	July to Sept. 2017	10 hrs at \$55/hr = \$550 (inc. prep and meeting)	5 hrs at \$80/hr = \$400 (inc. prep and meeting)	\$950
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.	July to Sept. 2017	20 hrs at \$55/hr = \$1100 (inc. prep and meeting)	5 hrs at \$80/hr = \$400 (inc. prep and meeting)	\$1500
Meetings		Costs associated with room rental and/or food for two meetings				\$600
In-Kind Donations from Water Suppliers		Water suppliers time for four hours of meetings and for individual meetings related to water supply infrastructure and water use. There are 12 water suppliers in total.	June	12*3 hrs at 60\$/hr + 12*4 hrs at \$60/hr = \$5040		\$5040
Develop the Regional Drought Response Plan	The Kettle River Watershed Regional Drought Response Draft Plan and Final Plan	Components of plan are listed above under Section 3.7. A draft plan will be submitted to the RDKB Planning and Development manager in Oct. and the final plan will be submitted in Nov. 2017. A meeting to discuss any comments will take place in the end of October.	Oct. to Nov. 2017	60 hrs at \$55/hr = \$3300	10 hrs at \$80/hr = \$800	\$4100
						\$16710



#### 4 Assumptions

The success of the proposed work depends on some key factors. The participation of key stakeholders including municipal, regional, and independent water suppliers (e.g. waterworks, improvement districts) is essential. Through a regional Water Supply Working Group a working relationship has been established and support for the development of a Regional Drought Management Team and Response Plan by the local water suppliers is in place. The working group members will be requested to provide information and data on water use and supply. Agreement will be sought among water suppliers for drought triggers, stages and responses. The working group members will also be requested to participate in Drought Management Teams (regional and local). The participation of the province will be vital to the development of the Regional Drought Management Team and the communication plan.

- Stakeholders to be requested to participate in the working group include, but are not limited to:
- RDKB Staff - Planning and Development, Environmental Services (as a water supplier), Finance (3)
- Public works from local municipal governments and local independent water suppliers (12)
- Kettle River Watershed Management Plan Advisory Group (reporting and oversight)
- Province of BC FLRNO (2)

#### 5 Qualifications

The project team is composed of Jessica Mace, a project manager with CommonsPlace Consulting Ltd. and Nicole McCallum, a junior consultant with CommonsPlace Consulting Ltd. Oversight and governance of the project will be led by Donna Dean, the Manager of the Planning and Development with the RDKB.

#### 6 Closure

We trust the information contained in this proposal meets your requirements at this time. We look forward to finalizing the contract with the RDKB and working with you and project partners to develop a robust and relevant Regional Drought Management Team and Response Plan that supports your objectives for effective drought management.

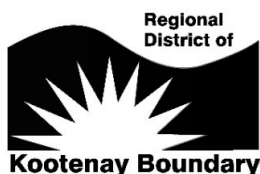
Jessica Mace

Project Manager, CommonsPlace Consulting Ltd.

#### Appendix: Summary of Qualifications

Jessica Mace has a breadth of experience in managing environmental projects. She has worked in the environmental field for the past 13 years managing various projects. She has managed field teams in the Canadian arctic working alongside construction

companies, other consultants and government representatives. In Yellowknife, Northwest Territories she managed environmental assessment and remediation projects for the Federal Government (Indigenous and Northern Affairs Canada). Through managing these projects, she has gained many valuable skills including ensuring that projects are managed according to project plans and completed within specified timeframes and budgets. She has experience working with many different stakeholders including local, provincial, and First Nations governments, consultants, and the general public. She successfully managed a team of staff to ensure that projects were completed effectively. She will use her skills to ensure that this project is inclusive, on-budget, on-time, in accordance with provincial guidelines, and useful.



## ***STAFF REPORT***

<b>Date:</b>	January 26, 2017	<b>File #:</b>	B-54
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>BC Timber Sales Development Proposal – Arrow Operating Plan #14</b>		

### **ISSUE INTRODUCTION**

BC Timber Sales (BCTS) has invited the Regional District to provide comments regarding 7 proposed cut blocks in 2 geographical areas. Four of the cut blocks are located near Mud Lake, south of Highway 3, and west of Nancy Greene Provincial Park. Three of the proposed cut blocks are located on either side of Big Sheep Creek. The proposed cut blocks are within Electoral Area 'B'/Lower Columbia-Old Glory on Crown land (*see BCTS Referral Package; Site Location Map with OCP Mud Lake; Site Location Map with OCP Big Sheep Creek; BCTS Referral Map Mud Lake; BSTS Referral Map Big Sheep*).

### **PROPOSAL**

BC Timber Sales proposes to sell the license to harvest spruce, balsam, larch and lodge pole pine from the 4 cut blocks in the Mud Lake area, as well as larch, cedar, fir and lodge pole pine from the 3 cut blocks in Big Sheep Creek.

The area of each of the proposed cut blocks in Electoral Area 'B'/ Lower Columbia-Old Glory are as follows:

Block Number	Merchantable Area (hectares)	Road Length (m)
Mud Lake		
1	5	116
2	33	1077
3	22	283
4	20	343
Big Sheep		
1	31	206
2	38	681
3	24	0
<b>Total</b>	<b>173</b>	<b>2706</b>

BC Timber Sales anticipates to advertise the licenses in 2018. Whoever purchases the licenses will then have up to 4 years to harvest the cut blocks.

The proposed cut blocks at Mud Lake would be accessed via the existing series of Mud Lake Forest Service Roads shown in green on the Referral Map (*see BCTS Referral Map Mud Lake*). There are also sections of proposed roads, which are shown in red on the Referral Map, and are noted in the table above.

The proposed cut blocks at Big Sheep Creek would be accessed via the existing Big Sheep Creek Forest Service Road shown in green on the Referral Map (*see BCTS Referral Map Big Sheep*). There are also sections of proposed roads, which are noted in red on the Referral Map, and are noted in the table above.

## IMPLICATIONS

The proposed development is on unsurveyed and surveyed Crown land. The proposed cut blocks are designated and zoned 'Rural Resource 3' (RUR3), except for cut block 1 in Big Sheep Creek, which is split designated and zoned 'Rural Resource 3', with the majority being 'Agricultural Resource 2'. The corresponding portion which is designated and zoned 'Agricultural Resource 2' is also within the Agricultural Land Reserve (ALR).

Permitted uses within the 'Rural Resource 3' zone includes resource use<sup>1</sup>. Permitted uses within the 'Agricultural Resource 2' zone includes agriculture. The 'Agriculture' definition within the Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw refers to the definition of 'farm use' as defined in the *Agricultural Land Commission Act* and

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<sup>1</sup> Resource use means the use of land providing for the conservation and management of natural resources, extraction of primary forest materials, or the extraction and grading of mineral resources, and including agriculture and grazing.

*Regulation.* Section 2(f) of the Agricultural Land Reserve Regulation designates 'timber productions, harvesting, silviculture and forest protection as 'farm use'. BC Timber Sales Staff also confirmed that they have consulted with the Agricultural Land Commission regarding Operating Plan #14.

Cut block 1 within the Big Sheep Creek area abuts private property on the north east corner. BC Timber Sales staff confirmed that these private property owners have been notified of the Operating Plan by BC Timber Sales.

Cut block 2 within the Big Sheep Creek area overlaps with a designated Old Growth Management Area (OGMA). BC Timber Sales Staff confirmed that the area harvested in the OGMA within cut block 2 will be replaced with equal or better OGMA in an alternate location.

Cut block 1 within the Mud Lake area overlaps with a wetland. There are no legislated requirements for protection of a wetland of that size. BC Timber Sales staff noted that the quality of the wood products decrease within those areas and that it is difficult to harvest due to the moisture of the ground. Less harvesting activity would be anticipated within that portion the cut block.

Cut block 2 within the Mud Lake area has a domestic watershed boundary running through it. BC Timber Sales Staff conducted an internal review and have concluded that a hydrogeological assessment is not required. However, practices to reduce the impact on the watershed such as machine free zones along streams and riparian zone setbacks would be assumed as standard practice.

All forest operations on Crown land in BC are governed by the *Forest and Range Practices Act (FRPA)* and its regulations. Objectives in regards to carrying out primary forest activities in watersheds are outlined in the *Forest Planning and Practices Regulation* Section 59-62. It specifies that the license holder must protect water quality and not create any source of sediments which could enter the water courses. License holders are to closely monitor the harvesting activities, especially occurring near watercourses, to ensure development activities aren't adversely affecting the watershed.

Streams run through several of the proposed cut blocks. License holders are required to follow the *Forest and Range Practices Act*, which has specific regulations for riparian management zones to try and minimize crossings of classified streams. An example of these practices include using a single designated crossing and taking extra precautions to reduce slash build up in riparian areas.

BC Timber Sales Staff have been consulting with the Castlegar Nordic Ski Club through the process of developing the Operating Plan for the Mud Lake area.

There are several rec sites which are shown on the referral maps (2146, 2143, 19128, 19131) which have BC Timber Sales FSR running through them. All of these roads are existing, no new roads are being proposed through rec sites.

**ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'B' / Lower Columbia-Old Glory Advisory Planning Commission supported the development proposal.

**BACKGROUND INFORMATION PROVIDED**

*BC Timber Sales Referral Package*  
*Site Location Map with OCP Mud Lake*  
*Site Location Map with OCP Big Sheep Creek*  
*BCTS Referral Map Mud Lake*  
*BSTS Referral Map Big Sheep Referral Map*

**RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors advise that the BC Timber Sales Development Proposal for the licenses for 7 proposed cut blocks noted within the Arrow Operating Plan #14 within the RDKB Area 'B'/Lower Columbia-Old Glory, be received.



File: 18046-40/Arrow Operating Plan 14

November 29, 2016

Regional District of Kootenay Boundary  
Carly Rimell

**RE: Proposed Development Under Operating Plan #14 of the BC Timber Sales  
Kootenay Business Area 2006-2017 Forest Stewardship Plan for Arrow TSA**

Dear Carly Rimell,

BC Timber Sales, Kootenay Business Area, wishes to proceed with final cutblock and road layout leading to harvesting of timber and construction of access roads in the vicinity of your regional district. The cutblocks and roads presented in this referral (see attached table) will be authorized under a Forest Stewardship Plan (FSP). As per our FSP, we refer the location of the planned blocks and roads to stakeholders, interest groups, and the public that may be affected by the development.

Viewing of planned cutblocks and roads on 1:20,000 scale maps is available by appointment only during regular business hours, Monday to Friday, 8:30 AM – 4:30 PM at the following locations:

845 Columbia Ave, Castlegar, BC. Call Dan Upward (250-365-8670) to make an appointment to view planned blocks and roads within the following areas:

- Big Sheep
- Mud Lake
- Lost Creek
- Dog Creek

Nakusp Field Office 1096-6<sup>th</sup> Ave, Nakusp, BC. Call Doug MacPherson (250-3685 local 2225) to make an appointment to view planned blocks and roads within the following areas:

- Barnes Ck
- Whatshan Ck

Page 1 of 8

Ministry of Forests, Lands and  
Natural Resource Operations

BC Timber Sales  
Kootenay Business Area

Mailing Address:  
1907 Ridgewood Road  
Nelson, BC V1L 6K1

Tel: (250) 825-1100  
Fax: (250) 825-3411

Website: [www.for.gov.bc.ca/bcts](http://www.for.gov.bc.ca/bcts)



- Wilson Ck
- Trout Lake

1:20,000 scale maps showing the location of the proposed development can also be viewed on the Web at:

[www.for.gov.bc.ca/ftp/TKO/external/!publish/FSP/Operating-Plans/Operating\\_Plan14\\_Arrow/](http://www.for.gov.bc.ca/ftp/TKO/external/!publish/FSP/Operating-Plans/Operating_Plan14_Arrow/)

The referral blocks and roads are indicated in a gold/beige colour and a red dashed line, respectively, on the maps.

The shape/size of the proposed development is our best estimate at this time and may change as BCTS gathers more information.

If you have any concerns or comments re: the planned blocks and roads, please send written comments to Ken Scown, 845 Columbia Ave, Castlegar, BC V1N 1H3 by February 3, 2017.

For more information, please contact either the undersigned below or Ken Scown (see contact information below)

Yours truly,



Ingrid Russell, RPF  
 Planning Forester  
 Kootenay Business Area  
 BC Timber Sales  
 Email: [Ingrid.Russell@gov.bc.ca](mailto:Ingrid.Russell@gov.bc.ca) or [Ken.Scown@gov.bc.ca](mailto:Ken.Scown@gov.bc.ca)  
 Telephone: (250) 825-1141 or (250)-365-8620  
 Fax: (250) 825-3411 or (250) 365-8568

Attachment(s): Table of information on proposed blocks and roads.

Page 2 of 8

Ministry of Forests, Lands and  
 Natural Resource Operations

BC Timber Sales  
 Kootenay Business Area

Mailing Address:  
 1907 Ridgewood Road  
 Nelson, BC V1L 6K1

Tel: (250) 825-1100  
 Fax: (250) 825-3411

Website: [www.for.gov.bc.ca/bcts](http://www.for.gov.bc.ca/bcts)



# Site Location Map With OCP - Mud Lake



Plotted: December 14, 2016

Note: This map may contain errors, please use for reference purposes only

0 0.25 0.5 0.75 1 Kilometers

Scale 1:25,000

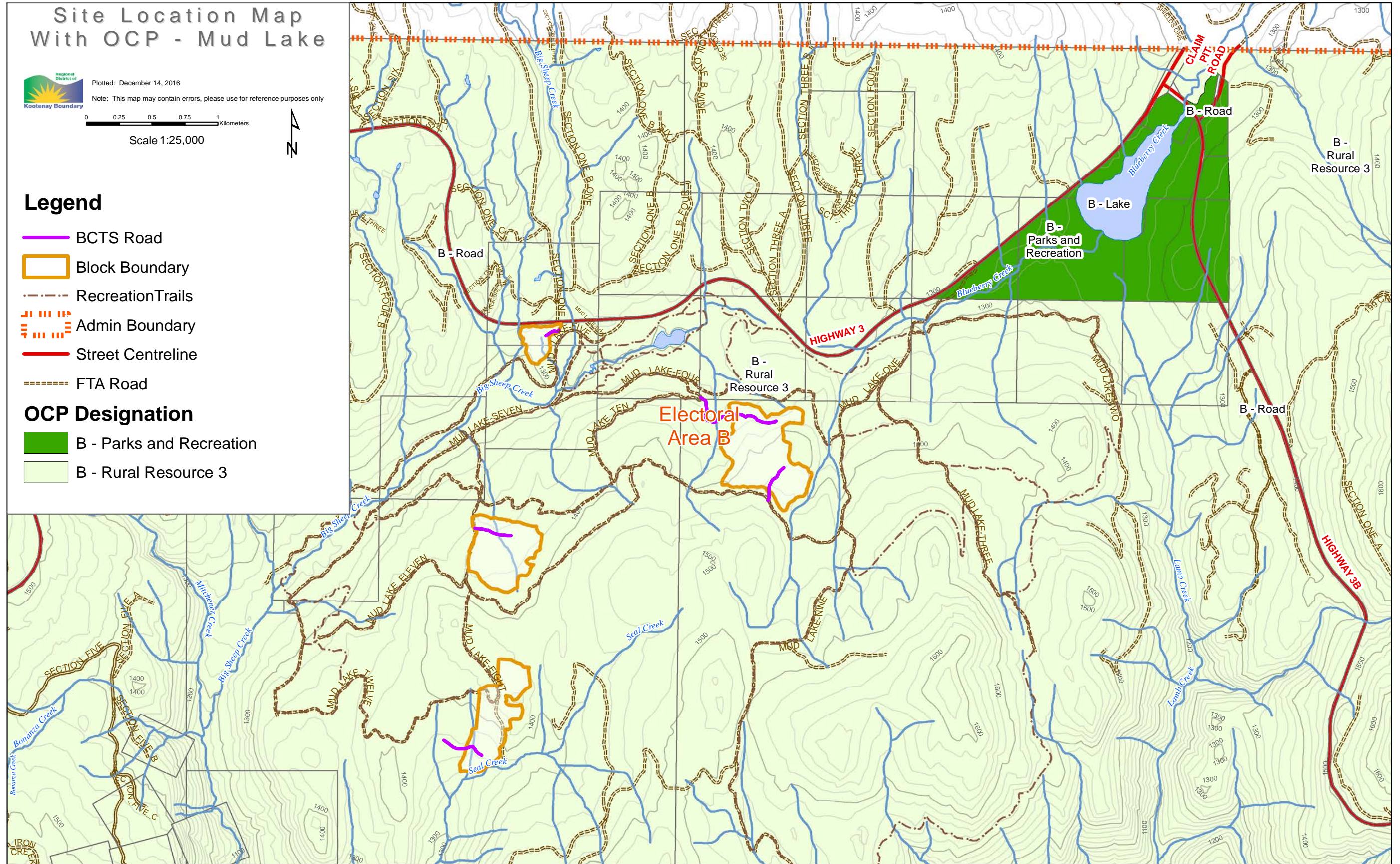


## Legend

- BCTS Road
- Block Boundary
- Recreation Trails
- - - - - Admin Boundary
- Street Centreline
- FTA Road

## OCP Designation

- B - Parks and Recreation
- B - Rural Resource 3



Document Path: P:\GIS\RD\KMapDocuments\Routine\_Maps\SiteLocationMap\Area 'B' - LowerColumbia-OldGlory\2016-12-14-SLM-2016\_BCTS\_Logging\_Mud\_Lake.mxd



# Site Location Map With OCP Big Sheep Creek



Plotted: December 14, 2016

Note: This map may contain errors, please use for reference purposes only

0 0.5 1 1.5 2 Kilometers

Scale 1:35,000

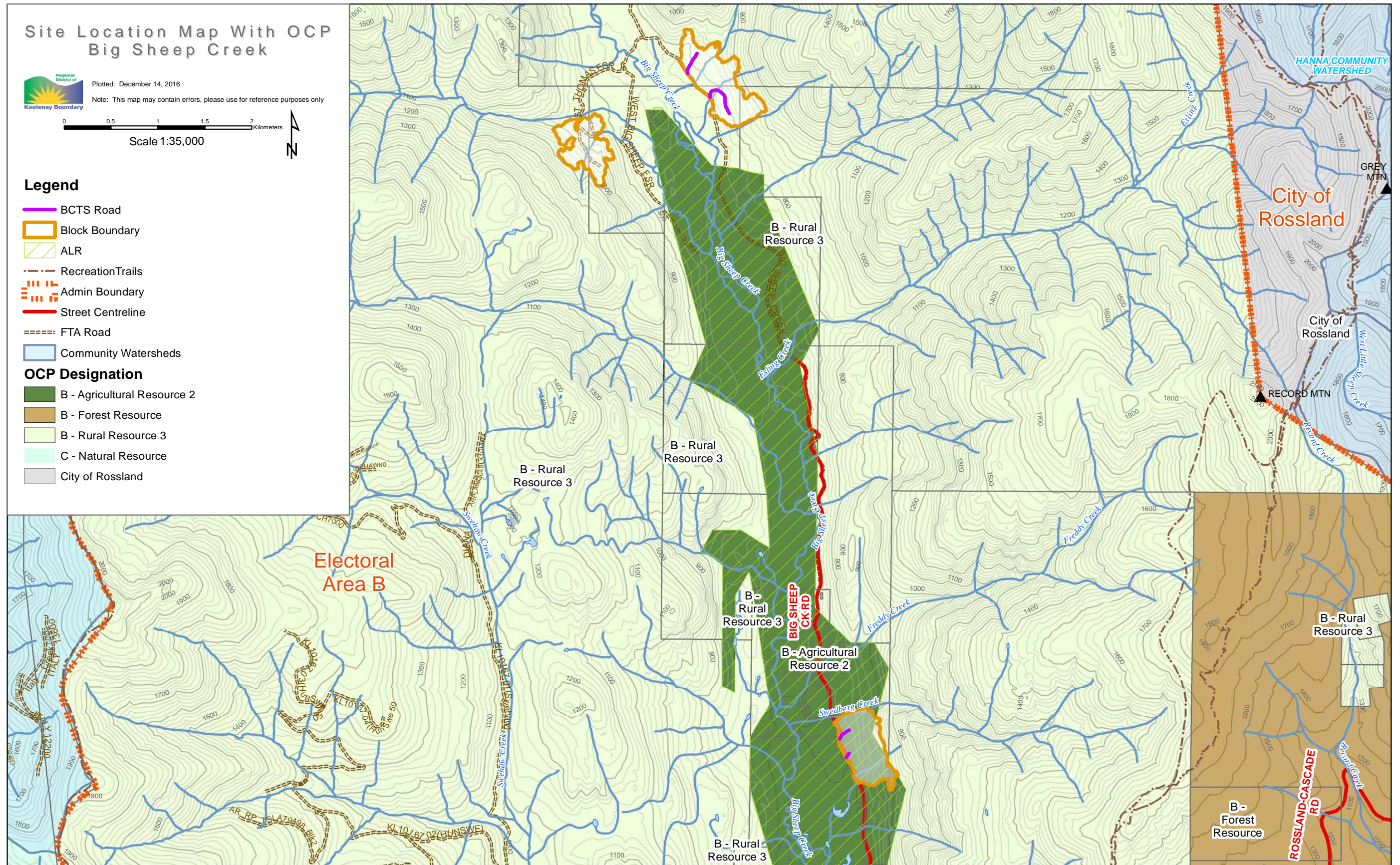


## Legend

- BCTS Road
- Block Boundary
- ALR
- Recreation Trails
- - - Admin Boundary
- Street Centreline
- FTA Road
- Community Watersheds

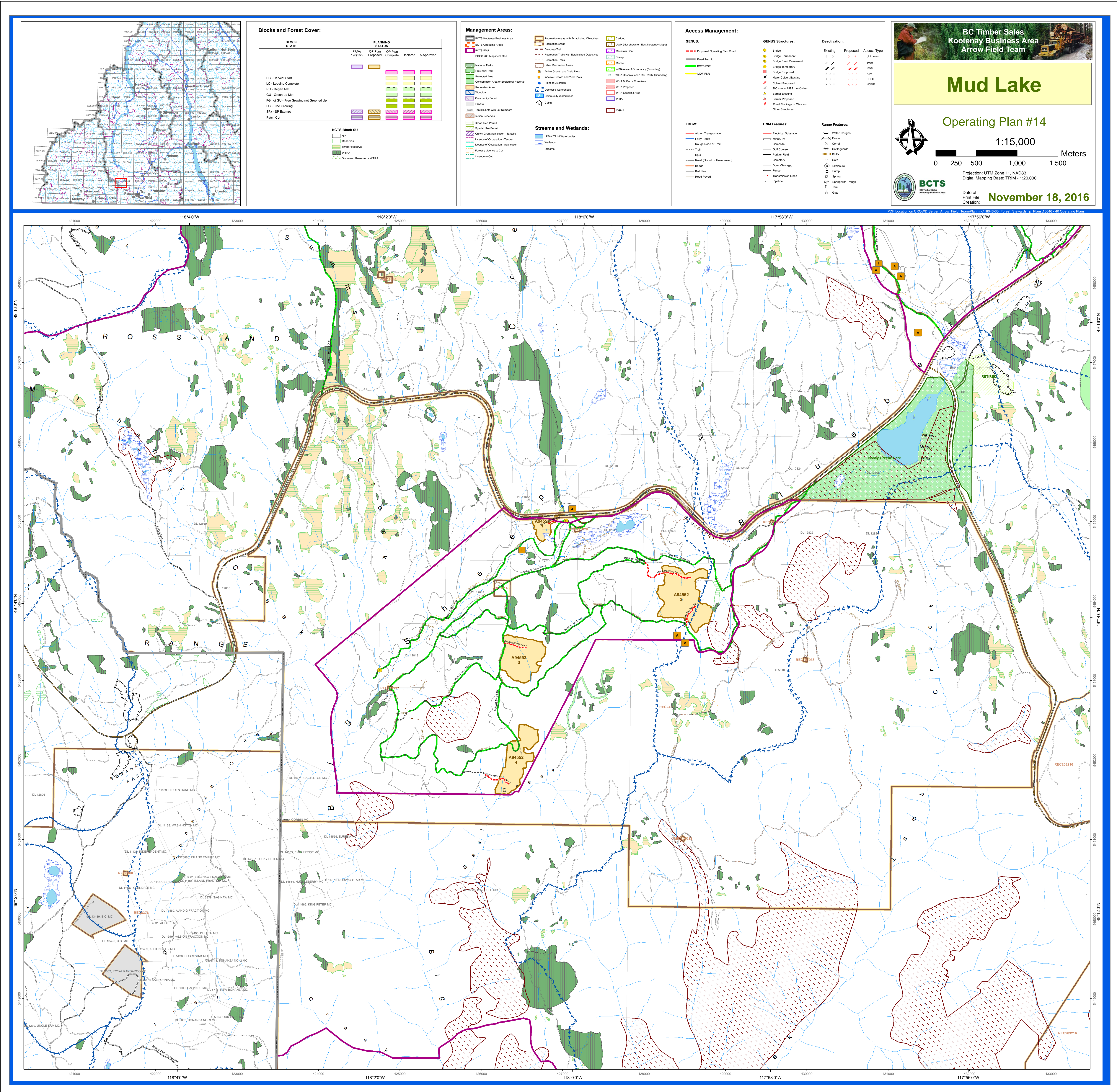
## OCP Designation

- B - Agricultural Resource 2
- B - Forest Resource
- B - Rural Resource 3
- C - Natural Resource
- City of Rossland

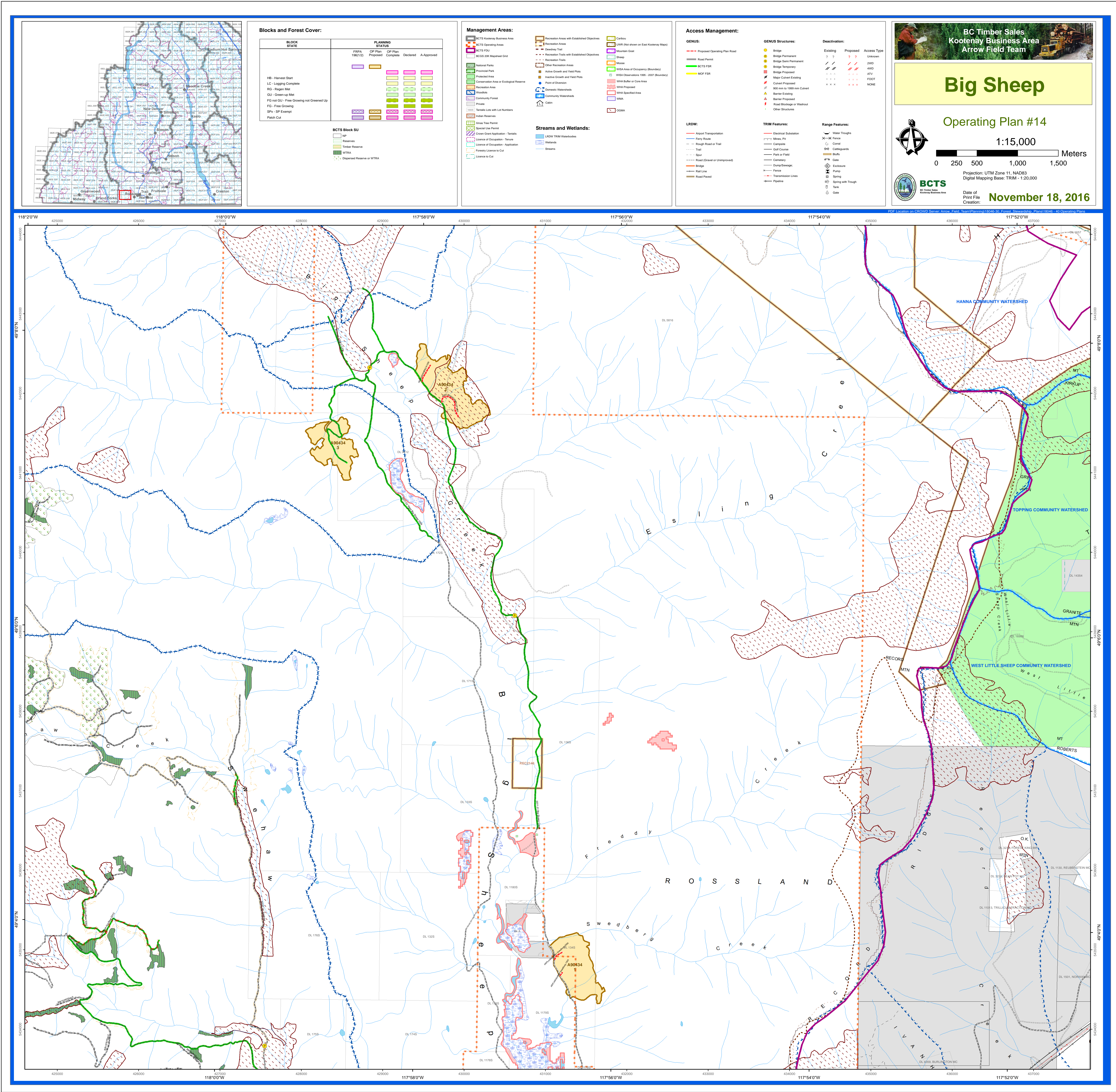


Document Path: P:\GIS\RD\BMapDocuments\Routine\_Maps\SiteLocationMap\Area\_B\_LowerColumbia-OldGlory\2016-12-14-SLM-2016\_BCTS\_Loading\_Big\_Sheep\_CR\_Rd.mxd

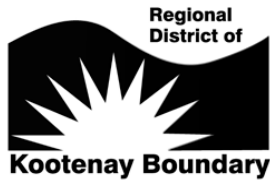












## ***STAFF REPORT***

<b>Date:</b>	January 26, 2017	<b>File #:</b>	E-3308-07142.000
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>Provincial Referral – Agricultural Land Reserve - Subdivision</b>		

### **ISSUE INTRODUCTION**

Shane Browne-Clayton, acting as agent for the owners, has submitted an application for subdivision within the Agricultural Land Reserve (ALR) for a 4 lot subdivision with a larger remainder. The 19-hectare parcel is located south of Beavertown, at 5525 Highway 33 in Electoral Area 'E' / West Boundary (*see Site Location Map; Applicants' Submission; Proposed Subdivision Map*).

### **HISTORY / BACKGROUND FACTORS**

The subject parcel is located on Highway 33, which forms the eastern boundary, and abuts the Kettle River on the western boundary. It is partially located within the ALR. There are no OCP or Zoning Bylaws in this portion of Electoral Area 'E' / West Boundary which if in place could affect this proposal.

#### *Current Uses and Improvements on the Parcel:*

The applicant lists the following uses on the parcel:

- |                           |                                                 |
|---------------------------|-------------------------------------------------|
| Agricultural Use          | • Hay Production                                |
| Agricultural Improvements | • Portions have been cleared, tilled and seeded |
| Non-Agricultural Uses     | • Wildlife and riparian corridor; log cabin     |

#### *Adjacent Land Uses:*

The applicant lists the adjacent land uses as:

- |       |                                            |
|-------|--------------------------------------------|
| North | • Recreational; may become residential     |
| East  | • Recreational; portion for hay production |
| South | • Wildlife Reserve                         |
| West  | • Agricultural                             |

*Agricultural Capability Mapping:*

The Agricultural Capability Mapping<sup>1</sup> shows 2 separate ratings for the parcel. Under this rating system, the classifications range from Class 1 which has no significant limitations on crops, to Class 7 which has no capability for arable culture or permanent pasture.

The portion of the property within the ALR is classified entirely as Class 5. The 2 portions are limited by a varying factors such as soil moisture deficiency, excess ground water, and stoniness and could be improvable to Class 4 and Class 3 by a combination of management practices (*see Agricultural Capability Map*).

**PROPOSAL**

The applicant proposes to subdivide the parcel into 4 lots, with a remainder. See table below.

Lot #	Area (Ha)	Within ALR
1	1	No
2	1	Partially
3	1	Partially
4	2	Partially
5 (remainder)	14	Entirely

The applicants' reason for the subdivision proposal is to separate off and sell the valuable agricultural portion, proposed Lot 5. The applicant believes a new owner could make better use of this parcel for agricultural production.

The existing cabin is located on proposed Lot 4; the owners would like to retain this parcel for recreational use. The applicant mentions the additional parcels would create increased security by having more neighbours. The applicant also believes that the portion within the ALR that would be divided among proposed Lots 1-4 is marginal farmland and better kept as riparian reserves along the Kettle River and a riparian and wildlife corridor along Laporte Creek (*see Applicant's Submission*).

**IMPLICATIONS**

There is no RDKB Official Community Plan or Zoning bylaw in place for this portion of Electoral Area 'E' / West Boundary.

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<sup>1</sup> This agricultural land capability information and the map were prepared from information generated by Herb Luttmerring, P. Ag., as part of the professional services he provided in developing the Boundary Agricultural Area Plan. This information may differ some from the agricultural capability mapping information generated by the Province. If the application is forwarded to the ALC, they will use the information they deem most appropriate in their determination of agricultural capability, whether it be this, their own mapping, or a combination of information.

If the subdivision is supported, any additional development would be subject to the RDKB Floodplain Bylaw No. 677.

The applicant provided a vague representation of the proposed lots as the proposed lot boundaries were not included on the Applicant's Submission. Planning and Development Department Staff estimated the location of the proposed parcel boundaries on the Proposed Subdivision Map.

### **Agricultural Land Commission Review Criteria**

The Agricultural Land Commission (ALC) has established 2 zones within the ALR. The Regional District of the Kootenay Boundary is within Zone 2. When exercising a power under the *Agricultural Land Commission Act* in relation to land located in Zone 2, the ALC must consider the following criteria, in descending order of priority:

- a) the purposes of the ALC set out in section 6;
  - to preserve agricultural land;
  - to encourage farming on agricultural land in collaboration with other communities of interest;
  - 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.
- b) economic, cultural, and social values;
- c) regional and community planning objectives;
- d) other prescribed considerations.

The proposed subdivision may lead to the sale of land for new property owners to farm. The proposed lots are small but may have some agricultural potential for small scale farming. However, the creation of smaller parcels also places limitations on the type and size of farm machinery that can be used for agricultural activities.

Cultural and social values are not directly addressed in this proposal. While the RDKB does not have land use planning in this portion of Electoral Area 'E'/West Boundary, a Boundary Area Agricultural Plan, which was completed in 2011 includes the following strategic objective: "create long term planning policies and regulations for Electoral Area 'E'/West Boundary which foster respect of agricultural lands within the ALR and otherwise".

### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'E'/ West Boundary Advisory Planning Commission discussed that they did not support a subdivision which would cross the ALR boundary. The APC felt a 1 lot subdivision (non-ALR portion) with a remainder (ALR portion) was a better layout for the parcel. The APC also suggested that a covenant be registered on title, in order to protect the trees within the riparian area.



The Electoral Area 'E' West Boundary Advisory Planning Commission provided the following recommendation;

"It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported with the following conditions:

- A subdivision of just two lots be considered. This revised subdivision would then consist of the following:
  - Lots 1 and 2 be combined into one lot. This would not be in the ALR
  - Lots 3, 4 and 5 be combined into a second lot. The ALR land, including all the area currently being under hay, would then all be in one lot.
  - A covenant be put on any subdivision plan that no trees can be cut down within 50 metres of the river's edge."

#### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

Any future subdivision of the parcel, whether it crosses the ALR boundary or not, would also have to be approved by the Ministry of Transportation and Infrastructure. As part of the referral process MoTI would then forward the subdivision application to the RDKB for comments at which time the request for a covenant could be made. If the application was supported by MoTI, a covenant could potentially be registered at this stage of the subdivision process, however it would be at the discretion of MoTI staff.

#### **BACKGROUND INFORMATION**

*Site Location Map*

*Applicants' Submission*

*Proposed Subdivision Map*

*Agricultural Capability Map*

#### **RECOMMENDATION**

That the Agricultural Land Commission subdivision application for a 4 lot subdivision with remainder, submitted by Shane Browne-Clayton, acting as agent for the owners, for the property south of Beaverdell, at 5525 Highway 33, legally described as Lot A, DL 3308 Plan KAP 16372, SDYD, Electoral Area 'E' West Boundary be forwarded to the Agricultural Land Commission without a recommendation.



2016/12/12

# Site Location Map

Scale 1:30,000



011020 440 660 880

Meters

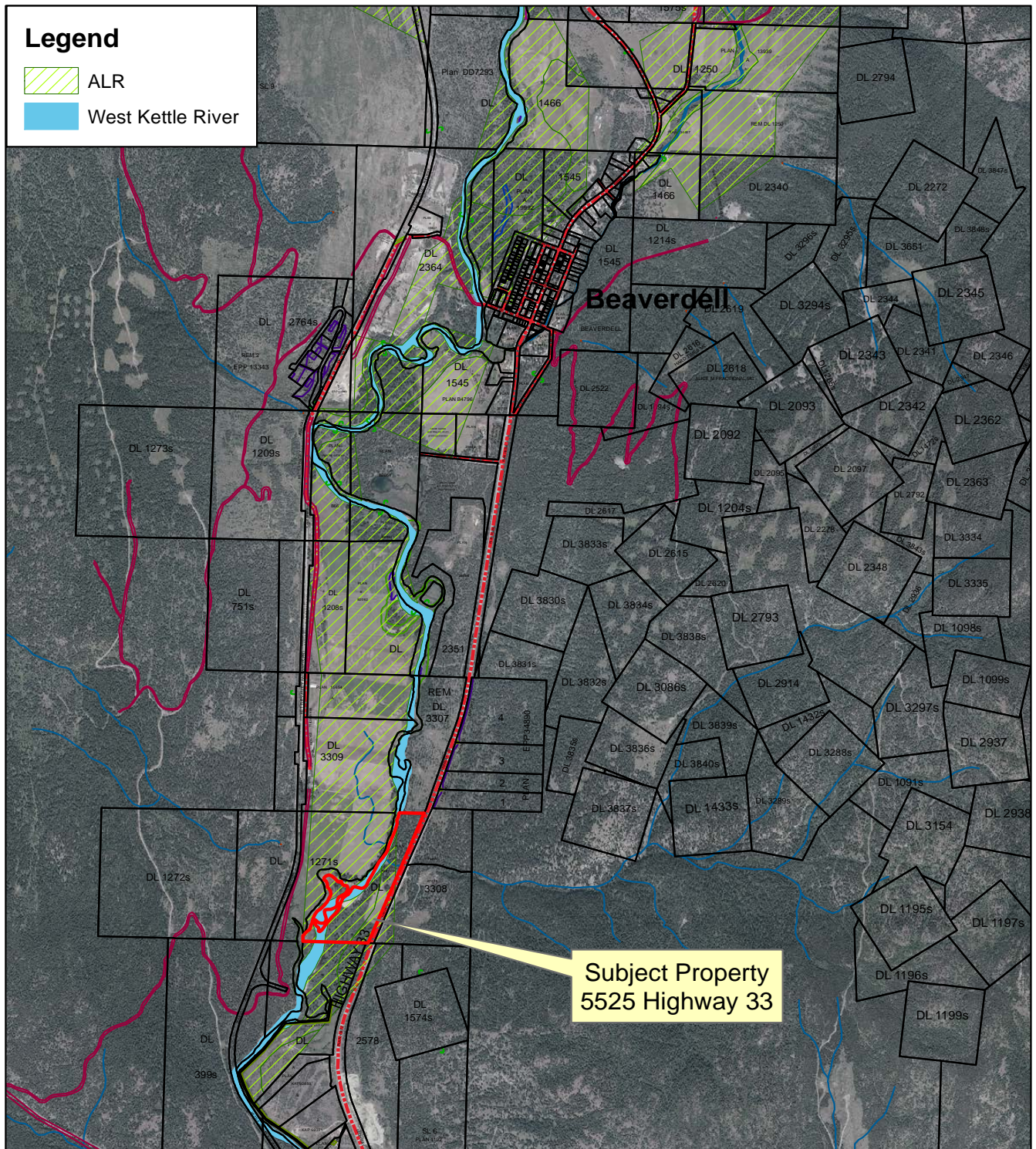
## Legend



ALR



West Kettle River



P:\GIS\VRDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-05-17-SLM\_Mitchell\_MoT1

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 55917

**Application Status:** Under LG Review

**Applicant:** Shane Browne-Clayton , Patrick Browne-Clayton

**Agent:** Shane Browne-Clayton

**Local Government:** Kootenay-Boundary Regional District

**Local Government Date of Receipt:** 12/01/2016

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** To increase security by having neighbors. Cabin broken into 4 times in 2015 and 2 break-in attempts in 2016.

To separate off and sell "true" farm portion (approximately 14ha) . Current owners wish to continue ownership of portion with cabin on it (lot 4) as this was built by our father in 1975 and is important to them and next generations.

## Agent Information

**Agent:** Shane Browne-Clayton

**Mailing Address:**

[REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 008-650-233  
**Legal Description:** Lot A PL: KAP 16372 DL: 3308  
**Parcel Area:** 19 ha  
**Civic Address:** 5525 Highway 33  
**Date of Purchase:** 01/17/1974  
**Farm Classification:** No

#### Owners

1. **Name:** Shane Browne-Clayton  
**Address:**

[REDACTED]

**Applicant:** Shane Browne-Clayton , Patrick Browne-Clayton

2. **Name:** Patrick Browne-Clayton

**Address:**



### **Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*2 hectares in hay production (one crop only). 1/2 hectare marginal farmland mowed for weed control only.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*2 1/2 have been cleared tilled and seeded. The property is fenced on all sides except the Kettle River side. The fence is in disrepair. No irrigation.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*We maintain a game corridor/riparian reserve along Laporte Creek and a riparian reserve along the West Kettle River. There is a recreational use log cabin (on proposed lot 4) which was constructed by our father in 1975.*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Recreational

**Specify Activity:** May become residential

#### **East**

**Land Use Type:** Recreational

**Specify Activity:** Portion being cut for hay

#### **South**

**Land Use Type:** Other

**Specify Activity:** Wildlife Reserve

#### **West**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** On other side of West Kettle River

### **Proposal**

**1. Enter the total number of lots proposed for your property.**

*1 ha*

*1 ha*

**Applicant:** Shane Browne-Clayton , Patrick Browne-Clayton



1 ha  
2 ha  
14 ha

**2. What is the purpose of the proposal?**

*To increase security by having neighbors. Cabin broken into 4 times in 2015 and 2 break-in attempts in 2016.*

*To separate off and sell "true" farm portion (approximately 14ha) . Current owners wish to continue ownership of portion with cabin on it (lot 4) as this was built by our father in 1975 and is important to them and next generations.*

**3. Why do you believe this parcel is suitable for subdivision?**

*The portion of the agricultural reserve within proposed lots 1 and 4 is marginal farm land and better kept as riparian reserves along the West Kettle River and Riparian/wildlife corridor along Laporte Creek. This ALR portion in these 4 proposed lots is roughly 1.6 hectares.*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*We believe that by selling proposed lot 5 (the +/-14 hectare parcel) there is a good chance of getting an owner who will make better farm use of a more substantial portion of this ALR parcel.*

**5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.**

*No*

**Applicant Attachments**

- Agent Agreement - Shane Browne-Clayton
- Proposal Sketch - 55917
- Certificate of Title - 008-650-233

**ALC Attachments**

None.

**Decisions**

None.

**Applicant:** Shane Browne-Clayton , Patrick Browne-Clayton



2016/12/12

# Proposed Subdivision Map

Scale 1:4,000

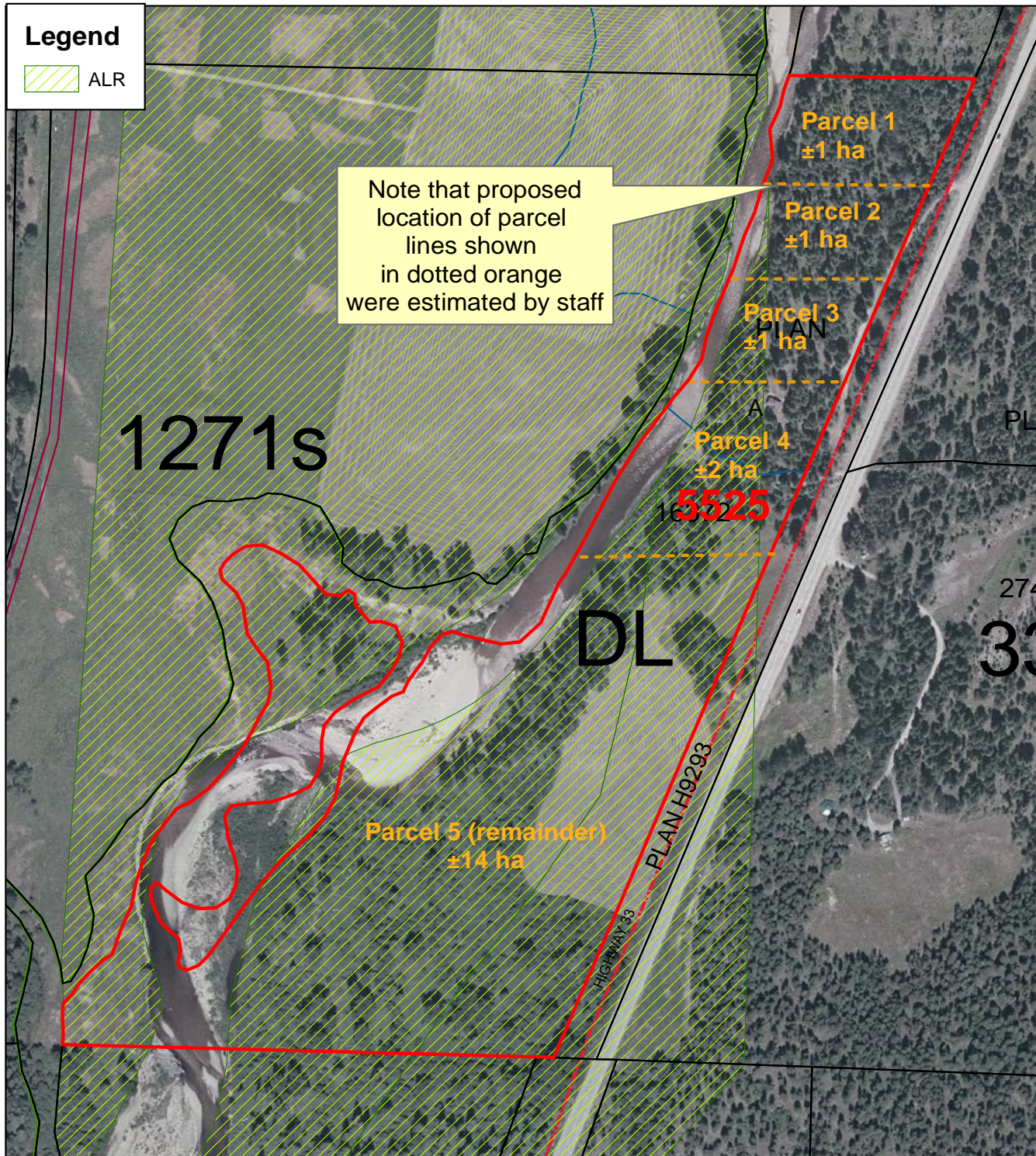


0 25 50 75 100  
Meters

## Legend

ALR

Note that proposed location of parcel lines shown in dotted orange were estimated by staff



P:\GIS\VRDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-05-17-SLM\_Mitchell\_MoTI





2016/12/12

# Agricultural Capability Map

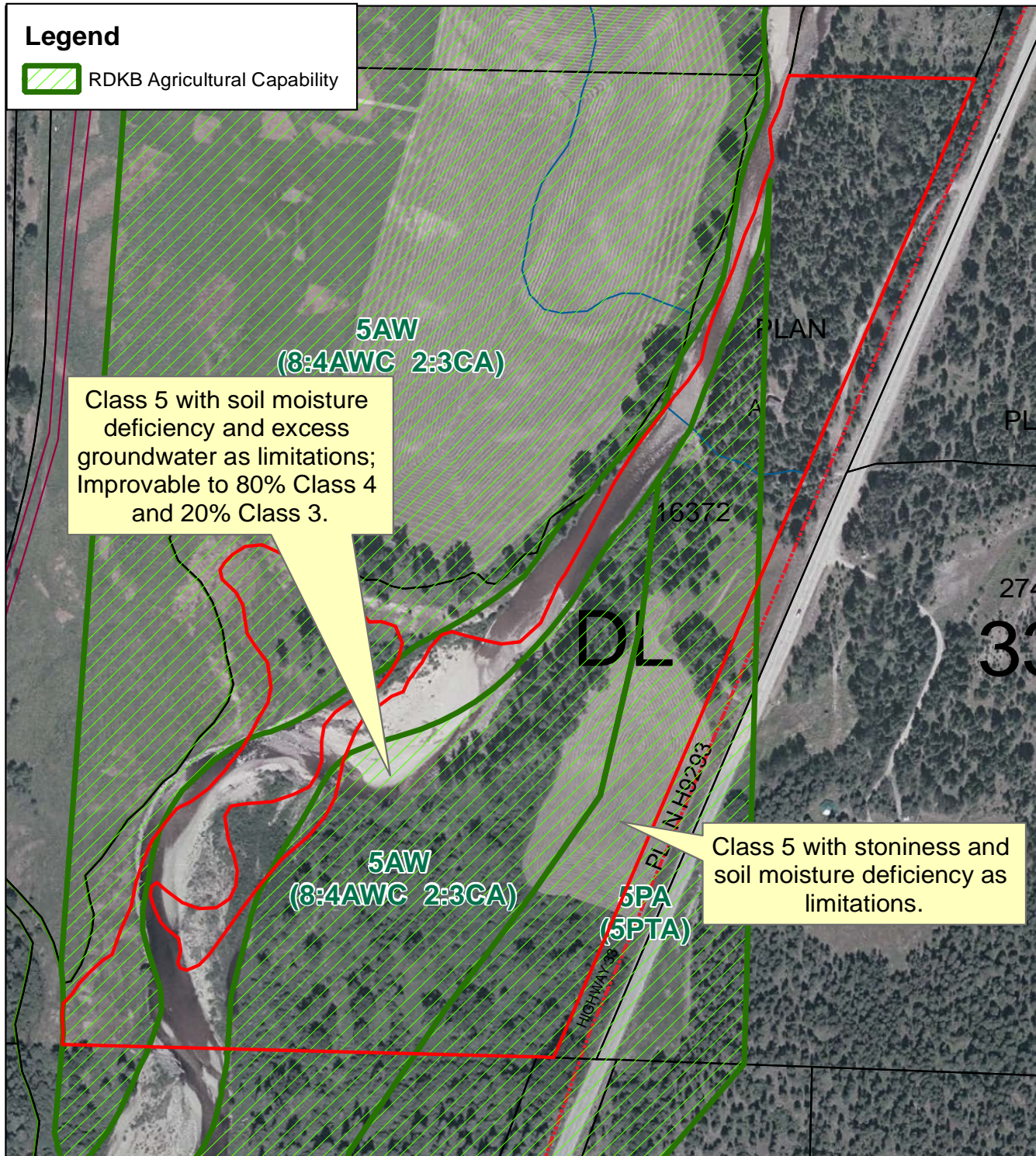
Scale 1:4,000



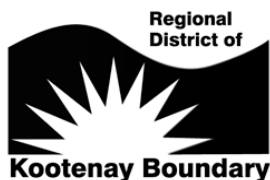
0 25 50 75 100  
Meters

## Legend

RDKB Agricultural Capability



P:\GIS\RDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-12-13\_AgCap\_Browne



## STAFF REPORT

<b>Date:</b>	January 26, 2017	<b>File #:</b>	E-1250-04687.000
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>Provincial Referral – Agricultural Land Reserve - Inclusion</b>		

### ISSUE INTRODUCTION

Protech Consulting, as agent for 0472164 BC Ltd., has submitted an application to the Agricultural Land Commission (ALC) for inclusion of a  $\pm 1.2$  hectare portion of the property into the Agricultural Land Reserve (ALR). The property is split by Highway 33 and is located north of Beaverdell, in Electoral Area 'E' / West Boundary (*see Site Location Map; Applicants' Submission*).

### HISTORY / BACKGROUND FACTORS

The 30 ha property is located in Electoral Area 'E' / West Boundary. This Electoral Area currently has no Official Community Plan or Zoning bylaws which may have directly affected this proposal.

In 2011 an application for exclusion and subdivision was submitted to the ALC. The ALC denied the 2011 application for exclusion and subdivision by ALC Resolution #474/2012. A request for reconsideration was also denied in 2014.

In June 2015 the property owner submitted another application for exclusion and subdivision in the Agricultural Land Reserve (ALR). The exclusion application was for  $\pm 2$  ha (5 acres) between Highway 33 and the topographical break between lower bench (adjacent to the Highway) and the upper bench. The subdivision application was for 3 lots ranging from 0.65ha to 4.09ha.

In July 2016 the application for exclusion was supported in ALC Resolution #289/2016 with the condition that the  $\pm 1.2$  ha section, which is the subject of this application, would require an inclusion application to the ALC (*see ALC Resolution #289/2016*).

In July 2016 the application for subdivision was not supported in ALC Resolution #288/2016. The reason noted was that the panel believed the property is capable and suitable for agriculture, and that subdividing the property will limit the agricultural possibilities available to the owner of the property.



### *Current Land Use*

The applicant lists the current uses as raw land and grazing lands. No improvements are noted the parcel.

### *Adjacent Land Uses*

The applicant lists the adjacent land uses:

North:	Raw land; treed
East:	Agricultural; hay production
South:	Raw land; treed
West:	Raw land; treed

### *Provincial Agricultural Capability Mapping*

The Agricultural Capability Mapping<sup>1</sup> shows two classifications within the  $\pm 1.2$  ha area under application (*see Agricultural Capability Map*). The western side is Class 6 with topography and bedrock as limitations. The eastern side is Class 5 with stoniness and moisture soil deficiency as limitations. The classifications range from Class 1 which has no significant limitations on crops, to Class 7 which has no capability for arable culture or permanent pasture.

## **PROPOSAL**

The inclusion application is for a  $\pm 1.2$  ha area, on the portion east of Highway 33, along the northern interior side parcel line, as required as a condition of ALC Resolution #289/2016 (*see Applicants' Submission*). The land will be used for grazing just as the existing ALR area.

## **IMPLICATIONS**

### *Agricultural Land Commission Act: Introduction of Zone 2*

The ALC has now established 2 zones within the ALR. The Regional District of the Kootenay Boundary is within Zone 2. When exercising power under the *Agricultural Land Commission Act* in relation to land located in Zone 2, the commission must consider the following, in descending order of priority:

---

<sup>1</sup> This Agricultural Capability mapping information was generated by the Province. The data source is the original 1:50,000 agricultural capability maps from the ALC office. These maps were scanned, geo-referenced and then digitized in a geo-database format. The data is to be used at a scale of 1:50,000 however the map used in this report is a scale of 1:20,000. The layer contains two attributes: CC = current agricultural capability and IC = improved agricultural capability. The Agricultural Land Commission assumes no liability or responsibility for the quality, content, accuracy or completeness of data.

- a) the purposes of the commission set out in section 6;
  - to preserve agricultural land;
  - to encourage farming on agricultural land in collaboration with other communities of interest;
  - 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.
- b) economic, cultural, and social values;
- c) regional and community planning objectives;
- d) other prescribed considerations.

The application is for inclusion of a  $\pm 1.2$ ha portion into the ALR. The inclusion of this land would preserve agricultural land and encourage farming.

While the RDKB does not have land use planning in this portion of Electoral Area 'E'/West Boundary, a Boundary Area Agricultural Plan, which was completed in 2011 includes the following strategic objective: "create long term planning policies and regulations for Area 'E' which foster respect of agricultural lands within the ALR and otherwise".

#### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'E'/ West Boundary Advisory Planning Commission provided the following recommendation;

*"It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application, be supported."*

#### **BACKGROUND INFORMATION**

*Site Location Map*

*Applicant's Submission*

*ALC Resolution #289/2016*

*Agricultural Capability Map*

#### **RECOMMENDATION**

That the Agricultural Land Commission inclusion application for a  $\pm 1.2$  ha portion of the parcel, as required as a condition of ALC Resolution #289/2016, submitted by Protech Consulting, as agent for 0472164 BC Ltd., for the property north of Beavercreek, split by Highway 33, legally described as DL 1250, SDYD Portion PT W of RD PL 13939 Except Plan H16203, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.





2016/12/12

# Site Location Map

Scale 1:10,000

0 50 100 200 300 400

Meters



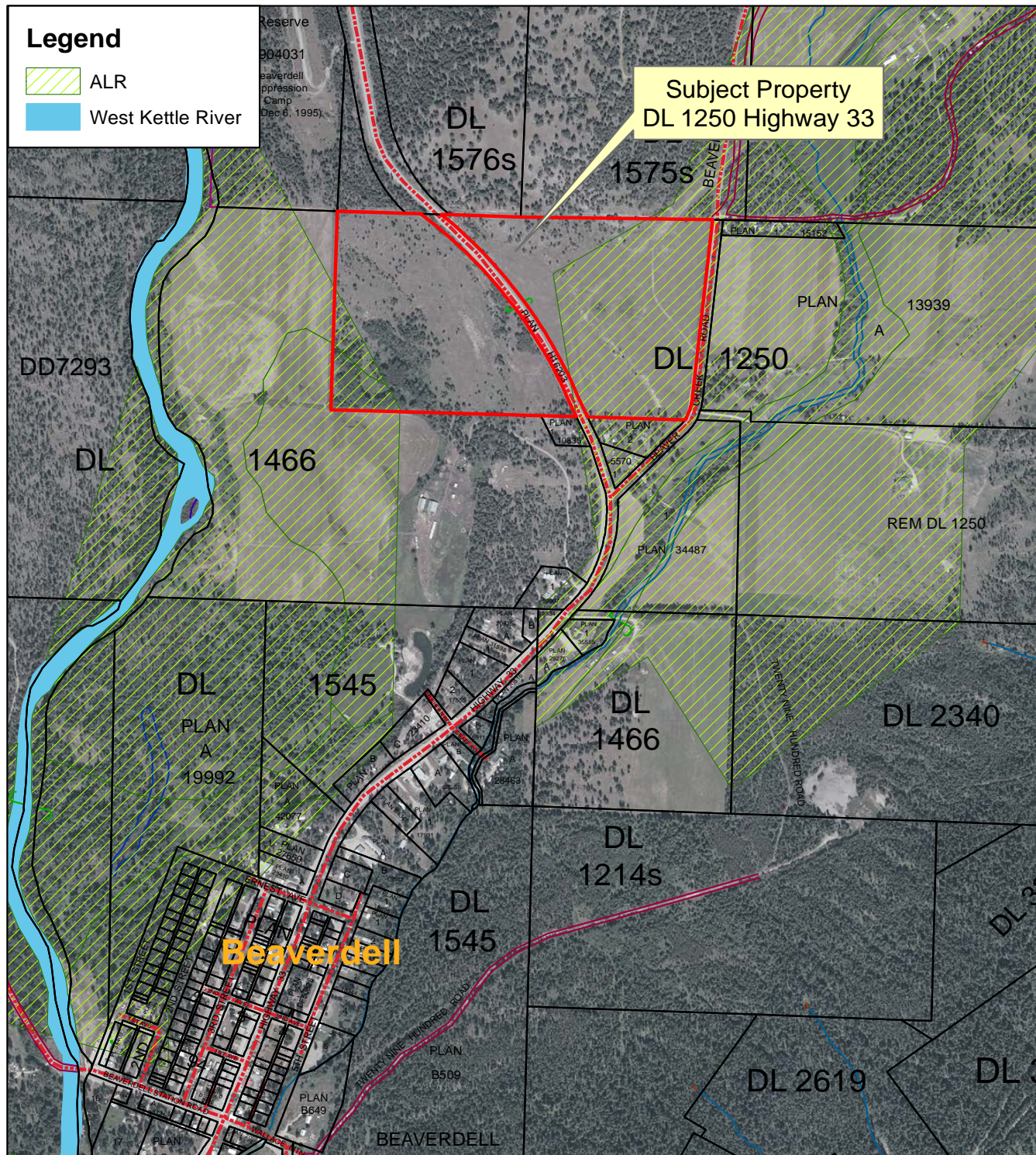
## Legend



ALR



West Kettle River



P:\GIS\IRDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-12-12-Graff

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 55887

**Application Status:** Under LG Review

**Applicant:** 0472164 B.C. Ltd.

**Agent:** Protech Consulting 2012

**Local Government:** Kootenay-Boundary Regional District

**Local Government Date of Receipt:** 11/03/2016

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Inclusion

**Proposal:** requirement of the ALC Resolution #289/2016

## Agent Information

**Agent:** Protech Consulting 2012

**Mailing Address:**

200 1461 St. Paul St.

Kelowna, BC

V1Y 2E4

Canada

**Primary Phone:** (250) 860-1771

**Email:** gmaddock@protech-consulting.com

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 014-990-016  
**Legal Description:** Part of DL 1250  
**Parcel Area:** 27.6 ha  
**Civic Address:** Hwy 33 near Beaverdell  
**Date of Purchase:** 07/07/2008  
**Farm Classification:** No  
**Owners**

1. **Name:** 0472164 B.C. Ltd.

**Address:**

[REDACTED ADDRESS]

---

**Applicant:** 0472164 B.C. Ltd.

### Current Use of Parcels Under Application

- 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*partly treed land as required by ALC panel approval*
- 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**  
*the inclusion land will be used as grazing lands as is the existing ALR lands*
- 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**  
*no improvements at this time*

### Adjacent Land Uses

#### North

**Land Use Type:** Unused  
**Specify Activity:** naturally treed land

#### East

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Hay

#### South

**Land Use Type:** Unused  
**Specify Activity:** naturally treed land

#### West

**Land Use Type:** Unused  
**Specify Activity:** naturally treed land

### Proposal

- 1. How many hectares are you proposing to include?**  
*1.2 ha*
- 2. What is the purpose of the proposal?**  
*requirement of the ALC Resolution #289/2016*
- 3. Does the proposal support agriculture in the short or long term? Please explain.**  
*will become part of a larger parcel of 6.8ha totaling about 8 ha.*
- 4. Describe any improvements that have been made to, or are planned for the parcel proposed for inclusion.**  
*the land will be used for grazing as is the existing ALR area.*

### Applicant Attachments

- Agent Agreement - Protech Consulting 2012
- Proposal Sketch - 55887
- Certificate of Title - 014-990-016

**Applicant:** 0472164 B.C. Ltd.

**ALC Attachments**

None.

**Decisions**

None.

**Applicant:** 0472164 B.C. Ltd.



**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

July 28, 2016

ALC File: 54368

**(SENT VIA ELECTRONIC MAIL)**

R.G. (Bob) Holtby  
 2533 Copper Ridge Drive  
 West Kelowna, BC V4T 2X6

Dear Mr. Holtby:

**Re: Application to Exclude Land from the Agricultural Land Reserve (ALR)**

Please find attached the Reasons for Decision of the Agricultural Land Commission (Resolution #289/2016) as it relates to the above noted application. A sketch plan depicting the decision is also attached. As agent, it is your responsibility to notify your client accordingly.

The Commission will advise the Registrar of Land Titles that the property has been excluded from the ALR when it has received confirmation that the conditions of approval have been met.

Please note that pursuant to s. 33.1 of the *Agricultural Land Commission Act*, the Chair may direct the executive committee to reconsider this panel decision if, within 60 days from the date of this decision, he considers that the decision "may not fulfill the purposes of the commission as set out in section 6 or does not adequately take into account the considerations set out in section 4.3". I can advise you that in this case, the Chair has already reviewed the decision and has instructed me to communicate to you that he does not intend to exercise that authority in this case.

Further correspondence with respect to this application is to be directed to Laurel Eyton at (Laurel.Eyton@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Colin J. Fry, Director of Policy and Planning

Enclosures: Reasons for Decision (Resolution #289/2016)  
 Sketch plan

cc: Regional District of Kootenay Boundary (File: #E-1250-04687.000)  
**(SENT VIA ELECTRONIC MAIL)**

54368d1



**AGRICULTURAL LAND COMMISSION FILE 54368**

**REASONS FOR DECISION OF THE KOOTENAY PANEL**

**Application submitted pursuant to s. 30(1) of the *Agricultural Land Commission Act***

**Applicant:** 0472164 B.C. Ltd.  
(the “Applicant”)

**Agent:** Bob Holtby  
(the “Agent”)

**Application before the Kootenay Regional Panel:** Sharon Mielnichuk, Panel Chair  
Harvey Bombardier  
Ian Knudsen





### **THE APPLICATION**

- [1] The legal description of the property involved in the application is:
- Parcel Identifier: 014-990-016
- That Part of District Lot 1250, Lying West of the Westerly Boundary of the 66 foot Road as Shown on Plan 13939; Similkameen Division, Yale District, Except Plan H16203
- (the "Property")
- [2] The Property is 27.6 ha in area. There are 11.6 ha of the Property within the ALR.
- [3] The Property is generally described as being located on Highway 33, near Beaverdell.
- [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 approximately 2.0 ha along the highway frontage (the "Application").
- [7] On January 5, 2016, the Chair of the Agricultural Land Commission (the "Commission") referred the Application to the Kootenay Regional Panel (the "Panel").

### **RELEVANT STATUTORY PROVISIONS**

- [8] 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.



[9] 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.

[10] The purposes of 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**

[11] The Panel considered the following evidence:

- 1. The Application
- 2. Local government documents
- 3. Previous and relevant application history
- 4. Agricultural capability map, ALR context map and satellite imagery
- 5. A report titled, *A Report on an Application to Exclude Land from and Subdivide within the ARL* (sic) prepared by Mr. Bob Holtby and dated April 9, 2015 (the "Holtby Report").

**Note: The Holtby Report also contains information regarding a proposed subdivision that is being considered under Application ID: 54367.**



## Agricultural Land Commission Decision, ALC File 54368

All documentation noted above was disclosed to the Agent in advance of this decision.

[12] The Panel reviewed a previous application involving the Property:

Application ID: 52710 (0472165 BC Ltd - 2012)	To subdivide the Property into six lots and to exclude approximately 2 ha along the highway frontage. Refused by Resolution #474/2012.
--------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------

Reconsideration Request	The reconsideration request was the same as initially proposed. The Commission refused to reconsider as the request it did not meet the criteria for reconsideration.
-------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

[13] The Panel reviewed a relevant applications relating to the application:

Application ID: 51631 (Wolf & Fochler, 2010)	To subdivide the 8.8 ha property into two lots as separated by Beaver Creek. The Commission decided to refuse the application by Resolution #2513/2010.
-------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

Reconsideration Request	A reconsideration request was received in 2011. The request was to subdivide the property into two parcels; one parcel would be sold to a neighbor. The Commission decided to reconsider the application and then allowed the revised proposal on the condition that the parcel to be sold to the neighbour be consolidated with neighbour's property. Resolution #100/2011.
-------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### SITE VISIT

[14] On May 26, 2016, the Panel conducted a walk-around and meeting site visit in accordance with the *Policy Regarding Site Visits in Applications* (the "Site Visit").

[15] A site visit report was prepared in accordance with the *Policy Regarding Site Visits in Applications* and was provided to the applicant on June 27, 2016 (the "Site Visit Report").

[16] The Applicant's exclusion meeting was held concurrently with the Site Visit.



## **FINDINGS**

### Section 4.3(a) and Section 6 of the ALCA: First priority to agriculture

[17] In assessing agricultural capability, the Panel referred in part to agricultural capability mapping and ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability rating identified on CLI map sheet 82E/6 for the mapping unit encompassing the Property is Class 5; more specifically (5PM).

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) and P (stoniness).

[18] In addition, the Panel reviewed the Holtby Report which indicates:

*"[the Agent] could not find any change in the landform on the lower area that might have caused the pedologists to draw the ALR boundary where they did. Indeed [...] the appropriate line should have probably been drawn along the escarpment, where the applicant now proposes to have the line drawn."*

[19] The Holtby Report further notes that:

*"native vegetation is poor which is understandable given the lack of farm practices or irrigation. While there is some native vegetation on the upper bench, vegetation on the lower bench is spotty at best...the native productivity of the area proposed for exclusion is low. Consequently, I assume that the productivity of that land would be low."*

[20] The Panel reviewed the CLI ratings and the Holtby Report and find that the portion of the Property proposed for exclusion has poor capability for agriculture.

[21] The Panel viewed the Property on the Site Visit and found that the portions of the Property proposed for exclusion had the same capability as those portions that fall outside of the ALR.



- [22] The Panel viewed the Property on the Site Visit and found that the portions of the Property on the upper bench that are outside of the ALR had the same capability as those portions that fall inside of the ALR.

Section 4.3(b) of the ALCA: Second priority to economic, cultural and social values

- [23] In the Holtby Report, the Agent stated the following in regards to section 4.3(b):  
*"the 30 foot lot size in Beavercell prohibits the assembly of land for the proposed development. Consequently, allowing the proposal will allow for economic development which will benefit the community."*

- [24] On the Site Visit, the Applicant stated that:

*"[he] would like to exclude the entire lower portion of the Property in order to develop it as a service station/convenience store or possibly an RV park; [he] will never farm because it is too rocky, but it is a good spot for people to pull off of the Highway."*

Section 4.3(c) of the ALCA: third priority to regional and community planning objectives

- [25] The Regional District of Kootenay Boundary (the "RDKB") does not have zoning or an Official Community Plan (OCP) for this area. However, the RDKB notes that the Boundary Area Agricultural Plan (2011) includes the strategic objective of:  
*"to create long term planning policies and regulations for Area 'E' which foster respect of agricultural land within the ALR and otherwise."*

- [26] The RDKB resolved to forward the Application to the Commission without a recommendation.

*Weighing the factors in priority*

- [27] The Panel believes that the portion of the Property proposed for exclusion has extremely limited capability for agriculture and is not appropriately designated as ALR.
- [28] The Panel believes that the portion of the upper bench that is not within the ALR has approximately the same capability as the remainder of the upper bench and is not appropriately designated as non-ALR lands.
- [29] The Panel gave consideration to economic, social and cultural values and regional and community planning objectives planning 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**

- [30] For the reasons given above, the Panel approves the Application to exclude approximately 2.0 ha along the highway frontage.
- [31] The approved Application is subject to the following conditions:
- a. the preparation of a posting plan, site plan or subdivision plan to delineate the area to be excluded per the drawing submitted with the Application; and
  - b. the submission of an application for inclusion into the ALR of the portion of the Property on the upper bench that is not within the ALR. Staff is directed to prepare a sketch that delineates the required inclusion area.
- [32] 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.



Agricultural Land Commission Decision, ALC File 54368

[33] Panel Chair **Sharon Mielnichuk** concurs with the decision.

Commissioner **Ian Knudsen** concurs with the decision.

Commissioner **Harvey Bombardier** concurs with the decision.

[34] Decision recorded as Resolution #289/2016.

A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the *Agricultural Land Commission Act*.

\*\*\*\*\*

Upon instruction of the Panel, I have been authorized to release the Reasons for Decision by Resolution #289/2016. The decision is effective upon release.

A handwritten signature in black ink, appearing to be 'CF', is located below the text.

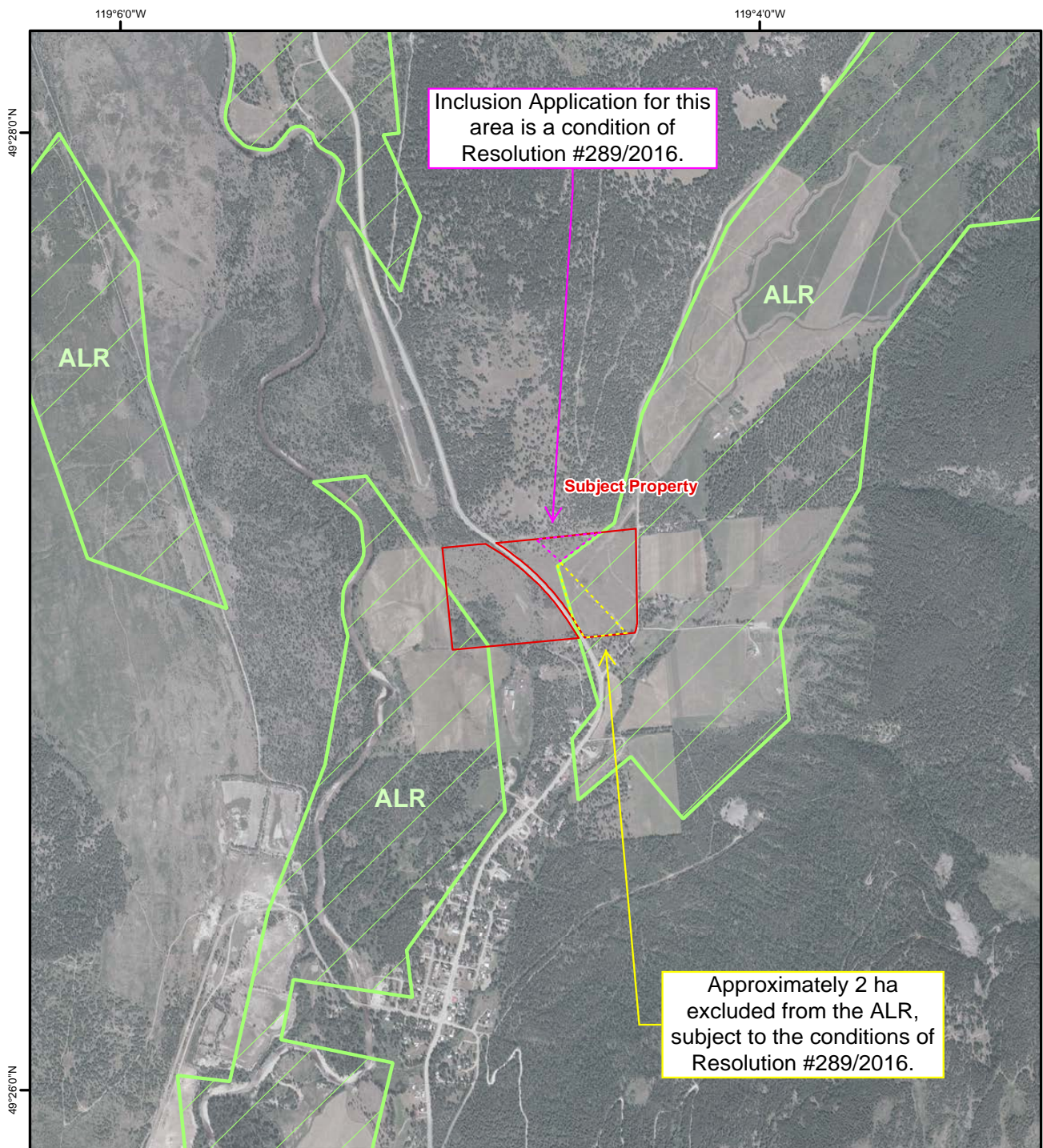
**Colin J. Fry, Director of Policy and Planning**

**July 28, 2016**

**Date Released**



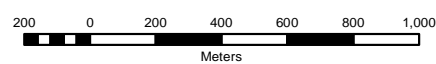
ALC Application 54368  
(Applicant - 0472164 BC Ltd.)  
Resolution #289/2016



### Orthophoto Map

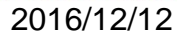
2005 Natural Colour - Ortho

Map Scale: 1:20,000



ALC File #: 54368  
Mapsheet #: 82E.045  
Map Produced: Jan 21, 2016  
Regional District: Kootenay-Boundary





# Agricultural Capability Map




Scale 1:20,000

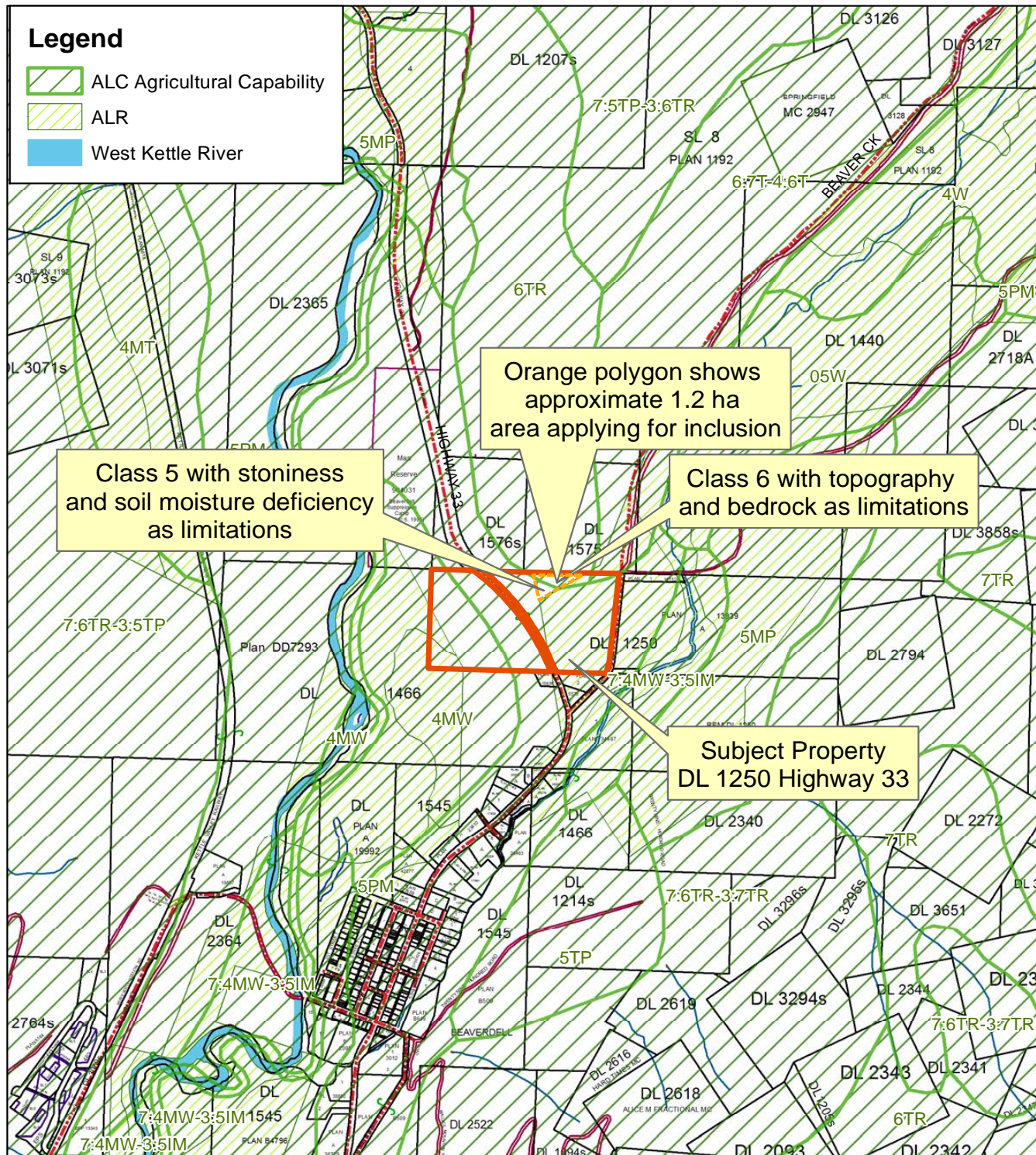


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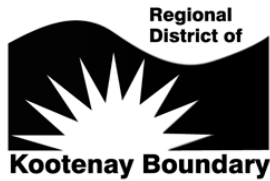
Meters

## Legend

-  ALC Agricultural Capability  
 ALR  
 West Kettle River



P:\GIS\VRDKBMapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-12-12-Graff



## ***STAFF REPORT***

<b>Date:</b>	January 26, 2017	<b>File #:</b>	E-514-03135.000
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>Provincial Referral – Agricultural Land Reserve – Non-Farm Use</b>		

### **ISSUE INTRODUCTION**

Gary Sigmund, has submitted an application for non-farm use in the Agricultural Land Reserve (ALR) for the property at 3255 Highway 3 between Rock Creek and Midway (*see Site Location Map; Subject Property Map, Applicant's Submission*). The property hosts an existing campground with 46 sites. These 46 sites were approved in 1997 by the Agricultural Land Commission (ALC) with the condition that further approval would be necessary for expansion. The non-farm use application is to expand to campground to allow for 60 sites total.

### **HISTORY / BACKGROUND FACTORS**

The 4.1 ha subject property is in Electoral Area 'E'/West Boundary. There are no OCP or Zoning Bylaws in this portion of Electoral Area 'E'/West Boundary, which if in place could affect the proposal. The parcel is entirely within the Agricultural Land Reserve and the 200-year floodplain of the Kettle River.

The property owners made an application in November 1996 to the ALC for a special case use (aka. non-farm use) in the ALR. At the time the proposal was for 24-48 campsites and a public washroom building. The application was not supported by the RDKB Board of Directors at their January 1997 meeting. Concerns expressed by the Board at that time included "impacts on neighbouring properties; other similar applications submitted have not been supported; a precedent could be set for future applications and because the subject property is viable agricultural land." However, the application was approved by the ALC's Resolution #33/97 in January 1997 to approve the proposal.

#### *Current Uses on the Land:*

The parcel has a single family dwelling, garage and several accessory buildings for the use of the property owner as the primary residence.

There is an office building and a washroom and shower building used to service the 46 site campground.



There is currently no agriculture taking place on this property.

*Agricultural Capability Mapping:*

The Agricultural Capability Mapping<sup>1</sup> shows the parcel as entirely Class 5 with soil moisture deficiency as a limitation. The parcel is improvable to Class 3 by a combination of management practices (*see Agricultural Capability Map*).

Under this rating system, the classifications range from Class 1 which has no significant limitations on crops, to Class 7 which has no capability for arable culture or permanent pasture.

*Adjacent Land Uses:*

The applicant lists the adjacent land uses as follows:

North	Kettle River
East	Residential; unused pasture
South	Recreational; Kettle Valley Golf Course
West	Residential; hay field

## PROPOSAL

As the applicants wish to expand their business by an additional 14 sites, for a total of 60, they are required to make a non-farm use application. The applicant states there is a growing need for campsites in this area and that they turn many campers down each year due to lack of sites. There are 2 areas which they propose expansion, a smaller area to the north and a larger area to the south (*see Applicants' Submission*).

## IMPLICATIONS

The special case use (aka non-farm use) status has already been granted, therefore implications shall pertain to the proposed expansion plan of the campground.

The ALC has now established 2 zones within the ALR. The Regional District of the Kootenay Boundary is within Zone 2. When exercising a power under the *ALC Act* in relation to land located in Zone 2, the commission must consider the following, in descending order of priority:

- a) the purposes of the commission set out in section 6;
  - to preserve agricultural land;

---

<sup>1</sup> This agricultural land capability information and the map were prepared from information generated by Herb Luttmending, P. Ag., as part of the professional services he provided in developing the Boundary Agricultural Area Plan. This information may differ some from the agricultural capability mapping information generated by the Province. If the application is forwarded to the ALC, they will use the information they deem most appropriate in their determination of agricultural capability, whether it be this, their own mapping, or a combination of information.

- to encourage farming on agricultural land in collaboration with other communities of interest;
  - 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.
- b) economic, cultural, and social values;
- c) regional and community planning objectives;
- d) other prescribed considerations.

The proposal notes the additional 14 spaces at this time and does not mention any additional permanent buildings or structures which would be used to support those spaces. The applicant states they do not intend to remove soil or pave to create the additional spaces.

Cultural and social values are not directly addressed in this proposal. While the RDKB does not have planning in this portion of Electoral Area 'E'/ West Boundary, a Boundary Agricultural Plan, which was completed in 2011 includes the following strategic objective: "create long term planning policies and regulations for Electoral Area 'E'/ West Boundary which foster respect of agricultural lands within the ALR and otherwise".

#### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'E'/ West Boundary Advisory Planning Commission noted the economic benefits of the campground to the surrounding Rock Creek area. The APC expressed concerns about the potential impact to the riparian area of the Kettle River the campground if it were to be expanded into the proposed Area B, to the north. The APC also questioned whether the existing septic system has the capacity for the 14 site expansion.

The Electoral Area 'E'/ West Boundary Advisory Planning Commission provided the following recommendation:

"It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported to expand only on the south side of the existing campsites, Area A as shown on the sketch drawing but not on the north side, Area B. Instead, Area B could be used for some recreational purpose such as a children's play area."

#### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

The site plan submitted by the applicant notes that the proposed Area A and Area B expansions are not to scale. Planning and Development Department staff believe that expansion of the campground into proposed Electoral Area 'A' could be done in a manner that avoids placement of sites in the 30m riparian area. Planning and Development Department staff would recommend that a 30m setback be used for the development of new sites.

Any concerns with regards to the septic system would be under the jurisdiction of Interior Health Authority or the Ministry of Environment, depending on the size of the system. If the proposed expansion is supported, it is the responsibility of the property owner to determine what permits or modifications are required to the system.

**BACKGROUND INFORMATION PROVIDED**

*Site Location Map*

*Subject Property Map*

*Applicant's Submission*

*Agricultural Capability Map*

**RECOMMENDATION**

That the Agricultural Land Commission subdivision application for a 4 lot subdivision with remainder, submitted by Gary Sigmund, for the property south of Beaverdell, at 3255 Highway 3, legally described as Lot 12, DL 514, KAP843, Except Plan H1, SDYD, Electoral Area 'E' West Boundary be forwarded to the Agricultural Land Commission without a recommendation.



2016/12/12

## Site Location Map

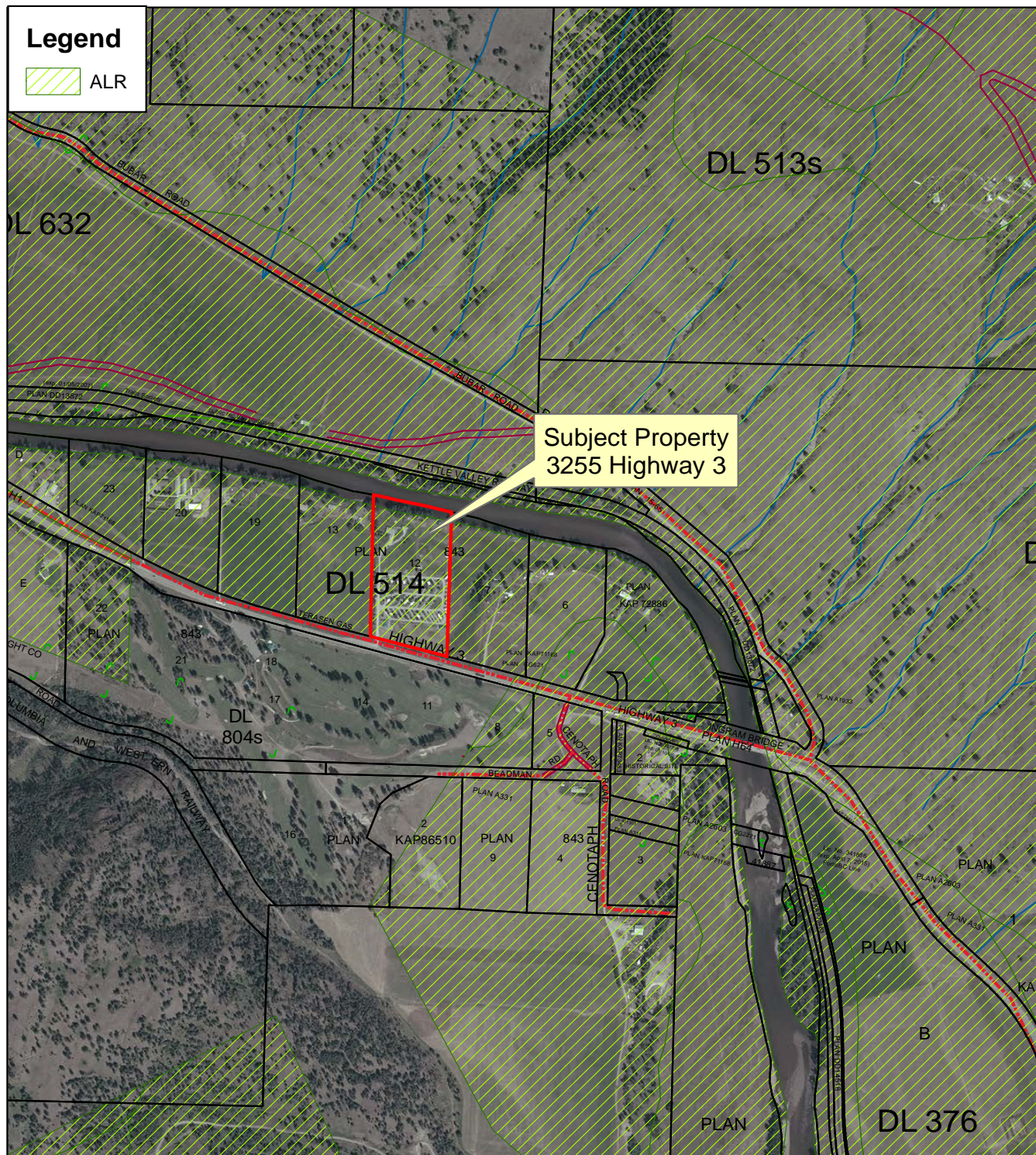
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0 50 100 200 300 400

Meters

## Legend



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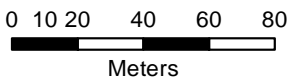




2016/12/12

# Subject Property Map

Scale 1:2,000



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# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 55828

**Application Status:** Under LG Review

**Applicant:** Gary Sigmund

**Local Government:** Kootenay-Boundary Regional District

**Local Government Date of Receipt:** 10/22/2016

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Farm Use

**Proposal:** We propose to increase the number of campsites to a maximum of 60 adjacent to the existing campsites.

There is a growing need for campsites in our area. We turn many campers down every year due to lack of sites.

## Mailing Address:

[REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 012-055-158

**Legal Description:** Lot 12, DL514, SDYD, Pl843 Except H1

**Parcel Area:** 4.2 ha

**Civic Address:** S140A, C3, RR2

**Date of Purchase:** 07/27/2004

**Farm Classification:** No

### Owners

1. **Name:**

[REDACTED]

---

**Applicant:** Gary Sigmund

**Current Use of Parcels Under Application****1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*No agriculture.*

*The parcel is currently approved as non-farm use as a campground for up to 48 campsites under application Q-31057.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*No agricultural improvements*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*46 site campground.*

**Adjacent Land Uses****North**

**Land Use Type:** Other

**Specify Activity:** Kettle River

**East**

**Land Use Type:** Residential

**Specify Activity:** unused pasture

**South**

**Land Use Type:** Recreational

**Specify Activity:** Kettle Valley Golf Course

**West**

**Land Use Type:** Residential

**Specify Activity:** hay field

**Proposal****1. How many hectares are proposed for non-farm use?**

*4.2 ha*

**2. What is the purpose of the proposal?**

*We propose to increase the number of campsites to a maximum of 60 adjacent to the existing campsites.*

*There is a growing need for campsites in our area. We turn many campers down every year due to lack of sites.*

**3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.**

*The land is already approved for non-farm use for campsites and we would like to increase the number of sites*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*This proposal is for non-farm use. We are not removing any soil or paving, but planting grass and trees so would probably support agriculture in the long term, if there was more land.*

**Applicant:** Gary Sigmund

### **Applicant Attachments**

- Proposal Sketch - 55828
- Other correspondence or file information - 2016 Property Tax Assesment
- Site Photo - proposed expansion area
- Site Photo - proposed expansion area 2
- Site Photo - proposed expansion area A
- Site Photo - proposed expansion area A 2
- Site Photo - proposed expansion area B
- Site Photo - proposed expansion area B 2
- Certificate of Title - 012-055-158

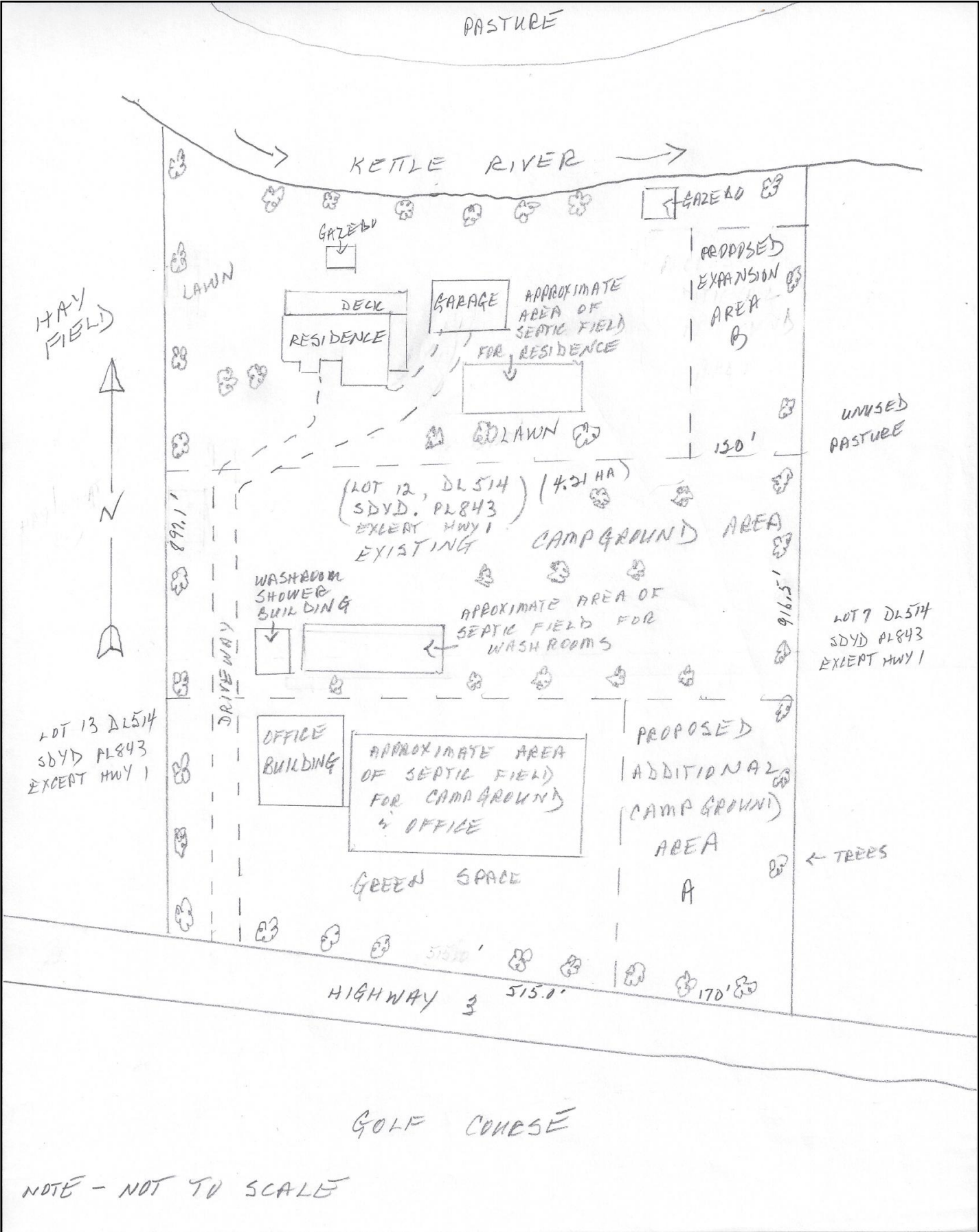
### **ALC Attachments**

None.

### **Decisions**

None.

**Applicant:** Gary Sigmund







Google Earth

feet  
meters 200 800

PROPOSED  
EXPANSION  
AREA  
A





Google Earth

feet  
meters 100 400

PROPOSED  
EXPANSION  
AREA A











PROPOSED EXPANSION AREA B



11/10/16









2016/12/12

# Agricultural Capability Map

Scale 1:2,000

0 10 20 40 60 80  
Meters

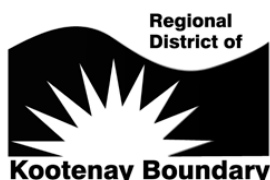


## Legend

RDKB Agricultural Capability



P:\GIS\WRDKBMapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-12-12-Sigmund



## Electoral Area Services Committee Staff Report

Prepared for meeting of January 2017

Referral – Major Permit Amendment Application under the <i>Environmental Management Act</i> – Vaagen Fibre Canada		
<b>Owner:</b> Boundary Sawmill Inc.		<b>File No:</b> M-424-00312.000
<b>Agent:</b> Jennifer Ross, Masse Environmental Consultants Ltd.		
<b>Location:</b> 1160 Highway 3, approximately 3 km west of the Village of Midway		
<b>Legal Descriptions:</b> Plan KAP6079B, DL 424, SDYD, Parcel B, Plan KAP3932B, DL 424 SDYD, Portion part shown in Red Lot A, Plan KAP43625, DL 273s 637 2647 SDYD, Plus DL 4170s Parcel D DL 424, SDYD		<b>Area:</b> 22 hectares (54.5 acres)
<b>OCP Designation:</b> Heavy Industrial Agricultural	<b>Zoning:</b> Heavy Industrial 2 Agricultural Resource 2	<b>ALR status:</b> Partially
<b>Report Prepared by:</b> Carly Rimell, Planner		

### ISSUE INTRODUCTION

Vaagen Fibre Canada, through their agent Masse Environmental Consultants Ltd., is applying for a major permit amendment under the provisions of the *Environmental Management Act*. The proposal is to construct an additional natural gas-fired lumber drying kiln, which requires an application to amend the permit to authorize the additional air emissions discharged at the sawmill located at 1160 Highway 3, Midway (see *Applicant's Submission*).

### HISTORY / BACKGROUND FACTORS

Historically the sawmill was operated by Pope and Talbot Ltd. Pope and Talbot filed for bankruptcy and the mill was shut down in 2007. The property and mill equipment were subsequently purchased through auction by Fox Forest Products, but the mill only operated a short time under their ownership. In 2011, the mill and property was purchased by Boundary Sawmill Inc., a consortium of local investors and the Village of Midway. Boundary Sawmill Inc. signed a 10-year lease with Vaagen Brother of Colville



Washington to operate the mill. The Canadian company, Vaagen Fibre Canada, has operated the mill since 2011.

In 2011, the mill was retooled and modernized. This included the installation of a closed compressor cooling system to eliminate the discharge of compressor cooling water to the ground adjacent to the Kettle River. The gas fired/hot oil kiln drying system remains unchanged from the previous operation.

The sawmill currently operates under the existing Permit No. 105692, which was issued on October 5, 2011, which authorized the discharge of air emissions from the operation of a trim saw facility and two natural gas-fired lumber drying kilns (*see Permit No. 105692*).

## PROPOSAL

This project proposes the construction of one additional natural gas-fired lumber drying kiln, which requires an application to amend the permit to authorize the additional discharges.

The amendment requests that the following conditions of the existing Permit No. 105692 be changed in order to accommodate one additional natural gas-fired lumber drying kiln, for a total of three (*see Masse Environmental Consultant Report*);

- The maximum rate of air emissions discharged from the facility would increase from 100m<sup>3</sup>/minute to 300m<sup>3</sup>/minute;
- The maximum rate of production would increase from 100 thousand foot board measure (mfbm) per year (combined production for 2 kilns) to 140 mfbm per year (combined production for 3 kilns);
- The characteristics of the discharge would be equivalent or better than typical emissions from the operation of three natural gas fired lumber drying kilns;
- The authorized discharge period would remain continuous, 24 hours/day, 7 days/week.

Emissions from the cyclone associated with the trim saw facility would not change.

## IMPLICATIONS

Emissions from natural gas-fired kilns are primarily carbon dioxide, carbon monoxide and nitrogen oxides. The consultant's report indicates that the emissions will not cause a significant impact in the rural airshed. The report also notes that the nearest homes are 1.4km to the northeast of the site and 1.2km southeast of the mill.

The consultant's report notes that emissions from a properly operating trim saw cyclone should not have any significant impact on air quality outside of the mill property. The permit amendment application does not propose any change to cyclone emissions at this time.

The Kettle River runs immediately adjacent to the mill property and forms the southern boundary of the property.

The consultant's report mentioned the installation of a closed compressor cooling system to eliminate the discharge of compressor cooling water into the ground adjacent to the Kettle River. It also mentions the water used for industrial operations is obtained from wells located approximately 46m from the Kettle River, and that domestic water is obtained from a separate well located further from the river. Domestic sewage is discharged to septic tanks and disposal fields under the Ministry of Health's jurisdiction. A water license authorizing utilization of the Kettle River for fire protection purposes is in good standing (CL 44041).

The consultant's report notes that in a property inspection report conducted by the Ministry of Environment in 2012 it was identified that the disposal of soil and wood waste residue was occurring onsite in close proximity to the Kettle River. These concerns are also acknowledged within the Kettle River Watershed Management Plan as Direction 2.5 is to improve water quality in relation to point and non-point source pollution. Vaagen Fibre Canada is currently investigating options for the reuse or disposal of the mixed soil/wood waste residue piled in close proximity to the Kettle River.

The emissions are mostly steam with some CO<sub>2</sub>, which is a greenhouse gas. The addition of a kiln will likely result in some increase to the greenhouse gas emissions for the community, but it not clear how much of an increase that will be.

### **RECOMMENDATION**

That the referral for a major permit amendment to Permit No. 105692 under the provisions of the *Environmental Management Act* for Vaagen Fibre Canada, through their agent Masse Environmental Consultants Ltd., to construct an additional gas-fired lumber drying kiln be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

### **ATTACHMENTS**

*Applicant's Submission*

*Permit No. 150692*

*Masse Environmental Consultants Report – A Technical Addendum Application for a Permit Amendment Under the Provisions of the Environmental Management Act*

Applicant's Submission



REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	DEC 12 2016
DOC #	.....
REF. TO:	RD
CC:	.....

Masse Environmental Consultants Ltd.  
812 Vernon St.  
Nelson, BC, V1L 4G4  
Tel.: 250-352-1147  
Fax: 250-352-0422  
[www.masseenvironmental.com](http://www.masseenvironmental.com)

December 9, 2016

Application File No. 105692

Ms. Donna Dean  
RDKB Planning and Development  
843 Rossland Ave.  
Trail, BC  
V1R 4S8

**Re: Application Pursuant to the *Environmental Management Act* on behalf of Vaagen Fibre Canada, ULC.**

Enclosed, for your information, is a copy of the above referenced application for a major Permit amendment to permit No. 105692 under the provisions of the *Environmental Management Act*. This permit amendment is requested to accommodate 1 additional lumber drying kiln and related appurtenances at an existing sawmill, located at 1160 Highway 3, Midway, BC V0H 1M0 and operated by Vaagen Fibre Canada, ULC. Also enclosed for your information are a copy of the Environmental Protection Notice and a draft of the Technical Addendum Report.

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 address all correspondence to the applicant's agent, Masse Environmental Consultants Ltd. at 812 Vernon Street, Nelson, BC V1L 4G4 or by email at [jenn@masse-env.com](mailto:jenn@masse-env.com). Please forward a copy of all correspondence to the Regional Manager, Environmental Protection, Ministry of Environment at 2080A Labieux Road, Nanaimo, BC V9T 6J9 or by email at [Authorizations.South@gov.bc.ca](mailto:Authorizations.South@gov.bc.ca). Should you require additional time, it will be necessary for you to contact us. Additional time may be given if the circumstances warrant it.

Sincerely,

Jennifer Ross, M. Sc., P. Chem.  
Masse Environmental Consultants Ltd.  
812 Vernon Street, Nelson, BC V1L 4G4  
[jenn@masse-env.com](mailto:jenn@masse-env.com)  
250-352-1147

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*Environmental Solutions*



## Ministry of Environment

Environmental Management Branch  
Business Services Section  
PO Box 9377 Stn Prov Govt  
Victoria, BC V8W 9M1  
Fax: (250) 356-0299

Applicant's Submission

Pre-Authorization#

Tracking#

Courier delivery address: Ministry of Environment,  
Environmental Management Branch, Business Services Section  
3rd Floor, 2975 Jutland Rd., Victoria BC V8T 5J9

### Application for an Authorization to Discharge Waste under the *Environmental Management Act*

This Application Form can be submitted to the Ministry of Environment by mail or courier. If paying by CREDIT CARD, the signed Payment Form and Application Form can be faxed.

#### INSTRUCTIONS:

1. If you are completing this form by hand, please PRINT clearly. All fields marked with an asterisk\* must be completed. Please visit [http://www.env.gov.bc.ca/epd/waste\\_discharge\\_auth/index.htm](http://www.env.gov.bc.ca/epd/waste_discharge_auth/index.htm) to review the information and Guidance Documents that will assist you in understanding the application process and any other documents that may be required.

2. If a **New Permit, New Approval or New Operational Certificate** is required, *please use this application form.*

A **Permit** is an Authorization to discharge waste to the environment.

An **Approval** is an Authorization to discharge waste to the environment for a maximum of 15 months.

An **Operational Certificate** is a set of conditions issued by the Ministry of Environment for facilities included in a solid or liquid Waste Management Plan.

**A new application is a multi-step process that requires submission of a preliminary application, followed by meetings with Ministry staff, followed by submission of a final application together with the application fee and Payment Form (\$200 for a Permit; \$100 plus variable fee for an Approval).**

**Preliminary Application:** All fields on Pages 1 to 3 marked with an asterisk \* must be completed for the submission of a preliminary application.

**Final Application:** Sign and date your final application at the bottom of Page 3. Include your Pre-Authorization# and Tracking# in the fields on Page 1. Pages 1 - 4 and 6 must be completed for the submission of a final application. Page 5 is only required if your regional representative advised that a Technical Assessment Report is not required.

3. Your regional representative will advise you of any additional documents (such as Environmental Protection Notice, Site Plan(s), Location Map, Consultation Report, Technical Assessment Report) that are required for your application.

\*Purpose of  
Application  
(e.g., to discharge air  
emissions from  
a sawmill)

To discharge air emissions from a sawmill:


Proposal to add one additional gas-fired kiln to the current facilities onsite.

Is this Authorization required for remediation of a contaminated site? ☐ Yes ☒ No

\*Authorization Type: ☒ Permit ☐ Approval ☐ Operational Certificate

Applicant's Submission

Authorized Agent Information (* Complete only if you are an Authorized Agent for the Applicant)			
Agent's Company Name OR First and Last Name	Masse Environmental Consultants Ltd. Attn: Jennifer Ross		
Agent Numbers [e.g., (999) 999-9999]	Phone: 250-352-1147	Cell: 587-228-0035	Fax: 250-352-0422
E-mail Address	jenn@masse-env.com		

Applicant's Authorization for Agent	
I / we (applicant) hereby authorize	Masse Environmental Consultants Ltd.
to deal with the Ministry directly on all aspects of this application.	(Agent)
Applicant's Name	Vaagen Fibre Canada ULC
	14 02 2016
Signature of Applicant (not Agent or Representative)	Date (month.dd.yyyy)
(You will need to sign this only if you are authorizing an agent or representative to act on your behalf.)	

Applicant Information (Must be the name of the company or person seeking authorization, NOT the Agent)	
*Company Legal Name (as registered with the BC Registrar of Companies) OR Individual's Full Legal Name	Vaagen Fibre Canada ULC
Doing Business As (if applicable)	
*Applicant Numbers [e.g., (999) 999-9999]	Phone: 250-449-2900      Cell:      Fax: 250-449-2907
E-mail Address	nhorkoff@vaagen.ca (Neil Horkoff, on site contact)
*Legal Address (as registered with BC Registrar of Companies)	Vaagen Fibre Canada ULC 1160 Hwy 3 Midway, BC V0H 1M0
*Mailing Address (if different from above)	
*Billing Address (if different from above)	
*Nearest Municipality to Facility/Site	Midway, BC



Applicant's Submission

**Contact Information for this Application***(Name of person the Ministry can contact for this Application, NOT the Agent)*

*Contact First and Last Name	Neil Horkoff		
*Contact Numbers [e.g., (999) 999-9999]	Phone: 250-449-2900	Cell:	Fax: 250-449-2907
E-mail Address	nhorkoff@vaagen.ca		

**Facility Location and Information**

*Facility Type and Description <i>(describe the primary activity of the facility)</i>	Sawmill (Trim saw and dry kiln complex) producing unplaned/kiln dried lumber		
NAICS Code	Regional District	Kootenay Boundary	
*Facility Location:	Source of Data: <input type="checkbox"/> GPS <input type="checkbox"/> Survey		
*Latitude	49.011336	N	Google Earth (apprx centre of complex)
*Longitude	-118.821023	W	Other <i>(Please list)</i>

*(Must be in decimal degrees format)*

\*Either Legal Land Description or PID/PIN/Crown File Number is required.

Legal Land Description <i>(Lot/Block/Plan)</i>	Plan: KAP6079B DL 424 LD 54 Parcel B Plan KAP3932B DL 424 Similkameen Div of Yale Land District (SDYD) Portion PART SHOWN RED Lot a Plan KAP43625 DL 2735 637 2647 SDYD PLUS DL 41705 Parcel D DL 424 SDYD.
---------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**OR**

PID/PIN/Crown File No.	(If necessary, attach a separate page.)
*Facility Address <i>(civic address)</i> [e.g., 1234 Main Street, Vancouver, BC, V8W 9M1] <b>OR</b> if no civic address, describe location e.g., 3 km North of Sechelt, BC on Highway 101]	1160 Hwy 3, Midway BC V0H 1M0

\*Is Applicant Legal Land Owner? ☐ Yes ☒ No *(If No, please provide details below)*

Legal Land Owner Name	Boundary Sawmill Inc. (c/o Doug McMynn, President)		
Legal Land Owner Numbers [e.g., (999) 999-9999]	Phone: 855-320-6455	Cell: 250-449-8545	Fax: 250-449-2616
E-mail Address	dcmmynn@shaw.ca		

*Facility Operator/Site Contact First and Last Name	Neil Horkoff (Maintenance Superintendent)		
*Facility Operator/Site Contact Numbers [e.g., (999) 999-9999]	Phone: 250-449-2900	Cell:	Fax: 250-449-2907
E-mail Address	nhorkoff@vaagen.ca		

Signature of Applicant *(or Agent, if applicable)*02.17. 2016  
Date (month.dd.yyyy)

Applicant's Submission

**Discharge Source and Associated Details**  
*(Please provide one page for each Discharge)*

\*Description of Discharge Source Gas-fired lumber drying kiln

\*Discharge Type:  
*(select all that apply)* ☒ Air ☐ Effluent ☐ Refuse

Proposed Treatment and Disposal  
*(effluent disposal method must be identified, i.e., subsurface or irrigation)*

None

\*Discharge Location *(if different from facility location):*

\*Source of Data: ☒ GPS ☐ Survey

\*Latitude 49.011540

N

Google Earth

\*Longitude -118.819566

W

Other *(Please list)*

*(Must be in decimal degrees format)*

\*Either Legal Land Description or PID/PIN/Crown File Number is required.

Legal Land Description  
*(Lot/Block/Plan)*

Plan: KAP6079B DL 424 LD 54

Parcel B Plan KAP3932B DL 424 Similkameen Div of Yale Land District (SDYD) Portion PART SHOWN RED Lot a Plan KAP43625 DL 273S 637 2647 SDYD PLUS DL 4170S Parcel D DL 424 SDYD.(If necessary, attach a separate page.)

OR

PID/PIN/Crown File No. *(If necessary, attach a separate page.)*

**Rate of Discharge (Flow)**

Minimum Discharge Rate	Average Discharge Rate	Maximum Discharge Rate	Units	Duration	Duration Units [e.g., hrs/day]	Frequency	Frequency Units [e.g., days/week]
		300	m3/min	24	hrs/day	7	days/week

**Contaminants or Parameters in the Discharge**

Parameter or Contaminant Name	Minimum	Average	Maximum	Units
Typical emissions gas-fired lumber kiln				

Add another page

Remove page

Applicant's Submission

### Receiving Environment

Complete all pertinent fields.

#### CHARACTERISTICS OF RECEIVING ENVIRONMENT

Distance to nearest surface water (metres)	NA
Low water dilution ratio	NA
Name of water body	NA
Flushing rate ( years )	NA
Precipitation ( mm/y )	NA
Distance to highest water table (metres)	NA
Soil Type and profile (to 3 metres depth)	NA
Other	

#### DISTANCE TO SPECIFIED FEATURES

Water Well (metres)	NA
Reservoir (metres)	NA
Dwelling (metres)	1,400 m NEE, 1200 m SEE, 630 m to Stewart Bros Nurseries Ltd office
Serviced Lot (metres)	223 m N, Pcl C (Plan A149) FFP Properties Inc.
Recreational Area (metres)	3,667 m to Village of Midway riverside park
Residential or Health Care Facility (metres)	approx 3900 m to Midway Medical Clinic
Other Distance (metres)	313 m to Hwy 3

#### LAND USE/AMBIENT GUIDELINES

Background water/air Quality	Rural, good air quality
Plume/Dispersion modeling results	
Other Discharges near your location	no significant discharges in area



Applicant's Submission

## Location Map

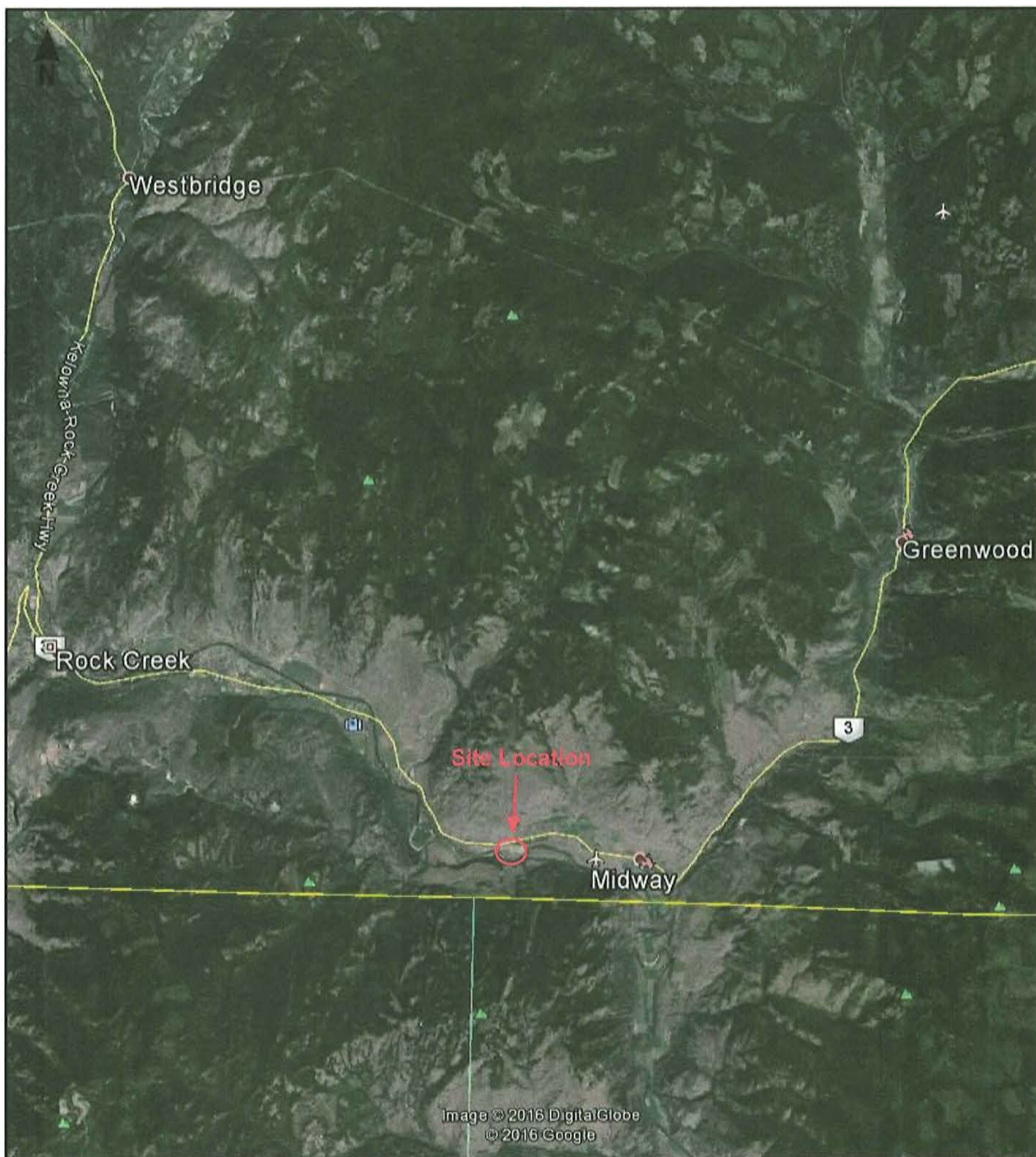


Figure 1: Location Map for Vaagen Fibre Sawmill

Produced for: Vaagen Fibre Canada ULC

Applicant's Submission

## Site Plan



Produced for: Vaagen Fibre Canada ULC

Figure 2: Site Plan for Vaagen Fibre Sawmill

- ① Trim Saw Cyclone (E287054)
- ② 2 Dry Kilns (E287055)
- ③ Nat. Gas Fired Hot Oil System (E287149)



Permit No. 105692



October 5, 2011  
 Authorization Number: 105692

Tracking Number: 215553

**REGISTERED MAIL**

Vaagen Fibre Canada, ULC  
 c/o Oxtoby Law  
 210 - 347 Leon Ave  
 Kelowna BC V1Y 8C7

Vaagen Fibre Canada, ULC  
 Box 510  
 Midway, BC V0H 1M0

Dear Permittee:

Enclosed is Permit 105692 issued under the provisions of the *Environmental Management Act*. Your attention is respectfully directed to the terms and conditions outlined in the permit. An annual fee will be determined according to the Permit Fees Regulation.

This permit does not authorize entry upon, crossing over, or use for any purpose of private or Crown lands or works, unless and except as authorized by the owner of such lands or works. The responsibility for obtaining such authority rests with the permittee. This permit is issued pursuant to the provisions of the *Environmental Management Act* to ensure compliance with Section 120(3) of that statute, which makes it an offence to discharge waste, from a prescribed industry or activity, without proper authorization. It is also the responsibility of the permittee to ensure that all activities conducted under this authorization are carried out with regard to the rights of third parties, and comply with other applicable legislation that may be in force.

This decision may be appealed to the Environmental Appeal Board in accordance with Part 8 of the *Environmental Management Act*. An appeal must be delivered within 30 days from the date that notice of this decision is given. For further information, please contact the Environmental Appeal Board at (250) 387-3464.

.../2

Ministry of Environment

Environmental Protection  
Division401 - 333 Victoria St.  
Nelson, BC V1L 4K3Southern Interior Region -  
Kootenay  
Telephone: (250) 354-6333  
Facsimile: (250) 354-6332

Permit No. 105692

105692

page 2

Date: October 5, 2011

Administration of this permit will be carried out by staff from the Southern Interior Region - Kootenay. Plans, data and reports pertinent to the permit are to be submitted to the Regional Manager, Environmental Protection, at Ministry of Environment, Regional Operations, Southern Interior Region - Kootenay, 401 - 333 Victoria St., Nelson, BC V1L 4K3.

Yours truly,



Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Enclosure

cc: Environment Canada

Permit No. 105692


**MINISTRY OF  
ENVIRONMENT**
**PERMIT**
**105692**
*Under the Provisions of the Environmental Management Act*

**Vaagen Fibre Canada, ULC**  
**Box 510**  
**Midway, British Columbia V0H 1M0**

is authorized to discharge air contaminants to air from a Sawmill – Trim Saw and Dry Kiln Complex located near Midway, British Columbia, subject to the terms and conditions listed below. Contravention of any of these conditions is a violation of the *Environmental Management Act* and may lead to prosecution.

**1. AUTHORIZED DISCHARGES**
**1.1 Authorized Source**

This section applies to the discharge of air emissions from a CYCLONE associated with the TRIM SAW facility. The site reference number for this discharge is E287054.

1.1.1 The maximum rate of discharge is 306 cubic metres per minute.

1.1.2 The authorized discharge period is 24 hours per day, 5 days per week.

1.1.3 The characteristics of the discharge must be equivalent to or better than:

Total Particulate Matter  
Maximum: 115 mg/m<sup>3</sup>

1.1.4 The authorized works are a single Cyclone (2.4 m diameter) and related appurtenances approximately located as shown on Site Plan A.

Date issued: October 5, 2011

Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Page 1 of 8

Permit Number: 105692

Permit No. 105692

PROVINCE OF  
BRITISH COLUMBIA

Environmental Protection

- 1.1.5 The location of the facilities from which the discharge originates and the point of discharge is that part of DL 424 shown as red on Plan B3932, Similkameen Division, Yale District (SDYD).

1.2 **Authorized Source**

This section applies to the discharge of air emissions from TWO (2) DRY KILNS. The site reference number for this discharge is E287055.

- 1.2.1 The maximum rate of discharge is based on a combined production of 100,000 Thousand Foot Board Measure (mfbm) per year.

- 1.2.2 The authorized discharge period is continuous.

- 1.2.3 The characteristics of the discharge must be equivalent to or better than:

Typical emissions from operation of 2 lumber dry kilns with a combined production capacity of 100,000 Thousand Foot Board Measure per year.

- 1.2.4 The authorized works are 2 Lumber Dry Kilns and related appurtenances approximately located as shown on Site Plan A.

- 1.2.5 The location of the facilities from which the discharge originates and the point of discharge is Parcel B, Plan B6079 of DL 424 SDYD and Parcel D, Plan B7088 of DL 424 SDYD.

1.3 **Authorized Source**

This section applies to the discharge of air emissions from a NATURAL GAS FIRED HOT OIL SYSTEM providing heat to 2 lumber dry kilns. The site reference number for this discharge is E287149.

- 1.3.1 The maximum rate of flue discharge is 100 cubic metres per minute.

- 1.3.2 The authorized discharge period is 24 hours per day, 365 days per year.

Date issued: October 5, 2011



Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Permit No. 105692

PROVINCE OF  
BRITISH COLUMBIA

Environmental Protection

1.3.3 The characteristics of the discharge must be equivalent to or better than:

Typical emissions from a natural gas fired hot oil system utilized to heat 2 lumber dry kilns and rated at 45 million BTU per hour.

1.3.4 The authorized works are a Natural Gas Fired Oil Heating System and related appurtenances approximately located as shown on Site Plan A.

1.3.5 The location of the facilities from which the discharge originates and the point of discharge is Parcel D, Plan B7088 of DL 424 SDYD.

## 2. GENERAL REQUIREMENTS

### 2.1 Future Upgrading of Works

The Director may require future repair, alteration, removal, improvement or addition to existing works or construction of new works, and submission of plans and specification for works specified in this authorization.

### 2.2 Future Monitoring

Based on results of inspections and/or any other information available to the Director on the effect of the discharge on the receiving environment, changes may be required to undertake additional monitoring, install additional authorized works or change the method of operation.

### 2.3 Maintenance of Works and Emergency Procedures

The permittee must inspect the pollution control works regularly and maintain them in good working order. Records related to facility maintenance and inspection efforts must be documented and made available for inspection at request of an officer. In the event of an emergency or condition beyond the control of the permittee which prevents effective operation of the authorized works or leads to an unauthorized discharge, the permittee must:

- a) Comply with all applicable statutory requirements;
- b) Immediately notify the Regional Manager, Environmental Protection or an Officer designated by the Director; and

Date issued: October 5, 2011



Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Page 3 of 8

Permit Number: 105692



Permit No. 105692

PROVINCE OF  
BRITISH COLUMBIA

Environmental Protection

- c) Take appropriate remedial action for the prevention or mitigation of pollution.

The Director may reduce or suspend operations to protect the environment until the authorized works has been restored, and/or corrective steps taken to prevent unauthorized discharges.

**2.4 Bypasses**

Any bypass of the authorized works is prohibited unless the prior approval of the Director is obtained and confirmed in writing.

**2.5 Transfer of Authorization**

A transfer of a Permit is without effect unless a Director has consented in writing to the transfer.

**2.6 Process Modifications**

The Director must be notified prior to implementing changes to any process that may adversely affect the quality and/or quantity of the discharge. Despite notification under this section, permitted levels must not be exceeded.

**2.7 Restriction on Waste Storage - Discharge**

No on-site discharge of waste materials is authorized by this permit. Accumulations of wood waste and metallic wastes are allowed to the limits reasonably required to allow efficient transport to authorized receiving sites. Accumulation of wood waste materials on site must not exceed that generated over a normal 3 week production period. Any wood waste accumulation that would exceed this amount requires prior written notification and approval of the Director. In such circumstance, the Director may also evaluate need for additional requirements such as provision of financial security.

Date issued: October 5, 2011



Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Page 4 of 8

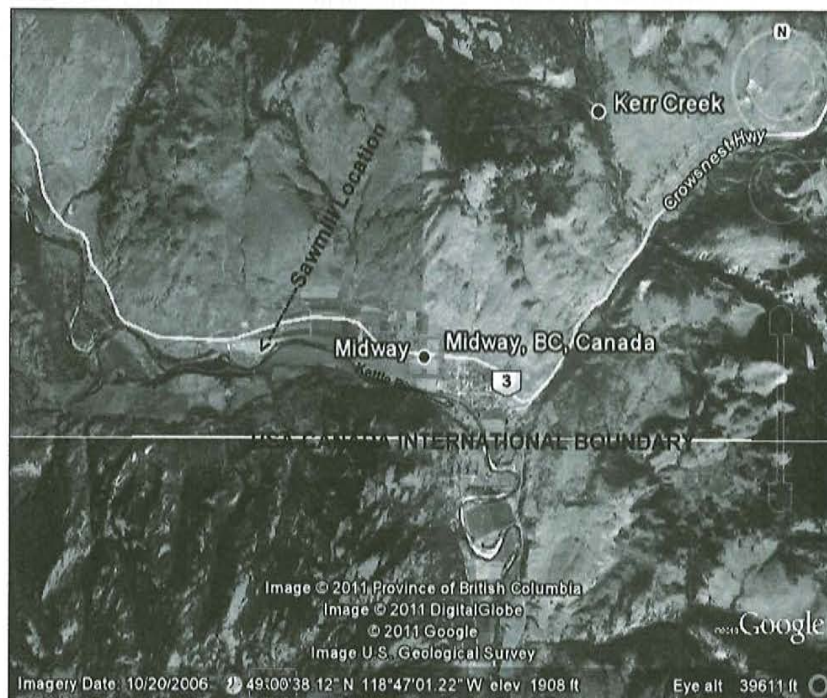
Permit Number: 105692

Permit No. 105692

PROVINCE OF  
BRITISH COLUMBIA

Environmental Protection

## Site Location Map



Location of Vaagen Fibre Canada, ULC Sawmill Site, 1160, Highway #3

Date issued: October 5, 2011

Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Page 7 of 8

Permit Number: 105692

Permit No. 105692

PROVINCE OF  
BRITISH COLUMBIA

Environmental Protection



## SITE PLAN A



Vaagen Fibre Canada, ULC Sawmill Site Plan Located 3.5 km West of Midway, BC

Date issued: October 5, 2011

Chris Stroich, M.Sc., P.Ag.  
for Director, *Environmental Management Act*  
Southern Interior Region - Kootenay

Page 8 of 8

Permit Number: 105692



## Consultant's Report

Application No. 105692

**ENVIRONMENTAL PROTECTION NOTICE**

Application for a Permit Amendment Under The Provisions of the  
*Environmental Management Act*

We Vaagen Fibre Canada, ULC, 1160 Highway 3, Midway, BC V0H 1M0, intend to submit an application to the Director, *Environmental Management Act*, to amend Permit 105692, issued October 5, 2011, which authorizes the discharge of air emissions from an existing sawmill. The existing sources of the discharges are:

- Trim saw operation
- Lumber drying kilns

The land upon which the facility is situated and the discharge will occur is: Pcl B, Plan KAP6079B, DL 424, SDYD; That part shown in red on Pcl B, Plan KAP3932B, DL 424, SDYD; Pcl D, Plan B7088, DL 424 SDYD; Lot A, Plan KAP43625, District Lots 273S, 637, 2647 and 4170S, SDYD, located at 1160 Highway 3, approximately 3 kilometers west of the Village of Midway, BC.

The amendment requests that the following conditions be changed in order to accommodate 1 additional lumber drying kiln, for a total of 3 lumber drying kilns, and related appurtenances:

- The maximum rate of air emissions discharged from this facility will increase from 100 cubic metres per minute to 300 cubic metres per minute.
- The maximum rate of production will increase from 100 mfbm per year (combined production for two kilns) to 140 mfbm per year (combined production for 3 kilns).
- The characteristics of the discharge will be equivalent to or better than typical emissions from operation of 3 natural gas fired lumber drying kilns. Changed from 2 natural gas fired lumber drying kilns.
- The authorized discharge period will remain continuous, 24 hours/day, 7 days/week.

Emissions from the cyclone associated with the trim saw facility will not change.

Any person who may be adversely affected by the proposed amendment 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's agent, Masse Environmental Consultants Ltd. at 812 Vernon Street, Nelson, BC V1L 4G4 or by email at jenn@masse-env.com, with a copy to the Regional Manager, Environmental Protection at 2080A Labieux Road, Nanaimo, BC V9T 6J9 or by email at Authorizations.South@gov.bc.ca. Please quote the applicant name (Vaagen Fibre Canada ULC) and application number (105692) in the subject line of your correspondence.

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 5<sup>th</sup> day of December, 2016.

Jennifer Ross, M. Sc., P. Chem.

Contact person: Jennifer Ross

Telephone No. 250-352-1147

E-mail: jenn@masse-env.com



**TECHNICAL ADDENDUM**  
**VAAGEN FIBRE CANADA, ULC**  
**APPLICATION FOR A PERMIT AMENDMENT UNDER THE PROVISIONS OF THE**  
***ENVIRONMENTAL MANAGEMENT ACT***

Application No. 105692

Prepared by:  
**Masse Environmental Consultants Ltd.**  
812 Vernon Street  
Nelson, BC, V1L 4G4

**December 1, 2016**



## **1 INTRODUCTION**

The purpose of this application is to authorize additional discharges from a sawmill located at 1160 Highway 3, Midway BC V0H 1M0. The sawmill, operated by Vaagen Fibre Canada, ULC, currently operates under the existing permit No. 105692, issued October 5, 2011 (Appendix 1), which authorizes the discharge of air emissions from operation of a trim saw facility and two natural gas-fired lumber drying kilns. The additional discharges include air emissions from one additional natural gas-fired lumber drying kiln, for a total of three natural gas-fired lumber drying kilns.

## **2 PROJECT DESCRIPTION**

### **2.1 History**

Historically, the sawmill was operated by Pope and Talbot Limited. Pope and Talbot filed for bankruptcy and the mill was shut down in 2007. The property and mill equipment were subsequently purchased through auction by Fox Forest Products of Montana USA (registered in BC as FFP Properties, Inc.) but the mill only operated a short time under their ownership. In 2011 the mill and property was purchased by Boundary Sawmill Inc., a consortium of local investors and the Village of Midway. Boundary Sawmill Inc. signed a 10 year lease with Vaagen Brothers of Colville Washington to operate the mill. The Canadian company, Vaagen Fibre Canada, ULC, has operated the mill since 2011.

### **2.2 Products**

Production capacity is 140 mbfm per year. Lumber is milled and kiln dried at the Midway location. Kiln dried lumber is then shipped to the Vaagen Brothers mill in Colville Washington USA for planing and subsequent shipping, primarily to overseas markets.

### **2.3 Operational System**

Logs are purchased on the open market and milled at the Midway sawmill. Material suitable for production of pulp is chipped and shipped to the Zellstoff Celgar pulp mill in Castlegar, BC. Bark from the milling operation and yard wood waste is hogged and shipped to the Avista biomass fuel electricity generating plant in Kettle Falls Washington USA. Waste metal is collected and shipped to Burnaby for recycling. Recycled material includes shipping pallets, crates and wooden wire reels, to the extent possible. Any remaining waste, including domestic refuse, is taken to the regional landfill site.

The old wood waste burner, formerly authorized by PA 01952, is used from time to time for wood waste storage if there is a hogger malfunction. No incineration occurs in the former burner.

Water used for industrial operational purposes is obtained from two wells (exact depth not known but estimated to be 9 - 18 m deep) located approximately 46 m from the Kettle River. Domestic water is obtained from a separate well located farther away from the river. Domestic sewage is discharged to septic tanks and disposal fields under Ministry of Health jurisdiction. A water license (CL 44041)

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Vaagen 105692 Permit Amendment Application – Technical Addendum

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authorizing utilization of the Kettle River (432,000 gpd) for fire protection purposes is in good standing under the name of FFP Properties, Inc.

## **2.4 Project**

In 2011, the mill was re-tooled and modernized. This included installation of a closed compressor cooling system to eliminate the discharge of compressor cooling water to the ground adjacent to the Kettle River. The gas fired/hot oil kiln drying system remains unchanged from the previous operation. This project proposes the construction of one additional natural gas-fired lumber drying kiln.

## **3 AIR DISCHARGES AND TREATMENT**

### **3.1 Trim Saw Facility**

Sawdust produced by operation of the trim saw is captured and treated by an eight foot (2.4 meter) diameter cyclone. The cyclone was inspected in 2011 by Allied Blower (Mike Kelliher or Rod Watson 250-503-2533) and a particulate emission calculation indicated that the maximum output of material to the air was 85.5 mg/m<sup>3</sup>. The cyclone's authorized maximum discharge rate is 306 m<sup>3</sup>/min over a period of 24 hrs/day for 5 days per week. Characteristics of the cyclone emissions must be equivalent to or better than 115 mg/m<sup>3</sup> (Permit No. 105692). This application for a permit amendment does not propose any changes to the existing emissions from the cyclone associated with the trim saw facility.

### **3.2 Lumber Drying Kilns**

The mill has two permitted natural gas fired/hot oil dry kilns that are used to dry lumber prior to shipment to Colville Washington for planing. These units operate continuously, 24 hrs/day for 7 days per week, with a maximum rate of discharge of 100 m<sup>3</sup>/min. Characteristics of the emissions are typical of those produced by the combustion of natural gas. This application for a permit amendment requests that conditions be changed in order to accommodate one additional lumber drying kiln, for a total of three lumber drying kilns, and related appurtenances. The three units will operate continuously, 24 hrs/day for 7 days per week, with a maximum rate of discharge of 300 m<sup>3</sup>/minute. Characteristics of the emissions are typical of those produced by the combustion of natural gas.

## **4 RECEIVING ENVIRONMENT**

The mill is located about 3.5 km west of the Village of Midway. The mill is located in a rural area and is bordered to the north and east by a tree nursery operated by Stewart Brothers Nurseries Ltd. (5129 Spiers Road, Kelowna, BC V1W 4B5). A Stewart Brothers office building is located about 630 meters northeast of the mill. The large unused former Pope and Talbot office complex west of the mill is on property owned by the former owner FFP Properties, Inc. There are no dwellings located near the mill property. The largest group of dwellings is located approximately 1.4 km north northeast of the mill site on Highway 3 near Midway. There is residence located south of the Kettle River about 1.2 km east southeast of the mill.



The Kettle River runs immediately adjacent to the mill property and forms the southern boundary of the property. The Kettle River is a fish-bearing watercourse.

Emissions from a properly operating a trim saw cyclone should not have any significant impact on air quality outside of the mill property. Emissions from natural gas-fired dry kilns are primarily carbon dioxide, carbon monoxide and nitrogen oxides and will not cause a significant impact in this rural airshed.

## 5 REGULATORY

A historical review of the Ministry of Environment file indicated that the most significant historical air impact from the mill occurred when the former wood waste burner and wood fired power boilers were operating. These facilities are no longer in operation. There was also documentation on file of an open burn that caused concern due to observed air pollution and the lack of visibility on nearby Highway 3. Open burning is no longer occurring on this property.

A more recent review of the Ministry of Environment file uncovered a property inspection report from October 31, 2012, that identified two issues of non-compliance with the existing authorization:

- 1) An excessive amount of wood waste material in the form of log butt ends and fragments was being stored onsite.
- 2) Disposal of soil/wood waste residue was occurring onsite in close proximity to the Kettle River.

The existing permit No. 105692, issued October 5, 2011, authorizes the accumulation of wood waste materials on site to limits reasonably required to allow efficient transport to authorized receiving sites. This limit should not exceed that generated over a normal 3 week production period. Currently, wood waste storage onsite meets the permit requirement (see Appendix 2) and is estimated as that generated over a 1 week period.

Vaagen Fibre Canada, ULC is investigating options for the re-use or disposal of the mixed soil/wood waste residue piled in close proximity to the Kettle River. Options currently being explored include use at a local nursery and use at the regional landfill as a cover material.

Vaagen 105692 Permit Amendment Application – Technical Addendum

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## 6 CLOSURE

We trust the information provided in this report meets your current requirements. If you have any questions or require any further information do not hesitate to contact the undersigned.

Sincerely,



Jennifer Ross, M.Sc., P. Chem.  
Masse Environmental Consultants Ltd.  
812 Vernon Street, Nelson, BC V1L 4G4  
jenn@masse-env.com  
250-352-1147

DRAFT



## Grant-in-Aid Request

Application to (please check where appropriate):

<input checked="" type="checkbox"/> Electoral Area A Director Ali Grieve	<input type="checkbox"/> Electoral Area B Director Linda Worley	<input type="checkbox"/> Electoral Area C Director Grace McGregor	<input type="checkbox"/> Electoral Area D Director Irene Perepolkin	<input type="checkbox"/> Electoral Area E Director Bill Baird
-----------------------------------------------------------------------------	--------------------------------------------------------------------	----------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------

Applicant:	BV RECREATION		
Address:	BOX 880, FRUITVALE, BC, V0G 1L0 1777 GREEN ROAD		
Phone:	250-367-9319	Fax:	250 367-9397
Email:	K.WALKER@rdkb.com		
Representative:	KELLY WALKER		
Make cheque payable to:	BV RECREATION		

What is the Grant-in-Aid for:

SENIORS DINNER ON FEBRUARY 9, 2017, TO HELP COVER SOME OF THE EXPENSE OF THE CATERER (APPROX \$5700.00). WE LOWERED TICKET COST SO SENIORS COULD AFFORD.
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Amount Requested: \$1600.00

Date: DEC. 13/16

Signature: Kelly Walker

Print name: KELLY WALKER

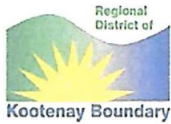
Office Use Only

Grant approved by Director:

*Grieve - Dec 14/16*

Approved by Board:





## Grant-in-Aid Request

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' / Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' / Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' / West Boundary Director Vicki Gee
-------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

Applicant:	Scouts Canada - 1st Beaver Valley Group			
Address:	PO Box 477			
Phone:	250-231-1971	Fax:		E-Mail: craig.stemmler@gmail.com
Representative:	Craig Stemmler			
Make Cheque Payable To:	Scouts Canada			

\*\*\*\*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? \$ 20 000 What amount are you requesting from this RDKB Director(s)? \$ 2000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The Beaver Valley, Scouts Canada Group, will be sending a Troop
to attend the 2017 Canadian Jamboree next July in
Eldersburg, Nova Scotia. This opportunity only presents itself
every 4 years and is an opportunity for 10000+ Scouts
Canada youth to gather for a week of camping,
activities and Fellowship. It is truly a once in a lifetime
experience for the youth who can attend a Jamboree.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Secured: \$ _____
Amount Requested: \$ _____	
Name of Organization _____	Amount Secured: \$ _____
Amount Requested: \$ _____	
Name of Organization _____	Amount Secured: \$ _____
Amount Requested: \$ _____	

Date: 2017-01-05 Applicant Signature: [Signature] Print Name: Craig Stemmler

### Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

Approved by Director Grieve Dec 22/16



It starts with Scouts.

Scouts Canada  
1<sup>st</sup> Beaver Valley Group  
PO Box 477  
Fruitvale, BC  
V0G1L0

December 16, 2016

Regional District of Kootenay Boundary  
202-843 Rossland Avenue  
Trail, BC V1R 4S8

Dear Ali Grieve:

The Beaver Valley has been home to a very active Scouts Canada Group for many decades. Our network of adult volunteers teaches outdoor skills, leadership, community service, and personal development to boys and girls ages 5 and up. Our Group has helped many thousands of local youth to develop into well rounded young adults ready to be successful in the world.

One aspect of the Scouts Canada Program is to offer opportunities for the youth to interact with other youth from around the region, throughout the Province, and across Canada. One of these opportunities occurs every 4 years, when Scouts Canada holds the Canadian Jamboree. The Canadian Jamboree is an opportunity for 10,000+ Scouts Canada youth to gather for a week of camping, activities, and fellowship. It is truly a once in a lifetime experience for the youth who can attend a Jamboree. In 2017, Scout's Canada will be holding its next Jamboree in Elderbank, Nova Scotia.

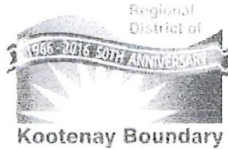
The Beaver Valley, Scouts Canada Group, will be sending a Troop to attend the 2017 Canadian Jamboree next July. We have 8 youth and 3 adult leaders who will working to sharpen their camping skills and raise the funds over the next 9 months to make this trip. We have several fundraising programs underway, with our youth working hard to raise the estimated \$20,000 that this trip will cost. So far we have raised over \$3,000 by making and selling bee-houses, selling popcorn, selling LED light bulbs (FortisBC LED lightbulb program), and making/selling Christmas crafts. We will be planning more fundraising events through the first half of 2017. We are also asking local business and service organizations for donations to help us achieve our fundraising goal.

We would like to ask your organization to consider making a donation to our Scouts Canada Group to help out Troop attend the 2017 Scouts Canada Jamboree. Our youth will be wearing T-shirts with all of the sponsoring company's logos at our future fundraising activities as well as when traveling to and from the Jamboree. We will also be showcasing the generosity of our sponsors by recognizing them on our Facebook Page, and in the local media. Our boys and girls would sincerely appreciate your help in raising the funds to embark on this once in a lifetime adventure.

Thank you in advance for your generosity.

  
Scott Weatherford  
Group Commissioner  
1<sup>st</sup> Beaver Valley Scouts Canada Group





# 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](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input checked="" type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Applicant:	* Rossland Youth Action Network			
Address:	* Box 718 Rossland BC, V0G1Y0			
Phone:	* 250-368-7776	Fax:		E-Mail: * <a href="mailto:yancoordinator@gmail.com">yancoordinator@gmail.com</a>
Representative:	* Mike Kent			
Make Cheque Payable To:	* Rossland Youth Action Network			

\*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? \$98,100 What amount are you requesting from this RDKB Director(s)? \$1,500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The Rossland Youth Action Network has been allocated a building located between the Rossland Summit School and the skatepark. This is a prime location for the YAN to provide a dedicated youth space as a base for youth inspired programming. The two bay shop requires extensive renovations to turn it into a vibrant space for youth and community. We have received considerable support from local trades in promised in kind labour and materials. Once completed the new location will provide a sustainable centre for programming, events and activities for youth from Rossland, Area B and the Greater Trail area. Please see attached a description of the project including overview plans and budget breakdown. We are requesting funds to buy furnishings to complete the project when the renovation is finished.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	City of Rossland	
Amount Requested:	\$24,500	Amount Secured: \$20,000
Name of Organization	Columbia Basin Trust (from our core funding)	
Amount Requested:	\$8200	Amount Secured: \$8200
Name of Organization	Community Initiatives	
Amount Requested:	\$7000	Amount Secured: \$6917
Date:	04/01/2017	Applicant Signature  Print Name Mike Kent

## Office Use Only

Grant approved by Electoral Area Director:

January 4/17

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** December-20-16 1:08 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Boundary Museum Society dba Boundary Museum & Interpretive Centre, email address - boundarymuse@shaw.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Boundary Museum Society dba Boundary Museum & Interpretive Centre

Address: 6145 Reservoir Road

Phone: 250-442-3737

Fax:

Email: boundarymuse@shaw.ca

Representative: Cher Wyers, on behalf of the Board of Directors

Make Cheque Payable To: Boundary Museum Society

**Other Expenses:**

Total Cost of Project: \$\$6,079.85

Amount Requested from RDKB Director(s): \$\$6,000.00

*Approved by Director Russell 01/11/17*

What is the Grant-in-Aid for?

For the final installation costs of the Solar Panel Project to the main Museum and 40' x 40' Exhibition Buildings. These expenditures exceeded the original RDKB Gas Tax funds received in 2014. A GIA was incorrectly sent to Area C Director Grace McGregor back on February 16, 2015. Director Laura Lodder has been in discussion with Area D Rural Grand Forks Director Roly Russell and we have been asked to re-submit this GIA request for 2016. The receipts paid by the BMS include: 1) Boundary Electric (1985) Ltd. Invoice #93614 date January 29, 2015 for \$5,302.50 for "Pull permit & install underground cable to complete grid tie system"; 2) Lil Hoe Contracting Invoice dated November 14, 2014 for 5 1/2 hrs mini excavator to trench & backfill electrical line for \$519.75 and; 3) Granby Gravel & Sand Invoice #3078 dated

October 27, 2014 for \$257.60 to supply & deliver bedding sand for the above work. Copies of these receipts and GIA in 2015 were attached to the 2015 Annual Report for the Solar Panel Project. We sincerely appreciate your support at this time.

**List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

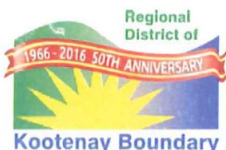
Amount Requested

Amount Secured

Documents uploaded with Submission?

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## Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Cristina Lake Director Grace McGregor	<input checked="" type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Applicant:	* City of Grand Forks			
Address:	* Box 220, Grand Forks, BC V0H 1H0			
Phone:	* 250.442.8266	Fax:		E-Mail: * <a href="mailto:ddrexler@grandforks.ca">ddrexler@grandforks.ca</a>
Representative:	* Daniel Drexler			
Make Cheque Payable To:	* City of Grand Forks			

*\*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? \$ 6,500.00 What amount are you requesting from this RDKB Director(s)? \$ 1,000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To help cover costs of activities for family day in order to make them free of charge for the so the entire community and region can enjoy the events.
At present the expenses are expected to reach \$6,500 due to extra expenses from additional vendors and a larger "Fun Mudder". With the support from the RDKB in the amount of \$1,000 the total secured amounts would be \$3,000.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	GFCU	Amount Requested: \$ 1,000.00	Amount Secured: \$ 1,000.00
Name of Organization	Community Futures Boundary	Amount Requested: \$ 1,500.00	Amount Secured: \$ 1,000.00
Name of Organization		Amount Requested: \$	Amount Secured: \$
Date:	Dec 16, 2016	Applicant Signature	
		Digitally signed by Daniel Drexler Date: 2016.12.16 15:39:11 -0800	Print Name Daniel Drexler

Office Use Only
Grant approved by Electoral Area Director:
Approved by Board: _____

**SUBMIT**

## FAMILY DAY 2017 - BUDGET

INCOME	requested	confirmed
GFCU	1000	1000
CF	1500	1000
Area D	1000	
in-kind City	3000	
<b>TOTAL</b>	<b>6500</b>	<b>2000</b>
EXPENSES		
Sunshine Lanes - Bowling	450	
Gem Theatre - Movie	363	
Buy Low - Hotdogs	450	
Overwaitea - Drinks	250	
Public Works	1500	
Materials and Supplies	450	
Phoenix Ski Hill		sponsored seperately
Swim and Skate		sponsored seperately
Advertising	1500	
Rotary - Chili	75	
t shirts - Fun Mudder	1500	
<b>TOTAL</b>	<b>6538</b>	



# Grant-in-Aid Request

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<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Applicant:	* BC Snowboard Association		
Address:	* Box 2040, Kelowna BC V1X 4K5		
Phone:	* (250) 491-7626	Fax:	n/a
E-Mail:	* admin@bcsnowboard.com		
Representative:	* Cathy Astofooroff, Executive Director		
Make Cheque Payable To:	* BC Snowboard Association		

\*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? \$ 5000

What amount are you requesting from this RDKB Director(s)? \$ 3000

~~\$3000~~ \$5000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

In February, 2017, over 100 "Para" (physically challenged) Snowboard athletes from 27 countries will be coming to Big White in RDKB Area E. This inspiring event will draw visitors from, and spotlight the RDKB across the globe. 35 coaches, 130 volunteers and 500 spectators are anticipated. Direct participants will spend up to 12 nights, and will be encouraged to explore all amenities the region offers. Extensive media (TV/Radio/Web/Print) coverage is planned. Event success is ensured by sound project planning and highly experienced event management. Opportunities will be created for local artisans and businesses to gain international exposure, and there will be direct First Nations participation. This grant request will support the special event bibs that all athletes will wear to compete. The total cost of the bibs is \$5000.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Southern Interior Initiative Trust	Amount Requested: \$ 25,000	Amount Secured: \$ 25,000
Name of Organization	Destination BC, Tourism Events Program	Amount Requested: \$ 40,000	Amount Secured: \$ Pending
Name of Organization	City of Kelowna	Amount Requested: \$ 4000	Amount Secured: \$ Pending
Date:	2017/01/09	Applicant Signature	
Print Name	Cathy Astofooroff		

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

**SUBMIT**





# Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Ger
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Applicant:	* <u>Midway Community Association</u>			
Address:	* <u>P.O. Box 249</u>			
Phone:	* <u>250-443-5220</u>	Fax:		E-Mail: * <u>beatrice.blight 901@gmail.com</u>
Representative:	* <u>BEATRICE BLIGHT</u> director			
Make Cheque Payable To:	* <u>Midway Community Association</u>			

\*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? \$ 1938.75 What amount are you requesting from this RDKB Director(s)? \$ 500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

WE have organized 16 yoga classes to be held at the Midway community hall starting on January 18, 2017. The Grant-in-Aid will be applied to the cost of our instructors. Our community desperately need more activities that encourage physical and mental well being, especially during the winter months.

The Grant-in-Aid funds will make our yoga classes affordable to more people in our community.

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: <u>JAN 09 2017</u>	Applicant Signature: <u>Beatrice Blight</u>	Print Name: <u>Beatrice Blight</u>

## Office Use Only

Grant approved by Electoral Area Director: [Signature]

Approved by Board: \_\_\_\_\_

**STIRMIT**

## Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Applicant:	ROCK CREEK COMMUNITY MEDICAL SOCIETY		
Address:	100 CUTOFF Rd. Box 9, ROCK CREEK, B.C. V0N 1Y0		
Phone:	250-446-2977	Fax:	
Representative:	GAIL McLEAN Secretary/TREASURER		
Make Cheque Payable To:	RCCMS		

\*\*\*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? \$278.31 What amount are you requesting from this RDKB Director(s)? \$278.31

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

ROCK CREEK COMMUNITY MEDICAL SOCIETY
NEW CLINIC IN THE AREA

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: \$ \_\_\_\_\_

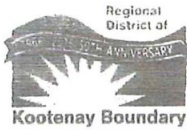
Name of Organization \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: Jan 18/17 Applicant Signature Gail McLean Print Name GAIL McLEAN

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

**SUBMIT**





## 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](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Applicant:	* ROCK CREEK COMMUNITY MEDICAL SOCIETY			
Address:	* 100 CUTOFF ROAD, BOX 9, ROCK CREEK, BC V0L1Y0			
Phone:	* 250-446-2977	Fax:		E-Mail: * SECRETARY@ROCKCREEKMEDICAL.ca
Representative:	* GAIL MCLEAN - SECRETARY/TREASURER			
Make Cheque Payable To:	* RCCMS			

\*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? \$160.00 What amount are you requesting from this RDKB Director(s)? \$160.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

2016 RENTAL SPACE FOR AREA E DIRECTOR MEETINGS
FOR MAR. 14 + 29, APRIL 25, AND OCT. 25, 2016
@ \$40 per day.

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 18/17 Applicant Signature Gmclea Print Name GAIL MCLEAN

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

**SUBMIT**



## 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 fo@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Applicant:	* Boundary Emergency & Transition Housing Society		
Address:	* Box 2194		
Phone:	* 250-442-8595	Fax:	E-Mail: * jujulo@shaw.ca
Representative:	* Judith Lloyd		
Make Cheque Payable To:	* BETHS		

\*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? \$4500.00 What amount are you requesting from this RDKB Director(s)? \$4500.00 \$2,250

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

We have been strongly encouraged to provide first aid and special training for our staff by BC Housing and although we strongly agree and want this it for the safety of our staff and clients, it comes with no funding attached.
Our staff are working and exposed to some high risk individuals and situations where the clients have a number of mental health, drug and or alcohol addictions.
We would need the funds for training for each staff member, wages, and or travel funds if we need to bring a trainer in or send staff out for training.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Public donation & Royal Canadian Legion Donation
Amount Requested: \$	Amount Secured: \$
Name of Organization	
Amount Requested: \$	Amount Secured: \$
Name of Organization	
Amount Requested: \$	Amount Secured: \$
Date: Jan 23/17	Applicant Signature <i>Judith Lloyd</i> Print Name Judith Lloyd

Office Use Only
Grant approved by Electoral Area Director: <i>McGregor Jan 23/17</i>
Approved by Board: _____

**SUBMIT**

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** January-23-17 2:22 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Piranha Swim Club Society, email address - piranhasprez@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks  
 Director Roly Russell

**Applicant Information:**

**Applicant:** Piranha Swim Club Society

**Address:** 5895 Nursery Rd

**Phone:** 2504426747

**Fax:**

**Email:** piranhasprez@gmail.com

**Representative:** Laura Lewis

**Make Cheque Payable To:** Piranhas Swim Club

**Other Expenses:**

**Total Cost of Project:** \$

**Amount Requested from  
 RDKB Director(s):**

~~\$1500~~ \$300 Appnd by Chair McGregor  
 Jan 23 / 17

**What is the Grant-in-Aid for?**

The Grant-in-Aid would subsidize the cost of pool fees for our swim club, helping to keep our fees affordable for families. With the cost of pool rentals, lifeguarding, and competitive coaching, the Piranhas relies heavily on community funding and fundraising to supplement our registration fees. Our club has over 50 youth from Grand Forks and Christina Lake. While the majority of our members reside in Area D, at least 3 families live in Christina Lake.

**List of Other Organizations Applied to for Funding**

Name of Organization    Grand Forks Legion

Amount Requested    500

Amount Secured    0

Name of Organization

Amount Requested    0

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\





## Grant-in-Aid Request

Application to (please check where appropriate):

<input type="checkbox"/> Electoral Area A Director Ali Grieve	<input type="checkbox"/> Electoral Area B Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area C Director <u>McGregor</u>	<input checked="" type="checkbox"/> Electoral Area D Director <u>Russen</u>	<input checked="" type="checkbox"/> Electoral Area E Director <u>Gree</u>
------------------------------------------------------------------	--------------------------------------------------------------------	----------------------------------------------------------------------------------	--------------------------------------------------------------------------------	------------------------------------------------------------------------------

Applicant:	GRAND FORKS FLYING ASSN. COPPER (AIRSHOW)		
Address:	3401 PANORAMA DR. GRAND FORKS BC V0H 1M2		
Phone:	250 442-8385	Fax:	
Email:	CULVARD@SHAW.CA		
Representative:	ANN GORDON		
Make cheque payable to:	GRAND FORKS FLYING ASSN. " " CREDIT UNION BRANCH 509 TRANSIT # 20500 A/C # 10000 / 830421		

What is the Grant-in-Aid for:

TO CELEBRATE CANADA'S 150 BIRTHDAY BY PROVIDING THE SNOWBIRDS AIRSHOW JULY 19-20 2017 AIR CPDETS WITH FREE TOWN US.
---------------------------------------------------------------------------------------------------------------------------

Amount Requested: \$5000 \$5000 \$5000 \$5000  
LIST OF EXPENSES INCLUDED

Date: JAN 18 - 2017

Signature: Ann M. Gordon

Print name: ANN M. GORDON

\$2,000  
Granted

Office Use Only

Grant approved by Director: McGregor Jan 23/17

Approved by Board: \_\_\_\_\_



ATTENTION THERESA LENARDON

REFERENCE AN APPLICATION FOR GRANT- IN- AID

AN APPLICATION HAS BEEN SUBMITTED BY THE GRAND FORKS FLYING ASSN., FOR A GRANT-IN-AID TO ENABLE THE SNOWBIRDS AIRSHOW TO PERFORM TO CELEBRATE THE 150<sup>TH</sup> BIRTHDAY OF CANADA.

THE FOLLOWING IS A LIST OF THE EXPENSES TO PROVIDE THE REQUIRED FACILITIES IN ACCORDANCE WITH THE OFFICIAL MANUAL PROVIDED BY THE SNOWBIRDS COORDINATOR.

- 1 60 HOTEL ROOMS ( 30 FOR TWO NIGHTS) A DISCOUNT HAS BEEN GIVEN.
- 2 24/7 SECURITY BY A BONDED COMPANY
- 3 FLAG OPERATORS FOR CROWD CONTROL
- 4 OXYGEN AND NITROGEN FOR PILOT SAFETY OF OPERATION
- 5 INSURANCE COVERAGE FOR 11 VEHICLES
- 6 DEISEL FUEL FOR SMOKE TRAILS DURING AIRSHOW
  
- 7 ADVERTIZING OPTIONAL.

SUBMITTED BY:-

ANN GORDON AIRSHOW CORDINATOR.  
250 442 8388  
Culvan@shaw.ca



## 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](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input checked="" type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Applicant:	* Boundary Emergency & Transition Housing Society			
Address:	* Box 2194			
Phone:	* 250-442-8595	Fax:		E-Mail: * <a href="mailto:jujulo@shaw.ca">jujulo@shaw.ca</a>
Representative:	* Judith Lloyd			
Make Cheque Payable To:	* BETHS			

\*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? \$4500.00 What amount are you requesting from this RDKB Director(s)? \$4500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

We have been strongly encouraged to provide first aid and special training for our staff by BC Housing and although we strongly agree and want this it for the safety of our staff and clients, it comes with no funding attached.
Our staff are working and exposed to some high risk individuals and situations where the clients have a number of mental health, drug and or alcohol addictions.
We would need the funds for training for each staff member, wages, and or travel funds if we need to bring a trainer in or send staff out for training.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Public donation & Royal Canadian Legion Donation	
Amount Requested: \$		Amount Secured: \$
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Date: Jan 23/17	Applicant Signature	Print Name Judith Lloyd

Office Use Only
Grant approved by Electoral Area Director: Russell Jan 23/17
Approved by Board: _____

**SUBMIT**

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** January-23-17 2:22 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Piranha Swim Club Society, email address - piranhasprez@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks  
 Director Roly Russell

**Applicant Information:**

**Applicant:** Piranha Swim Club Society

**Address:** 5895 Nursery Rd

**Phone:** 2504426747

**Fax:**

**Email:** piranhasprez@gmail.com

**Representative:** Laura Lewis

**Make Cheque Payable To:** Piranhas Swim Club

**Other Expenses:**

**Total Cost of Project:** \$

**Amount Requested from**  
**RDKB Director(s):**

~~\$1500~~

\$ 1,200

Approved by Director Russell  
 Jan 23/17

**What is the Grant-in-Aid for?**

The Grant-in-Aid would subsidize the cost of pool fees for our swim club, helping to keep our fees affordable for families. With the cost of pool rentals, lifeguarding, and competitive coaching, the Piranhas relies heavily on community funding and fundraising to supplement our registration fees. Our club has over 50 youth from Grand Forks and Christina Lake. While the majority of our members reside in Area D, at least 3 families live in Christina Lake.

**List of Other Organizations Applied to for Funding**

Name of Organization    Grand Forks Legion

Amount Requested    500

Amount Secured    0

Name of Organization

Amount Requested    0

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\



## Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area C Director <u>Murphy</u>	<input checked="" type="checkbox"/> Electoral Area D Director <u>RUSSEN</u>	<input checked="" type="checkbox"/> Electoral Area E Director <u>Greene</u>
--------------------------------------------	----------------------------------------------	--------------------------------------------------------------------------------	--------------------------------------------------------------------------------	--------------------------------------------------------------------------------

Applicant:	GRAND FORKS FLYING ASSN. COPPER (AIRSHOW)		
Address:	3401 PANORAMA DR. GRAND FORKS BC V2H 1H2		
Phone:	250 442-8385	Fax:	
Email:	CULVAR@SHAW.CA		
Representative:	ANN GORDON		
Make cheque payable to:	GRAND FORKS FLYING ASSN. " " CREDIT UNION BRANCH 509 TRANSIT # 20500 A/C # 10000 1 830421		

What is the Grant-in-Aid for:

TO CELEBRATE CANADA'S 150 BIRTHDAY BY PROVIDING THE SNOWBIRDS AIRSHOW JULY 18-20 2017 AIR CADETS WITH FREE ENR. US.
---------------------------------------------------------------------------------------------------------------------------

Amount Requested: AREA(C) \$5000 AREA(D) \$5000 AREA(E) \$5000  
~~\$5000 requested~~  
 LIST OF EXPENSES INCLUDED

Date: JAN 18 - 2017

Signature: Ann M. Gordon

Print name: ANN M. GORDON

**\$2000  
Granted**

Office Use Only

Grant approved by Director: Russen Jan 23/17

Approved by Board: \_\_\_\_\_



ATTENTION THERESA LENARDON

REFERENCE AN APPLICATION FOR GRANT- IN- AID

AN APPLICATION HAS BEEN SUBMITTED BY THE GRAND FORKS FLYING ASSN., FOR A GRANT-IN-AID TO ENABLE THE SNOWBIRDS AIRSHOW TO PERFORM TO CELEBRATE THE 150<sup>TH</sup> BIRTHDAY OF CANADA.

THE FOLLOWING IS A LIST OF THE EXPENSES TO PROVIDE THE REQUIRED FACILITIES IN ACCORDANCE WITH THE OFFICIAL MANUAL PROVIDED BY THE SNOWBIRDS COORDINATOR.

- 1 60 HOTEL ROOMS ( 30 FOR TWO NIGHTS) A DISCOUNT HAS BEEN GIVEN.
- 2 24/7 SECURITY BY A BONDED COMPANY
- 3 FLAG OPERATORS FOR CROWD CONTROL
- 4 OXYGEN AND NITROGEN FOR PILOT SAFETY OF OPERATION
- 5 INSURANCE COVERAGE FOR 11 VEHICLES
- 6 DEISEL FUEL FOR SMOKE TRAILS DURING AIRSHOW
  
- 7 ADVERTIZING OPTIONAL.

SUBMITTED BY:-

ANN GORDON AIRSHOW CORDINATOR.  
250 442 8388  
Culvan@shaw.ca

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1623**

A Bylaw to amend Electoral Area 'D'/Rural Grand Forks Zoning  
Bylaw No. 1299, 2005 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 'D'/Rural Grand Forks 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. 1623, 2017.
2. That Schedule 'A' (Electoral Area D Zoning Map) of the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299, 2005 is amended to rezone the 3.5 ha portion of the following property from 'Extensive Agricultural Resource 2' (AGR2) Zone to 'Rural Resource 1' (RUR1) Zone:
  - Lot A, DL 1357, 1359, 1738 and 2007, SDYD, Plan 34983;

as shown shaded in red on **Schedule Z** attached hereto and forming part of this Bylaw.
3. That the following text be added immediately after Section 307(7) of Bylaw No. 1299, 2005:
 

“8. Parcels that are split into more than one zone may be subdivided along the zone boundary provided the minimum parcel size requirement for new parcels created by subdivision can be achieved in at least one of the zones. Further no parcel created pursuant to this section may be less than:

  - a) 2000m<sup>2</sup> when connected to a community water system,
  - b) 1 hectare when not connected to a community water system.”

**READ A FIRST TIME** this 26<sup>th</sup> day of January, 2017.

**READ A SECOND TIME** this 26<sup>th</sup> day of January, 2017.

**PUBLIC HEARING** held on this XX<sup>th</sup> day of XXX, 2017.

**READ A THIRD TIME** this XX<sup>th</sup> day of XXX, 2017.

**FINALLY ADOPTED** this XX<sup>th</sup> day of XXX, 2017.

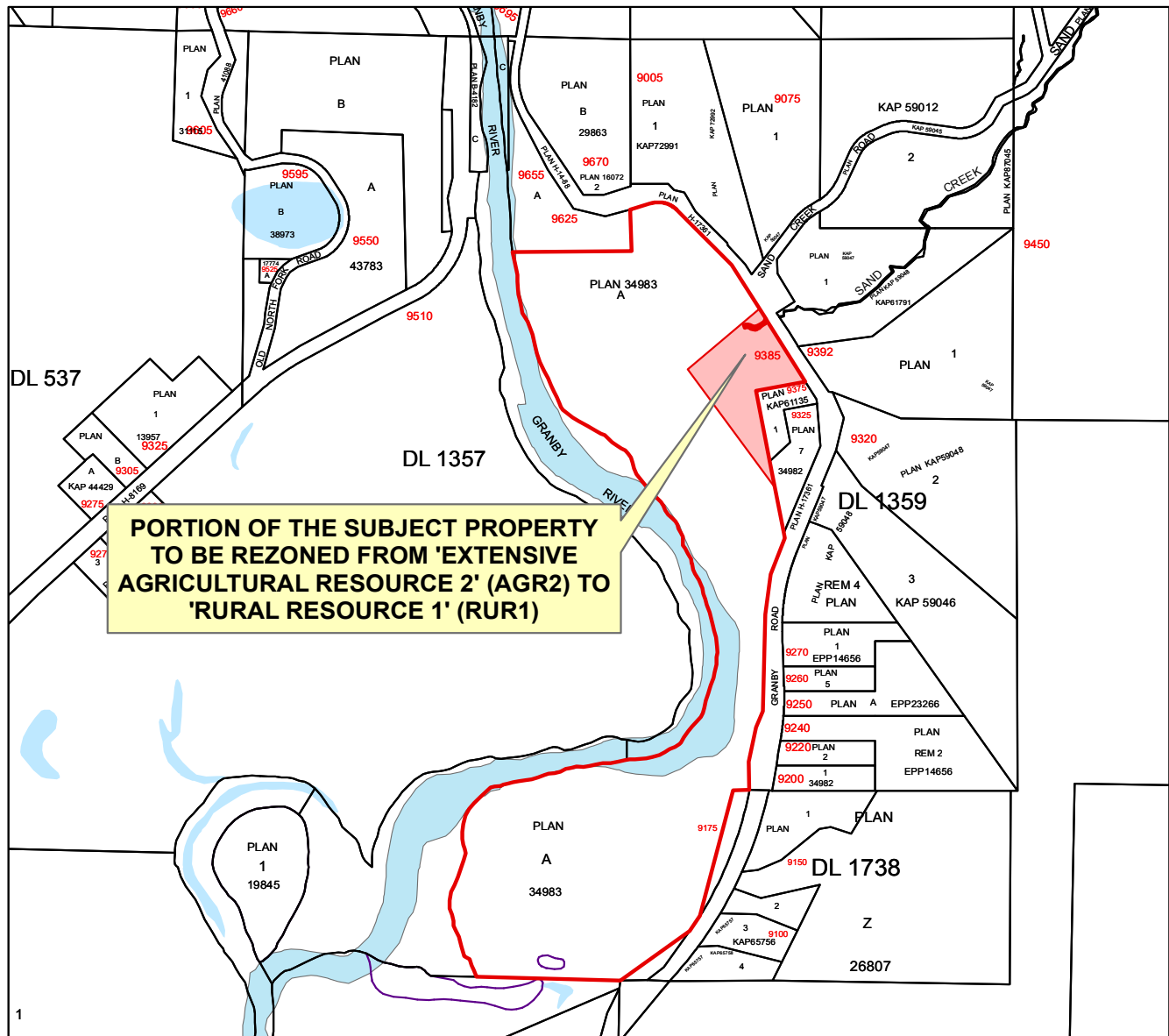
\_\_\_\_\_  
Manager of Corporate Administration

\_\_\_\_\_  
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. 1623, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1623, 2017".

---

Manager of Corporate Administration



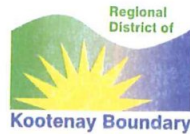
I hereby certify this Schedule Z to be a true and correct copy and that this Schedule Z correctly outlines the property to be rezoned by "Regional District of Kootenay Boundary Bylaw No. 1623."

\_\_\_\_\_  
Director of Corporate Administration

\_\_\_\_\_  
Date



Scale  
1:12,000



### Bylaw No. 1625

A bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish a service within Electoral Area 'C'/Christina Lake to provide funds for the operation and maintenance of the Christina Lake Water Utility.

**WHEREAS** a Regional District may, by bylaw, establish and operate a service under the provisions of the *Local Government Act*;

**AND WHEREAS** a Regional District of Kootenay Boundary wishes to establish a service for the purpose of operating and maintaining the Christina Lake Water Utility;

**AND WHEREAS** the Regional District of Kootenay Boundary has been granted the authority, through an Order in Council, to assume the operation and maintenance of the water system lights formerly managed by the Christina Waterworks District;

**NOW THEREFORE BE IT RESOLVED** that the Regional District of Kootenay Boundary Board of Directors, in open meeting assembled, enacts as follows:

1. Establishment

The Regional District of Kootenay Boundary hereby establishes a water utility service in Electoral Area 'C'/Christian Lake to be known as Christina Lake Water Utility Service.

2. Purpose

The purpose of this bylaw is to establish a water utility service in Electoral Area 'C'/Christina Lake of the Regional District of Kootenay Boundary.

3. Service Area and Participants

The boundaries of the service area shall be in Electoral Area 'C'/Christina Lake as outlined on the plan attached as Schedule 'A'.

The service participant is Electoral Area 'C'/Christina Lake.

4. Financial Matters and Apportionment

The annual operating costs shall be recovered as authorized under the *Local Government* or any other *Act* by one or more of the following:

- (a) property value taxes;



- (b) parcel taxes imposed;
- (c) fees and charges imposed;
- (d) revenues raised by other means;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

The maximum amount that may be requisitioned pursuant to the Bylaw and the *Local Government Act* for the service will be the greater of:

- a) two hundred and sixty thousand dollars (\$260,000) dollars; or
- b) an amount equal to the amount that could be raised by a property value tax of \$1.94/1000 dollars which when applied to the net taxable value of land and improvements within the service area will yield the maximum amount that may be requisitioned.

5. Citation

This Bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Bylaw No. 1625, 2017".

Read a **FIRST and SECOND** time this 26th day of January, 2017.

Read a **THIRD** time this 26<sup>th</sup> day of January, 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 Regional District of Kootenay Boundary Bylaw No. 1625 cited as "Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Bylaw No. 1625, 2017" as read a third time this 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Manager of Corporate Administration

**APPROVED** by the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**RECONSIDERED** and finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

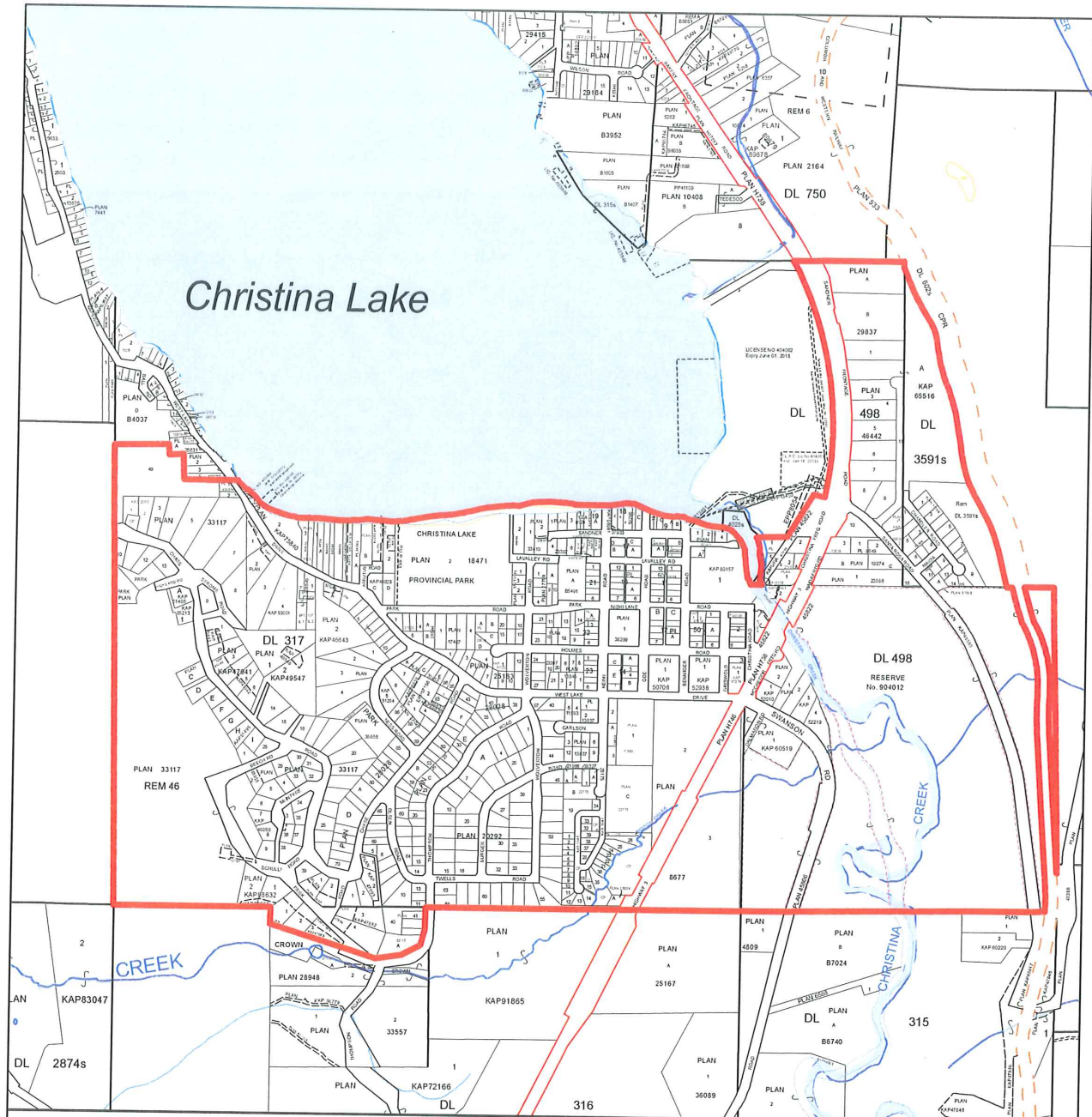
\_\_\_\_\_  
Chair

\_\_\_\_\_  
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. 1625 cited as "Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Bylaw No. 1625, 2017" as reconsidered and finally adopted this

---

Manager of Corporate Administration



### SCHEDULE A

#### REGIONAL DISTRICT OF KOOTENAY BOUNDARY CHRISTINA WATERWORKS LOCAL SERVICE AREA ESTABLISHMENT BYLAW 1625.

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 Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Bylaw No. 1625, 2017.

Manager of Corporate Administration

Date

0 200 400 800  
Meters

Date Plotted: January 20, 2017  
Cadastral Base Updated to: July 2016



**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. **656**, Approved and Ordered **September 19, 2016**

  
 Lieutenant Governor

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders the following, effective December 31, 2016:

- 1 The Letters Patent issued on November 16, 1946 (Order in Council 2727/1946) incorporating the Christina Waterworks District are revoked.
- 2 The rights, property and assets of the Christina Waterworks District are transferred to and vested in the Regional District of Kootenay Boundary.
- 3 The obligations of the Christina Waterworks District are transferred to and assumed by the Regional District of Kootenay Boundary.
- 4 The bylaws of the Christina Waterworks District continue in force as bylaws of the Regional District of Kootenay Boundary applicable to the area of the Regional District of Kootenay Boundary to which they applied as bylaws of the Christina Waterworks District until those bylaws are amended or repealed by the board of the Regional District of Kootenay Boundary.
- 5 A reference to the Christina Waterworks District in any commercial paper, lease, license, permit or other contract, instrument or document that is transferred under section 2 or 3 is deemed to be a reference to the Regional District of Kootenay Boundary.
- 6 The acquisition, maintenance and operation of works for waterworks purposes and all matters incidental to those purposes, are continued as a service of the Regional District of Kootenay Boundary.
- 7 The boundaries of the service area for the service continued under section 6 are the boundaries of the Christina Waterworks District immediately before it is dissolved.



*Minister of Community, Sport and Cultural Development  
 and Minister Responsible for TransLink*



*Presiding Member of the Executive Council*

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

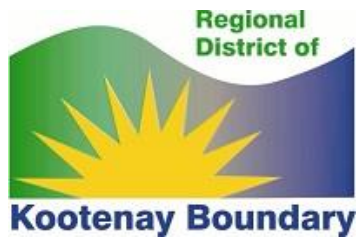
Act and section: Local Government Act, R.S.B.C. 2015, c. 1, ss. 45, 680 and 681

Other: OIC 2727/1946

August 15, 2016

page 1 of 1

2/O/665/2016/33



## STAFF REPORT

**Date:** 28 Jul 2016 **File** ES - Admin  
**To:** **Chair McGregor and Members of the RDKB Board of Directors**  
**From:** Goran Denkovski, Manager of Infrastructure and Sustainability  
**Re:** Christina Waterworks District Transition Study

### Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the findings of the Christina Waterworks District (CWD) transition to Regional District of Kootenay Boundary (RDKB) ownership study.

### History/Background Factors

On January 23, 2014 the CWD sent a letter to the RDKB requesting a study be completed to review possible future administrative service delivery models. The total cost of the study was \$14,250. The Province of BC Infrastructure Planning grant covered \$10,000 of the total. \$4,250 was paid through the RDKB Feasibility Service. The study provided the following information:

1. Review of the water system.
2. A strategy for identifying and implementing water system improvements to ensure sustainable water utility infrastructure.
3. Analysis of the current deficiencies in the water system, and recommendations for infrastructure upgrades.
4. A financial review, which addresses the utility's revenue and expenditures in order to ensure a financially stable utility. The financial review includes a rate structure analysis, which compares various funding scenarios, and a recommended rate structure.
5. A financial plan that shows a phased planning approach with Phase I being the current short-term capital improvement plan (0-5 year system needs) and Phase II encompassing longer (5-20 year) planning horizons.



The study was completed in March 2015 and was provided to the CWD. RDKB staff attended an information meeting in the spring of 2016 with CWD users and board members to answer questions and discuss future administrative service delivery models. On May 17, 2016 the Board of CWD with the support of ratepayers passed a resolution to proceed with the conversion of the Improvement District to a service area within the RDKB.

### **Implications**

Transition to a RDKB service would require additional resources with general administration of the service (Environmental, Corporate, and Financial services). Staff and labour for the operations of the utility will continue to be the same from the day of writing this report. However, the RDKB is investigating options with other Boundary water purveyors. Labour costs have been identified in the 2017 Draft Budget. At this time, water tolls and parcel taxes are not expected to increase in 2017.

### **Advancement of Strategic Planning Goals**

The conversion of Improvement Districts to RDKB specified services is considered to be an Environmental Stewardship Initiative. The process will likely:

1. Allow water systems to secure government funding.
2. Improve the ability to comply with Federal and Provincial Regulations and Standards.
3. Decreased liability associated with water, treatment and fire suppression supply.

### **Background Information Provided**

1. Christina Waterworks District Resolution May 2016
2. Christina Waterworks District Chairmen's Report April 2016
3. Christina Waterworks District Transition Study March 2015 (MMM Group)
4. Christina Lake Water Utility 2017 Draft Budget and 5 Yr Financial Plan
5. Regional District of Kootenay Boundary Service Analysis Tool Kit Christina Waterworks District

### **Alternatives**

1. Receive the Staff Report
2. Approve the transition of all Christina Waterworks District current powers, authorities and responsibilities to the Regional District of Kootenay Boundary.
3. Not approve the transition of all Christina Waterworks District current powers, authorities and responsibilities to the Regional District of Kootenay Boundary.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors approve the transition of all Christina Waterworks District current powers, authorities and

responsibilities to the RDKB. **Further**, that the Regional District of Kootenay Boundary Board of Directors request the Province of British Columbia for assent to transfer these powers, authorities and responsibilities, **And Further**, that this transfer of powers, authorities and responsibilities be effective January 1, 2017.

# CHRISTINA WATERWORKS DISTRICT

Whereas the question of whether to be absorbed by the Regional District of Kootenay Boundary, was put before the Board of Trustees at a meeting held on the 17<sup>th</sup> day of May , 2016:

And whereas the Trustees deem it advisable to enter into an agreement with the Regional District of Kootenay Boundary:

Therefore, be it resolved that:

Based on the clear support of the ratepayers, the Board of Christina Waterworks District will proceed with the conversion of the improvement district to a service area within the Regional District of Kootenay Boundary, resulting in dissolution of the improvement district. Also that the Chair of the Board, or other Board member, acting on behalf of the Board, be authorized to take action as necessary and communicate with the Province of British Columbia and the Regional District of Kootenay Boundary to implement this resolution.



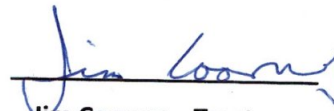
Ken Stewart - Chair- Board of Trustees



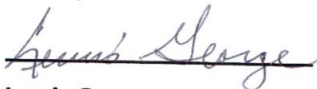
Patricia Palmer - Trustee



Jim Lewall - Trustee



Jim Cooney - Trustee



Lewis George - Trustee

Certified a true copy of the resolution adopted by the Trustees of Christina Waterworks District on the 17<sup>th</sup> day of May, 2016.



Officer



AGM April 29<sup>th</sup>, 2016.

#### Chairman's Report for 2015

The past year has seen a climb in attention from Interior Health. This has resulted from a fourfold change in IHA Drinking Water Officers during the period up to about 2 months ago. I hasten to add this has had nothing to do with CWD, but only IHA's internal promotions, maternity leave, etc. These changes always mean the new IHA people have slightly a different emphasis on various aspects of our operations. We have had three inspections by IHA people in the past year.

In respect of the second barrier mandate ( which you have probably heard enough from me on this subject), we engaged Summit Environmental early last summer to advise and consult our Board on the issue of obtaining a "filter deferral" so as to allow the use of UV treatment. Again, at least half the cost of any other type of treatment. Consequently our monitoring of our water has stepped up substantially. This process will go on for quite a few months until IHA is satisfied our water can obtain the needed status without filtering.

This past summer during the forest fire scare the RDKB arranged for standby generators to power our 2 pump houses should the Fortis power lines to our town site have been burnt. Should a fire have broken out in the town site then with no power we would have had no water to fight a fire. Our thanks to the RDKB for providing this service at no cost to our water system.

All of our fire hydrants, stand pipes etc., were painted during the summer. This was accomplished by 2 students under volunteer supervision at a very low cost.

Flushing our hydrants, as we do every year now requires that no chlorinated water escapes into fish bearing creeks, streams etc. We reached an agreement with our neighbour water system, Southerland Creek to share the cost of a "Live Purge Dechlorinator". This removes all traces of chlorine as the hydrants are flushed. Any time we can share a cost with SCWS we are doing so.

As you know we have a large mortgage with Royal Bank owing to the large expansion of our system back around 2004/2005. This mortgage is at 4.48%. It was felt with the lower interest rates in effect this past year we might save significant dollars by refinancing this mortgage. We sought input from several financial institutions which all offered lower rates (down to 2.99 %). Even the Royal offered lower rates. However, as with any mortgage there is a break fee to

refinance, and the amount of this fee (\$47,000.) meant any savings on lower rates would be offset by the amount of the break fee. No advantage to CWD.

In the fall we arranged to have vibration analysis performed on our 4 pumps, two 15 hp at the Moody Creek pump house and 2 at the Park pump house 75hp and 50 hp. One of two 15 hp pumps was sent out for rebuilding so we have a spare pump for that location. The tests showed our 75 hp pump which is our main one used in the summer had some rattles. We arranged to have this pump & motor removed, rebuilt and reinstalled. Also we resurrected a spare used 50 hp pump and motor which had been located. The pump was beyond repair, but the motor was tested and found to be OK so we at least have a spare motor.

Due to IHA, we purchased a new turbidity meter and this was installed in October. The readings are taken every 15 minutes, of the chlorinated water, then passed on to IHA. We are also now taking readings on incoming fresh water. Also we are doing bacteria readings on both chlorinated and freshwater. I can state quite positively we have 1<sup>st</sup> class water for our system.

We held a tax sale last fall for 2 lots, resulting from very overdue parcel tax assessments. The rules allow for a tax sale if the outstanding parcel tax is over 2 years old. We would probably have allowed the owner more time to pay but they could not offer any timeline for payment. More importantly, we were advised by the Province that they were going to seize the property on Dec. 1<sup>st</sup>, again due to very overdue property taxes. Should that have happened then CWD would have lost out on the funds owed to us with no recourse. Therefore we moved as we did.


The fire at the Crow & Bear turned out to be fairly costly for CWD. In the process of finding a shutoff valve to their premises our main line was broken in the attempt. In doing the repairs we took the opportunity to install a new fire hydrant at the site which we felt was needed at that location.

Some of you are aware that a former contractor launched a civil suit against CWD last May. This suit has since been discontinued without going to court as the parties reached a mutual settlement agreement. Because of a non-disclosure clause in the agreement, I cannot state the details, but your Board felt the modest settlement amount was acceptable and avoided drawn out court proceedings

Thank you very much.



MMM Group Limited



Christina Lake Water System  
Transition Study

Prepared for: Regional District of Kootenay  
Boundary


5114046-000

COMMUNITIES

TRANSPORTATION

BUILDINGS

INFRASTRUCTURE



MMM GROUP

March 2015

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**STANDARD LIMITATIONS**

This report was prepared by MMM Group Limited (MMM) for the account of The Regional District of Kootenay Boundary (the Client). The disclosure of any information contained in this report is the sole responsibility of the client. The material in this report reflects MMM's best judgment in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. MMM accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.



## 1.0 EXECUTIVE SUMMARY

### 1.1 Background

MMM Group Limited (MMM) has been retained by The Regional District of Kootenay Boundary (RDKB) to prepare an assessment of the existing potable water distribution system for the area of Christina Lake, which is within Electoral Area 'C' of the RDKB. The water system is currently owned and operated by a private utility called Christina Waterworks District (CWD), who approached the RDKB to consider creating a new specified service for the water utility. The first step in this process is to undertake a review of the water system. The objective of this report is to ensure a financially sustainable water utility and to provide a strategy for identifying and implementing water system improvements.

The transition study analyzes the current deficiencies in the water system, and provides recommendations for infrastructure upgrades. The study also contains a financial review, which addresses the utility's revenue and expenditures in order to ensure a financially stable utility. The financial review includes a rate structure analysis, which compares various funding scenarios, and a recommended rate structure.

In this respect, the financial plan can be thought of as a phased planning approach with Phase I being the current short-term capital improvement plan (0-5 year system needs) and Phase II encompassing longer (5-20 year) planning horizons.

### 1.2 Existing System

The existing Christina Waterworks District provides potable water to 467 connections, of which 443 are residential and 24 are commercial. The system also provides fire protection for the community. The community of Christina Lake is a popular tourist and vacation destination during the summer months. As such, the local population and water usage vary drastically throughout the year, with significantly higher consumption in the summer. Water supply is provided from a single source, an intake from Christina Lake. From the lake intake, the water is chlorinated and then pumped to the Moody Creek Reservoir through a dedicated main. The reservoir consists of an old reservoir and a new reservoir, which feed water by gravity back into the distribution system for the lower town site of Christina Lake. The Moody Creek Pump Station then pumps water from the new reservoir to the Wolverton Reservoir, which feeds water by gravity into the distribution system for the upper town site of Christina Lake. There are 2 pressure zones fed from the Wolverton Reservoir which are controlled by 2 Pressure Reducing Valves (PRVs). There is also a residential area on Chase Road with elevations that are above the service elevation of the Wolverton Reservoir. As such, this area is serviced by pumping from the Moody Creek Reservoir from the feed up to the Wolverton Reservoir. Immediately upstream of this feed there is a Pressure Control Valve (PCV) which reduces the pressure heading towards the Wolverton Reservoir. The PCV also has a Check Valve that will allow flow back through the system should the pressure drop on the downstream side. This ensures that Chase Road will maintain some water pressure from the Wolverton Reservoir should the Moody Creek Pump Station lose power.



The current system is actually composed of two systems, which were initially separate. The Moody Creek system was established in 1946 and fed the lower town site, while the Wolverton System (initiation date unknown) fed the upper town site. The Wolverton system was originally fed from a nearby surface water source. In 1989, the two systems were joined and the Wolverton source was decommissioned. There have since been extensive improvements, including the second reservoir at Moody Creek, a dedicated main to the reservoir and upgrades to the Park Pump Station and Moody Creek Pump Station in 2005. There were additional improvements made in 2010, which included installing a 250mm line under Christina Creek to service the Arts Center and Santa Rosa Road. Although these upgrades were significant, it is expected that certain components of the system are ageing, undersized and/or lacking. As such, it is evident that the system is in need of upgrades to bring it up to current standards.

Currently, the infrastructure of the Christina Lake water system is not owned by any level of government. The system is operated and maintained by the Christina Waterworks District and funded by utility fees that are collected from the residents of Christina Lake. The intention of the proposed financial plan and ownership model is to treat the Christina Lake system as a fully independent utility, which is to be fully reliant upon generating its own revenues to offset expenditures.

### 1.3 Recommendations

Based upon our review and analysis of the Christina Lake Water System, MMM recommends that:

- ▶ An adequate level of asset management be employed now and in the future to ensure that the Christina Lake water system is operating in a sustainable manner;
- ▶ The RDKB consider ownership of the Christina Lake water system and ensure proper funding mechanisms are in place to complete the required upgrades;
- ▶ Infrastructure upgrades to the existing system be performed as outlined in this report. These upgrades include the following:
  - Implementing a second water treatment barrier.
  - Establishing redundancy within the system by implementing back-up power.
  - Resolving fire flow issues to upper Chase Road by installing a fire pump.
  - Increasing storage by expanding the capacity at the Wolverton Reservoir.
  - Resolving various fire flow issues through the replacement and upgrading of the existing distribution system, including a new 300mm feed to the commercial area.
  - Replacing ageing watermain reaching/exceeding their life expectancy.

Costs and timing of the upgrades are further discussed in the report;

- ▶ A revised rate structure be employed to ensure that the residents of Christina Lake are wholly funding the Operations and Maintenance (O&M) of the Christina Waterworks District and contributing to capital improvements. A discussion of potential rate structures is included in the report; and
- ▶ Should the system transition to RDKB ownership, the RDKB seek out senior government grant funding opportunities so that improvements can be completed with less financial impact to the Christina Lake ratepayers.

## 2.0 INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) has retained MMM to prepare a transition study to analyze the operation of the Christina Lake water utility. The intention of the report is to ensure a financially sustainable water utility and to possibly create a specified service area to provide an acceptable level of service to its customers. The subsequent sections of this report provide the following:

- ▶ A description of the existing water distribution system;
- ▶ An analysis of the system as it relates to current servicing levels;
- ▶ Recommendations for infrastructure upgrades;
- ▶ An analysis of the ownership model for the water utility;
- ▶ A review of historical revenue and expenditure for the water utility; and
- ▶ An analysis of the funding of future operations, maintenance and capital improvements.

### 2.1 Asset Management

The operation and maintenance (O&M) of infrastructure is generally the responsibility of the local government that maintains ownership. The costs associated with this are primarily funded by utility fees and/or taxes. In the case of the Christina Lake water system, the infrastructure is not owned by a local government but is operated and maintained by the Christina Waterworks District (CWD) and funded by utility fees from the residents of Christina Lake. The Regional District of Kootenay Boundary is considering assuming ownership of the water system.

The concept of asset management, as it relates to municipal infrastructure, is a balance between providing an acceptable level of service while minimizing financial implications. This involves:

- ▶ The analysis of existing infrastructure as it relates to current and future servicing demands;
- ▶ The comparison of long term maintenance costs of ageing infrastructure versus the costs for replacement. At a certain point, the cost of ongoing maintenance will out-pace the replacement costs; and
- ▶ The balancing of revenues and expenditures for the system.

Based on our review and understanding of the existing Christina Lake water system, it is evident that replacements and/or upgrades will be required in the near future. The costs, timing, and funding of this work is discussed further in this report.

## 3.0 EXISTING WATER SYSTEM

### 3.1 System Overview

The area of Christina Lake is located on the Crowsnest Highway (Hwy 3) approximately 22 km east of Grand Forks within the Electoral Area 'C' of the RDKB. The Christina Water District system provides service to approximately 443 residential lots (1430 residents) and 23 commercial properties. It also provides water service for fire protection for the area. The community of Christina Lake is a popular tourist and vacation destination during the summer months. As such, the local population and water usage vary drastically throughout the year, with significantly higher consumption in the summer. Water supply is provided solely from Christina Lake where it is chlorinated in a wet well and then pumped to the Moody Creek Reservoir. From here, the lower town site distribution system of Christina Lake is fed by gravity. Additional water is pumped from the Moody Creek Reservoir to the Wolverton Reservoir which gravity feeds the distribution system to the upper town site of Christina Lake. There are 2 pressure zones within the upper town site which are controlled by 2 Pressure Reducing Valves (PRVs) at the intersection of Thompson Road and Olsen Road and at 25 Chase Road. There is also an area on Chase Road that is above the service elevation of the Wolverton Reservoir and is fed by pumping from the Moody Creek Reservoir. Please refer to Figures 1 to 3 for schematics of the existing water system.

The current system is actually composed of two systems which were initially separate. The Moody Creek system was established in 1946 and fed the lower town site, while the Wolverton System (initiation date unknown) fed the upper town site. The Wolverton system was originally fed from nearby surface water source. In 1989, the two systems were joined and the Wolverton source was decommissioned. There have since been extensive improvements, including the second reservoir at Moody Creek, a dedicated main to the reservoir and upgrades to the Park Pump Station and Moody Creek Pump Station in 2005. There were additional improvements made in 2010 which included installing a 250mm line under Christina Creek to service the Arts Center and Santa Rosa Road.

### 3.2 Water Supply

The water supply for Christina Lake originates from a wet well that has a 16 inch (40cm) intake from Christina Lake which extends 1500 feet (457m) into the lake at a depth of 40 feet (12m). The well was constructed and commissioned in 2005 and is housed in the Park Pump Station. Sole treatment of the water takes place in this well through chlorination. There has been discussion of adding a secondary UV treatment to the water to ensure quality remains up to the specifications enforced by Interior Health. It should be noted that Christina Lake is considered pristine due to low-density population around the lake and no industrial operations in the area. Following chlorination the water is then pumped through 50 hp and 75 hp pumps with capacities of 32.8 L/s (520 USGPM) and 55 L/s (870 USGPM) respectively at 83m of Total Dynamic Head (TDH). The pump station is equipped with a Supervisory Control and Data Acquisition (SCADA) controller for collecting water use data. Overall, the pump station is relatively new and generally in good condition; however there is no backup power available in the event of an outage.

### 3.3 Water Storage

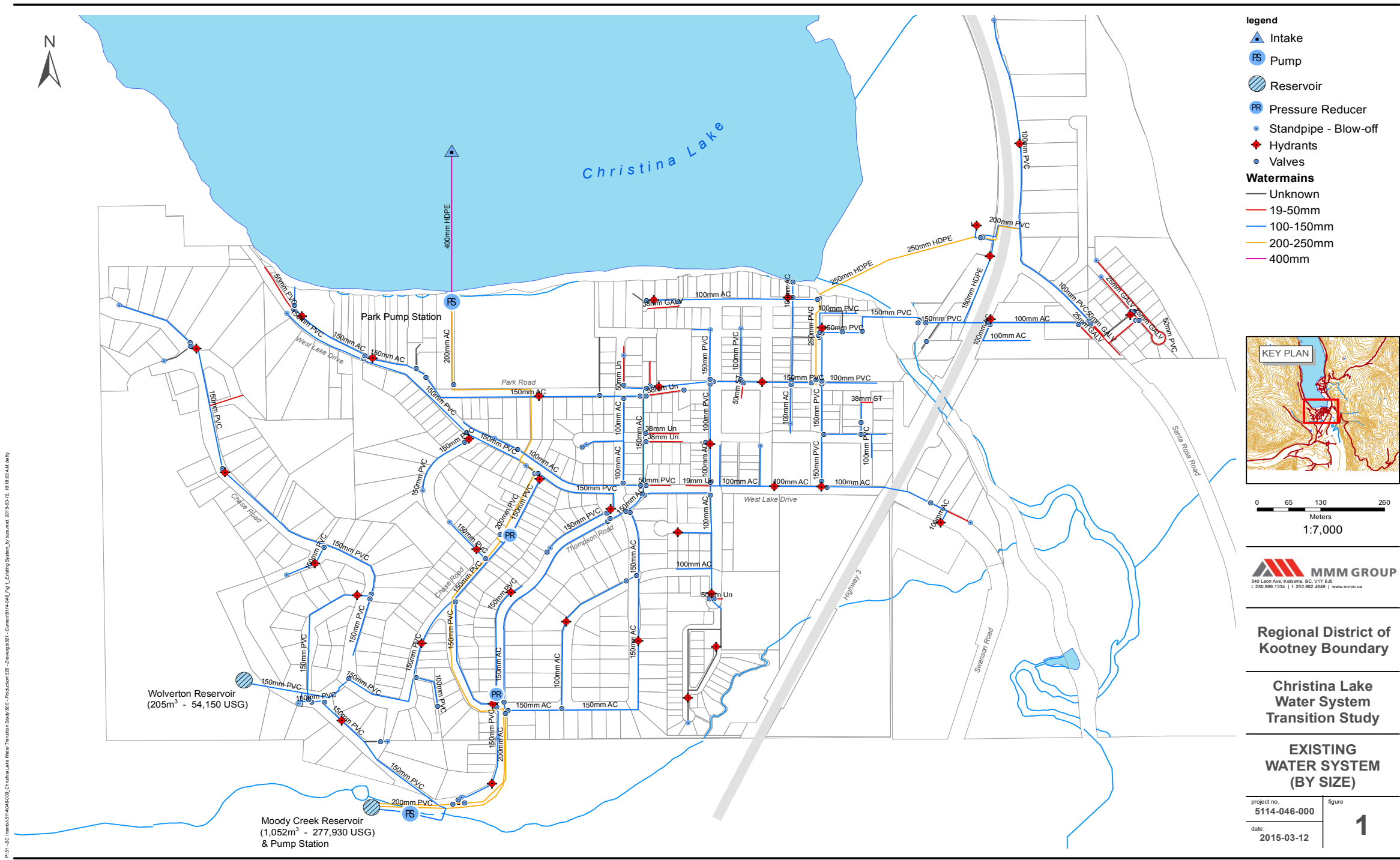
Chlorinated water from the well is pumped via a dedicated 200mm asbestos concrete (AC) main to 25 Chase Road where it is then upsized to a 250mm PVC main and finally ending up in two in-ground concrete storage reservoirs at Moody Creek with a combined capacity of 1,052 m<sup>3</sup> (277,930 USG) and a top water level of 509m. Further storage is located at the Wolverton Reservoir which has a capacity of 205 m<sup>3</sup> (54,150 USG) and a top water level of 548m. Storage at the reservoirs serves to balance the fluctuations in demands to allow for reasonable cycling of the pumps, and also provides fire flow and emergency storage. Water is fed from the reservoirs by gravity back into the distribution system and to the ultimate end user. The lower town site is supplied by the Moody Creek Reservoir, while the upper town site is supplied by the Wolverton Reservoir. The upper area of Chase Road is supplied by pumping from the Moody Creek Reservoir under normal conditions. There is the ability to feed Chase Road from Wolverton if pumping fails at Moody Creek; however this results in pressures below standard operating ranges. It is understood that the connections between the upper and lower systems are closed; as such storage at the Wolverton Reservoir cannot supply the lower town site. It is also understood that the reservoirs are in relatively good condition with no known issues.

### 3.4 Water Distribution

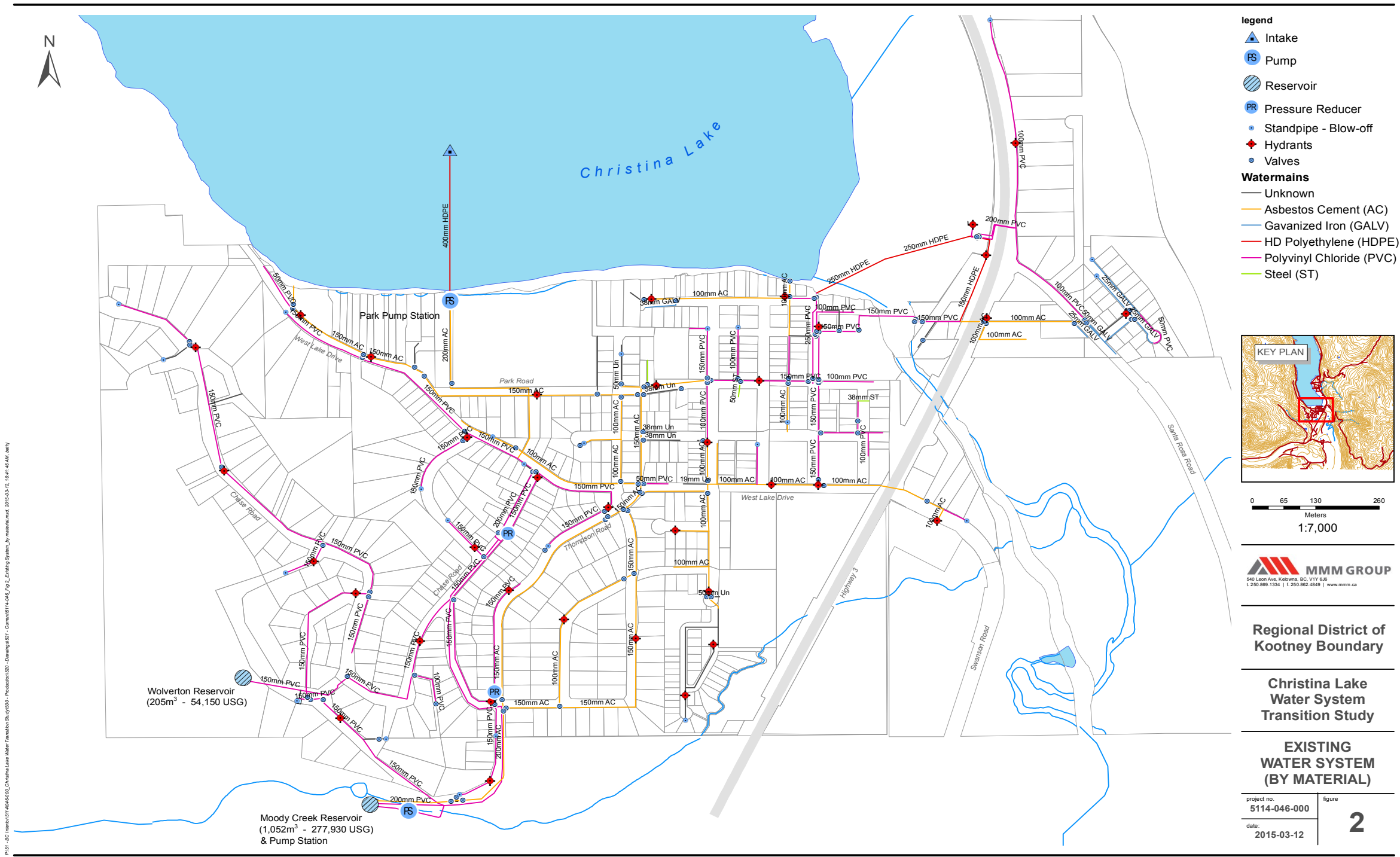
The transmission and distribution system for Christina Lake consists of approximately 18,500 m of watermains. The watermains within the system are 25-250mm (1-10") diameter pipes of various material types which were installed from 1946 to present. Please refer to Figures 1 & 2 for an illustration of the distribution network including pipe sizes and materials.

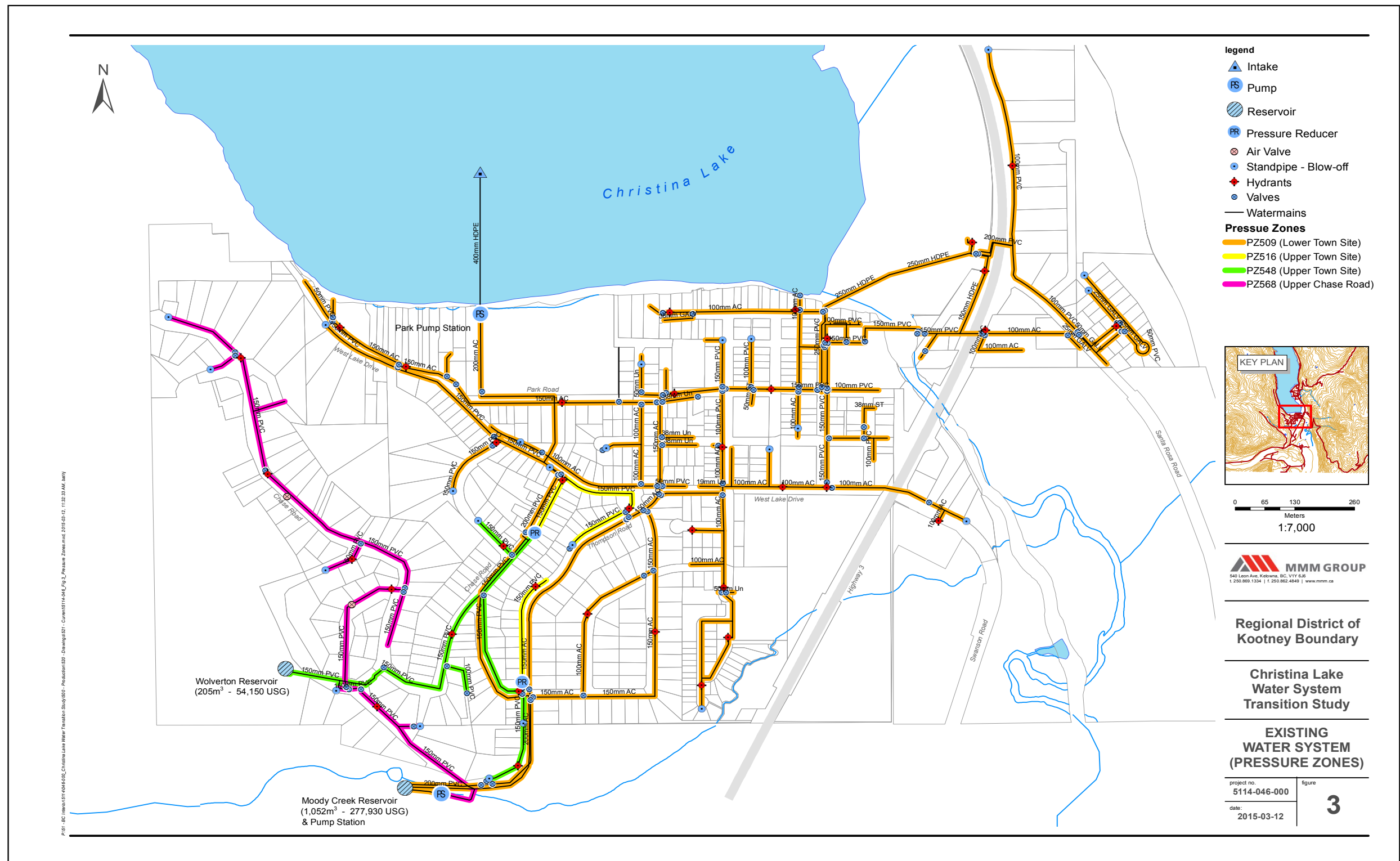
From the Christina Lake intake, a 200mm diameter AC watermain extends south along Chase Road where it is upsized to 250mm, onto Olsen Road and finally onto Thompson Road where it ends up at the Moody Creek Reservoir. From the reservoir, a 200mm main feeds the gravity distribution system that services the lower town site of Christina Lake. Based on the elevation of the reservoir, this pressure zone has a hydraulic gradient of 509m and is known as PZ 509. The lower town site network (PZ 509) is composed of watermains in the range of 100-150mm diameter and services the only area in Christina Lake zoned Core Commercial. Please refer to Figure 3 for an illustration of the existing pressure zones within the system.

From the Moody Creek Reservoir, a pump station containing 2-15 hp pumps each with capacity of 10.4 L/s (165 USGPM) at 65m TDH, conveys water through a 150mm PVC pipe heading west to the Wolverton Reservoir. The Wolverton Reservoir then feeds water by gravity into the distribution system for the upper town site of Christina Lake. The upper system has 2 pressure zones which are connected through 2 Pressure Reducing Valves (PRVs) at the intersection of Thompson Road and Olsen Road and at 25 Chase Road. The pressure zone immediately downstream of the reservoir has a hydraulic gradient of 548m and is known as PZ 548. The PRV's step the hydraulic gradient down to 516m, creating PZ 516. The upper town site network (PZ 548 and PZ 516) is composed primarily of 150mm diameter watermains. There are two connections between PZ 516 and PZ 509 located at Chase Road and Thompson Road on the south side of West Lake Drive. As there are no PRVs in these locations, it is understood that the connections are closed and there is no supply to PZ 509 from the Wolverton Reservoir.









There is also a residential area on upper Chase Road with elevations that are above the service elevation of the Wolverton Reservoir. As such, this area is serviced by pumping from the Moody Creek Reservoir from the feed up to the Wolverton Reservoir. These pumps have a hydraulic gradient of 568m, creating PZ 568. Immediately upstream of this feed there is a Pressure Control Valve (PCV) which reduces the pressure heading towards the Wolverton Reservoir to match hydraulic grade line of the top water level. The PCV also has a check valve that will allow flow back through the system should the pressure drop on the downstream side. This ensures that Chase Road will maintain water pressure from the Wolverton Reservoir should the Moody Creek Pump Station lose power.

The table below summarizes the breakdown of pipe size and material throughout the entire system.

Size (mm)	Length (m)	Percent	Material	Length (m)	Percent
25-50	1,660	9%	Galv. Iron	590	3%
100	4,970	27%	AC	8,210	44%
150	8,860	48%	PVC	8,230	44%
200	1,380	7%	HDPE	690	4%
250	1,350	7%	Steel	110	1%
Unknown	340	2%	Unknown	730	4%
<b>Total</b>	<b>18,560</b>	<b>100%</b>	<b>Total</b>	<b>18,560</b>	<b>100%</b>

As shown above, a large portion of the existing system is comprised of 150mm diameter watermain (approximately 8,860m or 48%). These pipes are generally large enough to supply all domestic demands and to provide fire protection for residential areas; however, they may not be able to supply fire flows for commercial land uses. There is also a significant amount of 100mm diameter watermain (approximately 4,970m or 27%). These pipes may be able to provide domestic demands, but likely are not sufficient for required residential fire flows. The only pipes greater than 150mm are the dedicated 200/250mm feed to the Moody Creek Reservoir, the 200mm main from the Moody Creek Reservoir to the lower town site distribution network, and the newly installed HDPE main under Christina Creek. In general, the upper town site pipe network and upper Chase Road (PZ 516, PZ 518 and PZ 568) are on a newer system consisting primarily of 150mm diameter PVC mains. The lower town site pipe network contains a mixture of mains that range from 100-150mm in diameter. Much of the downtown commercial area consists of 100mm AC mains which are well looped but are undersized for the fire flow requirements.

As shown in the table above, a large portion of the existing distribution system is composed of asbestos cement and galvanized iron pipes (approximately 8,800m or 47%) which were likely installed no later than the 1980's. These watermain are located in the lower town site system and are currently in the range of 30+ years old. The generally accepted life expectancy of a water distribution system is in the range of 60 years; however, different materials and components will have varying expectancies. For the purposes of this report, it has been assumed that the iron and AC pipes will have a life expectancy of 60 years, while the PVC and HDPE pipes will last longer (75+ years). These lifespan values are based on the Water Comptrollers 'Standard Depreciation Rates for Private Water Utilities in British Columbia'. As such, a significant portion of the watermain in the lower town site system are expected to be nearing their life

expectancy and will likely reach the end of their lifespan over the next 20 years. The PVC and HDPE watermain in the system are not a source of concern as they are generally 150mm or greater in diameter and are in the newer areas of the system.

Another concern for the distribution system is the number of long dead end mains as they create potential for stagnation, loss of residual chlorine and a lack of network looping which limits flow. The following areas have dead end mains and hydrants that would likely not be able to provide sufficient fire flow:

- ▶ Chase Road that is serviced from the Moody Creek Pump Station is a 1.2km long, 150mm diameter dead end main which services 4 hydrants.
- ▶ West Lake Drive behind the Christina Lake Provincial Park and flowing west, which consists of an 840m long, 150mm diameter dead end main. This main provides water supply to 3 hydrants, as well as the marina which is considered commercial land use.
- ▶ West Lake Drive east of Benniger Road is a 260m, long 100mm diameter dead end main which services a hydrant at the very end.
- ▶ Crowsnest Highway frontage road NE of Christina Creek has a 450m long, 100mm dead end main that services a hydrant, which is 180m from the connection to the nearest 150mm diameter main.
- ▶ Moody Creek Estates private water system is part of a 450m long, 100mm dead end main that services 4 hydrants.

It should also be noted that some dead end mains are unavoidable, in particular the area of upper Chase Road where it is unrealistic to be able to complete looping within the system.

### 3.5 System Monitoring and Communication

The Park Pump Station contains Supervisory Control and Data Acquisition (SCADA) controllers to record the volume of water being pumped into the system. Reporting this data annually is one of the requirements of Interior Health for maintaining an Operating Permit. During the 2005 system upgrades, alarms were added to the water system to ensure the volume and quality of water was being controlled. The Park Pump Station was equipped with the following alarms:

- ▶ Loss of power/pump failure
- ▶ High and low residual chlorine levels
- ▶ High turbidity
- ▶ High reservoir level

The Moody Creek Pump Station also had alarms installed which report the following:

- ▶ Pump failure
- ▶ Low residual chlorine levels
- ▶ High pressure

Finally, the Wolverton Control Valve Chamber was installed with the following alarm:

- ▶ High reservoir level

Due to these recent upgrades it is expected that there will be no requirement for further alarms to be installed in the water system.

## 4.0 HYDRAULIC ANALYSIS

### 4.1 Evaluation Criteria

In our analysis of the system hydraulics, we have utilized the following generally accepted design criteria based on review of the MMCD Design Guideline Manual and the Rural Residential Community Water Systems Guide.

- ▶ Domestic Design Flows
  - Average Daily Flow: 600 L/cap/day
  - Maximum Daily Flow: 1,200 L/cap/day
  - Peak Hour Flow: 1,800 L/cap/day
  - Per Water Consumption Records if Available
- ▶ Design Population Density
  - Single Family: 3.5 people/dwelling
  - Multi-Family: 2.5 people/dwelling
- ▶ Fire Flow Requirements:
  - Single and Two Family Residential: 60 L/s for 1.5 hour duration
  - Three and Four Plex Housing: 90 L/s for 1.8 hour duration
  - Apartments and Row Housing: 150 L/s for 2 hour duration
  - Commercial/Institutional: 150 L/s for 2 hour duration
  - Industrial: 225 L/s for 3.0 hour duration
- ▶ Pressure Ranges:
  - Maximum Static Pressure: 820 kPa (120 psi)
  - Minimum Static Pressure: 280 kPa (40 psi)
  - Minimum System Pressure at fire flow conditions: 140 kPa (20 psi)
- ▶ Maximum Design Velocities:
  - Peak Hour Flow: 1.5 m/s
  - Fire Flow: 3.0 m/s
- ▶ Minimum Pipe Sizes:
  - Residential: 150mm
  - Commercial/Industrial/Institutional: 200 mm
- ▶ Hydrant Spacing:
  - Single-family Residential: 150 m
  - High density residential, Commercial/Industrial/Institutional: 100 m



## 4.2 Water Usage

### 4.2.1 Theoretical Demands

The Christina Lake system services approximately 1,430 residents and 23 commercial lots. These values reflect the typical level of occupancy which does not account for the increased population during the summer months. Based on the domestic design flows identified above in section 4.1, the current theoretical water demands for Christina Lake are as follows:

- ▶ Total Water Consumption: 313,000 m<sup>3</sup>/year
- ▶ Maximum Daily Demand (MDD): 1,720 m<sup>3</sup>/day (19.9 L/s)
- ▶ Peak Hourly Demand: 107 m<sup>3</sup>/hour (29.8 L/s)

### 4.2.2 Historic Demand

Theoretical demands (as established above) are generally used to design infrastructure for new water systems. However, for the analysis of existing systems, it is preferable to determine demands based on historical usage. The Christina Water District monitors and records water consumption from the source supply. A summary of consumption for recent years is provided in the table below. These values reflect total consumption, which includes residential, commercial and leakage.

Year	Total Water Consumption (USG/yr)	Total Water Consumption (m <sup>3</sup> /yr)	Total Demands			Per Capita Demands*		Peaking Factor
			Average Day Demand (m <sup>3</sup> /d)	Maximum Day Demand (m <sup>3</sup> /d)	Maximum Day Demand (L/s)	Average Day Demand (L/cap/day)	Maximum Day Demand (L/cap/day)	
2008	76,727,000	290,442	796	2,945	34.1	556.5	2,059	3.7
2009	76,184,000	288,387	790	2,389	27.6	552.5	1,670	3.0
2010	74,510,000	282,050	773	2,941	34.0	540.4	2,057	3.8
2011	73,035,000	276,467	757	2,714	31.4	529.7	1,898	3.6
2012	74,033,000	280,245	768	2,688	31.1	536.9	1,879	3.5
2013	87,984,000	333,055	912	2,778	32.2	638.1	1,943	3.0

\* Per Capita Demands are calculated using the estimated 2014 population of 1,430.

As shown above, from 2008 to 2012 water consumption was relatively consistent. The highest consumption during this period was recorded in 2013. Based on analysis of the information in the table above, we have established the following usage rates:

- ▶ Total Water Consumption: 300,000 m<sup>3</sup>/year
- ▶ Maximum Daily Demand (MDD): 2,835 m<sup>3</sup>/day (32.8 L/s)
- ▶ Average Day Demand (ADD) per capita: 600 L/cap/day
- ▶ MDD per capita: 1980 L/cap/day
- ▶ Peaking Factor: 3.3

As expected, the water usage jumps dramatically from the winter months to the summer due to the tourist influence as well as the hot weather regularly experienced in the area. As such, the MDD based on consumption records is significantly higher than the theoretical MDD established in section 4.2.1. Consideration will be given in this study to the seasonal nature of the system and the resulting fluctuations in demand. Due to this fluctuation, the summer months need to be used as the basis for the maximum demands. For the purposes of this report, the estimated total water consumption and ADD will be used in analysing the rate structure and the MDD will be used to analyse the system capacities. In order to be conservative, the total water consumption and ADD values have been estimated based on the lower end of the historical rates, and the MDD has been estimated based on the higher end of the rates for recent years.

#### 4.2.3 Future Demand

Based on input from the RDKB, we have assumed a population growth rate of 1% annually, which equates to a 22% increase over the 20 year period. This results in a 2035 population of 1,745 people and the following 2035 theoretical water demands:

- ▶ Total Water Consumption: 366,000 m<sup>3</sup>/year
- ▶ Maximum Daily Demand (MDD): 3,460 m<sup>3</sup>/day (40.0 L/s)

#### 4.2.4 Pressure Zone Demands

In order to fully understand and analyze the system, demands for each pressure zone have been estimated. This was done by determining the number of lots serviced in each area and applying the population densities and historical demand parameters established above. This results in the following 2015 water demands:

- ▶ Lower Town Site (PZ 509) MDD: 1,935 m<sup>3</sup>/day (22.4 L/s)
- ▶ Upper Town Site (PZ 516 & PZ 548) MDD: 590 m<sup>3</sup>/day (6.8 L/s)
- ▶ Upper Chase Road (PZ 568) MDD: 310 m<sup>3</sup>/day (3.6 L/s)

The future 2035 theoretical water demand can then be calculated assuming a 22% growth over the 20 year period. This results in the following 2035 water demands:

- ▶ Lower Town Site (PZ 509) MDD: 2,360 m<sup>3</sup>/day (27.3 L/s)
- ▶ Upper Town Site (PZ 516 & PZ 548) MDD: 720 m<sup>3</sup>/day (8.3 L/s)
- ▶ Chase Road (PZ 568) MDD: 380 m<sup>3</sup>/day (4.4 L/s)

For the purposes of this analysis, PZ 558 and PZ 516 have been combined as the domestic demands for these areas are both supplied in the same manner (gravity feed from Wolverton Reservoir). Domestic demands for the lower town site (PZ 509) and upper Chase Road (PZ 548) are both supplied from the Moody Creek Reservoirs; however PZ 509 is fed by gravity while PZ 548 is pumped.

### 4.3 Supply Capacity

In order to ensure redundancy of water supply, the supply system should generally be sized to be able to meet maximum day demands with the largest supply component out of commission. As noted in Section 3.2, the largest component of the Park Pump House is the 75 hp pump. With the smaller 50 hp pump running at a capacity of 32.8 L/s it can be seen that this is sufficient for the estimated current MDD of 32.8 L/s but is not sufficient for the future MDD of 40.0 L/s (as established in Section 4.2).

In order to ensure redundancy of water supply for the upper town site (including upper Chase Road) the Moody Creek Pump Station should be able to supply MDD for PZ 516, PZ 548 and PZ 568. With one of the 15 hp pumps running, the lift station can supply 10.4 L/s which is sufficient to meet the current MDD of 10.4 L/s, but would not meet the future MDD of 12.7 L/s.

As such, it appears that the current pump stations are sized appropriately for the current demands, but may be insufficient for the projected 2035 MDD.

### 4.4 Storage Capacity

Typically, reservoirs for water distribution systems are sized to provide storage for daily use and emergency situations. The minimum storage requirement is determined using the following formula:

$$\text{Total Storage Required} = A + B + C$$

Where: A = Fire Storage  
B = Equalization Storage (25% of MDD)  
C = Emergency Storage (25% of A + B)

Using this formula along with the domestic demands and fire flows established previously, the 2015 and 2035 storage requirements for the entire Christina Lake System have been determined as follows:

Storage Component	Storage Requirement	2015 Storage Volume (m <sup>3</sup> )	2035 Storage Volume (m <sup>3</sup> )
A. Fire Storage	150 L/s for 2.0 hours*	1,080	1,080
B. Equalization Storage	25% of MDD**	710	864
C. Emergency Storage	25% of A+B	448	486
Total Storage Required:		2,238	2,430
Total Storage Available:		1,257	

\*Fire Storage is for the highest land use requirement (Commercial)

\*\* MDD is for PZ509, PZ516, PZ 548 and PZ 568 as established in Section 4.2.4.

It is expected that the current reservoirs do not have sufficient capacity for the current or future water demands for the entire Christina Lake system and commercial fire flow. However, it should be noted that the reservoirs would be nearly sufficient for 2015 domestic demands and residential fire flow. Generally, storage requirements can be reduced if the system has uninterrupted water supply, provided by pump redundancy and available backup power.

A similar sizing exercise can be completed for the individual reservoirs. The Wolverton Reservoir would require, at a minimum, storage for the upper town site (PZ 516 and PZ 548), resulting in the following storage requirements:

Wolverton Reservoir			
Storage Component	Storage Requirement	2015 Storage Volume (m³)	2035 Storage Volume (m³)
A. Fire Storage	60 L/s for 1.5 hours*	324	324
B. Equalization Storage	25% of MDD**	147	179
C. Emergency Storage	25% of A+B	118	126
Total Storage Required:		589	629
Total Storage Available:		205	

\*Fire Storage is for the highest land use requirement (Single Family - Residential)

\*\* MDD is for PZ516 and PZ 548 as established in Section 4.2.4.

It is expected that the Wolverton Reservoir does not have sufficient capacity for the current or future water demands of the upper town site (PZ 516 and PZ 548). Furthermore, the storage volume is not sufficient when compared to the fire flow component. As established in Section 4.3.2, the Moody Creek Pump House has sufficient capacity and redundancy to supply MDD to the upper town site system. If emergency power was available at the pump house, it would be capable of supplying uninterrupted MDD which would eliminate the need for the equalization storage component. Nonetheless, the storage volume would still be insufficient.

As noted previously, it is expected that the connections between the upper and lower town sites are closed. As such, the lower town site does not currently receive any supply from the Wolverton Reservoir. Consequently, the Moody Creek Reservoir would be required to have sufficient storage for the lower town site (PZ 509) and upper Chase Road.

Moody Creek Reservoir			
Storage Component	Storage Requirement	2015 Storage Volume (m³)	2035 Storage Volume (m³)
A. Fire Storage	150 L/s for 2.0 hours*	1,080	1,080
B. Equalization Storage	25% of MDD	562	685
C. Emergency Storage	25% of A+B	411	441
Total Storage Required:		1,953	2,206
Total Storage Available:		1,052	

\*Fire Storage is for the highest land use requirement (Commercial)

\*\* MDD is for PZ509, and PZ 568 as established in Section 4.2.4.

It is expected that the Moody Creek Reservoir does not have sufficient capacity for the current or future water demands of the lower town site (PZ 509) and upper Chase Road (PZ 548). However, the storage volume is nearly sufficient when compared to the fire flow component. As established in Section 4.3.2 the Park Pump House has sufficient capacity and redundancy to supply MDD to the entire system. If emergency power was available at the pump house, it would be capable of supplying uninterrupted MDD which would eliminate the need for the equalization storage component. Nonetheless, the storage volume would still be insufficient. It should be noted that this calculation assumes that there is sufficient storage for the upper town site located at the Wolverton Reservoir.

Overall, the existing reservoirs do not have sufficient storage for domestic demand and fire flow requirements. The overall deficiency is exacerbated by the fact that the Wolverton Reservoir cannot feed the lower zone. This effectively results in two separate storage systems and creates additional storage requirements. Individually, neither of the reservoirs has sufficient capacity for its respective zone, and the Wolverton reservoir is significantly undersized for the upper town site requirements.

#### **4.5 Distribution**

Hydraulic analysis of the pipes within a water system is generally performed using water modelling software. The Christina Lake Water Model was prepared by Redwood Engineering in 2010 and was provided to MMM. The model has been updated and used to identify the deficiencies in the existing system. A 2015 scenario was prepared using the demands established in Section 4.2, which were then increased to simulate the 2035 requirements.

Based on the results of running the model for the MDD scenario, it is expected that the distribution network is suitably sized to provide domestic demands, both now and in the future. However, there are some areas of the system that operate outside of the acceptable pressure ranges under normal conditions. The observed pressures in the system under this scenario range from 207 kPa (30 psi) to 634 kPa (92 psi). Generally, the higher pressures are observed in the low elevations of the PZ 548 zone of the upper town site (Chase Road prior to the PRV), while the lower pressures are experienced in the high elevations of the PZ 509 zone of the lower town site (Twells, Burger, Wolverton and Carlson Roads). Based on the analysis, velocities in the system are within the acceptable range.

#### **4.6 Fire Protection**

The Water Model also includes an analysis of available fire flows throughout the system. Comparing available flows to land use requirements established in Section 4.1 indicates that the majority of the system does not have sufficient fire flow available. Fire flows in the system range from 10-60 L/s under the 2015 scenario, with slightly lower values in 2035. The highest fire flows are experienced in the upper town site (PZ 516 and PZ 548), which generally range from 40-60 L/s. The lowest flows generally correspond to the dead-end mains in the lower town site and upper Chase Road. The largest source of concern is the commercial area west of Neimi Road, which is serviced largely by 100mm diameter watermain. The model indicates fire flow of 20 L/s is available, which is significantly less than the requirement of 150 L/s.



Another requirement for adequate fire protection is the suitable spacing of fire hydrants. Based on review of record drawings, it appears that the hydrant spacing is not in conformance with the criteria established in Section 4.1. When applying the maximum spacing it is determined that there will generally need to be a hydrant installed between all existing hydrants to achieve required fire coverage. The most notable areas of concern are the commercial zones which require denser hydrant coverage.

As such, it is expected that the majority of the Christina Lake distribution system does not conform with requirements for fire protection. Most notably, the fire flow and hydrant coverage in the commercial area is significantly deficient. Furthermore, as established in Section 4.4, it is understood that the existing reservoirs do not have sufficient fire storage.

## 5.0 RECOMMENDED INFRASTRUCTURE UPGRADES

Based on our review and understanding of the Christina Lake water system, it is evident that several deficiencies exist and certain components are not up to current MMCD standards. These deficiencies generally relate to undersized, lacking, or ageing infrastructure. As noted above, it is expected that the system is sufficient to provide current domestic water demands but is not sufficient for future domestic demands or fire flows to the majority of the area. As such, it is recommended that infrastructure upgrades be undertaken over the next twenty years. Please refer to Figure 4 for a schematic of the proposed upgrades and Section 7 for proposed phasing and timing.

### 5.1 Supply

The following upgrades are recommended for the supply system:

- ▶ **Install Secondary Treatment:** Interior Health has a requirement to have a second barrier of treatment on a public water system such as that of Christina Lake's. This would consist of either filtration or Ultra Violet disinfection (UV) treatment in addition to the chlorination that already takes place. It is recommended that UV treatment be used; however this would have to be approved by Interior Health. If UV treatment is installed, the Park Pump Station (where chlorination currently takes place) will need to be retrofitted to install the UV prior to chlorinating. Another option for this would be to have the UV treatment take place in the pump house, followed by chlorination further downstream. This could be immediately after the pump house or up near the Moody Creek Reservoir as long as sufficient contact time can still be achieved and as long as it is a dedicated main to the reservoir. The UV unit that was investigated is the TrojanUVSwift, model D03, which has an estimated cost of \$50,000. The structure to house the UV unit has an estimated cost of \$150,000. This project has a total estimated cost of approximately \$200,000 and is the first priority for upgrading the water system.
- ▶ **Install Backup Generators at Park and Moody Creek Pump Stations:** As noted in Section 3.2 there is no backup power at the pump stations to ensure that the pumps will continue to be able to supply the system in the event of a power outage. Having backup power at these two locations ensures uninterrupted supply of MDD and thus significantly reduces the required storage of the reservoirs. The 2 generators have an estimated cost of \$75,000 each for a total of \$150,000 and should be completed in conjunction with the UV treatment.
- ▶ **Install Fire Pump at Wolverton Reservoir:** Currently the available fire flows to upper Chase Road (PZ 568) are in the range of 11-17 L/s as determined by water modelling. The Moody Creek and Wolverton Reservoirs do not have sufficient capacity/elevation to supply fire flows to this area and need to be supplemented to increase the fire flow availability to the required 60 L/s. This will require a fire pump at the Wolverton Reservoir and separate feed which will connect to the 150mm PVC main supplying PZ 568. A check valve will be installed on the south side of the connection to prevent water from feeding back into the lower pressure zones and will force the flow to travel into PZ 568. We expect that a 100 hp fire pump will be sufficient to provide 60 L/s of fire flow to the end of Chase Road. The fire pump and related controls are estimated at a cost of \$50,000 plus the construction of a pump house

structure estimated at \$140,000. The separate feed from the fire pump will be a 150mm watermain with a length of 140m. For the purposes of this report, we have assumed a unit rate of \$400/l.m. for replacement of existing mains or installation of new mains, including restoration. As such, the new main will cost approximately \$56,000. The installation of a check valve has an estimated cost of \$4,000 creating a total project cost of \$250,000. This project is crucial for obtaining fire flows in PZ 568 and therefore should be completed at the same time as the initial back up power upgrades.

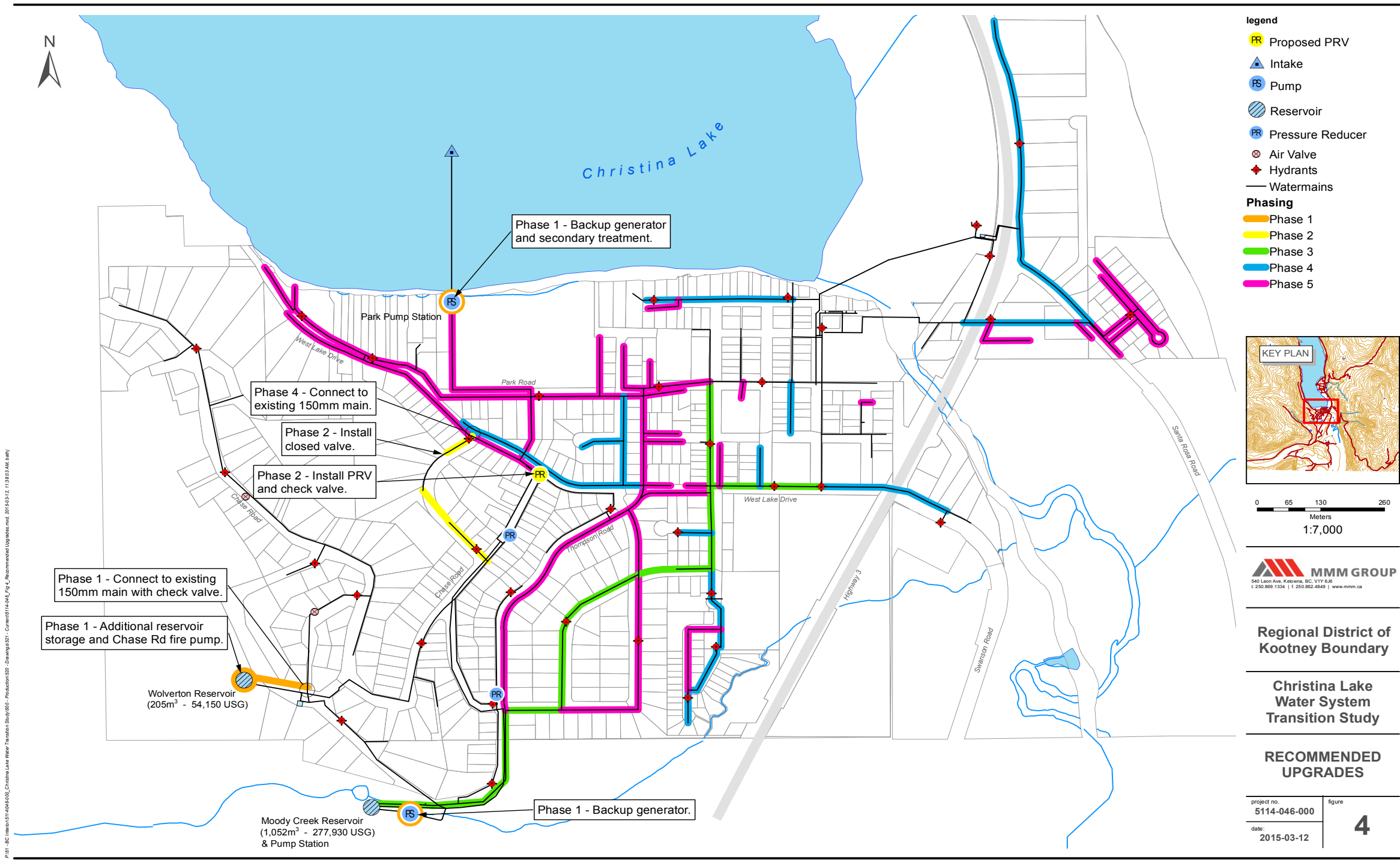
Although it was stated previously that the pumps do not have sufficient capacity for 2035 demands it is still not recommended that the pump sizes be increased as they have redundancy and are in good condition. The pump cycling should be monitored moving into the future to ensure that 2 pumps at a single station are not required to run together frequently as this is sign that the pumps are undersized and would not be able to maintain supply to the system should 1 of the pumps fail.

## 5.2 Storage

The following upgrades are recommended for the storage system:

- ▶ **Expand Capacity at the Wolverton Reservoir:** As noted above there is not sufficient storage in either of the reservoirs (or the system as a whole) for residential and fire flow requirements. However, the addition of backup power at the pump stations will ensure uninterrupted MDD supply to the reservoirs, thus eliminating the domestic (equalization) storage requirement. During normal operating conditions, the reservoirs would serve to balance fluctuations in demands and allow for reasonable cycling of pumps; however in the event of a fire, reservoir storage would serve solely to provide fire flows. Additional storage of 200m<sup>3</sup> is required at the Wolverton Reservoir to provide residential fire and emergency storage for upper Chase Road (PZ 568) as well as for PZ 548 and 516. This system will also be able to feed back into the lower town site upon completion of the Chase Road and West Lake Drive project (explained in Section 5.3) to supplement the storage at the Moody Creek Reservoir. As such, this upgrade increases the storage available for all 4 pressure zones and effectively creates enough fire and emergency storage for the residential and commercial areas. For the purposes of this report an estimate of \$1000/m<sup>3</sup> is used to calculate the cost of constructing a new reservoir. The cost for an additional 200 m<sup>3</sup> of storage is estimated at \$200,000. This upgrade should be undertaken in conjunction with the installation of the fire pump at the Wolverton Reservoir.

As noted in Section 3.1 Christina Lake has a large variance in demand due to the tourist influence during the summer months. Because of this it would be unnecessary to construct enough storage capacity at the reservoirs to be able to provide fire, equalization and emergency storage based on summer demands when the pumps can effectively supply a steady MDD to the system, if required. Increasing the reservoir capacities beyond the addition to the Wolverton Reservoir would result in too long of a turn over time within the reservoirs in the winter months meaning that water may need to be re-chlorinated or flushed out of the system.



### 5.3 Distribution

As noted previously, the existing distribution system is likely adequately sized to provide current and future domestic demands; however it cannot provide sufficient fire protection for many residential areas as well as all commercial areas. The following upgrades are recommended for the distribution system:

- ▶ **Connect 150mm Mains on Ness Road and Install Isolation Valve:** This connection will bring the north end of Ness Road into PZ 548 from PZ 509 and then will be isolated from PZ 509 using an isolation valve. This area of Ness Road was consistently a limiting factor when analyzing fire flows within the water model, which require a residual pressure of 20 PSI to remain in all areas of the network during fire flows. This connection, along with installing a PRV and CV at Chase Road and West Lake Drive (explained below), increased the average fire flow availability in PZ 509 from 16 L/s to 45 L/s as shown through modelling. This fire flow is still significantly lower than the 150 L/s required for the commercial zones in PZ 509, however it is a significant improvement with a relatively minor upgrade. The connection length is 100m with an estimated cost of \$40,000 plus an additional \$10,000 for the isolation valve and connections to existing for a total estimated project cost of \$50,000. This should be completed after the fire flow issues to PZ 568 have been resolved.
- ▶ **Install PRV and CV at Chase Road and West Lake Drive:** This project will connect PZ 516 to PZ 509 should the pressure in PZ 509 drop below standard operating levels. This will allow the higher pressure zone to supplement the lower pressure zone with additional flow in the event of a loss of pressure in the lower zone during a fire flow scenario. This project has an estimated cost of approximately \$50,000 and should be completed in conjunction with the Ness Road project.
- ▶ **Upsize Distribution Main to PZ 509:** As mentioned previously, PZ 509 contains the commercial areas that require 150 L/s fire flows and are currently fed by a significant amount of 100-150mm AC mains, which significantly limits fire flows. This project will provide a larger distribution main to the commercial area of the lower town site to increase the availability of fire flows. A 300mm main will be installed from the Moody Creek Reservoir to the intersection of West Lake Drive and Neimi Road. The main will be approximately 1,300m long and will replace varying sizes of AC mains, and include a new connection on Burger Road at a length of 80m. The project will also include installing 200mm mains along Neimi Road south to Park Road and east along West Lake Drive to Benninger Road. The 200mm mains along Neimi Road and West Lake Drive have a total length of approximately 450m and will replace 100mm AC mains. Please refer to Figure 4 for an illustration of the proposed upgrades. This project has a total watermain length of 1,750m and is estimated at an approximate cost of \$700,000. After modelling the upgrade it was determined that the average fire flow availability in the lower town site increased from 45 L/s to 100 L/s on average and increased from 45 L/s to 135 L/s on average in the areas that are zoned as commercial. It should be noted that a second option could be to twin the main coming from the Moody Creek Reservoir to Twells Road to allow installation of the new main while the current main continues to supply the lower town site. This upgrade should be completed following the Chase Road and West Lake Drive project.
- ▶ **Upgrade Undersized Watermains that are Restricting Fire Flow:** The projects noted above will significantly improve the overall fire flow capacity of the system as a whole, however there are still specific watermains that are undersized and/or are long dead ends that need to be upgraded to



provide sufficient fire flows. Along with the strategic replacement of these watermain there would also be a connection made across West Lake Drive at Ness Road to create better looping within the system. The replacement will include removing approximately 2,500m of 25-100mm watermain, primarily 100mm AC. These mains will be replaced with a minimum 150mm watermain in residential areas and 200mm in commercial areas (actual size to be confirmed through detailed modelling). Refer to Figure 4 for an illustration of the proposed upgrades. The system has been modeled using these minimum sizes to determine available fire flows, however actual sizing should be confirmed by further modelling at the time of detailed design. This project has an estimated cost of approximately \$1,000,000 and should be completed after the upsizing of the distribution main to PZ 509.

- **General Watermain Replacement Program:** Upon completion of the upgrades noted above, there will be approximately 6,000m of watermain that will reach its life expectancy over the next 20 years. This consists of primarily AC watermain along with some galvanized iron, steel and miscellaneous unknown pipe. As such, a program should be established to replace all of this infrastructure over the time frame of the master plan. Refer to Figure 4 for an illustration of the proposed upgrades. These replacements have a total estimated cost of \$2,400,000 and can be completed in phases or as specific conditions dictate. Consideration should be given in the replacement program to pair watermain replacements with road upgrades where possible to minimize overall cost. Minimum watermain sizes should be in accordance with the City's Bylaw, with actual sizing to be confirmed by water modelling.

In undertaking the above noted upgrades, consideration should be given to replacing existing fire hydrants and providing additional hydrants to supplement the existing hydrant coverage in order to achieve maximum hydrant spacing in accordance with the City's Bylaw and improve fire protection. Consideration should also be given to accelerating the replacement program of the galvanized iron pipe as it is no longer accepted for use by Interior Health.

## 5.4 Monitoring and Communication

As noted previously in Section 3.5, the monitoring and communication within the system already contains warning alarms at the pump stations and reservoirs that monitor quality and quantity of the water in the system. There will need to be additional monitoring and control equipment installed in conjunction with the upgrades mentioned above (fire pump, backup generators, PRV, etc.). The cost of this equipment is nominal and has been taken into consideration in the overall cost estimates of the respective projects.

## 6.0 OWNERSHIP

As noted above, Christina Waterworks District currently owns and operates the Christina Lake water system. CWD recently approached the RDKB to consider creating a new specified service for the water utility. The intention of this report is to identify the most suitable long-term ownership model for operating and maintaining the system in the future. Below is a description of two options for ownership models:

- ▶ **Status Quo:** This is the current ownership model in place in which all O&M and capital improvements are undertaken by Christina Waterworks District. In this model, costs for the system are funded by utility fees paid by the residents to CWD. Continuing with this model would be the simplest approach and may not require all of the upgrades noted above as CWD would not be required to bring the system up to current standards. However, there are still upgrades required by Interior Health to provide a second treatment barrier and to ensure adequate fire protection. Failing to upgrade the system may also limit future development opportunities in Christina Lake. It should also be noted there is no grant funding for capital improvements available to private utilities or improvement districts, so 100% of improvements would have to be funded by the utility users.
- ▶ **The RDKB takes ownership of the Christina Lake system:** In this model, the RDKB would take ownership of the system and would collect utility fees from the residents. The revenue from the utility fees would be used to pay for O&M and capital improvements for the water system. This may require creating a specified service for the Christina Lake system. With the RDKB taking ownership of the system, there would be opportunity for grant funding from higher levels of government to help pay for the recommended upgrades that are identified above. Furthermore, there would likely be cost savings associated with sharing resources for O&M and administration.

It is recommended that the RDKB consider accepting ownership of the Christina Lake water system.

## 7.0 FINANCIAL PLAN

The objective of the financial plan is to ensure that the fee recovery strategy (water rates, taxes, etc.) is sufficient to fund the anticipated costs for the system (O&M, required infrastructure upgrades, and associated administrative costs). The financial analysis will provide a long-term projection (20 years) to address the financial impact of maintaining the Christina Lake water system. The intention of the analysis is to treat the Christina Lake system as a fully independent utility, which is to be fully reliant upon generating its own revenue to offset expenditures.

### 7.1 Annual Expenditure Forecast

Christina Waterworks District monitors and records yearly revenues and expenditures on the water utility. This information is used to project future spending and establish yearly budgets. We have reviewed the financial records over the last 5 years (2009-2013), which indicate that the utility has generally been operating with an annual surplus, resulting in an accumulated surplus (reserves). In general, we are comfortable that the utility is properly managing the funding of annual operations, maintenance and administrative costs. In addition, CWD is carrying debt for money that was borrowed to fund capital improvements. The existing revenue structure has been sufficient to cover the capital debt repayments as well as some minor capital improvements. However, it is expected that the existing revenues may not be sufficient to cover the capital improvements that are outlined in Section 5.0 of this report. The existing rate structure is based on a flat fee of \$310.00 per year, and a parcel tax of \$350.00 per year.

### 7.2 Capital Expenditure Forecast

As noted above, the existing utility fees are sufficient to cover annual O&M costs but do not generate sufficient reserves for large capital improvements. As such, the owner of the system would need to collect additional revenue to supplement the existing utility fee, in order to cover the costs of capital upgrades. This could be accomplished by increasing the existing fee, or establishing a separate capital charge. In order to determine a suitable amount, a proposed phasing plan (including timing) has been applied to the recommended infrastructure upgrades outlined in Section 5.0. All costs are reported in current dollars.

<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$4,600,000</b>
Phase 1 - Year 1	\$800,000
<i>Install Secondary Treatment</i>	<i>\$200,000</i>
<i>Install Backup Generators at Pump Stations</i>	<i>\$150,000</i>
<i>Install Fire Pump at Wolverson Reservoir</i>	<i>\$250,000</i>
<i>Expand Capacity at Wolverson Reservoir</i>	<i>\$200,000</i>
Phase 2 - Year 3	\$100,000
<i>Connect 150mm Mains on Ness Road</i>	<i>\$50,000</i>
<i>Install PRV/CV at Chase Rd and West Lake Dr</i>	<i>\$50,000</i>

Phase 3 - Year 5	\$700,000
<i>Upsize Distribution Main to PZ509</i>	<i>\$700,000</i>
Phase 4 - Year 10	\$1,000,000
<i>Upgrade Undersized Mains (Restricting Fire Flow)</i>	<i>\$1,000,000</i>
Phase 5a - Year 15	\$1,000,000
<i>General Watermain Replacement Program</i>	<i>\$1,000,000</i>
Phase 5b - Year 20	\$1,000,000
<i>General Watermain Replacement Program</i>	<i>\$1,000,000</i>

As determined above, the estimated total cost of the recommended upgrades is \$4,600,000. Section 7.2.1 provides a rate structure analysis for funding the capital expenditures.

### 7.2.1 Capital Expenditure Rate Structure Analysis

Using the cost estimates and timing of capital improvements, as established above, a financial analysis was undertaken to determine a suitable rate structure to fund capital expenditures for the Christina Lake water system. The analysis compares the capital charge that would be required for various levels of funding from the capital program (ranging from 33% to 100%). Other sources of revenue such as grants from senior levels of government would be required to supplement the capital program in all cases other than the 100% funding scenario. A complete 20 year plan, including a detailed financial report, can be prepared by MMM Group upon request.

It is expected that the owner of the system will fund the capital expenditures from the rates collected from the residents and supplement, as required, by borrowing. An annual inflation rate of 3% has been applied to the cost estimates and the same escalation rate has been assumed for the capital charge. The minimum required revenue has been determined in order to ensure that the owner does not have any remaining debt at the end of the 20 year period. It should be noted that the financial statements for the water utility indicate that the Water Operating Fund has a reserve of approximately \$200,000. The statement also indicates that the annual surplus and capital investments total approximately \$100,000 per year. It is assumed that these reserve funds will be allocated to capital improvements.

We understand that there are currently 466 connections serviced by the water utility (443 residential, 23 commercial/industrial). Dividing the total revenue required by the number of connections results in the capital charge amount per parcel in the first year, as summarized below.

Funding Structure	2015 Capital Charge	
	Total	Per Unit
100% Funding	\$149,582	\$321
66% Funding	\$69,841	\$150
50% Funding	\$32,525	\$70
33% Funding	\$0	\$0

The capital charge of \$321 per parcel under the 100% funding scenario represents the amount that would be required if no grant funding is available (i.e. if the RDKB does not take over the system). If the RDKB were to take over the system, a less onerous rate could be applied, as grant funding could be available. Based on the understanding that most grant programs are founded on one third local funding and two thirds provincial/federal funding, the 33% funding structure could likely be applied. Under this approach, there would be no increase to the existing rate structure, which mitigates the financial impact to the local residents.

It should be noted that the existing capital debt will likely be paid-down within the 20 year timeframe of this report. As a result, the annual cost for repayment of the loans would be eliminated and the utility's expenditures would decrease. At this point the rate structure should be revisited.

**7.3 Rate Structure Summary**

As discussed above, it is expected that the current rate structure is sufficient to cover annual O&M costs going forward. If Christina Waterworks District maintains ownership of the system an increase to the existing fee or a separate charge of \$321 per lot per year is required to fund capital expenses. Should the RDKB assume ownership and not receive grant funding then the 2015 rate structure would remain the same as under Christina Waterworks District ownership. However, should the RDKB be able to obtain 66% grant funding then the 2015 rates would remain at \$660 (no capital increase). The 2015 rate structures assuming 0% grant funding under CWD ownership and 66% grant funding under RDKB ownership are shown below:

2015 Rate Structure	Under CWD Ownership	Under RDKB Ownership
User Fee	\$310	\$310
Parcel Tax	\$350	\$350
Capital Increase	\$321	\$0
Total	\$981	\$660

It should also be noted that a 3% yearly increase of the rate structure is proposed to cover inflation.



## 8.0 CONCLUSIONS

Proper Asset Management and a well-guided Financial Plan are essential to providing sustainable operation and maintenance of a municipal infrastructure system. Currently, the Christina Lake water system is owned and operated by a private utility (Christina Waterworks District), utilizing revenues collected from the residents. The current fee structure is sufficient to cover annual O&M, but does not generate sufficient reserves for capital improvements. As such, RDKB ownership of the Christina Lake system should be considered.

In general, it is expected that the certain components of the existing system are ageing, undersized and/or lacking. This can be summarized as follows:

- ▶ The water treatment system does not have a secondary treatment barrier
- ▶ The supply system lacks redundancy in the form of emergency back-up power
- ▶ The existing reservoirs have insufficient storage for current and future demands
- ▶ The distribution network has numerous ageing and/or undersized watermains which require replacement

All of these factors result in a system that is deteriorating, cannot provide sufficient fire flow and is susceptible to potential health issues with respect to water quality. As such, it is expected that infrastructure upgrades will be required over the next 20 years. This can be done in phases, based on urgency and available funding.

## 9.0 RECOMMENDATIONS

Based upon our review and analysis of the existing Christina Lake water system with respect to O&M, capital replacement, funding and ownership, we recommend that:

- ▶ An adequate level of asset management be employed now and in the future to ensure that the Christina Lake water system is operating in a sustainable manner;
- ▶ The RDKB consider ownership of the Christina Lake water system to ensure proper funding mechanisms are in place to complete the required upgrades;
- ▶ Infrastructure upgrades to the existing system be performed as outlined in Section 5.0 and Section 7.0 (or as urgency and funding dictate);
- ▶ The rate structure be revised in accordance with Section 7.0 to ensure that the residents of Christina Lake are wholly funding the O&M of the system and contributing to capital improvements; and
- ▶ Should the RDKB assume ownership of the system, they seek out senior government grant funding opportunities so that improvements can be completed with less financial impact to the Christina Lake ratepayers.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO XXXX  
Christina Lake Water Utility

RDKB SERVICE ESTABLISHED IN 2017

DRAFT #1

		PAGE	2015 ACTUAL	2017 BUDGET	Increase(Decrease) between 2016 BUDGET and 2017 BUDGET		2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET
					\$	%				
<b>REVENUE:</b>										
xx xxx xxx	Parcel Tax	2	204,917	205,000	205,000	0.00	205,000	205,000	205,000	205,000
xx xxx xxx	User Fees - Water Toll	3	145,029	161,000	161,000	0.00	161,000	161,000	161,000	161,000
xx xxx xxx	Fire Hydrant Agreement	4	0	0	0	0.00	0	0	0	0
xx xxx xxx	Miscellaneous Income	6	7,711	12,000	12,000	0.00	12,000	12,000	12,000	12,000
xx xxx xxx	Federal Grants	7	0	0	0	0.00	0	0	0	0
xx xxx xxx	Provincial Water Grant	8	0	0	0	0.00	0	0	0	0
xx xxx xxx	Transfer From Reserve	9	0	0	0	0.00	0	0	0	0
xx xxx xxx	Capital Revenue	10	0	0	0	0.00	0	0	0	0
xx xxx xxx	Previous Year's Surplus	11	0	0	0	0.00	0	0	0	0
Total Revenue			357,657	378,000	378,000	0.00	378,000	378,000	378,000	378,000
<b>EXPENDITURE:</b>										
xx xxx xxx	Discounts	12	0	0	0	0.00	0	0	0	0
xx xxx xxx	Board Fee	13	0	7,620	7,620	0.00	7,734	7,889	8,086	8,208
xx xxx xxx	Insurance	14	14,884	15,000	15,000	0.00	15,225	15,530	15,918	16,157
xx xxx xxx	Debt - Interest	15	50,763	51,000	51,000	0.00	51,000	51,000	51,000	51,000
xx xxx xxx	Debt - Principal	16	77,000	77,000	77,000	0.00	77,000	77,000	77,000	77,000
xx xxx xxx	Training	17	713	4,500	4,500	0.00	4,500	4,500	4,500	4,500
xx xxx xxx	Repairs & Maintenance	18	34,086	16,000	16,000	0.00	16,000	16,000	16,000	16,000
xx xxx xxx	Utilities	19	15,965	16,000	16,000	0.00	16,240	16,565	16,979	17,234
xx xxx xxx	Salaries & Benefits - Admin	21	0	17,500	17,500	0.00	17,850	18,207	18,571	18,943
xx xxx xxx	Salaries & Benefits	22	61,652	60,000	60,000	0.00	61,200	62,424	63,672	64,946
xx xxx xxx	Other Operating Expenses	24	14,867	20,100	20,100	0.00	20,502	20,912	21,330	21,757
xx xxx xxx	Vehicle Operating	25	0	4,000	4,000	0.00	4,080	4,162	4,245	4,330
xx xxx xxx	Small Tools	26	0	0	0	0.00	0	0	0	0
xx xxx xxx	Capital	27	0	0	0	0.00	0	0	0	0
xx xxx xxx	Contribution To Reserve	28	0	89,280	89,280	0.00	86,669	83,812	80,698	77,927
xx xxx xxx	Previous Year's Deficit	29	0	0	0	0.00	0	0	0	0
Total Expenditure			269,930	378,000	378,000	0.00	378,000	378,000	378,000	378,000
Surplus(Deficit)			87,727							

Estimate Includes pay-back to Feasibility \$5,000 in first year (Line 24)

Frequently Asked Questions

Q. How is a regional district service delivered?

- A. Participants in a regional service arrangement have a number of delivery options, which include, but are not necessarily limited to the following:
- ❖ A department of the Regional District
  - ❖ A department of a member municipality
  - ❖ A separate corporation wholly-owned by a local government
  - ❖ A contractual service arrangement
  - ❖ Limited delegation of authority to a commission or committee
  - ❖ A combination of delivery mechanisms.

Q. How is a regional service governed?

- A. The participating jurisdictions must agree on how the service will be governed. While the decision to establish a service is decided by all members of a regional board, once established, decisions are usually made by the participating service Directors only. The Regional District may vary the stakeholder voting rules and has the ability to design custom voting rules with any variance from the norm being included with the 'Service Establishment Bylaw'.

Q. Where does my tax money go?

- A. Your tax dollars pay for a wide variety of services including School, Hospital, Roads and Police, in addition to the costs of your direct local services. The RD's portion of the 2016 tax levy is approximately 40% of the total tax bill. (or between \_\_\_\_ % and \_\_\_\_ % for all electoral areas).

Glossary of Terms

**'Electoral Area Director'** means the representative elected by the residents and owner electors of a designated rural area, (not within the boundaries of a municipality) of the regional district.

**'Feasibility Study'** refers to a formal study that may be required to analyze all of the costs and service implications relating to a proposed regional district service. Such a study will also review the options for fair allocation of all costs related to the proposed service.

**'Financial Plan'** - Each regional district, like a municipality, must adopt an annual five-year financial plan that sets out the proposed operating and capital expenditures and revenue sources for each service during each year of the five year planning period. The plan must be approved, by bylaw of the regional district by March 31<sup>st</sup>, each year.

**'Overhead Costs'** includes, among other items, the cost of lighting and heating regional district buildings (e.g. main office), insurance costs, and the salaries of key regional district administrative staff such as the Chief Administrative Officer and the Chief Financial Officer for the Regional District.

**'Service Area'** refers to a specified area of a regional district that is established to provide the framework necessary for combinations of member jurisdictions, or portions thereof, to collaborate in the provision of a voluntary, sub-regional service.

**'Other'** means ...

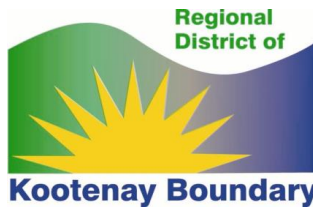
Did you know?

- Before a service can be provided, it must be formally established by a bylaw of the Regional District which is approved by the Board.
- A service establishment bylaw must also be approved by the Provincial Inspector of Municipalities.
- A key feature of regional district finance is the use of separate, individual funds for each service that is established.
- Each fund is dedicated to a service and revenues and costs specific to one service cannot be shifted to or spread among other services.
- Each regional district service has its own group of participating jurisdictions, or portions thereof, and the participants in one service area are not expected to subsidize, and are not permitted to be subsidized by the participants of another service.
- Each service is required, by Provincial law, to identify the full cost to the regional district of providing a service, including a portion of general overhead and administrative costs.
- No regional district service is permitted to run an 'operating deficit' in any year.

For further information, please contact:

**Regional District of Kootenay Boundary**  
**202 – 843 Rossland Avenue**  
**Trail, B.C. V1R 4S8**

**Phone: 1-800-355-7352**  
**or (250) 368-9148**  
**Fax: (250) 368-3990**  
**e-mail: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)**



# Regional District Service Analysis Tool Kit

Issue 2 – July 2016

Introduction to Regional Services

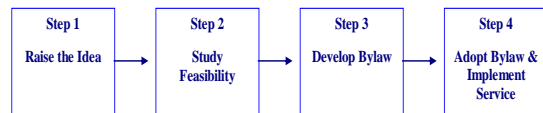
Community services have evolved from 'Volunteerism' to a more sophisticated level of service with a much higher level of regulatory oversight and direction and with greater exposure to liability issues. A rural service, once provided by a collection of individuals or a society, has now moved to a more formal governance structure, often under the umbrella of the Regional District.

Since its establishment on February 22, 1966, the Kootenay Boundary Regional District (RDKB) has provided services throughout the region with a series of general and local services that are established as an independent legal jurisdiction for the each of the specific services. Currently the RDKB, which is one of 28 regional districts operating within the Province of BC, has over 150 active services that are governed by the *Local Government Act*, which provides authority and legislative direction on the operation of each service.

As each specific service must be operated in an independent manner, with all costs of the service including related overhead administrative costs to be paid by the residents of the benefiting area, considerable care must be taken in the establishment of a service to ensure its longer term viability.

To assist the ratepayers of the Region, the RDKB has produced this guide to provide a check-list for the community and the elected officials to review during the consideration of a new Regional District service. The document is not intended as a final decision document, but rather is to serve as a guide to assist the area Director and the residents and ratepayers of the area to be served as they consider the establishment of a new service or enhancement of an existing service.

Service Establishment  
Generic Process



Key Service Considerations

1. A clear and understood purpose
2. Broad community/local area approval
3. Legislative authority for the service
4. Financial capacity to fund the service
5. Political will to proceed.

Feasibility Considerations

Once the idea has been generated, it will be necessary to undertake some form of feasibility study to review the rationale for the proposed service and to ensure it has:

- a defined and agreed-upon scope
- measurable goals have been identified
- clear support of the resident rate-payers of the area(s) to be served, and
- identification of all short and long-term costs to operate and manage the service
- given consideration to any unique regulatory authority or limitations.

The extent of the study will be dictated by the size and nature of the service being considered. A smaller service with limited financial and operational impact will of course require a less rigorous review than a major program with significant operating and capital costs involved. For the latter, the Ministry of Community, Sport and Cultural Development has developed Circular No. 08.17, setting out the more detailed requirements for a Service Establishment Bylaw review, prior to the necessary approval by the Ministry.

At a minimum, the service feasibility study should include a general review of all relevant information and provide a summary of the costs and benefits of the proposed service. To assist the residents/potential service users and the Regional District Directors in evaluating the feasibility of a proposed new or expanded service, the form provided on the following page of this document provides a series of questions and identifies a number of issues to be considered.

Service Evaluation Questionnaire

Initial Consideration (Who, What, Where, When, Why, How, & How Much)	Answers	Comments (Additional Information Required?)
1. Describe the desired service.	Christina Waterworks District current delivered services, includes the distribution and treatment of water to Christian Lake residents.	
2. Is the service necessary?	Yes, the service supplies potable water to ratepayers.	
3. What area(s) will be served?	The current ratepayers in Area "C"/Christina Lake.	
4. When will the service be required?	The service is already being provided by Christina Waterworks District.	
5. Have you considered the total cost of the proposed service?	The total cost of the service is \$378,000 with no immediate increases.	
6. Can we afford it? How will the new or additional costs be paid?	Yes, the current ratepayers will be covering the cost of the service.	

If the answers to this first series of questions are favourable, proceed to the next set of questions for a more detailed review of the proposed new service by the RDKB and the designated service areas' Directors.

RDKB Considerations	Answers	Comments (Additional info required?)
1. Responsiveness <ul style="list-style-type: none"><li>Is there broad support for the proposed new or enhanced level of service?</li></ul>	Yes. At the present time, there is Board support for this new enhanced level of service (through the Electoral Area "C"/Christina Lake Representative).	
2. Function Establishment <ul style="list-style-type: none"><li>Will it require a new service to be established or will it be an enhancement of a current service?</li><li>Is there legislated authority of the proposed service?</li><li>Is there mandatory approval required?</li><li>How will it be managed?</li><li>Who will operate and maintain the service?</li></ul>	<p>This is an enhancement of an existing service within RDKB Electoral Area 'C', which is currently not administered by RDKB.</p> <p>Yes, there is legislated authority for the proposed service.</p> <p>Yes, mandatory approval of the RDKB Board of Directors is required.</p> <p>The RDKB currently have staff in place for the management. Operation and maintenance of the service will be done with current CWD staff.</p>	
3. Public Accountability <ul style="list-style-type: none"><li>How will the service be approved?</li></ul>	It is expected that administration of this new RDKB service will be approved by the RDKB Board of Directors.	
4. Transparency <ul style="list-style-type: none"><li>Will the service and structure be clear and understandable by the public?</li></ul>	Once established, hopefully, the service structure will become more clear and understandable by the public.	
5. Flexibility <ul style="list-style-type: none"><li>Will the structure and service delivery mechanisms be flexible enough to allow for growth or change in the future?</li></ul>	Yes. The configuration of the service delivery mechanisms will be flexible to accommodate for future growth or change.	
6. Fiscal Sustainability <ul style="list-style-type: none"><li>What will be the cost of the service?</li><li>How will costs be allocated to fairly share the service costs?</li><li>Will there be any capital expenditures required and</li></ul>	<p>The cost of the service is expected to be approximately \$378,000 in 2017.</p> <p>Currently, costs are to be allocated through individual property water tolls and property tax requisition.</p>	

referendum approvals?	The current 5 yr financial plan calls for capital expenditures over the next five years. These are expected to be funded through current revenue and reserve.	
7. Value for Money <ul style="list-style-type: none"><li>Can the proposed service be provided to the residents of the area in a cost effective manner?</li></ul>	By streamlining this activity with RDKB Operations, it is expected that the new service will be provided in a cost effective manner.	

RDKB Considerations	Answers	Comments (Additional info required?)
8. Other Agencies Involved <ul style="list-style-type: none"><li>Will there be any additional legislative requirements such as environmental review for the new service?</li></ul>	<p>The RDKB will be required to obtain an Order in Council to continue with this process.</p> <p>Possibility of the Interior Health Authority imposing additional conditions within the current operating permit of the CWD water system.</p>	
9. Approval <ul style="list-style-type: none"><li>Will a detailed feasibility study be required by the Ministry of Community &amp; Rural Development?</li></ul>	Yes. A feasibility Study will be required by the Province. This study has been completed.	

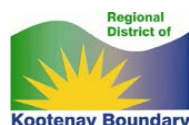
Questionnaire Explanatory Notes

The Second Stage of consideration for the service by the RDKB and the areas’ Directors will include the following for each question.

1. - Is there wide community support for the proposed service? How is this known?  
- Will the service provide for effective local representation and involvement?
  - At the CWD AGM, residents whom attended provided unanimous support for CWD Board of Directors to continue with the process of service transition to the RDKB.
  - Yes, it is expected that local representation for decision-making and involvement will be provided.
2. - Is this an entirely new service for the area or will it be an enhancement of a current service?  
- Does the proposed service fit within the authority of the regional district?  
- Does legislation require a mandatory approval process?  
- If an expansion of an existing service, is there a taxation limitation for the service and what ‘tax room’ is available to fund the expanded service?  
- Does the service involve more than one jurisdiction?  
- How will the service be managed?  
- How will it be maintained and operated?
  - This will be a new service to the RDKB, but an enhancement of a service currently being delivered by a Water Improvement District.
  - The proposed service fits within the authority of the RDKB.
  - Mandatory approval processes are required from the RDKB Board of Directors and the Province of BC.
  - This proposed service only involves the properties located within Electoral Area 'C'/ Christina Lake.
  - The service will be managed, operated and maintained by RDKB Staff.
3. - If formal approval is required, how will this be obtained? By petition? By referendum? By Counter petition? Or by Electoral Area Director approval?  
- Will a local committee or society be involved in the service? How will the community be involved and informed?
  - Formal approval will be obtained by Electoral Area Director Approval and by obtaining an Order in Council from the Province of BC, which will involve a for assent to transfer the current powers, authorities and responsibilities of the CWD Board of Directors to the RDKB Board of Directors.
  - No local committee or society is expected to be involved in the service. The community will be involved and informed through Electoral Area 'C'/Christina Lake Director.



4. - Are the new service and service delivery mechanisms easily understood by the participating jurisdictions and the residents involved in the service?
  - New service delivery processes, mechanisms, etc have been explained to the participating jurisdiction, however, it is expected that continuous education will be required to ensure the new service delivery model is easily understood by all involved.
5. - Will there be a high level of flexibility built into the new service structure and delivery mechanisms?
  - Can the service boundaries or the level of service being delivered be easily changed?
  - Will the service be able to respond to the changing needs of a growing community?
  - Will the operating body be able to control the operation and have the administrative flexibility to plan, operate and adequately finance the services required, including the hiring and oversight of staff?
  - Utility services usually have significant levels of flexibility built into their delivery mechanisms, and this proposed service will continue with that trait.
  - The service boundaries could be changed to incorporate growth, etc. within the service area, but at this time, change within the proposed service delivery area is not expected. The service delivery can be easily changed and this is expected to occur immediately (due to potential new regulations, etc).
  - The service will be flexibly and able to respond to the needs of a growing community.
  - The operating body (RDKB) will have complete control over operational, financial and administrative functions.
6. - Do the residents and area participants understand the extent of the costs to provide the service?
  - Will there be any capital expenditures required to undertake the new service? Any new buildings or equipment required?
  - Does the Regional District own any land that may be involved for the service?
  - Who will own the assets of the service?
  - Who will control the service and its assets?
  - Will a referendum be required to borrow funds to provide the necessary facilities and equipment required to provide the proposed new service for the area?
  - If this is enhancement or expansion of an existing service, are there any taxation limitations for the existing service? Is there any tax room available for the enhanced service required?
  - Does the Regional District have title to any land that will be involved or other security in order to protect its investment?
  - What are the estimated operating and capital costs projected for the service over the next 5 years? 10 years?
  - If more than one jurisdiction is involved in the service, is there an agreement or a proposal for cost sharing for the proposed new service?
  - Has the allocation of 'overhead administrative' costs been considered as required by legislation?
  - Public consultation was undertaken with the aid of the CWD to explain the extent of the potential costs to provide the service.
  - During the initial phasing of transition, there will be minor capital expenditures, which have been identified within the Feasibility Study.
  - The RDKB will retain control and ownership of all assets of the service.
  - TAXATION LIMITS –
  - All assets of the CWD will be transferred to the RDKB, including land titles, permits, etc.
  - Estimated operating and capital costs for the service are provided for in the draft 2017 Budget and 5 Yr Financial Plan (approx \$378,000 in 2017)
  - There draft budget figures identify allocation of overhead administrative costs for the service.
7. - Can the proposed new service be delivered to the community in a cost effective manner?
  - Will the proposed service level be adequate to satisfy the residents of the community?
  - Has consideration been given to the various service delivery models available, including the following:
    - Service being provided by Regional District Staff;
    - Service provided under a contract with a private sector company; or
    - Service provided by a Regional Commission or Committee with formal delegation of administrative and operational authority.
  - RDKB Staff believe that this new service can and will be delivered to the specified service area in a cost effective manner.
  - The proposed service level should meet the needs of the community.
  - Not at this time.



### Bylaw No. 1629

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A bylaw to authorize the entering into of an Agreement respecting financing  
between the Regional District of Kootenay Boundary  
and the Municipal Finance Authority of British Columbia

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**WHEREAS** the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issuance of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

**AND WHEREAS** under the provisions of section 411 of the *Local Government Act*, the amount of borrowing authorized by the following loan authorization bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw is as follows:

<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
103	Christina Waterworks	\$ 1,200,000	\$422,272	\$ 777,728	10	\$729,728
<b>Total</b>		<b><u>\$ 1,200,000</u></b>	<b><u>\$422,272</u></b>	<b><u>\$777,728</u></b>		<b><u>\$729,728</u></b>

---

Total Financing under Section 411:               \$729,728

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GRAND total:                                       \$729,728

**AND WHEREAS** the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

**NOW THEREFORE** the Regional Board of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Seven Hundred Twenty-Nine Thousand

Seven Hundred Twenty-Eight Dollars (\$729,728) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian dollar equivalents so borrowed shall not exceed \$ 729,728 (in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the Officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria, BC and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of The Christina Waterworks District Sinking Fund Refinance Borrowing Bylaw No. 103 the anticipated revenues accruing to the Regional District from the operation of the Christina Waterworks District Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement,

provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

#### **Citation**

10. This bylaw may be cited as "Regional District of Kootenay Boundary Security Issuing (Christina Waterworks) Bylaw No. 1629, 2017".

**Read a First and Second time** the 26<sup>th</sup> day of January, 2017.

**Read a Third time** the 26<sup>th</sup> day of January, 2017.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1629 cited as "Regional District of Kootenay Boundary Security Issuing (Christina Waterworks) Bylaw No. 1629, 2017" as read a third time the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Manager of Corporate Administration

**RECONSIDERED AND ADOPTED** the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1629 cited as "Regional District of Kootenay Boundary Security Issuing (Christina Waterworks) Bylaw No. 1629, 2017" as reconsidered and adopted the 26<sup>th</sup> day of January, 2017.

Certified a true copy of Bylaw No. 1629 as adopted.

\_\_\_\_\_  
Manager of Corporate Administration

SCHEDULE "A" to Bylaw No. 1629

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of Kootenay Boundary

The Regional District of Kootenay Boundary (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of Seven Hundred Twenty-Nine Thousand Seven Hundred Twenty-Eight Dollars (\$729,728.00) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_,

**IN TESTIMONY WHEREOF** and under the authority of Bylaw No. 1629 cited as "Regional District of Kootenay Boundary Security Issuing (Christina Waterworks) Bylaw No. 1629, 2017"

This Agreement is sealed with the Corporate Seal of the Regional District of Kootenay Boundary and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
General Manager - Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated \_\_\_\_\_ (month, day) 20\_\_\_\_\_

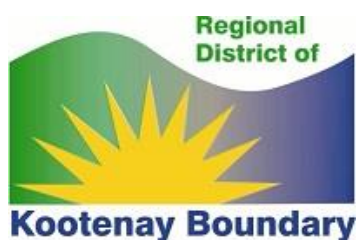
\_\_\_\_\_  
Inspector of Municipalities



(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	Principal and/or Sinking Fund Deposit	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____



## STAFF REPORT

**Date:** 28 Jul 2016 **File** ES - Admin  
**To:** **Chair McGregor and Members of the RDKB Board of Directors**  
**From:** Goran Denkovski, Manager of Infrastructure and Sustainability  
**Re:** Christina Waterworks District Transition Study

### Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the findings of the Christina Waterworks District (CWD) transition to Regional District of Kootenay Boundary (RDKB) ownership study.

### History/Background Factors

On January 23, 2014 the CWD sent a letter to the RDKB requesting a study be completed to review possible future administrative service delivery models. The total cost of the study was \$14,250. The Province of BC Infrastructure Planning grant covered \$10,000 of the total. \$4,250 was paid through the RDKB Feasibility Service. The study provided the following information:

1. Review of the water system.
2. A strategy for identifying and implementing water system improvements to ensure sustainable water utility infrastructure.
3. Analysis of the current deficiencies in the water system, and recommendations for infrastructure upgrades.
4. A financial review, which addresses the utility's revenue and expenditures in order to ensure a financially stable utility. The financial review includes a rate structure analysis, which compares various funding scenarios, and a recommended rate structure.
5. A financial plan that shows a phased planning approach with Phase I being the current short-term capital improvement plan (0-5 year system needs) and Phase II encompassing longer (5-20 year) planning horizons.

The study was completed in March 2015 and was provided to the CWD. RDKB staff attended an information meeting in the spring of 2016 with CWD users and board members to answer questions and discuss future administrative service delivery models. On May 17, 2016 the Board of CWD with the support of ratepayers passed a resolution to proceed with the conversion of the Improvement District to a service area within the RDKB.

### **Implications**

Transition to a RDKB service would require additional resources with general administration of the service (Environmental, Corporate, and Financial services). Staff and labour for the operations of the utility will continue to be the same from the day of writing this report. However, the RDKB is investigating options with other Boundary water purveyors. Labour costs have been identified in the 2017 Draft Budget. At this time, water tolls and parcel taxes are not expected to increase in 2017.

### **Advancement of Strategic Planning Goals**

The conversion of Improvement Districts to RDKB specified services is considered to be an Environmental Stewardship Initiative. The process will likely:

1. Allow water systems to secure government funding.
2. Improve the ability to comply with Federal and Provincial Regulations and Standards.
3. Decreased liability associated with water, treatment and fire suppression supply.

### **Background Information Provided**

1. Christina Waterworks District Resolution May 2016
2. Christina Waterworks District Chairmen's Report April 2016
3. Christina Waterworks District Transition Study March 2015 (MMM Group)
4. Christina Lake Water Utility 2017 Draft Budget and 5 Yr Financial Plan
5. Regional District of Kootenay Boundary Service Analysis Tool Kit Christina Waterworks District

### **Alternatives**

1. Receive the Staff Report
2. Approve the transition of all Christina Waterworks District current powers, authorities and responsibilities to the Regional District of Kootenay Boundary.
3. Not approve the transition of all Christina Waterworks District current powers, authorities and responsibilities to the Regional District of Kootenay Boundary.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors approve the transition of all Christina Waterworks District current powers, authorities and

responsibilities to the RDKB. **Further**, that the Regional District of Kootenay Boundary Board of Directors request the Province of British Columbia for assent to transfer these powers, authorities and responsibilities, **And Further**, that this transfer of powers, authorities and responsibilities be effective January 1, 2017.

# CHRISTINA WATERWORKS DISTRICT

Whereas the question of whether to be absorbed by the Regional District of Kootenay Boundary, was put before the Board of Trustees at a meeting held on the 17<sup>th</sup> day of May , 2016:

And whereas the Trustees deem it advisable to enter into an agreement with the Regional District of Kootenay Boundary:

Therefore, be it resolved that:

Based on the clear support of the ratepayers, the Board of Christina Waterworks District will proceed with the conversion of the improvement district to a service area within the Regional District of Kootenay Boundary, resulting in dissolution of the improvement district. Also that the Chair of the Board, or other Board member, acting on behalf of the Board, be authorized to take action as necessary and communicate with the Province of British Columbia and the Regional District of Kootenay Boundary to implement this resolution.



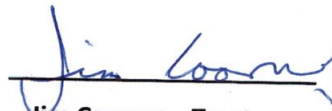
Ken Stewart - Chair- Board of Trustees



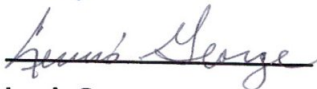
Patricia Palmer - Trustee



Jim Lewall - Trustee



Jim Cooney - Trustee



Lewis George - Trustee

Certified a true copy of the resolution adopted by the Trustees of Christina Waterworks District on the 17<sup>th</sup> day of May, 2016.



Officer





AGM April 29<sup>th</sup>, 2016.

#### Chairman's Report for 2015

The past year has seen a climb in attention from Interior Health. This has resulted from a fourfold change in IHA Drinking Water Officers during the period up to about 2 months ago. I hasten to add this has had nothing to do with CWD, but only IHA's internal promotions, maternity leave, etc. These changes always mean the new IHA people have slightly a different emphasis on various aspects of our operations. We have had three inspections by IHA people in the past year.

In respect of the second barrier mandate ( which you have probably heard enough from me on this subject), we engaged Summit Environmental early last summer to advise and consult our Board on the issue of obtaining a "filter deferral" so as to allow the use of UV treatment. Again, at least half the cost of any other type of treatment. Consequently our monitoring of our water has stepped up substantially. This process will go on for quite a few months until IHA is satisfied our water can obtain the needed status without filtering.

This past summer during the forest fire scare the RDKB arranged for standby generators to power our 2 pump houses should the Fortis power lines to our town site have been burnt. Should a fire have broken out in the town site then with no power we would have had no water to fight a fire. Our thanks to the RDKB for providing this service at no cost to our water system.

All of our fire hydrants, stand pipes etc., were painted during the summer. This was accomplished by 2 students under volunteer supervision at a very low cost.

Flushing our hydrants, as we do every year now requires that no chlorinated water escapes into fish bearing creeks, streams etc. We reached an agreement with our neighbour water system, Southerland Creek to share the cost of a "Live Purge Dechlorinator". This removes all traces of chlorine as the hydrants are flushed. Any time we can share a cost with SCWS we are doing so.

As you know we have a large mortgage with Royal Bank owing to the large expansion of our system back around 2004/2005. This mortgage is at 4.48%. It was felt with the lower interest rates in effect this past year we might save significant dollars by refinancing this mortgage. We sought input from several financial institutions which all offered lower rates (down to 2.99 %). Even the Royal offered lower rates. However, as with any mortgage there is a break fee to

refinance, and the amount of this fee (\$47,000.) meant any savings on lower rates would be offset by the amount of the break fee. No advantage to CWD.

In the fall we arranged to have vibration analysis performed on our 4 pumps, two 15 hp at the Moody Creek pump house and 2 at the Park pump house 75hp and 50 hp. One of two 15 hp pumps was sent out for rebuilding so we have a spare pump for that location. The tests showed our 75 hp pump which is our main one used in the summer had some rattles. We arranged to have this pump & motor removed, rebuilt and reinstalled. Also we resurrected a spare used 50 hp pump and motor which had been located. The pump was beyond repair, but the motor was tested and found to be OK so we at least have a spare motor.

Due to IHA, we purchased a new turbidity meter and this was installed in October. The readings are taken every 15 minutes, of the chlorinated water, then passed on to IHA. We are also now taking readings on incoming fresh water. Also we are doing bacteria readings on both chlorinated and freshwater. I can state quite positively we have 1<sup>st</sup> class water for our system.


We held a tax sale last fall for 2 lots, resulting from very overdue parcel tax assessments. The rules allow for a tax sale if the outstanding parcel tax is over 2 years old. We would probably have allowed the owner more time to pay but they could not offer any timeline for payment. More importantly, we were advised by the Province that they were going to seize the property on Dec. 1<sup>st</sup>, again due to very overdue property taxes. Should that have happened then CWD would have lost out on the funds owed to us with no recourse. Therefore we moved as we did.

The fire at the Crow & Bear turned out to be fairly costly for CWD. In the process of finding a shutoff valve to their premises our main line was broken in the attempt. In doing the repairs we took the opportunity to install a new fire hydrant at the site which we felt was needed at that location.

Some of you are aware that a former contractor launched a civil suit against CWD last May. This suit has since been discontinued without going to court as the parties reached a mutual settlement agreement. Because of a non-disclosure clause in the agreement, I cannot state the details, but your Board felt the modest settlement amount was acceptable and avoided drawn out court proceedings

Thank you very much.


MMM Group Limited



Christina Lake Water System  
Transition Study

Prepared for: Regional District of Kootenay  
Boundary

5114046-000



March 2015

COMMUNITIES

TRANSPORTATION

BUILDINGS

INFRASTRUCTURE

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**STANDARD LIMITATIONS**

This report was prepared by MMM Group Limited (MMM) for the account of The Regional District of Kootenay Boundary (the Client). The disclosure of any information contained in this report is the sole responsibility of the client. The material in this report reflects MMM's best judgment in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. MMM accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.



## 1.0 EXECUTIVE SUMMARY

### 1.1 Background

MMM Group Limited (MMM) has been retained by The Regional District of Kootenay Boundary (RDKB) to prepare an assessment of the existing potable water distribution system for the area of Christina Lake, which is within Electoral Area 'C' of the RDKB. The water system is currently owned and operated by a private utility called Christina Waterworks District (CWD), who approached the RDKB to consider creating a new specified service for the water utility. The first step in this process is to undertake a review of the water system. The objective of this report is to ensure a financially sustainable water utility and to provide a strategy for identifying and implementing water system improvements.

The transition study analyzes the current deficiencies in the water system, and provides recommendations for infrastructure upgrades. The study also contains a financial review, which addresses the utility's revenue and expenditures in order to ensure a financially stable utility. The financial review includes a rate structure analysis, which compares various funding scenarios, and a recommended rate structure.

In this respect, the financial plan can be thought of as a phased planning approach with Phase I being the current short-term capital improvement plan (0-5 year system needs) and Phase II encompassing longer (5-20 year) planning horizons.

### 1.2 Existing System

The existing Christina Waterworks District provides potable water to 467 connections, of which 443 are residential and 24 are commercial. The system also provides fire protection for the community. The community of Christina Lake is a popular tourist and vacation destination during the summer months. As such, the local population and water usage vary drastically throughout the year, with significantly higher consumption in the summer. Water supply is provided from a single source, an intake from Christina Lake. From the lake intake, the water is chlorinated and then pumped to the Moody Creek Reservoir through a dedicated main. The reservoir consists of an old reservoir and a new reservoir, which feed water by gravity back into the distribution system for the lower town site of Christina Lake. The Moody Creek Pump Station then pumps water from the new reservoir to the Wolverton Reservoir, which feeds water by gravity into the distribution system for the upper town site of Christina Lake. There are 2 pressure zones fed from the Wolverton Reservoir which are controlled by 2 Pressure Reducing Valves (PRVs). There is also a residential area on Chase Road with elevations that are above the service elevation of the Wolverton Reservoir. As such, this area is serviced by pumping from the Moody Creek Reservoir from the feed up to the Wolverton Reservoir. Immediately upstream of this feed there is a Pressure Control Valve (PCV) which reduces the pressure heading towards the Wolverton Reservoir. The PCV also has a Check Valve that will allow flow back through the system should the pressure drop on the downstream side. This ensures that Chase Road will maintain some water pressure from the Wolverton Reservoir should the Moody Creek Pump Station lose power.

The current system is actually composed of two systems, which were initially separate. The Moody Creek system was established in 1946 and fed the lower town site, while the Wolverton System (initiation date unknown) fed the upper town site. The Wolverton system was originally fed from a nearby surface water source. In 1989, the two systems were joined and the Wolverton source was decommissioned. There have since been extensive improvements, including the second reservoir at Moody Creek, a dedicated main to the reservoir and upgrades to the Park Pump Station and Moody Creek Pump Station in 2005. There were additional improvements made in 2010, which included installing a 250mm line under Christina Creek to service the Arts Center and Santa Rosa Road. Although these upgrades were significant, it is expected that certain components of the system are ageing, undersized and/or lacking. As such, it is evident that the system is in need of upgrades to bring it up to current standards.

Currently, the infrastructure of the Christina Lake water system is not owned by any level of government. The system is operated and maintained by the Christina Waterworks District and funded by utility fees that are collected from the residents of Christina Lake. The intention of the proposed financial plan and ownership model is to treat the Christina Lake system as a fully independent utility, which is to be fully reliant upon generating its own revenues to offset expenditures.

### 1.3 Recommendations

Based upon our review and analysis of the Christina Lake Water System, MMM recommends that:

- ▶ An adequate level of asset management be employed now and in the future to ensure that the Christina Lake water system is operating in a sustainable manner;
- ▶ The RDKB consider ownership of the Christina Lake water system and ensure proper funding mechanisms are in place to complete the required upgrades;
- ▶ Infrastructure upgrades to the existing system be performed as outlined in this report. These upgrades include the following:
  - Implementing a second water treatment barrier.
  - Establishing redundancy within the system by implementing back-up power.
  - Resolving fire flow issues to upper Chase Road by installing a fire pump.
  - Increasing storage by expanding the capacity at the Wolverton Reservoir.
  - Resolving various fire flow issues through the replacement and upgrading of the existing distribution system, including a new 300mm feed to the commercial area.
  - Replacing ageing watermain reaching/exceeding their life expectancy.

Costs and timing of the upgrades are further discussed in the report;

- ▶ A revised rate structure be employed to ensure that the residents of Christina Lake are wholly funding the Operations and Maintenance (O&M) of the Christina Waterworks District and contributing to capital improvements. A discussion of potential rate structures is included in the report; and
- ▶ Should the system transition to RDKB ownership, the RDKB seek out senior government grant funding opportunities so that improvements can be completed with less financial impact to the Christina Lake ratepayers.

## 2.0 INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) has retained MMM to prepare a transition study to analyze the operation of the Christina Lake water utility. The intention of the report is to ensure a financially sustainable water utility and to possibly create a specified service area to provide an acceptable level of service to its customers. The subsequent sections of this report provide the following:

- ▶ A description of the existing water distribution system;
- ▶ An analysis of the system as it relates to current servicing levels;
- ▶ Recommendations for infrastructure upgrades;
- ▶ An analysis of the ownership model for the water utility;
- ▶ A review of historical revenue and expenditure for the water utility; and
- ▶ An analysis of the funding of future operations, maintenance and capital improvements.

### 2.1 Asset Management

The operation and maintenance (O&M) of infrastructure is generally the responsibility of the local government that maintains ownership. The costs associated with this are primarily funded by utility fees and/or taxes. In the case of the Christina Lake water system, the infrastructure is not owned by a local government but is operated and maintained by the Christina Waterworks District (CWD) and funded by utility fees from the residents of Christina Lake. The Regional District of Kootenay Boundary is considering assuming ownership of the water system.

The concept of asset management, as it relates to municipal infrastructure, is a balance between providing an acceptable level of service while minimizing financial implications. This involves:

- ▶ The analysis of existing infrastructure as it relates to current and future servicing demands;
- ▶ The comparison of long term maintenance costs of ageing infrastructure versus the costs for replacement. At a certain point, the cost of ongoing maintenance will out-pace the replacement costs; and
- ▶ The balancing of revenues and expenditures for the system.

Based on our review and understanding of the existing Christina Lake water system, it is evident that replacements and/or upgrades will be required in the near future. The costs, timing, and funding of this work is discussed further in this report.

## 3.0 EXISTING WATER SYSTEM

### 3.1 System Overview

The area of Christina Lake is located on the Crowsnest Highway (Hwy 3) approximately 22 km east of Grand Forks within the Electoral Area 'C' of the RDKB. The Christina Water District system provides service to approximately 443 residential lots (1430 residents) and 23 commercial properties. It also provides water service for fire protection for the area. The community of Christina Lake is a popular tourist and vacation destination during the summer months. As such, the local population and water usage vary drastically throughout the year, with significantly higher consumption in the summer. Water supply is provided solely from Christina Lake where it is chlorinated in a wet well and then pumped to the Moody Creek Reservoir. From here, the lower town site distribution system of Christina Lake is fed by gravity. Additional water is pumped from the Moody Creek Reservoir to the Wolverton Reservoir which gravity feeds the distribution system to the upper town site of Christina Lake. There are 2 pressure zones within the upper town site which are controlled by 2 Pressure Reducing Valves (PRVs) at the intersection of Thompson Road and Olsen Road and at 25 Chase Road. There is also an area on Chase Road that is above the service elevation of the Wolverton Reservoir and is fed by pumping from the Moody Creek Reservoir. Please refer to Figures 1 to 3 for schematics of the existing water system.

The current system is actually composed of two systems which were initially separate. The Moody Creek system was established in 1946 and fed the lower town site, while the Wolverton System (initiation date unknown) fed the upper town site. The Wolverton system was originally fed from nearby surface water source. In 1989, the two systems were joined and the Wolverton source was decommissioned. There have since been extensive improvements, including the second reservoir at Moody Creek, a dedicated main to the reservoir and upgrades to the Park Pump Station and Moody Creek Pump Station in 2005. There were additional improvements made in 2010 which included installing a 250mm line under Christina Creek to service the Arts Center and Santa Rosa Road.

### 3.2 Water Supply

The water supply for Christina Lake originates from a wet well that has a 16 inch (40cm) intake from Christina Lake which extends 1500 feet (457m) into the lake at a depth of 40 feet (12m). The well was constructed and commissioned in 2005 and is housed in the Park Pump Station. Sole treatment of the water takes place in this well through chlorination. There has been discussion of adding a secondary UV treatment to the water to ensure quality remains up to the specifications enforced by Interior Health. It should be noted that Christina Lake is considered pristine due to low-density population around the lake and no industrial operations in the area. Following chlorination the water is then pumped through 50 hp and 75 hp pumps with capacities of 32.8 L/s (520 USGPM) and 55 L/s (870 USGPM) respectively at 83m of Total Dynamic Head (TDH). The pump station is equipped with a Supervisory Control and Data Acquisition (SCADA) controller for collecting water use data. Overall, the pump station is relatively new and generally in good condition; however there is no backup power available in the event of an outage.



### 3.3 Water Storage

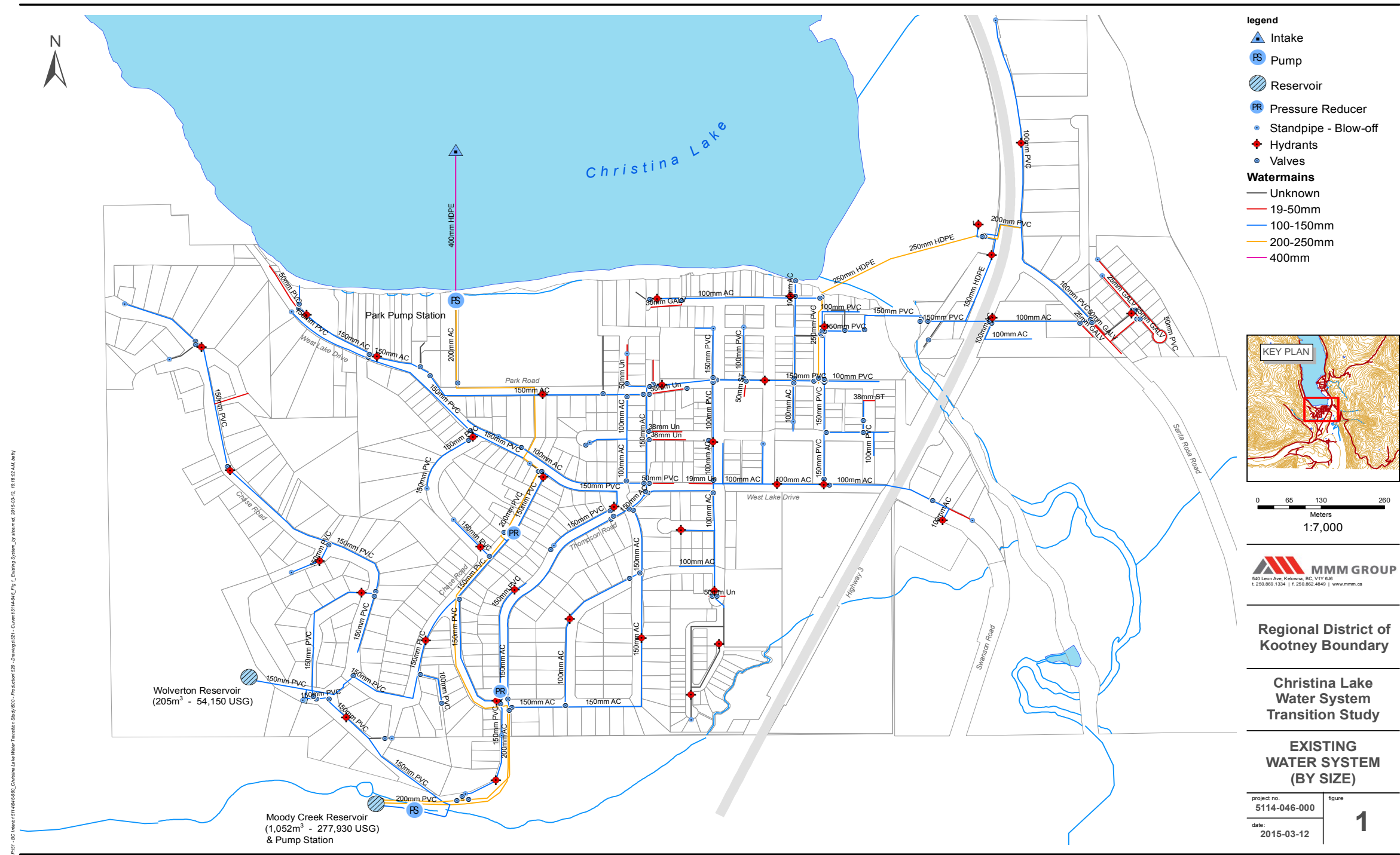
Chlorinated water from the well is pumped via a dedicated 200mm asbestos concrete (AC) main to 25 Chase Road where it is then upsized to a 250mm PVC main and finally ending up in two in-ground concrete storage reservoirs at Moody Creek with a combined capacity of 1,052 m<sup>3</sup> (277,930 USG) and a top water level of 509m. Further storage is located at the Wolverton Reservoir which has a capacity of 205 m<sup>3</sup> (54,150 USG) and a top water level of 548m. Storage at the reservoirs serves to balance the fluctuations in demands to allow for reasonable cycling of the pumps, and also provides fire flow and emergency storage. Water is fed from the reservoirs by gravity back into the distribution system and to the ultimate end user. The lower town site is supplied by the Moody Creek Reservoir, while the upper town site is supplied by the Wolverton Reservoir. The upper area of Chase Road is supplied by pumping from the Moody Creek Reservoir under normal conditions. There is the ability to feed Chase Road from Wolverton if pumping fails at Moody Creek; however this results in pressures below standard operating ranges. It is understood that the connections between the upper and lower systems are closed; as such storage at the Wolverton Reservoir cannot supply the lower town site. It is also understood that the reservoirs are in relatively good condition with no known issues.

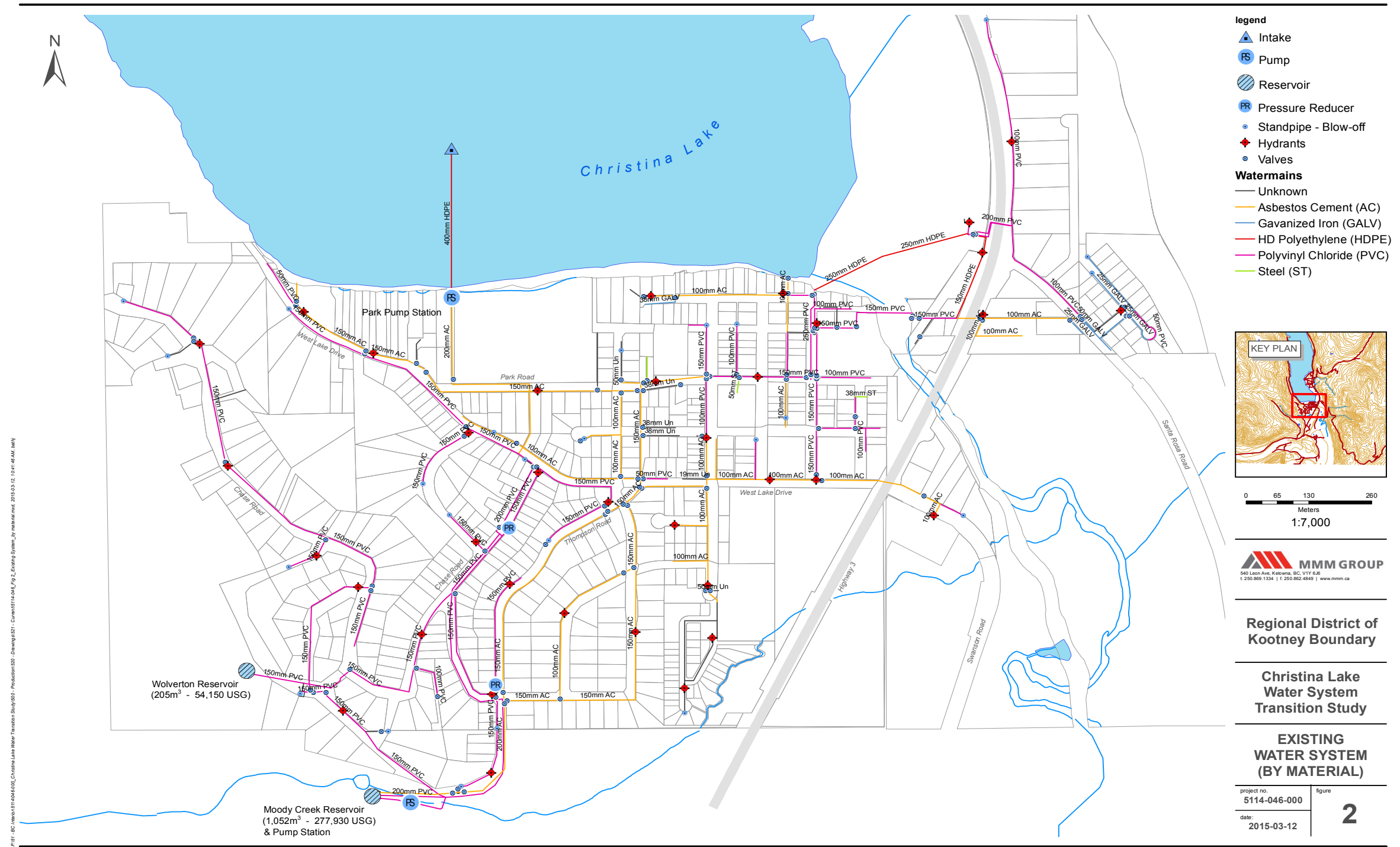
### 3.4 Water Distribution

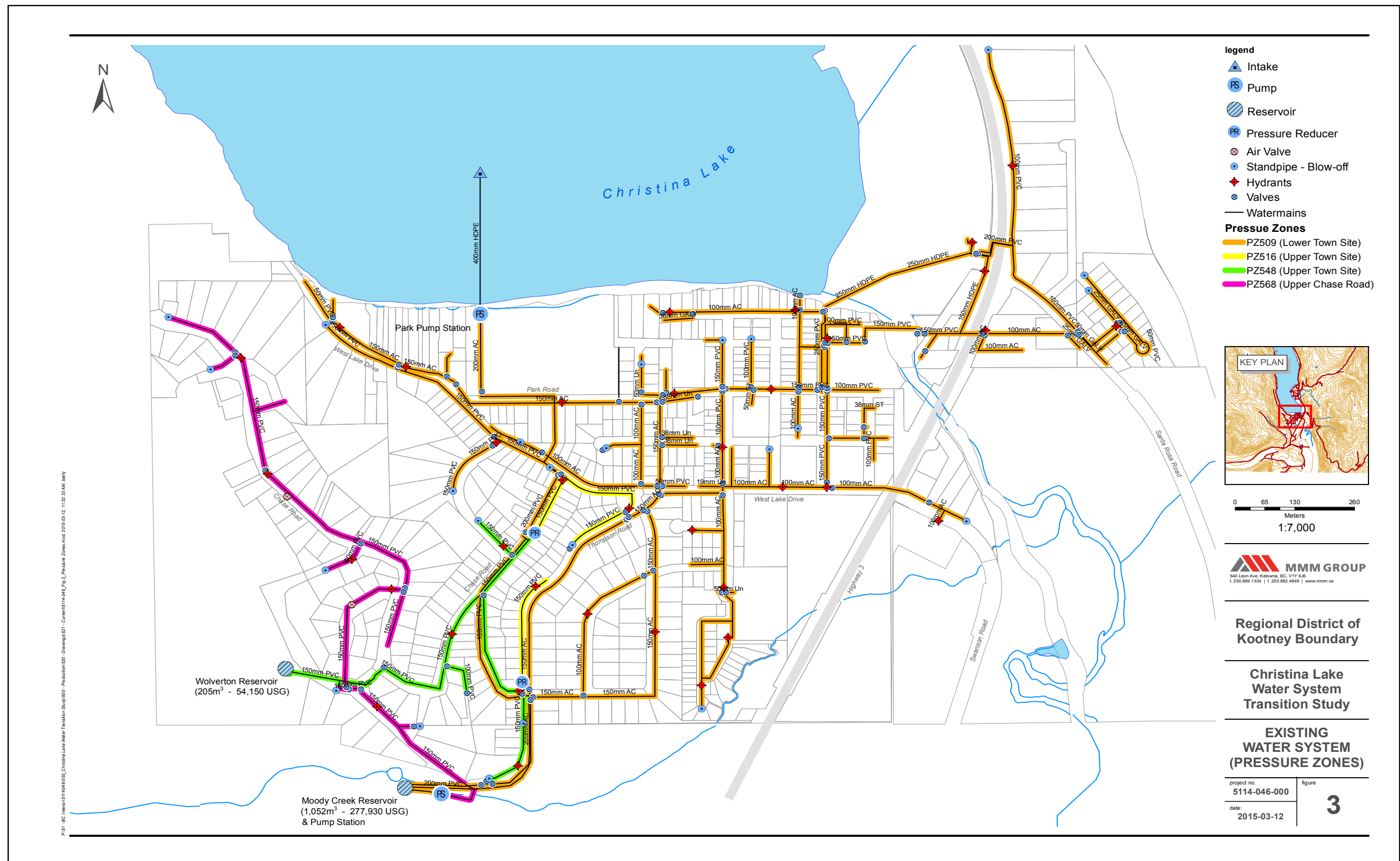
The transmission and distribution system for Christina Lake consists of approximately 18,500 m of watermains. The watermains within the system are 25-250mm (1-10") diameter pipes of various material types which were installed from 1946 to present. Please refer to Figures 1 & 2 for an illustration of the distribution network including pipe sizes and materials.

From the Christina Lake intake, a 200mm diameter AC watermain extends south along Chase Road where it is upsized to 250mm, onto Olsen Road and finally onto Thompson Road where it ends up at the Moody Creek Reservoir. From the reservoir, a 200mm main feeds the gravity distribution system that services the lower town site of Christina Lake. Based on the elevation of the reservoir, this pressure zone has a hydraulic gradient of 509m and is known as PZ 509. The lower town site network (PZ 509) is composed of watermains in the range of 100-150mm diameter and services the only area in Christina Lake zoned Core Commercial. Please refer to Figure 3 for an illustration of the existing pressure zones within the system.

From the Moody Creek Reservoir, a pump station containing 2-15 hp pumps each with capacity of 10.4 L/s (165 USGPM) at 65m TDH, conveys water through a 150mm PVC pipe heading west to the Wolverton Reservoir. The Wolverton Reservoir then feeds water by gravity into the distribution system for the upper town site of Christina Lake. The upper system has 2 pressure zones which are connected through 2 Pressure Reducing Valves (PRVs) at the intersection of Thompson Road and Olsen Road and at 25 Chase Road. The pressure zone immediately downstream of the reservoir has a hydraulic gradient of 548m and is known as PZ 548. The PRV's step the hydraulic gradient down to 516m, creating PZ 516. The upper town site network (PZ 548 and PZ 516) is composed primarily of 150mm diameter watermains. There are two connections between PZ 516 and PZ 509 located at Chase Road and Thompson Road on the south side of West Lake Drive. As there are no PRVs in these locations, it is understood that the connections are closed and there is no supply to PZ 509 from the Wolverton Reservoir.







There is also a residential area on upper Chase Road with elevations that are above the service elevation of the Wolverton Reservoir. As such, this area is serviced by pumping from the Moody Creek Reservoir from the feed up to the Wolverton Reservoir. These pumps have a hydraulic gradient of 568m, creating PZ 568. Immediately upstream of this feed there is a Pressure Control Valve (PCV) which reduces the pressure heading towards the Wolverton Reservoir to match hydraulic grade line of the top water level. The PCV also has a check valve that will allow flow back through the system should the pressure drop on the downstream side. This ensures that Chase Road will maintain water pressure from the Wolverton Reservoir should the Moody Creek Pump Station lose power.

The table below summarizes the breakdown of pipe size and material throughout the entire system.

Size (mm)	Length (m)	Percent	Material	Length (m)	Percent
25-50	1,660	9%	Galv. Iron	590	3%
100	4,970	27%	AC	8,210	44%
150	8,860	48%	PVC	8,230	44%
200	1,380	7%	HDPE	690	4%
250	1,350	7%	Steel	110	1%
Unknown	340	2%	Unknown	730	4%
<b>Total</b>	<b>18,560</b>	<b>100%</b>	<b>Total</b>	<b>18,560</b>	<b>100%</b>

As shown above, a large portion of the existing system is comprised of 150mm diameter watermain (approximately 8,860m or 48%). These pipes are generally large enough to supply all domestic demands and to provide fire protection for residential areas; however, they may not be able to supply fire flows for commercial land uses. There is also a significant amount of 100mm diameter watermain (approximately 4,970m or 27%). These pipes may be able to provide domestic demands, but likely are not sufficient for required residential fire flows. The only pipes greater than 150mm are the dedicated 200/250mm feed to the Moody Creek Reservoir, the 200mm main from the Moody Creek Reservoir to the lower town site distribution network, and the newly installed HDPE main under Christina Creek. In general, the upper town site pipe network and upper Chase Road (PZ 516, PZ 518 and PZ 568) are on a newer system consisting primarily of 150mm diameter PVC mains. The lower town site pipe network contains a mixture of mains that range from 100-150mm in diameter. Much of the downtown commercial area consists of 100mm AC mains which are well looped but are undersized for the fire flow requirements.

As shown in the table above, a large portion of the existing distribution system is composed of asbestos cement and galvanized iron pipes (approximately 8,800m or 47%) which were likely installed no later than the 1980's. These watermain are located in the lower town site system and are currently in the range of 30+ years old. The generally accepted life expectancy of a water distribution system is in the range of 60 years; however, different materials and components will have varying expectancies. For the purposes of this report, it has been assumed that the iron and AC pipes will have a life expectancy of 60 years, while the PVC and HDPE pipes will last longer (75+ years). These lifespan values are based on the Water Comptrollers 'Standard Depreciation Rates for Private Water Utilities in British Columbia'. As such, a significant portion of the watermain in the lower town site system are expected to be nearing their life



expectancy and will likely reach the end of their lifespan over the next 20 years. The PVC and HDPE watermains in the system are not a source of concern as they are generally 150mm or greater in diameter and are in the newer areas of the system.

Another concern for the distribution system is the number of long dead end mains as they create potential for stagnation, loss of residual chlorine and a lack of network looping which limits flow. The following areas have dead end mains and hydrants that would likely not be able to provide sufficient fire flow:

- ▶ Chase Road that is serviced from the Moody Creek Pump Station is a 1.2km long, 150mm diameter dead end main which services 4 hydrants.
- ▶ West Lake Drive behind the Christina Lake Provincial Park and flowing west, which consists of an 840m long, 150mm diameter dead end main. This main provides water supply to 3 hydrants, as well as the marina which is considered commercial land use.
- ▶ West Lake Drive east of Benniger Road is a 260m, long 100mm diameter dead end main which services a hydrant at the very end.
- ▶ Crowsnest Highway frontage road NE of Christina Creek has a 450m long, 100mm dead end main that services a hydrant, which is 180m from the connection to the nearest 150mm diameter main.
- ▶ Moody Creek Estates private water system is part of a 450m long, 100mm dead end main that services 4 hydrants.

It should also be noted that some dead end mains are unavoidable, in particular the area of upper Chase Road where it is unrealistic to be able to complete looping within the system.

### 3.5 System Monitoring and Communication

The Park Pump Station contains Supervisory Control and Data Acquisition (SCADA) controllers to record the volume of water being pumped into the system. Reporting this data annually is one of the requirements of Interior Health for maintaining an Operating Permit. During the 2005 system upgrades, alarms were added to the water system to ensure the volume and quality of water was being controlled. The Park Pump Station was equipped with the following alarms:

- ▶ Loss of power/pump failure
- ▶ High and low residual chlorine levels
- ▶ High turbidity
- ▶ High reservoir level

The Moody Creek Pump Station also had alarms installed which report the following:

- ▶ Pump failure
- ▶ Low residual chlorine levels
- ▶ High pressure

Finally, the Wolverton Control Valve Chamber was installed with the following alarm:

- ▶ High reservoir level

Due to these recent upgrades it is expected that there will be no requirement for further alarms to be installed in the water system.

## 4.0 HYDRAULIC ANALYSIS

### 4.1 Evaluation Criteria

In our analysis of the system hydraulics, we have utilized the following generally accepted design criteria based on review of the MMCD Design Guideline Manual and the Rural Residential Community Water Systems Guide.

- ▶ Domestic Design Flows
  - Average Daily Flow: 600 L/cap/day
  - Maximum Daily Flow: 1,200 L/cap/day
  - Peak Hour Flow: 1,800 L/cap/day
  - Per Water Consumption Records if Available
- ▶ Design Population Density
  - Single Family: 3.5 people/dwelling
  - Multi-Family: 2.5 people/dwelling
- ▶ Fire Flow Requirements:
  - Single and Two Family Residential: 60 L/s for 1.5 hour duration
  - Three and Four Plex Housing: 90 L/s for 1.8 hour duration
  - Apartments and Row Housing: 150 L/s for 2 hour duration
  - Commercial/Institutional: 150 L/s for 2 hour duration
  - Industrial: 225 L/s for 3.0 hour duration
- ▶ Pressure Ranges:
  - Maximum Static Pressure: 820 kPa (120 psi)
  - Minimum Static Pressure: 280 kPa (40 psi)
  - Minimum System Pressure at fire flow conditions: 140 kPa (20 psi)
- ▶ Maximum Design Velocities:
  - Peak Hour Flow: 1.5 m/s
  - Fire Flow: 3.0 m/s
- ▶ Minimum Pipe Sizes:
  - Residential: 150mm
  - Commercial/Industrial/Institutional: 200 mm
- ▶ Hydrant Spacing:
  - Single-family Residential: 150 m
  - High density residential, Commercial/Industrial/Institutional: 100 m

## 4.2 Water Usage

### 4.2.1 Theoretical Demands

The Christina Lake system services approximately 1,430 residents and 23 commercial lots. These values reflect the typical level of occupancy which does not account for the increased population during the summer months. Based on the domestic design flows identified above in section 4.1, the current theoretical water demands for Christina Lake are as follows:

- ▶ Total Water Consumption: 313,000 m<sup>3</sup>/year
- ▶ Maximum Daily Demand (MDD): 1,720 m<sup>3</sup>/day (19.9 L/s)
- ▶ Peak Hourly Demand: 107 m<sup>3</sup>/hour (29.8 L/s)

### 4.2.2 Historic Demand

Theoretical demands (as established above) are generally used to design infrastructure for new water systems. However, for the analysis of existing systems, it is preferable to determine demands based on historical usage. The Christina Water District monitors and records water consumption from the source supply. A summary of consumption for recent years is provided in the table below. These values reflect total consumption, which includes residential, commercial and leakage.

Year	Total Water Consumption (USG/yr)	Total Water Consumption (m <sup>3</sup> /yr)	Total Demands			Per Capita Demands*		Peaking Factor
			Average Day Demand (m <sup>3</sup> /d)	Maximum Day Demand (m <sup>3</sup> /d)	Maximum Day Demand (L/s)	Average Day Demand (L/cap/day)	Maximum Day Demand (L/cap/day)	
2008	76,727,000	290,442	796	2,945	34.1	556.5	2,059	3.7
2009	76,184,000	288,387	790	2,389	27.6	552.5	1,670	3.0
2010	74,510,000	282,050	773	2,941	34.0	540.4	2,057	3.8
2011	73,035,000	276,467	757	2,714	31.4	529.7	1,898	3.6
2012	74,033,000	280,245	768	2,688	31.1	536.9	1,879	3.5
2013	87,984,000	333,055	912	2,778	32.2	638.1	1,943	3.0

\* Per Capita Demands are calculated using the estimated 2014 population of 1,430.

As shown above, from 2008 to 2012 water consumption was relatively consistent. The highest consumption during this period was recorded in 2013. Based on analysis of the information in the table above, we have established the following usage rates:

- ▶ Total Water Consumption: 300,000 m<sup>3</sup>/year
- ▶ Maximum Daily Demand (MDD): 2,835 m<sup>3</sup>/day (32.8 L/s)
- ▶ Average Day Demand (ADD) per capita: 600 L/cap/day
- ▶ MDD per capita: 1980 L/cap/day
- ▶ Peaking Factor: 3.3

As expected, the water usage jumps dramatically from the winter months to the summer due to the tourist influence as well as the hot weather regularly experienced in the area. As such, the MDD based on consumption records is significantly higher than the theoretical MDD established in section 4.2.1. Consideration will be given in this study to the seasonal nature of the system and the resulting fluctuations in demand. Due to this fluctuation, the summer months need to be used as the basis for the maximum demands. For the purposes of this report, the estimated total water consumption and ADD will be used in analysing the rate structure and the MDD will be used to analyse the system capacities. In order to be conservative, the total water consumption and ADD values have been estimated based on the lower end of the historical rates, and the MDD has been estimated based on the higher end of the rates for recent years.

#### 4.2.3 Future Demand

Based on input from the RDKB, we have assumed a population growth rate of 1% annually, which equates to a 22% increase over the 20 year period. This results in a 2035 population of 1,745 people and the following 2035 theoretical water demands:

- ▶ Total Water Consumption: 366,000 m<sup>3</sup>/year
- ▶ Maximum Daily Demand (MDD): 3,460 m<sup>3</sup>/day (40.0 L/s)

#### 4.2.4 Pressure Zone Demands

In order to fully understand and analyze the system, demands for each pressure zone have been estimated. This was done by determining the number of lots serviced in each area and applying the population densities and historical demand parameters established above. This results in the following 2015 water demands:

- ▶ Lower Town Site (PZ 509) MDD: 1,935 m<sup>3</sup>/day (22.4 L/s)
- ▶ Upper Town Site (PZ 516 & PZ 548) MDD: 590 m<sup>3</sup>/day (6.8 L/s)
- ▶ Upper Chase Road (PZ 568) MDD: 310 m<sup>3</sup>/day (3.6 L/s)

The future 2035 theoretical water demand can then be calculated assuming a 22% growth over the 20 year period. This results in the following 2035 water demands:

- ▶ Lower Town Site (PZ 509) MDD: 2,360 m<sup>3</sup>/day (27.3 L/s)
- ▶ Upper Town Site (PZ 516 & PZ 548) MDD: 720 m<sup>3</sup>/day (8.3 L/s)
- ▶ Chase Road (PZ 568) MDD: 380 m<sup>3</sup>/day (4.4 L/s)

For the purposes of this analysis, PZ 558 and PZ 516 have been combined as the domestic demands for these areas are both supplied in the same manner (gravity feed from Wolverton Reservoir). Domestic demands for the lower town site (PZ 509) and upper Chase Road (PZ 548) are both supplied from the Moody Creek Reservoirs; however PZ 509 is fed by gravity while PZ 548 is pumped.

### 4.3 Supply Capacity

In order to ensure redundancy of water supply, the supply system should generally be sized to be able to meet maximum day demands with the largest supply component out of commission. As noted in Section 3.2, the largest component of the Park Pump House is the 75 hp pump. With the smaller 50 hp pump running at a capacity of 32.8 L/s it can be seen that this is sufficient for the estimated current MDD of 32.8 L/s but is not sufficient for the future MDD of 40.0 L/s (as established in Section 4.2).

In order to ensure redundancy of water supply for the upper town site (including upper Chase Road) the Moody Creek Pump Station should be able to supply MDD for PZ 516, PZ 548 and PZ 568. With one of the 15 hp pumps running, the lift station can supply 10.4 L/s which is sufficient to meet the current MDD of 10.4 L/s, but would not meet the future MDD of 12.7 L/s.

As such, it appears that the current pump stations are sized appropriately for the current demands, but may be insufficient for the projected 2035 MDD.

### 4.4 Storage Capacity

Typically, reservoirs for water distribution systems are sized to provide storage for daily use and emergency situations. The minimum storage requirement is determined using the following formula:

$$\text{Total Storage Required} = A + B + C$$

Where: A = Fire Storage  
B = Equalization Storage (25% of MDD)  
C = Emergency Storage (25% of A + B)

Using this formula along with the domestic demands and fire flows established previously, the 2015 and 2035 storage requirements for the entire Christina Lake System have been determined as follows:

Storage Component	Storage Requirement	2015 Storage Volume (m <sup>3</sup> )	2035 Storage Volume (m <sup>3</sup> )
A. Fire Storage	150 L/s for 2.0 hours*	1,080	1,080
B. Equalization Storage	25% of MDD**	710	864
C. Emergency Storage	25% of A+B	448	486
Total Storage Required:		2,238	2,430
Total Storage Available:		1,257	

\*Fire Storage is for the highest land use requirement (Commercial)

\*\* MDD is for PZ509, PZ516, PZ 548 and PZ 568 as established in Section 4.2.4.

It is expected that the current reservoirs do not have sufficient capacity for the current or future water demands for the entire Christina Lake system and commercial fire flow. However, it should be noted that the reservoirs would be nearly sufficient for 2015 domestic demands and residential fire flow. Generally, storage requirements can be reduced if the system has uninterrupted water supply, provided by pump redundancy and available backup power.



A similar sizing exercise can be completed for the individual reservoirs. The Wolverton Reservoir would require, at a minimum, storage for the upper town site (PZ 516 and PZ 548), resulting in the following storage requirements:

Wolverton Reservoir			
Storage Component	Storage Requirement	2015 Storage Volume (m³)	2035 Storage Volume (m³)
A. Fire Storage	60 L/s for 1.5 hours*	324	324
B. Equalization Storage	25% of MDD**	147	179
C. Emergency Storage	25% of A+B	118	126
Total Storage Required:		589	629
Total Storage Available:		205	

\*Fire Storage is for the highest land use requirement (Single Family - Residential)

\*\* MDD is for PZ516 and PZ 548 as established in Section 4.2.4.

It is expected that the Wolverton Reservoir does not have sufficient capacity for the current or future water demands of the upper town site (PZ 516 and PZ 548). Furthermore, the storage volume is not sufficient when compared to the fire flow component. As established in Section 4.3.2, the Moody Creek Pump House has sufficient capacity and redundancy to supply MDD to the upper town site system. If emergency power was available at the pump house, it would be capable of supplying uninterrupted MDD which would eliminate the need for the equalization storage component. Nonetheless, the storage volume would still be insufficient.

As noted previously, it is expected that the connections between the upper and lower town sites are closed. As such, the lower town site does not currently receive any supply from the Wolverton Reservoir. Consequently, the Moody Creek Reservoir would be required to have sufficient storage for the lower town site (PZ 509) and upper Chase Road.

Moody Creek Reservoir			
Storage Component	Storage Requirement	2015 Storage Volume (m³)	2035 Storage Volume (m³)
A. Fire Storage	150 L/s for 2.0 hours*	1,080	1,080
B. Equalization Storage	25% of MDD	562	685
C. Emergency Storage	25% of A+B	411	441
Total Storage Required:		1,953	2,206
Total Storage Available:		1,052	

\*Fire Storage is for the highest land use requirement (Commercial)

\*\* MDD is for PZ509, and PZ 568 as established in Section 4.2.4.

It is expected that the Moody Creek Reservoir does not have sufficient capacity for the current or future water demands of the lower town site (PZ 509) and upper Chase Road (PZ 548). However, the storage volume is nearly sufficient when compared to the fire flow component. As established in Section 4.3.2 the Park Pump House has sufficient capacity and redundancy to supply MDD to the entire system. If emergency power was available at the pump house, it would be capable of supplying uninterrupted MDD which would eliminate the need for the equalization storage component. Nonetheless, the storage volume would still be insufficient. It should be noted that this calculation assumes that there is sufficient storage for the upper town site located at the Wolverton Reservoir.

Overall, the existing reservoirs do not have sufficient storage for domestic demand and fire flow requirements. The overall deficiency is exacerbated by the fact that the Wolverton Reservoir cannot feed the lower zone. This effectively results in two separate storage systems and creates additional storage requirements. Individually, neither of the reservoirs has sufficient capacity for its respective zone, and the Wolverton reservoir is significantly undersized for the upper town site requirements.

#### **4.5 Distribution**

Hydraulic analysis of the pipes within a water system is generally performed using water modelling software. The Christina Lake Water Model was prepared by Redwood Engineering in 2010 and was provided to MMM. The model has been updated and used to identify the deficiencies in the existing system. A 2015 scenario was prepared using the demands established in Section 4.2, which were then increased to simulate the 2035 requirements.

Based on the results of running the model for the MDD scenario, it is expected that the distribution network is suitably sized to provide domestic demands, both now and in the future. However, there are some areas of the system that operate outside of the acceptable pressure ranges under normal conditions. The observed pressures in the system under this scenario range from 207 kPa (30 psi) to 634 kPa (92 psi). Generally, the higher pressures are observed in the low elevations of the PZ 548 zone of the upper town site (Chase Road prior to the PRV), while the lower pressures are experienced in the high elevations of the PZ 509 zone of the lower town site (Twells, Burger, Wolverton and Carlson Roads). Based on the analysis, velocities in the system are within the acceptable range.

#### **4.6 Fire Protection**

The Water Model also includes an analysis of available fire flows throughout the system. Comparing available flows to land use requirements established in Section 4.1 indicates that the majority of the system does not have sufficient fire flow available. Fire flows in the system range from 10-60 L/s under the 2015 scenario, with slightly lower values in 2035. The highest fire flows are experienced in the upper town site (PZ 516 and PZ 548), which generally range from 40-60 L/s. The lowest flows generally correspond to the dead-end mains in the lower town site and upper Chase Road. The largest source of concern is the commercial area west of Neimi Road, which is serviced largely by 100mm diameter watermain. The model indicates fire flow of 20 L/s is available, which is significantly less than the requirement of 150 L/s.

Another requirement for adequate fire protection is the suitable spacing of fire hydrants. Based on review of record drawings, it appears that the hydrant spacing is not in conformance with the criteria established in Section 4.1. When applying the maximum spacing it is determined that there will generally need to be a hydrant installed between all existing hydrants to achieve required fire coverage. The most notable areas of concern are the commercial zones which require denser hydrant coverage.

As such, it is expected that the majority of the Christina Lake distribution system does not conform with requirements for fire protection. Most notably, the fire flow and hydrant coverage in the commercial area is significantly deficient. Furthermore, as established in Section 4.4, it is understood that the existing reservoirs do not have sufficient fire storage.



## 5.0 RECOMMENDED INFRASTRUCTURE UPGRADES

Based on our review and understanding of the Christina Lake water system, it is evident that several deficiencies exist and certain components are not up to current MMCD standards. These deficiencies generally relate to undersized, lacking, or ageing infrastructure. As noted above, it is expected that the system is sufficient to provide current domestic water demands but is not sufficient for future domestic demands or fire flows to the majority of the area. As such, it is recommended that infrastructure upgrades be undertaken over the next twenty years. Please refer to Figure 4 for a schematic of the proposed upgrades and Section 7 for proposed phasing and timing.

### 5.1 Supply

The following upgrades are recommended for the supply system:

- ▶ **Install Secondary Treatment:** Interior Health has a requirement to have a second barrier of treatment on a public water system such as that of Christina Lake's. This would consist of either filtration or Ultra Violet disinfection (UV) treatment in addition to the chlorination that already takes place. It is recommended that UV treatment be used; however this would have to be approved by Interior Health. If UV treatment is installed, the Park Pump Station (where chlorination currently takes place) will need to be retrofitted to install the UV prior to chlorinating. Another option for this would be to have the UV treatment take place in the pump house, followed by chlorination further downstream. This could be immediately after the pump house or up near the Moody Creek Reservoir as long as sufficient contact time can still be achieved and as long as it is a dedicated main to the reservoir. The UV unit that was investigated is the TrojanUVSwift, model D03, which has an estimated cost of \$50,000. The structure to house the UV unit has an estimated cost of \$150,000. This project has a total estimated cost of approximately \$200,000 and is the first priority for upgrading the water system.
- ▶ **Install Backup Generators at Park and Moody Creek Pump Stations:** As noted in Section 3.2 there is no backup power at the pump stations to ensure that the pumps will continue to be able to supply the system in the event of a power outage. Having backup power at these two locations ensures uninterrupted supply of MDD and thus significantly reduces the required storage of the reservoirs. The 2 generators have an estimated cost of \$75,000 each for a total of \$150,000 and should be completed in conjunction with the UV treatment.
- ▶ **Install Fire Pump at Wolverton Reservoir:** Currently the available fire flows to upper Chase Road (PZ 568) are in the range of 11-17 L/s as determined by water modelling. The Moody Creek and Wolverton Reservoirs do not have sufficient capacity/elevation to supply fire flows to this area and need to be supplemented to increase the fire flow availability to the required 60 L/s. This will require a fire pump at the Wolverton Reservoir and separate feed which will connect to the 150mm PVC main supplying PZ 568. A check valve will be installed on the south side of the connection to prevent water from feeding back into the lower pressure zones and will force the flow to travel into PZ 568. We expect that a 100 hp fire pump will be sufficient to provide 60 L/s of fire flow to the end of Chase Road. The fire pump and related controls are estimated at a cost of \$50,000 plus the construction of a pump house

structure estimated at \$140,000. The separate feed from the fire pump will be a 150mm watermain with a length of 140m. For the purposes of this report, we have assumed a unit rate of \$400/l.m. for replacement of existing mains or installation of new mains, including restoration. As such, the new main will cost approximately \$56,000. The installation of a check valve has an estimated cost of \$4,000 creating a total project cost of \$250,000. This project is crucial for obtaining fire flows in PZ 568 and therefore should be completed at the same time as the initial back up power upgrades.

Although it was stated previously that the pumps do not have sufficient capacity for 2035 demands it is still not recommended that the pump sizes be increased as they have redundancy and are in good condition. The pump cycling should be monitored moving into the future to ensure that 2 pumps at a single station are not required to run together frequently as this is sign that the pumps are undersized and would not be able to maintain supply to the system should 1 of the pumps fail.

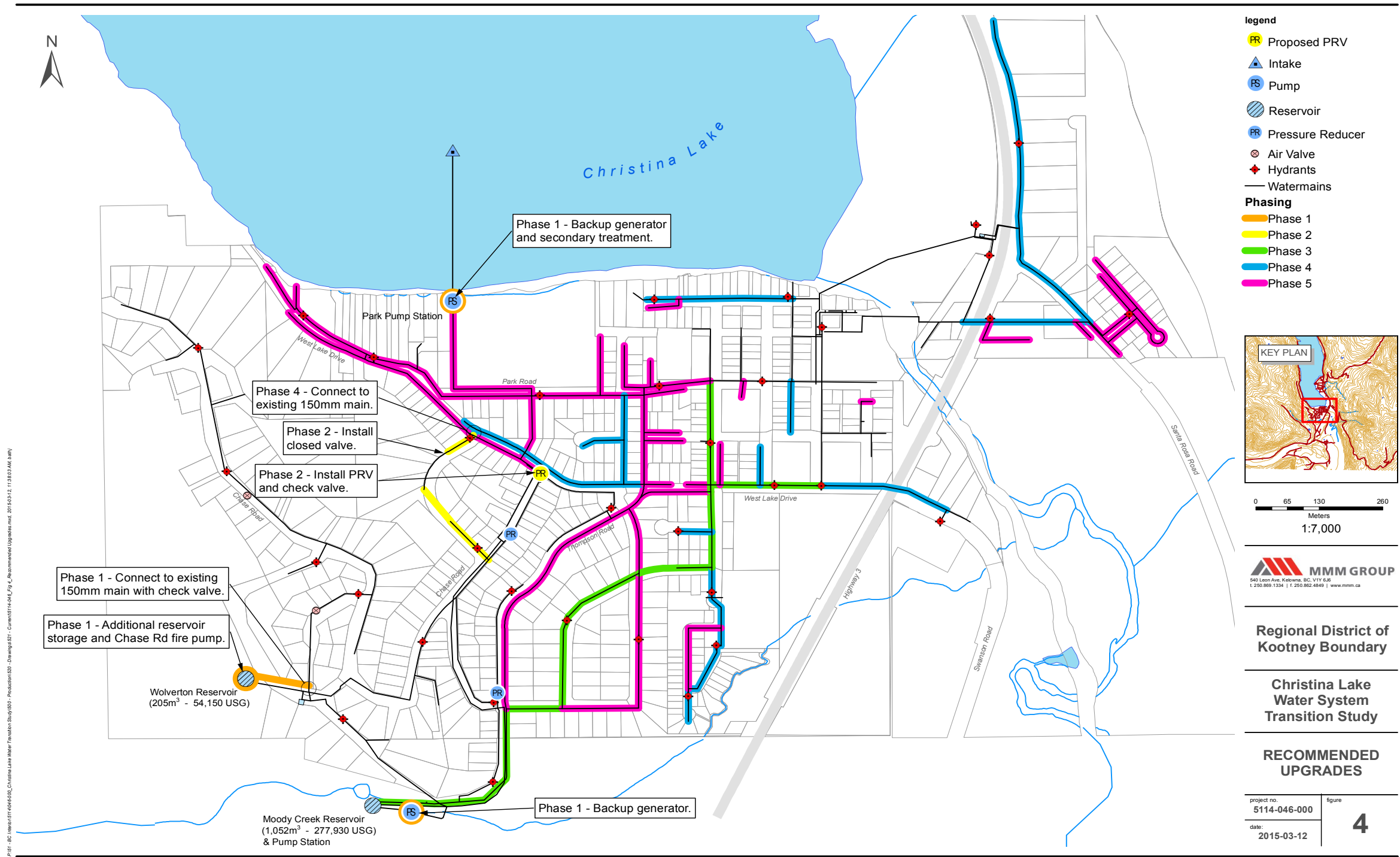
## 5.2 Storage

The following upgrades are recommended for the storage system:

- ▶ **Expand Capacity at the Wolverton Reservoir:** As noted above there is not sufficient storage in either of the reservoirs (or the system as a whole) for residential and fire flow requirements. However, the addition of backup power at the pump stations will ensure uninterrupted MDD supply to the reservoirs, thus eliminating the domestic (equalization) storage requirement. During normal operating conditions, the reservoirs would serve to balance fluctuations in demands and allow for reasonable cycling of pumps; however in the event of a fire, reservoir storage would serve solely to provide fire flows. Additional storage of 200m<sup>3</sup> is required at the Wolverton Reservoir to provide residential fire and emergency storage for upper Chase Road (PZ 568) as well as for PZ 548 and 516. This system will also be able to feed back into the lower town site upon completion of the Chase Road and West Lake Drive project (explained in Section 5.3) to supplement the storage at the Moody Creek Reservoir. As such, this upgrade increases the storage available for all 4 pressure zones and effectively creates enough fire and emergency storage for the residential and commercial areas. For the purposes of this report an estimate of \$1000/m<sup>3</sup> is used to calculate the cost of constructing a new reservoir. The cost for an additional 200 m<sup>3</sup> of storage is estimated at \$200,000. This upgrade should be undertaken in conjunction with the installation of the fire pump at the Wolverton Reservoir.

As noted in Section 3.1 Christina Lake has a large variance in demand due to the tourist influence during the summer months. Because of this it would be unnecessary to construct enough storage capacity at the reservoirs to be able to provide fire, equalization and emergency storage based on summer demands when the pumps can effectively supply a steady MDD to the system, if required. Increasing the reservoir capacities beyond the addition to the Wolverton Reservoir would result in too long of a turn over time within the reservoirs in the winter months meaning that water may need to be re-chlorinated or flushed out of the system.





### 5.3 Distribution

As noted previously, the existing distribution system is likely adequately sized to provide current and future domestic demands; however it cannot provide sufficient fire protection for many residential areas as well as all commercial areas. The following upgrades are recommended for the distribution system:

- ▶ **Connect 150mm Mains on Ness Road and Install Isolation Valve:** This connection will bring the north end of Ness Road into PZ 548 from PZ 509 and then will be isolated from PZ 509 using an isolation valve. This area of Ness Road was consistently a limiting factor when analyzing fire flows within the water model, which require a residual pressure of 20 PSI to remain in all areas of the network during fire flows. This connection, along with installing a PRV and CV at Chase Road and West Lake Drive (explained below), increased the average fire flow availability in PZ 509 from 16 L/s to 45 L/s as shown through modelling. This fire flow is still significantly lower than the 150 L/s required for the commercial zones in PZ 509, however it is a significant improvement with a relatively minor upgrade. The connection length is 100m with an estimated cost of \$40,000 plus an additional \$10,000 for the isolation valve and connections to existing for a total estimated project cost of \$50,000. This should be completed after the fire flow issues to PZ 568 have been resolved.
- ▶ **Install PRV and CV at Chase Road and West Lake Drive:** This project will connect PZ 516 to PZ 509 should the pressure in PZ 509 drop below standard operating levels. This will allow the higher pressure zone to supplement the lower pressure zone with additional flow in the event of a loss of pressure in the lower zone during a fire flow scenario. This project has an estimated cost of approximately \$50,000 and should be completed in conjunction with the Ness Road project.
- ▶ **Upsize Distribution Main to PZ 509:** As mentioned previously, PZ 509 contains the commercial areas that require 150 L/s fire flows and are currently fed by a significant amount of 100-150mm AC mains, which significantly limits fire flows. This project will provide a larger distribution main to the commercial area of the lower town site to increase the availability of fire flows. A 300mm main will be installed from the Moody Creek Reservoir to the intersection of West Lake Drive and Neimi Road. The main will be approximately 1,300m long and will replace varying sizes of AC mains, and include a new connection on Burger Road at a length of 80m. The project will also include installing 200mm mains along Neimi Road south to Park Road and east along West Lake Drive to Benninger Road. The 200mm mains along Neimi Road and West Lake Drive have a total length of approximately 450m and will replace 100mm AC mains. Please refer to Figure 4 for an illustration of the proposed upgrades. This project has a total watermain length of 1,750m and is estimated at an approximate cost of \$700,000. After modelling the upgrade it was determined that the average fire flow availability in the lower town site increased from 45 L/s to 100 L/s on average and increased from 45 L/s to 135 L/s on average in the areas that are zoned as commercial. It should be noted that a second option could be to twin the main coming from the Moody Creek Reservoir to Twells Road to allow installation of the new main while the current main continues to supply the lower town site. This upgrade should be completed following the Chase Road and West Lake Drive project.
- ▶ **Upgrade Undersized Watermains that are Restricting Fire Flow:** The projects noted above will significantly improve the overall fire flow capacity of the system as a whole, however there are still specific watermains that are undersized and/or are long dead ends that need to be upgraded to

provide sufficient fire flows. Along with the strategic replacement of these watermain there would also be a connection made across West Lake Drive at Ness Road to create better looping within the system. The replacement will include removing approximately 2,500m of 25-100mm watermain, primarily 100mm AC. These mains will be replaced with a minimum 150mm watermain in residential areas and 200mm in commercial areas (actual size to be confirmed through detailed modelling). Refer to Figure 4 for an illustration of the proposed upgrades. The system has been modeled using these minimum sizes to determine available fire flows, however actual sizing should be confirmed by further modelling at the time of detailed design. This project has an estimated cost of approximately \$1,000,000 and should be completed after the upsizing of the distribution main to PZ 509.

- **General Watermain Replacement Program:** Upon completion of the upgrades noted above, there will be approximately 6,000m of watermain that will reach its life expectancy over the next 20 years. This consists of primarily AC watermain along with some galvanized iron, steel and miscellaneous unknown pipe. As such, a program should be established to replace all of this infrastructure over the time frame of the master plan. Refer to Figure 4 for an illustration of the proposed upgrades. These replacements have a total estimated cost of \$2,400,000 and can be completed in phases or as specific conditions dictate. Consideration should be given in the replacement program to pair watermain replacements with road upgrades where possible to minimize overall cost. Minimum watermain sizes should be in accordance with the City's Bylaw, with actual sizing to be confirmed by water modelling.

In undertaking the above noted upgrades, consideration should be given to replacing existing fire hydrants and providing additional hydrants to supplement the existing hydrant coverage in order to achieve maximum hydrant spacing in accordance with the City's Bylaw and improve fire protection. Consideration should also be given to accelerating the replacement program of the galvanized iron pipe as it is no longer accepted for use by Interior Health.

## 5.4 Monitoring and Communication

As noted previously in Section 3.5, the monitoring and communication within the system already contains warning alarms at the pump stations and reservoirs that monitor quality and quantity of the water in the system. There will need to be additional monitoring and control equipment installed in conjunction with the upgrades mentioned above (fire pump, backup generators, PRV, etc.). The cost of this equipment is nominal and has been taken into consideration in the overall cost estimates of the respective projects.

## 6.0 OWNERSHIP

As noted above, Christina Waterworks District currently owns and operates the Christina Lake water system. CWD recently approached the RDKB to consider creating a new specified service for the water utility. The intention of this report is to identify the most suitable long-term ownership model for operating and maintaining the system in the future. Below is a description of two options for ownership models:

- ▶ **Status Quo:** This is the current ownership model in place in which all O&M and capital improvements are undertaken by Christina Waterworks District. In this model, costs for the system are funded by utility fees paid by the residents to CWD. Continuing with this model would be the simplest approach and may not require all of the upgrades noted above as CWD would not be required to bring the system up to current standards. However, there are still upgrades required by Interior Health to provide a second treatment barrier and to ensure adequate fire protection. Failing to upgrade the system may also limit future development opportunities in Christina Lake. It should also be noted there is no grant funding for capital improvements available to private utilities or improvement districts, so 100% of improvements would have to be funded by the utility users.
- ▶ **The RDKB takes ownership of the Christina Lake system:** In this model, the RDKB would take ownership of the system and would collect utility fees from the residents. The revenue from the utility fees would be used to pay for O&M and capital improvements for the water system. This may require creating a specified service for the Christina Lake system. With the RDKB taking ownership of the system, there would be opportunity for grant funding from higher levels of government to help pay for the recommended upgrades that are identified above. Furthermore, there would likely be cost savings associated with sharing resources for O&M and administration.

It is recommended that the RDKB consider accepting ownership of the Christina Lake water system.

## 7.0 FINANCIAL PLAN

The objective of the financial plan is to ensure that the fee recovery strategy (water rates, taxes, etc.) is sufficient to fund the anticipated costs for the system (O&M, required infrastructure upgrades, and associated administrative costs). The financial analysis will provide a long-term projection (20 years) to address the financial impact of maintaining the Christina Lake water system. The intention of the analysis is to treat the Christina Lake system as a fully independent utility, which is to be fully reliant upon generating its own revenue to offset expenditures.

### 7.1 Annual Expenditure Forecast

Christina Waterworks District monitors and records yearly revenues and expenditures on the water utility. This information is used to project future spending and establish yearly budgets. We have reviewed the financial records over the last 5 years (2009-2013), which indicate that the utility has generally been operating with an annual surplus, resulting in an accumulated surplus (reserves). In general, we are comfortable that the utility is properly managing the funding of annual operations, maintenance and administrative costs. In addition, CWD is carrying debt for money that was borrowed to fund capital improvements. The existing revenue structure has been sufficient to cover the capital debt repayments as well as some minor capital improvements. However, it is expected that the existing revenues may not be sufficient to cover the capital improvements that are outlined in Section 5.0 of this report. The existing rate structure is based on a flat fee of \$310.00 per year, and a parcel tax of \$350.00 per year.

### 7.2 Capital Expenditure Forecast

As noted above, the existing utility fees are sufficient to cover annual O&M costs but do not generate sufficient reserves for large capital improvements. As such, the owner of the system would need to collect additional revenue to supplement the existing utility fee, in order to cover the costs of capital upgrades. This could be accomplished by increasing the existing fee, or establishing a separate capital charge. In order to determine a suitable amount, a proposed phasing plan (including timing) has been applied to the recommended infrastructure upgrades outlined in Section 5.0. All costs are reported in current dollars.

<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$4,600,000</b>
Phase 1 - Year 1	\$800,000
<i>Install Secondary Treatment</i>	<i>\$200,000</i>
<i>Install Backup Generators at Pump Stations</i>	<i>\$150,000</i>
<i>Install Fire Pump at Wolverton Reservoir</i>	<i>\$250,000</i>
<i>Expand Capacity at Wolverton Reservoir</i>	<i>\$200,000</i>
Phase 2 - Year 3	\$100,000
<i>Connect 150mm Mains on Ness Road</i>	<i>\$50,000</i>
<i>Install PRV/CV at Chase Rd and West Lake Dr</i>	<i>\$50,000</i>



Phase 3 - Year 5	\$700,000
<i>Upsize Distribution Main to PZ509</i>	<i>\$700,000</i>
Phase 4 - Year 10	\$1,000,000
<i>Upgrade Undersized Mains (Restricting Fire Flow)</i>	<i>\$1,000,000</i>
Phase 5a - Year 15	\$1,000,000
<i>General Watermain Replacement Program</i>	<i>\$1,000,000</i>
Phase 5b - Year 20	\$1,000,000
<i>General Watermain Replacement Program</i>	<i>\$1,000,000</i>

As determined above, the estimated total cost of the recommended upgrades is \$4,600,000. Section 7.2.1 provides a rate structure analysis for funding the capital expenditures.

### 7.2.1 Capital Expenditure Rate Structure Analysis

Using the cost estimates and timing of capital improvements, as established above, a financial analysis was undertaken to determine a suitable rate structure to fund capital expenditures for the Christina Lake water system. The analysis compares the capital charge that would be required for various levels of funding from the capital program (ranging from 33% to 100%). Other sources of revenue such as grants from senior levels of government would be required to supplement the capital program in all cases other than the 100% funding scenario. A complete 20 year plan, including a detailed financial report, can be prepared by MMM Group upon request.

It is expected that the owner of the system will fund the capital expenditures from the rates collected from the residents and supplement, as required, by borrowing. An annual inflation rate of 3% has been applied to the cost estimates and the same escalation rate has been assumed for the capital charge. The minimum required revenue has been determined in order to ensure that the owner does not have any remaining debt at the end of the 20 year period. It should be noted that the financial statements for the water utility indicate that the Water Operating Fund has a reserve of approximately \$200,000. The statement also indicates that the annual surplus and capital investments total approximately \$100,000 per year. It is assumed that these reserve funds will be allocated to capital improvements.

We understand that there are currently 466 connections serviced by the water utility (443 residential, 23 commercial/industrial). Dividing the total revenue required by the number of connections results in the capital charge amount per parcel in the first year, as summarized below.

Funding Structure	2015 Capital Charge	
	Total	Per Unit
100% Funding	\$149,582	\$321
66% Funding	\$69,841	\$150
50% Funding	\$32,525	\$70
33% Funding	\$0	\$0

The capital charge of \$321 per parcel under the 100% funding scenario represents the amount that would be required if no grant funding is available (i.e. if the RDKB does not take over the system). If the RDKB were to take over the system, a less onerous rate could be applied, as grant funding could be available. Based on the understanding that most grant programs are founded on one third local funding and two thirds provincial/federal funding, the 33% funding structure could likely be applied. Under this approach, there would be no increase to the existing rate structure, which mitigates the financial impact to the local residents.

It should be noted that the existing capital debt will likely be paid-down within the 20 year timeframe of this report. As a result, the annual cost for repayment of the loans would be eliminated and the utility's expenditures would decrease. At this point the rate structure should be revisited.

**7.3 Rate Structure Summary**

As discussed above, it is expected that the current rate structure is sufficient to cover annual O&M costs going forward. If Christina Waterworks District maintains ownership of the system an increase to the existing fee or a separate charge of \$321 per lot per year is required to fund capital expenses. Should the RDKB assume ownership and not receive grant funding then the 2015 rate structure would remain the same as under Christina Waterworks District ownership. However, should the RDKB be able to obtain 66% grant funding then the 2015 rates would remain at \$660 (no capital increase). The 2015 rate structures assuming 0% grant funding under CWD ownership and 66% grant funding under RDKB ownership are shown below:

2015 Rate Structure	Under CWD Ownership	Under RDKB Ownership
User Fee	\$310	\$310
Parcel Tax	\$350	\$350
Capital Increase	\$321	\$0
Total	\$981	\$660

It should also be noted that a 3% yearly increase of the rate structure is proposed to cover inflation.

## 8.0 CONCLUSIONS

Proper Asset Management and a well-guided Financial Plan are essential to providing sustainable operation and maintenance of a municipal infrastructure system. Currently, the Christina Lake water system is owned and operated by a private utility (Christina Waterworks District), utilizing revenues collected from the residents. The current fee structure is sufficient to cover annual O&M, but does not generate sufficient reserves for capital improvements. As such, RDKB ownership of the Christina Lake system should be considered.

In general, it is expected that the certain components of the existing system are ageing, undersized and/or lacking. This can be summarized as follows:

- ▶ The water treatment system does not have a secondary treatment barrier
- ▶ The supply system lacks redundancy in the form of emergency back-up power
- ▶ The existing reservoirs have insufficient storage for current and future demands
- ▶ The distribution network has numerous ageing and/or undersized watermains which require replacement

All of these factors result in a system that is deteriorating, cannot provide sufficient fire flow and is susceptible to potential health issues with respect to water quality. As such, it is expected that infrastructure upgrades will be required over the next 20 years. This can be done in phases, based on urgency and available funding.

## 9.0 RECOMMENDATIONS

Based upon our review and analysis of the existing Christina Lake water system with respect to O&M, capital replacement, funding and ownership, we recommend that:

- ▶ An adequate level of asset management be employed now and in the future to ensure that the Christina Lake water system is operating in a sustainable manner;
- ▶ The RDKB consider ownership of the Christina Lake water system to ensure proper funding mechanisms are in place to complete the required upgrades;
- ▶ Infrastructure upgrades to the existing system be performed as outlined in Section 5.0 and Section 7.0 (or as urgency and funding dictate);
- ▶ The rate structure be revised in accordance with Section 7.0 to ensure that the residents of Christina Lake are wholly funding the O&M of the system and contributing to capital improvements; and
- ▶ Should the RDKB assume ownership of the system, they seek out senior government grant funding opportunities so that improvements can be completed with less financial impact to the Christina Lake ratepayers.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO XXXX  
Christina Lake Water Utility

RDKB SERVICE ESTABLISHED IN 2017

DRAFT #1

		PAGE	2015 ACTUAL	2017 BUDGET	Increase(Decrease) between 2016 BUDGET and 2017 BUDGET		2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET
					\$	%				
<b>REVENUE:</b>										
xx xxx xxx	Parcel Tax	2	204,917	205,000	205,000	0.00	205,000	205,000	205,000	205,000
xx xxx xxx	User Fees - Water Toll	3	145,029	161,000	161,000	0.00	161,000	161,000	161,000	161,000
xx xxx xxx	Fire Hydrant Agreement	4	0	0	0	0.00	0	0	0	0
xx xxx xxx	Miscellaneous Income	6	7,711	12,000	12,000	0.00	12,000	12,000	12,000	12,000
xx xxx xxx	Federal Grants	7	0	0	0	0.00	0	0	0	0
xx xxx xxx	Provincial Water Grant	8	0	0	0	0.00	0	0	0	0
xx xxx xxx	Transfer From Reserve	9	0	0	0	0.00	0	0	0	0
xx xxx xxx	Capital Revenue	10	0	0	0	0.00	0	0	0	0
xx xxx xxx	Previous Year's Surplus	11	0	0	0	0.00	0	0	0	0
Total Revenue			357,657	378,000	378,000	0.00	378,000	378,000	378,000	378,000
<b>EXPENDITURE:</b>										
xx xxx xxx	Discounts	12	0	0	0	0.00	0	0	0	0
xx xxx xxx	Board Fee	13	0	7,620	7,620	0.00	7,734	7,889	8,086	8,208
xx xxx xxx	Insurance	14	14,884	15,000	15,000	0.00	15,225	15,530	15,918	16,157
xx xxx xxx	Debt - Interest	15	50,763	51,000	51,000	0.00	51,000	51,000	51,000	51,000
xx xxx xxx	Debt - Principal	16	77,000	77,000	77,000	0.00	77,000	77,000	77,000	77,000
xx xxx xxx	Training	17	713	4,500	4,500	0.00	4,500	4,500	4,500	4,500
xx xxx xxx	Repairs & Maintenance	18	34,086	16,000	16,000	0.00	16,000	16,000	16,000	16,000
xx xxx xxx	Utilities	19	15,965	16,000	16,000	0.00	16,240	16,565	16,979	17,234
xx xxx xxx	Salaries & Benefits - Admin	21	0	17,500	17,500	0.00	17,850	18,207	18,571	18,943
xx xxx xxx	Salaries & Benefits	22	61,652	60,000	60,000	0.00	61,200	62,424	63,672	64,946
xx xxx xxx	Other Operating Expenses	24	14,867	20,100	20,100	0.00	20,502	20,912	21,330	21,757
xx xxx xxx	Vehicle Operating	25	0	4,000	4,000	0.00	4,080	4,162	4,245	4,330
xx xxx xxx	Small Tools	26	0	0	0	0.00	0	0	0	0
xx xxx xxx	Capital	27	0	0	0	0.00	0	0	0	0
xx xxx xxx	Contribution To Reserve	28	0	89,280	89,280	0.00	86,669	83,812	80,698	77,927
xx xxx xxx	Previous Year's Deficit	29	0	0	0	0.00	0	0	0	0
Total Expenditure			269,930	378,000	378,000	0.00	378,000	378,000	378,000	378,000
Surplus(Deficit)			87,727							

Estimate Includes pay-back to Feasibility \$5,000 in first year (Line 24)



Frequently Asked Questions

Q. How is a regional district service delivered?

- A. Participants in a regional service arrangement have a number of delivery options, which include, but are not necessarily limited to the following:
- ❖ A department of the Regional District
  - ❖ A department of a member municipality
  - ❖ A separate corporation wholly-owned by a local government
  - ❖ A contractual service arrangement
  - ❖ Limited delegation of authority to a commission or committee
  - ❖ A combination of delivery mechanisms.

Q. How is a regional service governed?

- A. The participating jurisdictions must agree on how the service will be governed. While the decision to establish a service is decided by all members of a regional board, once established, decisions are usually made by the participating service Directors only. The Regional District may vary the stakeholder voting rules and has the ability to design custom voting rules with any variance from the norm being included with the 'Service Establishment Bylaw'.

Q. Where does my tax money go?

- A. Your tax dollars pay for a wide variety of services including School, Hospital, Roads and Police, in addition to the costs of your direct local services. The RD's portion of the 2016 tax levy is approximately 40% of the total tax bill. (or between \_\_\_\_ % and \_\_\_\_ % for all electoral areas).

Glossary of Terms

**'Electoral Area Director'** means the representative elected by the residents and owner electors of a designated rural area, (not within the boundaries of a municipality) of the regional district.

**'Feasibility Study'** refers to a formal study that may be required to analyze all of the costs and service implications relating to a proposed regional district service. Such a study will also review the options for fair allocation of all costs related to the proposed service.

**'Financial Plan'** - Each regional district, like a municipality, must adopt an annual five-year financial plan that sets out the proposed operating and capital expenditures and revenue sources for each service during each year of the five year planning period. The plan must be approved, by bylaw of the regional district by March 31<sup>st</sup>, each year.

**'Overhead Costs'** includes, among other items, the cost of lighting and heating regional district buildings (e.g. main office), insurance costs, and the salaries of key regional district administrative staff such as the Chief Administrative Officer and the Chief Financial Officer for the Regional District.

**'Service Area'** refers to a specified area of a regional district that is established to provide the framework necessary for combinations of member jurisdictions, or portions thereof, to collaborate in the provision of a voluntary, sub-regional service.

**'Other'** means ...

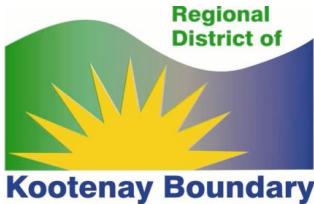
Did you know?

- Before a service can be provided, it must be formally established by a bylaw of the Regional District which is approved by the Board.
- A service establishment bylaw must also be approved by the Provincial Inspector of Municipalities.
- A key feature of regional district finance is the use of separate, individual funds for each service that is established.
- Each fund is dedicated to a service and revenues and costs specific to one service cannot be shifted to or spread among other services.
- Each regional district service has its own group of participating jurisdictions, or portions thereof, and the participants in one service area are not expected to subsidize, and are not permitted to be subsidized by the participants of another service.
- Each service is required, by Provincial law, to identify the full cost to the regional district of providing a service, including a portion of general overhead and administrative costs.
- No regional district service is permitted to run an 'operating deficit' in any year.

For further information, please contact:

**Regional District of Kootenay Boundary**  
**202 – 843 Rossland Avenue**  
**Trail, B.C. V1R 4S8**

**Phone: 1-800-355-7352**  
**or (250) 368-9148**  
**Fax: (250) 368-3990**  
**e-mail: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)**



Regional District  
Service Analysis Tool Kit

Issue 2 – July 2016

Introduction to Regional Services

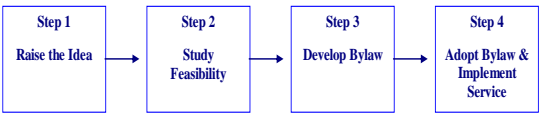
Community services have evolved from 'Volunteerism' to a more sophisticated level of service with a much higher level of regulatory oversight and direction and with greater exposure to liability issues. A rural service, once provided by a collection of individuals or a society, has now moved to a more formal governance structure, often under the umbrella of the Regional District.

Since its establishment on February 22, 1966, the Kootenay Boundary Regional District (RDKB) has provided services throughout the region with a series of general and local services that are established as an independent legal jurisdiction for the each of the specific services. Currently the RDKB, which is one of 28 regional districts operating within the Province of BC, has over 150 active services that are governed by the *Local Government Act*, which provides authority and legislative direction on the operation of each service.

As each specific service must be operated in an independent manner, with all costs of the service including related overhead administrative costs to be paid by the residents of the benefiting area, considerable care must be taken in the establishment of a service to ensure its longer term viability.

To assist the ratepayers of the Region, the RDKB has produced this guide to provide a check-list for the community and the elected officials to review during the consideration of a new Regional District service. The document is not intended as a final decision document, but rather is to serve as a guide to assist the area Director and the residents and ratepayers of the area to be served as they consider the establishment of a new service or enhancement of an existing service.

Service Establishment  
Generic Process



Key Service Considerations

1. A clear and understood purpose
2. Broad community/local area approval
3. Legislative authority for the service
4. Financial capacity to fund the service
5. Political will to proceed.

Feasibility Considerations

Once the idea has been generated, it will be necessary to undertake some form of feasibility study to review the rationale for the proposed service and to ensure it has:

- a defined and agreed-upon scope
- measurable goals have been identified
- clear support of the resident rate-payers of the area(s) to be served, and
- identification of all short and long-term costs to operate and manage the service
- given consideration to any unique regulatory authority or limitations.

The extent of the study will be dictated by the size and nature of the service being considered. A smaller service with limited financial and operational impact will of course require a less rigorous review than a major program with significant operating and capital costs involved. For the latter, the Ministry of Community, Sport and Cultural Development has developed Circular No. 08.17, setting out the more detailed requirements for a Service Establishment Bylaw review, prior to the necessary approval by the Ministry.

At a minimum, the service feasibility study should include a general review of all relevant information and provide a summary of the costs and benefits of the proposed service. To assist the residents/potential service users and the Regional District Directors in evaluating the feasibility of a proposed new or expanded service, the form provided on the following page of this document provides a series of questions and identifies a number of issues to be considered.

Service Evaluation Questionnaire

Initial Consideration (Who, What, Where, When, Why, How, & How Much)	Answers	Comments (Additional Information Required?)
1. Describe the desired service.	Christina Waterworks District current delivered services, includes the distribution and treatment of water to Christian Lake residents.	
2. Is the service necessary?	Yes, the service supplies potable water to ratepayers.	
3. What area(s) will be served?	The current ratepayers in Area "C"/Christina Lake.	
4. When will the service be required?	The service is already being provided by Christina Waterworks District.	
5. Have you considered the total cost of the proposed service?	The total cost of the service is \$378,000 with no immediate increases.	
6. Can we afford it? How will the new or additional costs be paid?	Yes, the current ratepayers will be covering the cost of the service.	

If the answers to this first series of questions are favourable, proceed to the next set of questions for a more detailed review of the proposed new service by the RDKB and the designated service areas' Directors.

RDKB Considerations	Answers	Comments (Additional info required?)
1. Responsiveness <ul style="list-style-type: none"><li>Is there broad support for the proposed new or enhanced level of service?</li></ul>	Yes. At the present time, there is Board support for this new enhanced level of service (through the Electoral Area "C"/Christina Lake Representative).	
2. Function Establishment <ul style="list-style-type: none"><li>Will it require a new service to be established or will it be an enhancement of a current service?</li><li>Is there legislated authority of the proposed service?</li><li>Is there mandatory approval required?</li><li>How will it be managed?</li><li>Who will operate and maintain the service?</li></ul>	<p>This is an enhancement of an existing service within RDKB Electoral Area 'C', which is currently not administered by RDKB.</p> <p>Yes, there is legislated authority for the proposed service.</p> <p>Yes, mandatory approval of the RDKB Board of Directors is required.</p> <p>The RDKB currently have staff in place for the management. Operation and maintenance of the service will be done with current CWD staff.</p>	
3. Public Accountability <ul style="list-style-type: none"><li>How will the service be approved?</li></ul>	It is expected that administration of this new RDKB service will be approved by the RDKB Board of Directors.	
4. Transparency <ul style="list-style-type: none"><li>Will the service and structure be clear and understandable by the public?</li></ul>	Once established, hopefully, the service structure will become more clear and understandable by the public.	
5. Flexibility <ul style="list-style-type: none"><li>Will the structure and service delivery mechanisms be flexible enough to allow for growth or change in the future?</li></ul>	Yes. The configuration of the service delivery mechanisms will be flexible to accommodate for future growth or change.	
6. Fiscal Sustainability <ul style="list-style-type: none"><li>What will be the cost of the service?</li><li>How will costs be allocated to fairly share the service costs?</li><li>Will there be any capital expenditures required and</li></ul>	<p>The cost of the service is expected to be approximately \$378,000 in 2017.</p> <p>Currently, costs are to be allocated through individual property water tolls and property tax requisition.</p>	

referendum approvals?	The current 5 yr financial plan calls for capital expenditures over the next five years. These are expected to be funded through current revenue and reserve.	
7. Value for Money <ul style="list-style-type: none"><li>Can the proposed service be provided to the residents of the area in a cost effective manner?</li></ul>	By streamlining this activity with RDKB Operations, it is expected that the new service will be provided in a cost effective manner.	

RDKB Considerations	Answers	Comments (Additional info required?)
8. Other Agencies Involved <ul style="list-style-type: none"><li>Will there be any additional legislative requirements such as environmental review for the new service?</li></ul>	<p>The RDKB will be required to obtain an Order in Council to continue with this process.</p> <p>Possibility of the Interior Health Authority imposing additional conditions within the current operating permit of the CWD water system.</p>	
9. Approval <ul style="list-style-type: none"><li>Will a detailed feasibility study be required by the Ministry of Community &amp; Rural Development?</li></ul>	Yes. A feasibility Study will be required by the Province. This study has been completed.	

Questionnaire Explanatory Notes

The Second Stage of consideration for the service by the RDKB and the areas’ Directors will include the following for each question.

1. - Is there wide community support for the proposed service? How is this known?  
- Will the service provide for effective local representation and involvement?
- At the CWD AGM, residents whom attended provided unanimous support for CWD Board of Directors to continue with the process of service transition to the RDKB.
  - Yes, it is expected that local representation for decision-making and involvement will be provided.
2. - Is this an entirely new service for the area or will it be an enhancement of a current service?  
- Does the proposed service fit within the authority of the regional district?  
- Does legislation require a mandatory approval process?  
- If an expansion of an existing service, is there a taxation limitation for the service and what ‘tax room’ is available to fund the expanded service?  
- Does the service involve more than one jurisdiction?  
- How will the service be managed?  
- How will it be maintained and operated?
- This will be a new service to the RDKB, but an enhancement of a service currently being delivered by a Water Improvement District.
  - The proposed service fits within the authority of the RDKB.
  - Mandatory approval processes are required from the RDKB Board of Directors and the Province of BC.
  - This proposed service only involves the properties located within Electoral Area 'C'/ Christina Lake.
  - The service will be managed, operated and maintained by RDKB Staff.
3. - If formal approval is required, how will this be obtained? By petition? By referendum? By Counter petition? Or by Electoral Area Director approval?  
- Will a local committee or society be involved in the service? How will the community be involved and informed?
- Formal approval will be obtained by Electoral Area Director Approval and by obtaining an Order in Council from the Province of BC, which will involve a for assent to transfer the current powers, authorities and responsibilities of the CWD Board of Directors to the RDKB Board of Directors.
  - No local committee or society is expected to be involved in the service. The community will be involved and informed through Electoral Area 'C'/Christina Lake Director.

4. **Are the new service and service delivery mechanisms easily understood by the participating jurisdictions and the residents involved in the service?**
  - New service delivery processes, mechanisms, etc have been explained to the participating jurisdiction, however, it is expected that continuous education will be required to ensure the new service delivery model is easily understood by all involved.
5. **- Will there be a high level of flexibility built into the new service structure and delivery mechanisms?**
  - Can the service boundaries or the level of service being delivered be easily changed?
  - Will the service be able to respond to the changing needs of a growing community?
  - Will the operating body be able to control the operation and have the administrative flexibility to plan, operate and adequately finance the services required, including the hiring and oversight of staff?
  - Utility services usually have significant levels of flexibility built into their delivery mechanisms, and this proposed service will continue with that trait.
  - The service boundaries could be changed to incorporate growth, etc. within the service area, but at this time, change within the proposed service delivery area is not expected. The service delivery can be easily changed and this is expected to occur immediately (due to potential new regulations, etc).
  - The service will be flexibly and able to respond to the needs of a growing community.
  - The operating body (RDKB) will have complete control over operational, financial and administrative functions.
6. **- Do the residents and area participants understand the extent of the costs to provide the service?**
  - Will there be any capital expenditures required to undertake the new service? Any new buildings or equipment required?
  - Does the Regional District own any land that may be involved for the service?
  - Who will own the assets of the service?
  - Who will control the service and its assets?
  - Will a referendum be required to borrow funds to provide the necessary facilities and equipment required to provide the proposed new service for the area?
  - If this is enhancement or expansion of an existing service, are there any taxation limitations for the existing service? Is there any tax room available for the enhanced service required?
  - Does the Regional District have title to any land that will be involved or other security in order to protect its investment?
  - What are the estimated operating and capital costs projected for the service over the next 5 years? 10 years?
  - If more than one jurisdiction is involved in the service, is there an agreement or a proposal for cost sharing for the proposed new service?
  - Has the allocation of 'overhead administrative' costs been considered as required by legislation?
  - Public consultation was undertaken with the aid of the CWD to explain the extent of the potential costs to provide the service.
  - During the initial phasing of transition, there will be minor capital expenditures, which have been identified within the Feasibility Study.
  - The RDKB will retain control and ownership of all assets of the service.
  - TAXATION LIMITS –
  - All assets of the CWD will be transferred to the RDKB, including land titles, permits, etc.
  - Estimated operating and capital costs for the service are provided for in the draft 2017 Budget and 5 Yr Financial Plan (approx \$378,000 in 2017)
  - There draft budget figures identify allocation of overhead administrative costs for the service.
7. **- Can the proposed new service be delivered to the community in a cost effective manner?**
  - Will the proposed service level be adequate to satisfy the residents of the community?
  - Has consideration been given to the various service delivery models available, including the following:
    - Service being provided by Regional District Staff;
    - Service provided under a contract with a private sector company; or
    - Service provided by a Regional Commission or Committee with formal delegation of administrative and operational authority.
  - RDKB Staff believe that this new service can and will be delivered to the specified service area in a cost effective manner.
  - The proposed service level should meet the needs of the community.
  - Not at this time.
9. **- Will a detailed feasibility study be required before an establishment bylaw will be approved by the Inspector of Municipalities?**
  - Does the initiative require the Regional District to amend any of its current bylaws?
  - A detailed Feasibility Study has been completed to look at converting this service from a Water Improvement District to a RD specified service area.
  - It is anticipated that the RDKB will not be required to amend any of its current bylaws.

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. **656**, Approved and Ordered **September 19, 2016**

  
 Lieutenant Governor

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders the following, effective December 31, 2016:

- 1 The Letters Patent issued on November 16, 1946 (Order in Council 2727/1946) incorporating the Christina Waterworks District are revoked.
- 2 The rights, property and assets of the Christina Waterworks District are transferred to and vested in the Regional District of Kootenay Boundary.
- 3 The obligations of the Christina Waterworks District are transferred to and assumed by the Regional District of Kootenay Boundary.
- 4 The bylaws of the Christina Waterworks District continue in force as bylaws of the Regional District of Kootenay Boundary applicable to the area of the Regional District of Kootenay Boundary to which they applied as bylaws of the Christina Waterworks District until those bylaws are amended or repealed by the board of the Regional District of Kootenay Boundary.
- 5 A reference to the Christina Waterworks District in any commercial paper, lease, license, permit or other contract, instrument or document that is transferred under section 2 or 3 is deemed to be a reference to the Regional District of Kootenay Boundary.
- 6 The acquisition, maintenance and operation of works for waterworks purposes and all matters incidental to those purposes, are continued as a service of the Regional District of Kootenay Boundary.
- 7 The boundaries of the service area for the service continued under section 6 are the boundaries of the Christina Waterworks District immediately before it is dissolved.



*Minister of Community, Sport and Cultural Development  
 and Minister Responsible for TransLink*



*Presiding Member of the Executive Council*

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

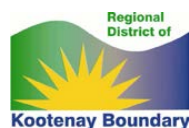
Act and section: Local Government Act, R.S.B.C. 2015, c. 1, ss. 45, 680 and 681

Other: OIC 2727/1946

August 15, 2016

page 1 of 1

2/O/665/2016/33



### Bylaw No. 1626

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Kootenay Boundary and the Municipal Finance Authority of British Columbia

---

**WHEREAS** the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issuance of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

**AND WHEREAS** the Corporation of the City of Trail is a member municipality of the Regional District of Kootenay Boundary (the "Regional District");

**AND WHEREAS** the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw:

<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
2781	Library and Museum	\$ 6,288,000	\$ 0	\$ 6,288,000	25	\$ 6,288,000
<b>Total</b>		<b><u>\$ 6,288,000</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 6,288,000</u></b>		<b><u>\$ 6,288,000</u></b>

**AND WHEREAS** the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

**NOW THEREFORE** the Regional Board of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. The Regional Board hereby consents to financing the debt of the Corporation of the City of Trail in the amount of Six Million Two Hundred Eighty-Eight Thousand Dollars (\$6,288,000.00) in accordance with the following terms. (Total of debt for the City of Trail that is to be financed under this Security Issuing Bylaw: \$6,288,000.00).
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Six Million Two Hundred Eighty-Eight



Thousand Dollars (\$6,288,000.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian dollar equivalents so borrowed shall not exceed \$6,288,000.00 (in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the Officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria, BC and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of The City of Trail Loan Authorization Bylaw No. 2781 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be

a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

#### **Citation**

11. This bylaw may be cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1626, 2017".

**Read a First and Second time** the 26<sup>th</sup> day of January, 2017.

**Read a Third time** the 26<sup>th</sup> day of January, 2017.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1626 cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1626, 2017" as read a third time the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Manager of Corporate Administration

**RECONSIDERED AND ADOPTED** the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1626 cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1626, 2017" as reconsidered and adopted the 26<sup>th</sup> day of January, 2017.

Certified a true copy of Bylaw No. 1626 as adopted.

\_\_\_\_\_  
Manager of Corporate Administration

SCHEDULE "A" to Bylaw No. 1626

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of Kootenay Boundary

The Regional District of Kootenay Boundary (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of Six Million Two Hundred Eighty-Eight Thousand Dollars (\$6,288,000.00) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_,

**IN TESTIMONY WHEREOF** and under the authority of Bylaw No. 1626 cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1626, 2017.

This Agreement is sealed with the Corporate Seal of the Regional District of Kootenay Boundary and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
General Manager - Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated \_\_\_\_\_ (month, day) 20\_\_\_\_\_

\_\_\_\_\_  
Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	Principal and/or Sinking Fund Deposit	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____



City of Trail

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	JAN 12 2017
DOC #	.....
REF. TO:	ME
CC:	.....

File #1750-01

January 11, 2017

Regional District of Kootenay Boundary  
Attention: John MacLean, Chief Administrative Officer  
202 – 843 Rossland Avenue  
Trail, B.C. V1R 4S8

Dear John:

**RE: DEBENTURE DEBT - LOAN AUTHORIZATION BYLAW 2781**

Construction of the Riverfront Centre is well underway and borrowing in the amount of \$6,288,000 is required to fund the project. Please find attached the necessary loan authorization bylaw, the Certificate of Approval from the Inspector of Municipalities, the Liability Servicing Limit Certificate and a certified copy of Council's municipal security issuing resolution.

The City hereby requests the Regional District of Kootenay Boundary to borrow the necessary moneys over a 25 year term from the Municipal Finance Authority on our behalf as part of the Spring 2017 Borrowing Session.

If anything further is required, please contact me at [mmcisaac@trail.ca](mailto:mmcisaac@trail.ca).

Sincerely,

Michelle McIsaac  
Corporate Administrator

attach.

*explore your*  
**TRAIL**

City Hall ♦ 1394 Pine Avenue, Trail, BC, Canada V1R 4E6 ♦ Telephone: (250) 364-1262 ♦ Fax: (250) 364-0830  
Public Works ♦ Telephone: (250) 364-0840 ♦ Fax: (250) 364-0831  
[www.trail.ca](http://www.trail.ca) ♦ eMail: [info@trail.ca](mailto:info@trail.ca)



# STAFF REPORT

City of Trail



DATE: December 21, 2016 FILE NUMBER: 1750-01

TO: MAYOR AND COUNCIL

FROM: DAVID PEREHUDOFF, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: SECURITY ISSUING RESOLUTIONS - BYLAWS 2781 AND 2809

## 1.0 PURPOSE

- 1.1. The purpose of this report is to advance resolutions that must be adopted by Council in order to proceed with the issuance of debentures for the purpose of funding the Riverfront Centre.

## 2.0 RECOMMENDATION

- 2.1. THAT Council proceed with the following resolutions:
  - 2.1.1. THAT the Council of the City of Trail approve borrowing from the Municipal Finance Authority of British Columbia as part of the Spring 2017 Borrowing Session in the amount of \$6,288,000 as authorized through Integrated Library and Museum Construction Loan Authorization Bylaw 2781, 2014, and that the Regional District of Kootenay Boundary be requested to consent to the City of Trail's borrowing over a 25 year term and include the borrowing in their Security Issuing Bylaw.
  - 2.1.2. THAT the Council of the City of Trail approve borrowing from the Municipal Finance Authority of British Columbia as part of the Spring 2017 Borrowing Session in the amount of \$1,095,700 as authorized through Integrated Library and Museum Construction Loan Authorization Bylaw 2809, 2016, and that the Regional District of Kootenay Boundary be requested to consent to the City of Trail's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.

### 3.0 BACKGROUND

- 3.1. Bylaw 2781 is the original loan authorization bylaw that was approved through referendum as part of the 2014 local government elections after the original concept plan and budget was developed.
- 3.2. Bylaw 2809 was brought forward in 2016 in order to secure additional financing that was required once the detailed design process advanced and detailed costing reports were made available. The additional moneys dealt with current budget estimates and were reflective of changes in scope and the development of a more modern design.
  - 3.2.1. Bylaw 2809 is further linked to an agreement the City entered into with Teck Metals Ltd. who consented to provide additional funding support. The borrowing term for Bylaw 2809 is reduced to 10 years and Teck will make an annual contribution that matches the debt repayment amount.
- 3.3. The project has now been tendered and the project is well advanced. With construction underway, there will be a more significant financial draw such that securing the necessary funding to cover the cost of the project is now in order.

### 4.0 ANALYSIS

- 4.1. Procedurally, borrowing is done by Regional Districts on behalf of the member municipalities and once the security issuing resolutions are passed by Council then the regional district includes the request as part of the bylaw that is then forwarded to the Municipal Finance Authority (MFA).
- 4.2. The MFA has indicated that in order to be included in the Spring borrowing, regional districts must submit bylaws before February 24, 2017. It is therefore important that the City advance the matter in order to provide the regional district the time required to get their bylaw in place.
- 4.3. The borrowing structure used in British Columbia for local governments involves the regional district being the guarantor should a member municipality for any reason default and not be able to make payments. This structure ensures that the MFA retains it AAA “stable” debt rating and municipalities enjoy lower borrowing rates as a result.

### 5.0 OPTIONS

- 5.1. Council should proceed as recommended. While borrowing could be deferred, the City would have a difficult time carrying the financial outlay that will be ramping up

as construction progresses. The next opportunity to borrow will not occur until the Fall 2017 issue and the project would be close to completion by this time.

## **6.0 FINANCIAL CONSIDERATIONS**

- 6.1. The total budget for the project is currently estimated at \$8.4 million. The City has secured funding from the Columbia Basin Trust in the amount of \$500,000 as well as from Teck in the amount of \$500,000. Notwithstanding additional funding that may be raised by the Library and Historical Society, the net funding requirement based on the project budget would be \$7.4 million after deducting the \$1 million in funding referenced.
- 6.2. The combined funding with the two bylaws amounts to \$7.383 million and net funding that the City will receive will be reduced as part of a deduction of 1% that is placed in a debt reserve as well as cost associated with issuing the securities.
- 6.3. Based on the current budget, the proceeds from borrowing should closely match the City's final funding requirements. With that said, if the net funding raised directly through the issuance of securities as well as through other sources exceeds the final project costs, then the money would be held in "reserve" and would be used for future capital projects associated with the Riverfront Centre that will undoubtedly arise.
  - 6.3.1. Having residual moneys for future capital projects associated with the Riverfront Centre is advantageous in that it will provide funding capacity without placing a competitive demand on scarce capital revenue for other high priority capital projects that have been deferred as several major projects have been undertaken.
- 6.4. The estimated annual debt payments will be included in the operating budget. Given that the City will borrow money as part of the Spring issue, the 2017 Budget will provide for one interest payment, with full payments to commence in 2018.
- 6.5. The estimated interest rates are noted as follows: 10 year amortization 2.80%; 25 year amortization 3.58%.

## **7.0 POLICY AND LEGAL CONSIDERATIONS**

- 7.1. The security issuing process is being followed in accordance with prescribed legislation.
- 7.2. It is noted that a loan authorization bylaw must be acted on within 5 years from adoption or the bylaw no longer has any force or effect. Both loan authorization bylaws are brought forward well in advance of expiry.

Page 4  
SECURITY ISSUE RESOLUTIONS – BYLAWS 2781 AND 2809

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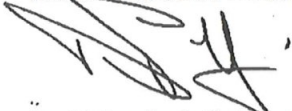
7.3. The City will borrow less than the amount authorized under Bylaw 2781 in accordance with the agreement with Teck. With that said, if the City did require additional funding associated with the capital cost of the facility, additional moneys could be borrowed under the authority of the bylaw.

7.3.1. If the City did proceed, the \$500,000 and the associated annual debt repayment would not be attributed to Class 4 Major Industry due to the funding agreement previously referenced. This is brought forward for Council's information and it is unlikely that additional funding will need to be raised before the authority created under Bylaw 2809 effectively expires in 2021.

## 8.0 OTHER CONSIDERATIONS

8.1. There are no other considerations noted. The issuance of debt in the Spring will ensure the City has the necessary cash to fully cover the project cost without negatively impacting the City's overall cash reserves and associated interest earnings.

**RESPECTFULLY SUBMITTED**



David Perehudoff, CPA, CGA  
Chief Administrative Officer

attach.



THE CITY OF TRAIL

BYLAW NO. 2781

A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS NECESSARY FOR THE CONSTRUCTION OF AN INTEGRATED LIBRARY AND MUSEUM BUILDING

WHEREAS Part 6 of the Community Charter, being Chapter 26, R.S.B.C. 2003, and all amendments thereto, provides Council with the authority to contract debt by borrowing for any purpose of capital nature, and for this purpose being the construction of a building that will house a municipal library and museum.

AND WHEREAS the construction of the integrated library and museum facility is estimated to cost \$6,288,000 and is the amount of debt intended to be created by this bylaw;

AND WHEREAS financing of the debt may be carried out in whole or in part through the Municipal Finance Authority of British Columbia;

NOW THEREFORE the Council of the City of Trail in open meeting assembled ENACTS AS FOLLOWS:

- 1. The Council of the City of Trail is hereby empowered and authorized:
  - (1) to undertake and carry out or cause to be carried out the detailed design, tendering and construction, including the associated site works for the building with plans on file in the office of the Municipality and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
    - (a) to borrow upon the credit of the municipality a sum not exceeding \$6,288,000.
    - (b) to acquire all such licensees, rights or authorities as may be requisite or desirable, for or in connection with the construction of the building.
- 2. The maximum term for which the debentures may be issued to secure the debt created by this bylaw is twenty-five years.
- 3. This bylaw may be cited for all purposes as “Integrated Library and Museum Construction Loan Authorization Bylaw 2781, 2014”.

READ the FIRST, SECOND and THIRD time the 21<sup>st</sup> day of July, 2014.

APPROVED by the INSPECTOR OF MUNICIPALITIES the 28<sup>th</sup> day of August, 2014.

ADOPTED the 24<sup>th</sup> day of November, 2014.

  
MAYOR

  
CORPORATE ADMINISTRATOR

Certified a true copy of  
Bylaw No. 2781, 2014.

CORPORATE ADMINISTRATOR





# Certificate of Approval

Under the authority of the *Local Government Act*, I certify that Bylaw No. 2781, cited as the “Integrated Library and Museum Construction Loan Authorization Bylaw 2781, 2014” of the City of Trail has been lawfully and validly made and enacted, and that its validity is not open to question on any ground in any court of British Columbia.

Dated this 5<sup>th</sup> day  
of February, 2015

*Myott.*

Deputy Inspector of Municipalities of British Columbia

LIABILITY SERVICING LIMIT CERTIFICATE

The City of Trail (the "Municipality")  
In relation to Integrated Library and Museum Construction Loan Authorization Bylaw 2781, 2014

The undersigned Financial Officer assigned responsibility for financial administration under section 149 of the Community Charter, SBC 2003, Chapter 26 (the "Charter") or Auditor appointed for the Municipality under section 169 of the Charter hereby certifies as follows:

Calculation revenue for the previous year \$17,349,190.00 a  
(section 4 & 5, BC Reg 254/2004)  
Liability Servicing Limit (a x 25%) \$4,337,297.50 b  
(section 2, BC Reg 254/2004)  
Annual Servicing cost for previous year \$559,281.00 c

Plus: New liabilities incurred, other than current request

Liability Type and reference	Annual servicing cost	
Bylaw 2775, 2014 (pending referendum)	\$346,700.00	d
Bylaw 2716, 2011 (approved)	\$179,000.00	e
		f
		g
		h
		i
		j
		k
		l
Total of lines d through l	\$525,700.00	m

Less: Liabilities which have matured

Liability type and reference	Annual servicing cost	
		n
		o
		p
		q
		r
Total of lines n through r	\$0.00	s

Amount of new liability \$6,288,000.00 t  
(section 3, BC Reg 254/2004)  
Annual servicing cost of new liability \$402,050.00 u  
(section 3, BC Reg 254/2004)  
Total liability servicing cost including current request (lines c+m-s+u) \$1,487,031.00 v

☒ which is less than the annual liability servicing limit stated on line b.  
OR  
☐ which exceeds the annual liability servicing limit stated on line b, and the undersigned hereby requests approval of the Inspector of Municipalities under section 174 of the Charter to exceed the limit established under the section.

In accordance with section 179(5) or section 175(1)(b) of the Charter, as applicable, the debt to be contracted under the loan authorization bylaw, or other liability for which certification is being made, referred to above will not exceed the lesser of 30 years and the reasonable life expectancy of the capital asset, activity, work or service, or the remaining term of the applicable agreement, as the case may be, for which the debt is to be contracted.

The undersigned Financial Officer or Auditor also hereby authorizes Legal Counsel of the Municipal Finance Authority of British Columbia to rely on this Certificate in giving any opinion in connection with any borrowing by the Municipal Finance Authority of British Columbia ("MFA") and the issuance of bonds, debentures, and other securities by the MFA in respect of the loan authorization bylaw, or other liability for which certification is being made, referred to above.

DATED this 23rd day of July, 2014.

Financial Officer

David Perehudoff  
(Please print full name)

OR

Auditor

(Please print full name & company)



## City of Trail

January 11, 2017

### RESOLUTION

Moved: Councillor Cacchioni

Sec'd: Mayor Martin

That the Council of the City of Trail approve borrowing from the Municipal Finance Authority of British Columbia as part of the Spring 2017 Borrowing Session in the amount of \$6,288,000 as authorized through Integrated Library and Museum Construction Loan Authorization Bylaw 2781, 2014, and that the Regional District of Kootenay Boundary be requested to consent to the City of Trail's borrowing over a 25 year term and include the borrowing in their Security Issuing Bylaw.

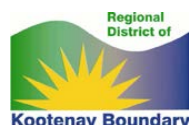
Carried unanimously.

I hereby certify this to be a true copy  
of the Resolution adopted by Trail City  
Council on January 9, 2017

Michelle McIsaac  
Corporate Administrator

*Explore your*  
**TRAIL**

City Hall ♦ 1394 Pine Avenue, Trail, BC, Canada V1R 4E6 ♦ Telephone: (250) 364-1262 ♦ Fax: (250) 364-0830  
Public Works ♦ Telephone: (250) 364-0840 ♦ Fax: (250) 364-0831  
[www.trail.ca](http://www.trail.ca) ♦ eMail: [info@trail.ca](mailto:info@trail.ca)



### Bylaw No. 1627

---

A bylaw to authorize the entering into of an Agreement respecting financing  
between the Regional District of Kootenay Boundary  
and the Municipal Finance Authority of British Columbia

---

**WHEREAS** the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issuance of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

**AND WHEREAS** the Corporation of the City of Trail is a member municipality of the Regional District of Kootenay Boundary (the "Regional District");

**AND WHEREAS** the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw:

<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
2809	Library and Museum	\$ 1,595,700	\$ 0	\$ 1,595,700	10	\$ 1,095,700
<b>Total</b>		<b><u>\$ 1,595,700</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 1,595,700</u></b>		<b><u>\$ 1,095,700</u></b>

**AND WHEREAS** the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

**NOW THEREFORE** the Regional Board of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. The Regional Board hereby consents to financing the debt of the Corporation of the City of Trail in the amount of One Million Ninety-Five Thousand Seven Hundred Dollars (\$1,095,700) in accordance with the following terms. (Total of debt for the City of Trail that is to be financed under this Security Issuing Bylaw: \$1,095,700).
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding One Million Ninety-Five Thousand Seven Hundred Dollars (\$1,095,700) in lawful money of Canada (provided that the Regional

District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian dollar equivalents so borrowed shall not exceed \$ 1,095,700 (in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the Officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria, BC and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of The City of Trail Loan Authorization Bylaw No. 2809 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be



a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

#### **Citation**

11. This bylaw may be cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1627, 2017".

**Read a First and Second time** the 26<sup>th</sup> day of January, 2017.

**Read a Third time** the 26<sup>th</sup> day of January, 2017.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1627 cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1627, 2017" as read a third time the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Manager of Corporate Administration

**RECONSIDERED AND ADOPTED** the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1627 cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1627, 2017" as reconsidered and adopted the 26<sup>th</sup> day of January, 2017.

Certified a true copy of Bylaw No. 1627 as adopted.

\_\_\_\_\_  
Manager of Corporate Administration

SCHEDULE "A" to Bylaw No. 1627

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of Kootenay Boundary

The Regional District of Kootenay Boundary (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of One Million Ninety-Five Thousand Seven Hundred Dollars (\$1,095,700) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_,

**IN TESTIMONY WHEREOF** and under the authority of Bylaw No. 1627 cited as "Regional District of Kootenay Boundary Security Issuing (City of Trail Library and Museum) Bylaw No. 1627, 2017.

This Agreement is sealed with the Corporate Seal of the Regional District of Kootenay Boundary and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
General Manager - Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated \_\_\_\_\_ (month, day) 20\_\_\_\_

\_\_\_\_\_  
Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	Principal and/or Sinking Fund Deposit	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____



City of Trail

REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

FILE #

JAN 12 2017

DOC #

REF. TO: *MF*

CC:

File #1750-01

January 11, 2017

Regional District of Kootenay Boundary  
Attention: John MacLean, Chief Administrative Officer  
202 – 843 Rossland Avenue  
Trail, B.C. V1R 4S8

Dear John:

**RE: DEBENTURE DEBT - LOAN AUTHORIZATION BYLAW 2809**

Construction of the Riverfront Centre is well underway and borrowing in the amount of \$1,095,700 is required to fund the project. Please find attached the necessary loan authorization bylaw, the Certificate of Approval from the Inspector of Municipalities, the Liability Servicing Limit Certificate and a certified copy of Council's municipal security issuing resolution.

The City hereby requests the Regional District of Kootenay Boundary to borrow the necessary moneys over a 10 year term from the Municipal Finance Authority on our behalf as part of the Spring 2017 Borrowing Session.

If anything further is required, please contact me at [mmcisaac@trail.ca](mailto:mmcisaac@trail.ca).

Sincerely,

Michelle McIsaac  
Corporate Administrator

attach.

*Explore your*  
**TRAIL**

City Hall ♦ 1394 Pine Avenue, Trail, BC, Canada V1R 4E6 ♦ Telephone: (250) 364-1262 ♦ Fax: (250) 364-0830  
Public Works ♦ Telephone: (250) 364-0840 ♦ Fax: (250) 364-0831  
[www.trail.ca](http://www.trail.ca) ♦ eMail: [info@trail.ca](mailto:info@trail.ca)

# STAFF REPORT

City of Trail



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DATE: December 21, 2016 FILE NUMBER: 1750-01

TO: MAYOR AND COUNCIL

FROM: DAVID PEREHUDOFF, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: SECURITY ISSUING RESOLUTIONS - BYLAWS 2781 AND 2809

---

## 1.0 PURPOSE

- 1.1. The purpose of this report is to advance resolutions that must be adopted by Council in order to proceed with the issuance of debentures for the purpose of funding the Riverfront Centre.

## 2.0 RECOMMENDATION

- 2.1. THAT Council proceed with the following resolutions:
- 2.1.1. THAT the Council of the City of Trail approve borrowing from the Municipal Finance Authority of British Columbia as part of the Spring 2017 Borrowing Session in the amount of \$6,288,000 as authorized through Integrated Library and Museum Construction Loan Authorization Bylaw 2781, 2014, and that the Regional District of Kootenay Boundary be requested to consent to the City of Trail's borrowing over a 25 year term and include the borrowing in their Security Issuing Bylaw.
- 2.1.2. THAT the Council of the City of Trail approve borrowing from the Municipal Finance Authority of British Columbia as part of the Spring 2017 Borrowing Session in the amount of \$1,095,700 as authorized through Integrated Library and Museum Construction Loan Authorization Bylaw 2809, 2016, and that the Regional District of Kootenay Boundary be requested to consent to the City of Trail's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.



### **3.0 BACKGROUND**

- 3.1. Bylaw 2781 is the original loan authorization bylaw that was approved through referendum as part of the 2014 local government elections after the original concept plan and budget was developed.
- 3.2. Bylaw 2809 was brought forward in 2016 in order to secure additional financing that was required once the detailed design process advanced and detailed costing reports were made available. The additional moneys dealt with current budget estimates and were reflective of changes in scope and the development of a more modern design.
  - 3.2.1. Bylaw 2809 is further linked to an agreement the City entered into with Teck Metals Ltd. who consented to provide additional funding support. The borrowing term for Bylaw 2809 is reduced to 10 years and Teck will make an annual contribution that matches the debt repayment amount.
- 3.3. The project has now been tendered and the project is well advanced. With construction underway, there will be a more significant financial draw such that securing the necessary funding to cover the cost of the project is now in order.

### **4.0 ANALYSIS**

- 4.1. Procedurally, borrowing is done by Regional Districts on behalf of the member municipalities and once the security issuing resolutions are passed by Council then the regional district includes the request as part of the bylaw that is then forwarded to the Municipal Finance Authority (MFA).
- 4.2. The MFA has indicated that in order to be included in the Spring borrowing, regional districts must submit bylaws before February 24, 2017. It is therefore important that the City advance the matter in order to provide the regional district the time required to get their bylaw in place.
- 4.3. The borrowing structure used in British Columbia for local governments involves the regional district being the guarantor should a member municipality for any reason default and not be able to make payments. This structure ensures that the MFA retains its AAA “stable” debt rating and municipalities enjoy lower borrowing rates as a result.

### **5.0 OPTIONS**

- 5.1. Council should proceed as recommended. While borrowing could be deferred, the City would have a difficult time carrying the financial outlay that will be ramping up

as construction progresses. The next opportunity to borrow will not occur until the Fall 2017 issue and the project would be close to completion by this time.

## **6.0 FINANCIAL CONSIDERATIONS**

- 6.1. The total budget for the project is currently estimated at \$8.4 million. The City has secured funding from the Columbia Basin Trust in the amount of \$500,000 as well as from Teck in the amount of \$500,000. Notwithstanding additional funding that may be raised by the Library and Historical Society, the net funding requirement based on the project budget would be \$7.4 million after deducting the \$1 million in funding referenced.
- 6.2. The combined funding with the two bylaws amounts to \$7.383 million and net funding that the City will receive will be reduced as part of a deduction of 1% that is placed in a debt reserve as well as cost associated with issuing the securities.
- 6.3. Based on the current budget, the proceeds from borrowing should closely match the City's final funding requirements. With that said, if the net funding raised directly through the issuance of securities as well as through other sources exceeds the final project costs, then the money would be held in "reserve" and would be used for future capital projects associated with the Riverfront Centre that will undoubtedly arise.
  - 6.3.1. Having residual moneys for future capital projects associated with the Riverfront Centre is advantageous in that it will provide funding capacity without placing a competitive demand on scarce capital revenue for other high priority capital projects that have been deferred as several major projects have been undertaken.
- 6.4. The estimated annual debt payments will be included in the operating budget. Given that the City will borrow money as part of the Spring issue, the 2017 Budget will provide for one interest payment, with full payments to commence in 2018.
- 6.5. The estimated interest rates are noted as follows: 10 year amortization 2.80%; 25 year amortization 3.58%.

## **7.0 POLICY AND LEGAL CONSIDERATIONS**

- 7.1. The security issuing process is being followed in accordance with prescribed legislation.
- 7.2. It is noted that a loan authorization bylaw must be acted on within 5 years from adoption or the bylaw no longer has any force or effect. Both loan authorization bylaws are brought forward well in advance of expiry.

Page 4  
SECURITY ISSUE RESOLUTIONS – BYLAWS 2781 AND 2809

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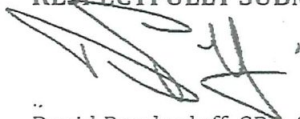
7.3. The City will borrow less than the amount authorized under Bylaw 2781 in accordance with the agreement with Teck. With that said, if the City did require additional funding associated with the capital cost of the facility, additional moneys could be borrowed under the authority of the bylaw.

7.3.1. If the City did proceed, the \$500,000 and the associated annual debt repayment would not be attributed to Class 4 Major Industry due to the funding agreement previously referenced. This is brought forward for Council's information and it is unlikely that additional funding will need to be raised before the authority created under Bylaw 2809 effectively expires in 2021.

## **8.0 OTHER CONSIDERATIONS**

8.1. There are no other considerations noted. The issuance of debt in the Spring will ensure the City has the necessary cash to fully cover the project cost without negatively impacting the City's overall cash reserves and associated interest earnings.

**RESPECTFULLY SUBMITTED**



David Perehudoff, CPA, CGA  
Chief Administrative Officer

attach.



THE CITY OF TRAIL

BYLAW NO. 2809

A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS NECESSARY FOR THE CONSTRUCTION OF AN INTEGRATED LIBRARY AND MUSEUM BUILDING

WHEREAS Part 6 of the Community Charter, being Chapter 26, R.S.B.C. 2003, and all amendments thereto, provides Council with the authority to contract debt by borrowing for any purpose of capital nature, and for this purpose being the construction of a building that will house a municipal library and museum.

AND WHEREAS the original construction of the integrated library and museum facility was estimated to cost \$6,288,000 and funding was secured in this amount;

AND WHEREAS a new construction estimate indicates the costs of construction of the integrated library and museum facility is \$8,383,700, necessitating the City to increase capital funding in the amount of \$1,595,700 and is the amount intended to be created by this bylaw;

AND WHEREAS financing of the debt may be carried out in whole or in part through the Municipal Finance Authority of British Columbia;

NOW THEREFORE the Council of the City of Trail in open meeting assembled ENACTS AS FOLLOWS:

- 1. The Council of the City of Trail is hereby empowered and authorized:
  - (1) to undertake and carry out or cause to be carried out the detailed design, tendering and construction, including the associated site works for the building with plans on file in the office of the Municipality and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
    - (a) to borrow upon the credit of the municipality a sum not exceeding \$1,595,700.
    - (b) to acquire all such licensees, rights or authorities as may be requisite or desirable, for or in connection with the construction of the building.
- 2. The maximum term for which the debentures may be issued to secure the debt created by this bylaw is twenty-five years.
- 3. This bylaw may be cited for all purposes as “Integrated Library and Museum Construction Loan Authorization Bylaw 2809, 2016”.

READ the FIRST, SECOND and THIRD time the 9<sup>th</sup> day of May, 2016.

APPROVED by the INSPECTOR OF MUNICIPALITIES the 4<sup>th</sup> day of August, 2016.

ADOPTED the 11<sup>th</sup> day of October, 2016.

  
MAYOR

  
CORPORATE ADMINISTRATOR

Certified a true copy of  
Bylaw No. 2809, 2016.

  
CORPORATE ADMINISTRATOR



# Certificate of Approval

Under the authority of the *Local Government Act*, I certify that Bylaw No. 2809, cited as the “Integrated Library and Museum Construction Loan Authorization Bylaw 2809, 2016” of the City of Trail has been lawfully and validly made and enacted, and that its validity is not open to question on any ground in any court of British Columbia.

Dated this 21 day  
of December, 2016



*Deputy Inspector of Municipalities of British Columbia*



LIABILITY SERVICING LIMIT CERTIFICATE

The City of Trail (the "Municipality")  
In relation to Integrated Library and Museum Construction Loan Authorization Bylaw 2809, 2016

The undersigned Financial Officer assigned responsibility for financial administration under section 149 of the Community Charter, SBC 2003, Chapter 26 (the "Charter") or Auditor appointed for the Municipality under section 169 of the Charter hereby certifies as follows:

Calculation revenue for the previous year \$17,589,009.00 a  
(section 4 & 5, BC Reg 254/2004)  
Liability Servicing Limit (a x 25%) \$4,397,252.25 b  
(section 2, BC Reg 254/2004)  
Annual Servicing cost for previous year \$1,751,845.00 c

Plus: New liabilities incurred, other than current request

Liability Type and reference	Annual servicing cost	
Loan Authorization Bylaw 2775, 2014	\$254,030.00	d
Loan Authorization Bylaw 2781, 2014	\$350,100.00	e
		f
		g
		h
		i
		j
		k
		l
Total of lines d through l		\$604,130.00 m

Less: Liabilities which have matured

Liability type and reference	Annual servicing cost	
		n
		o
		p
		q
		r
Total of lines n through r		\$0.00 s

Amount of new liability \$1,595,700.00 t  
(section 3, BC Reg 254/2004)  
Annual servicing cost of new liability \$88,850.00 u  
(section 3, BC Reg 254/2004)  
Total liability servicing cost including current request (lines c+m-s+u) \$2,444,825.00 v

[X] which is less than the annual liability servicing limit stated on line b.  
OR  
[ ] which exceeds the annual liability servicing limit stated on line b, and the undersigned hereby requests approval of the Inspector of Municipalities under section 174 of the Charter to exceed the limit established under the section.

In accordance with section 179(5) or section 175(1)(b) of the Charter, as applicable, the debt to be contracted under the loan authorization bylaw, or other liability for which certification is being made, referred to above will not exceed the lesser of 30 years and the reasonable life expectancy of the capital asset, activity, work or service, or the remaining term of the applicable agreement, as the case may be, for which the debt is to be contracted.

The undersigned Financial Officer or Auditor also hereby authorizes Legal Counsel of the Municipal Finance Authority of British Columbia to rely on this Certificate in giving any opinion in connection with any borrowing by the Municipal Finance Authority of British Columbia ("MFA") and the issuance of bonds, debentures, and other securities by the MFA in respect of the loan authorization bylaw, or other liability for which certification is being made, referred to above.

DATED this 10th day of May, 2016.

Financial Officer OR Auditor  
David Perehudoff  
(Please print full name) (Please print full name & company)



## City of Trail

January 11, 2017

### RESOLUTION

Moved: Mayor Martin  
Sec'd: Councillor Jolly

That the Council of the City of Trail approve borrowing from the Municipal Finance Authority of British Columbia as part of the Spring 2017 Borrowing Session in the amount of \$1,095,700 as authorized through Integrated Library and Museum Construction Loan Authorization Bylaw 2809, 2016, and that the Regional District of Kootenay Boundary be requested to consent to the City of Trail's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.

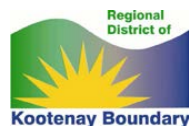
Carried unanimously.

I hereby certify this to be a true copy  
of the Resolution adopted by Trail City  
Council on January 9, 2017

Michelle McIsaac  
Corporate Administrator



City Hall ♦ 1394 Pine Avenue, Trail, BC, Canada V1R 4E6 ♦ Telephone: (250) 364-1262 ♦ Fax: (250) 364-0830  
Public Works ♦ Telephone: (250) 364-0840 ♦ Fax: (250) 364-0831  
www.trail.ca ♦ eMail: info@trail.ca



### Bylaw No. 1628

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Kootenay Boundary and the Municipal Finance Authority of British Columbia

**WHEREAS** the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issuance of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

**AND WHEREAS** the Corporation of the Village of Fruitvale is a member municipality of the Regional District of Kootenay Boundary (the "Regional District");

**AND WHEREAS** the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw:

<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
865	Roads, Sewer Collection, Storm Drainage	\$ 2,500,000	\$ 0	\$ 2,500,000	30	\$ 2,500,000
<b>Total</b>		<b><u>\$ 2,500,000</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 2,500,000</u></b>		<b><u>\$ 2,500,000</u></b>

**AND WHEREAS** the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

**NOW THEREFORE** the Regional Board of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. The Regional Board hereby consents to financing the debt of the Corporation of the Village of Fruitvale in the amount of Two Million Five Hundred Thousand Dollars (\$2,500,00.00) in accordance with the following terms. (Total of debt for the Village of Fruitvale that is to be financed under this Security Issuing Bylaw: \$2,500,000).
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its

member municipalities up to, but not exceeding Two Million Five Hundred Thousand Dollars (\$2,500,00.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian dollar equivalents so borrowed shall not exceed \$ 2,500,000.00 (in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the Officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria, BC and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of The Village of Fruitvale Loan Authorization Bylaw No. 865 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be

a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

#### **Citation**

11. This bylaw may be cited as "Regional District of Kootenay Boundary Security Issuing (Village of Fruitvale, Roads, Sewer, Storm Drainage) Bylaw No. 1628, 2017".

**Read a First and Second time** the 26<sup>th</sup> day of January, 2017.

**Read a Third time** the 26<sup>th</sup> day of January, 2017.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1628 cited as "Regional District of Kootenay Boundary Security Issuing (Village of Fruitvale, Roads, Sewer, Storm Drainage) Bylaw No. 1628, 2017" as read a third time the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Manager of Corporate Administration

**RECONSIDERED AND ADOPTED** the 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1628 cited as "Regional District of Kootenay Boundary Security Issuing (Village of Fruitvale, Roads, Sewer, Storm Drainage) Bylaw No. 1628, 2017".as reconsidered and adopted the 26<sup>th</sup> day of January, 2017.

Certified a true copy of Bylaw No. 1628 as adopted.

\_\_\_\_\_  
Manager of Corporate Administration



SCHEDULE "A" to Bylaw No. 1628

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of Kootenay Boundary

The Regional District of Kootenay Boundary (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of Two Million Five Hundred Thousand Dollars (\$2,500,00.00) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_,

**IN TESTIMONY WHEREOF** and under the authority of Bylaw No. 1628 cited as "Regional District of Kootenay Boundary Security Issuing (Village of Fruitvale Roads, Sewer, Storm Drainage) Bylaw No. 1628, 2017"

This Agreement is sealed with the Corporate Seal of the Regional District of Kootenay Boundary and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
General Manager - Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated \_\_\_\_\_ (month, day) 20\_\_\_\_\_

\_\_\_\_\_  
Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	Principal and/or Sinking Fund Deposit	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____



THE CORPORATION OF  
**THE VILLAGE OF FRUITVALE**

*In the "HEART OF THE BEAVER VALLEY"*

Post Office Box 370, 1947 Beaver Street  
 Fruitvale, BC V0G 1L0  
 Phone: 250-367-7551 / Fax 250-367-9267  
 Email: cao@village.fruitvale.bc.ca

## REPORT:

**Date:** June 8, 2016  
**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**SUBJECT:** **PROCESS FOR LOAN AUTHORIZATION & CAPITAL BORROWING**

### INTRODUCTION:

As directed by Council, the following is a report regarding the process for planning and borrowing for a capital project.

### HISTORY/BACKGROUND ISSUES:

The Davis Avenue Scoping Study has resulted in a significant amount of public discourse regarding the project and it is hoped that providing the process will educate and provide more understanding of the process and the timeline for capital projects. Some incorrect information is being circulated as to what has been approved or initiated, and it is the intention of this staff report to explain where the Village currently stands in the process.

During the last several years, the deterioration of Davis Avenue has become an issue for many of the public using this collector road and public complaints are regularly recorded and the potholes are patched as often as possible (winter issues). Also noted are concerns about safety at the access to Highway 3B at Eastview and the Eastview/Davis/Mountain/Hepburn confluence. Since November 2014 Council has been lobbying for transit service to Mountain Side Village, and the corner at Davis/Eastview was cited as a problem at one point.

There are 27 residences on Davis Avenue, an additional 20 within the Village on Caughlin Road, and in Mountain Side Village complex a congregate care residence with 53 units and a potential of 20 duplexes (10 currently occupied, 10 not yet constructed). In addition to the residents of Mountain Side Village, there is also staff of the congregate care facility using the street. Outside the Village, I am unable to determine directly how many residences are accessed from Caughlin/Davis but was able to count 48 addresses outside the Village boundaries from RDKB mapping.

At the last election, the road condition was noted by most of the candidates. For the new Council elected in November 2014, the Davis Avenue road reconstruction was noted as a priority during strategic planning sessions and was identified as a strategic objective under Infrastructure in the 2015-2018 Strategic Plan (which has been posted on the Village website since March 2015). The project has also been noted both in the CAO's monthly reports to Council and in Council minutes in 2015.

CAO Report to Council  
June 8, 2016  
Page 2

The scoping study work plan was approved for a Province of BC Infrastructure Planning Grant of \$10,000 in August 2015 and the project was underway in September. The Village commissioned the study through Urban Systems Ltd., a professional engineering consultancy firm long familiar with Fruitvale infrastructure. The original completion date was extended from the end of 2015 to early 2016 due to additional analysis requirements.

The cost of the project was anticipated to be in excess of two million dollars and staff's original estimate of borrowing was \$2.5 million dollars.

The process for capital projects resulting in borrowing is as follows:

1. Report regarding project scope and high level cost estimate (to avoid incurring high expenses prior to project approval)
2. Calculation of liability limit under the *Community Charter*
3. Loan authorization bylaw
4. Approval of Inspector of Municipalities (Ministry of Community, Sport & Cultural Development)
5. After approval, Alternate Approval Process including public consultations, information, notification etc.
6. If AAP defeated, referendum process
7. After elector approval, project moves to detailed design phase with highly detailed property investigation and tender document preparation
8. Tender process
9. Construction

The Village currently is at step 1 in the above process.

A timeline for the actual loan authorization leading to temporary borrowing follows, and it should be noted that 7 to 9 months is a reasonable time estimate. Therefore, construction of a project such as a road redevelopment is unlikely to occur within a 1 year time frame and depending on time lines, construction could be delayed to 2 years depending on seasons.

**TIMELINE FOR LOAN AUTHORIZATION BYLAW:**

2016 06 13	3 READINGS OF BYLAW AT COUNCIL MEETING
2016 06 15	SEND TO THE MINISTRY
4-6 WEEKS FOR APPROVAL	
2016 06 15 to 2016 06 27	APPROVAL OF INSPECTOR OF MUNICIPALITIES
2016 08 03	PUBLIC NOTICE ON ALTERNATE APPROVAL PROCESS (ONCE EACH WEEK FOR TWO CONSECUTIVE WEEKS)
2016 08 10	
2016 09 12	DEADLINE FOR RECEIVING RESPONSES (MINIMUM 32 DAYS AFTER SECOND PUBLICATION OF THE NOTICE)
2016 09 12	ADOPTION OF LA BYLAW IF AAP SUCCESSFUL
2016 10 13	QUASHING PERIOD (1 MONTH)
2016 10 27	MUNICIPAL SECURITY ISSUING RESOLUTION AND AGREEMENT WITH REGIONAL DISTRICT
2016 10 27	RDKB BYLAW 3 READINGS
2016 11 24	RDKB BYLAW ADOPTION
2016 12 06	10 DAY QUASHING PERIOD
2017 01 26	SECURITY ISSUING CERTIFICATE OF APPROVAL

NB - IF AAP IS DENIED, THEN REFERENDUM SETS TIMELINE AHEAD APPROXIMATELY 2 MONTHS.

CAO Report to Council  
June 8, 2016  
Page 3

**IMPLICATIONS:** (Policy/Procedural, Financial, Governmental)

Should Council proceed with the capital reconstruction project, the next step would be to give 3 readings to a Loan Authorization Bylaw and determine the Village's current capacity to handle the borrowing liability. After that, then the loan authorization approval process would commence. There is a potential to apply for the road reconstruction on the federal Build Canada Small Communities Fund autumn 2016 intake as the criteria have been relaxed for the road program.

**STRATEGIC PLANNING GOALS:**

**Strategic Planning Objective**

Infrastructure:

*"Commission an engineering study and Class C Estimate of Davis/Eastview road and storm sewer system reconstruction."*

**Official Community Plan**

Principle 4.5 Transportation & Infrastructure

*"1. Plan and provide for cost effective infrastructure upgrades." and  
"4. Expand the sanitary sewer system and storm water system." and  
"6. Provide for multi-use trails and urban sidewalk system."*

Goal 6.6 Infrastructure: Roads/Transportation

*"14. Continue to upgrade roads, sidewalks, pathways and trails."*

**ALTERNATIVES:**

1. Status quo – no changes - continue patching the road at approximately \$70 per pothole per patch; accept the safety liability of the corner.
2. Status quo with safety improvements – remove trees on west side of intersection of Davis and Eastview, reduce speed to 30 km for all of Davis Avenue (currently at 50 km anywhere within the Village unless posted otherwise).
3. Continue with process and move toward detailed design phase.

**EXTERNAL INFORMATION ATTACHED:**

1. Strategic Plan 2015-2018
2. Ministry of Community, Sport & Cultural Development stakeholder information on borrowing by local governments
3. Photos of Davis/Eastview/Mountain/Hepburn confluence
  - a. From Davis approaching Eastview corner
  - b. From Davis midway through Eastview turn
  - c. From Mountain entering Eastview below Davis
  - d. From Hepburn looking up to Davis corner
  - e. Eastview approaching Davis corner
  - f. Entering Davis corner from Eastview

Respectfully submitted,  
Lila Cresswell,  
Chief Administrative Officer



## Village of Fruitvale 2015-2018 Strategic Plan on a Page

Guided by the community vision and goals for the future from the Official Community Plan, Village of Fruitvale Council and staff worked together to articulate strategic directions and key deliverables to guide and focus our efforts and resources over the next four years. We will use this plan for decision-making, refer to it to assess progress, and revisit it annually – adjusting it as necessary to ensure it continues to be relevant, realistic, and responsive to changes in the community and the external landscape.

### Where we're going

**Vision:** The Village of Fruitvale will be a visually appealing, well-designed, warm-hearted, family-oriented community where residents of all ages can feel safe, and where lifestyle is enriched by common access to cultural, recreational and life services. Fruitvale recognizes that natural resources are finite, and will strive to develop the community in a sustainable and responsible manner.

**Goals:** See next page for goal statements describing where we're going in more detail.

### How we're going to move forward

The strategic directions (bold items) and associated key deliverables below were developed and agreed to by Village of Fruitvale Council and Administration as a way to guide and focus efforts and resources over the next four years. They will be pursued as resources permit and as opportunities arise. They may also be adjusted as new information becomes available.

Infrastructure	Land Use and Housing	Protective Services, Education, Health and Food Security	Arts, Culture and Recreation	Economic Development	Natural Environment and Resources	Governance and Corporate Capacity
<b>Plan and secure funding for infrastructure upgrades and replacement.</b> > Develop an asset management plan. > Commission an engineering study and 'Class C Estimate' of Davis/Eastview road and storm sewer system reconstruction. > Conduct a sewer collection system assessment.	<b>Encourage the development of the former Beaver Valley Middle School site.</b> > Work with the owner to support development of the site, considering potential uses such as a trade school, training facility. <b>Encourage residential development and renovations, focusing on infill rather than greenfield whenever possible.</b> > Identify and inventory land for potential development opportunities.	<b>Lobby other orders of government for the development of a forest fire management plan to mitigate risk in the interface zone around Fruitvale.</b>	<b>Work toward an acceptable fee structure solution that enables equitable access to recreation services in the region.</b> <b>Develop and improve recreation activities</b> > Review resident priorities from the Beaver Valley recreation survey for more/improved recreation activities, and pursue opportunities as they arise. <b>Develop and attract programs and events that increase the use of Village facilities and generate revenues</b> > Market the Memorial Hall as an entertainment venue > Coordinate programming with other organizations in the region to bring programs and events to Fruitvale. <b>Maintain existing social programs.</b> > Secure commitments for multi-year funding.	<b>Encourage and support increased diversity of the local economy.</b> > Identify potential RV park locations and development models. > Off-road tourism development – Secure access to the necessary land and trail system for off-road recreation activities. > Encourage and support the development of a weekend music festival to help attract visitors to the community. <b>Work with partners to explore establishing an economic development fund for the BV.</b> <b>Contribute to the retention and support of local businesses.</b> > Meet with local businesses to identify the support they need and how the Village can assist.	<b>Protect the water quality of Beaver Creek.</b> > Upgrade the wastewater effluent treatment system. > Examine the potential liability of and shared responsibility for the former landfill site. > Negotiate a contract with the RD&B to operate the Beaver Valley water service.	<b>Lobby to secure equitable/historical share of revenue from Waneta Dam for the Beaver Valley.</b> <b>Develop closer relationships with neighbouring communities, the provincial government and other partners and funders.</b> > Convene an event or multiple events to strengthen relationships with other local governments in the Lower Columbia. > Issue invitations to regional partners to attend select local events. <b>Develop and maintain the capacity and skills of Village staff and Council</b> > Develop a succession and training plan. > Support Council to attend training and conference opportunities.

### Where we are now

**Strengths:** Strong stable population; community pride; local amenities and commercial services; community/social programs

**Weaknesses:** Aging infrastructure; limited tax base; limited financial reserves; limited economic diversity in Fruitvale and the region; upcoming staff retirements

**Opportunities (external):** Government and other sources of funding

**Threats (external):** Trail boundary expansion and potential impact on BV recreation revenues; regional collaboration challenges

## Where we're going (more detail)

**Vision:** The Village of Fruitvale will be a visually appealing, well-designed, warm-hearted, family-oriented community where residents of all ages can feel safe, and where lifestyle is enriched by common access to cultural, recreational and life services. Fruitvale recognizes that natural resources are finite, and will strive to develop the community in a sustainable and responsible manner.

Infrastructure (OCP section 5, 11 and 14)	Land Use and Housing (OCP section 6, 7, 8)	Protective Services, Education, Health and Food Security (OCP section 10, 12, 15)	Arts, Culture and Recreation (OCP section 13)	Economic Development (OCP section 16)	Natural Environment and Resources (OCP 9)	Governance and Corporate Capacity (OCP Values)
<p><b>Overall</b></p> <ul style="list-style-type: none"><li>-Plan and provide for cost effective infrastructure upgrades.</li><li>-Continue to upgrade and expand municipal services and infrastructure to allow for managed growth and economic development of the Village.</li><li>-Ensure all utilities are provided for in an efficient, economic and environmentally sensitive manner.</li></ul> <p><b>Energy/GHG</b> – Reduce energy use and GHG emissions, and promote air quality improvements and energy conservation.</p> <p><b>Transportation</b> – Maintain roads, reduce vehicle dependency, enhance public transit, and create a pedestrian friendly community that includes multi-use trails and urban sidewalk system.</p> <p><b>Water System</b></p> <ul style="list-style-type: none"><li>-Protect the environment and public and private property from storm water damage.</li><li>-Protect the environment and strive to improve treatment of all sanitary sewage.</li><li>-Expand the sanitary sewer system and storm water system.</li></ul> <p><b>Communications (new)</b></p> <ul style="list-style-type: none"><li>-Ensure drinking water quality.</li></ul> <p><b>Support and promote improvements to communication systems, such that they are up-to-date, affordable and reliable.</b></p> <p><b>Materials and Waste (new)</b></p> <ul style="list-style-type: none"><li>Move toward zero waste through responsible purchasing choices and cost-effective waste diversion services that are convenient and affordable for residents.</li></ul>	<p><b>Development and Growth</b></p> <ul style="list-style-type: none"><li>-Promote managed growth that respects economic efficiency, a reduced ecological footprint and a balance of new development and revitalization of the Village Core.</li><li>-Promote infill and intensification of all built areas over greenfield development.</li><li>-Support new land development for residential, commercial, institutional and industrial use.</li></ul> <p><b>Character</b></p> <ul style="list-style-type: none"><li>-Maintain a small town character that integrates environmental integrity, social responsibility and protects and enhances community livability, while allowing managed growth and economic development.</li><li>-Improve the aesthetic appeal of the community in both public and private properties.</li></ul> <p><b>Housing</b></p> <ul style="list-style-type: none"><li>-Integrate new development into the natural environment through the use of parks, trails and the protection of open space.</li><li>-Create diverse housing opportunities for people in different family types, life stages and income levels.</li><li>-Increase density and forms of housing that respect efficient development and community sustainability.</li></ul>	<p><b>Overall</b></p> <ul style="list-style-type: none"><li>-Provide for institutional and community facilities that will support a host of needs for local residents.</li><li>-Recognize the importance of protective services, education and healthcare for maintaining quality of life.</li></ul> <p><b>Safety</b></p> <ul style="list-style-type: none"><li>Promote a safe and secure environment for all to enjoy.</li><li>-Protect life and property from natural hazards.</li></ul> <p><b>Age-Friendly</b></p> <ul style="list-style-type: none"><li>Incorporate age friendly policies throughout the Official Community Plan.</li></ul> <p><b>Food</b></p> <ul style="list-style-type: none"><li>-Support opportunities to purchase local food.</li><li>-Protect agriculture industry and support production at any scale suitable for the urban environment.</li><li>-Protect and enhance agricultural lands for food security, employment and for use as an urban containment boundary.</li></ul>	<ul style="list-style-type: none"><li>-Support and expand local arts, culture and recreation opportunities.</li><li>-Ensure the supply of park land, trails systems, walking paths and open spaces meet the current and future needs of Fruitvale residents.</li><li>-Foster the growth of art and culture in Fruitvale.</li></ul>	<p><b>Overall</b></p> <ul style="list-style-type: none"><li>-Create a vibrant local economy that can help Fruitvale sustain itself as an independent community.</li><li>-Provide employment within Fruitvale to make the community one where residents can work, live and play.</li><li>-Diversify the community's economy and employment opportunities.</li><li>-Support local business retention and enhancement; recruit new commercial development and employment generators.</li><li>-Foster positive business and economic relationships</li></ul> <p><b>Commercial and Industrial</b></p> <ul style="list-style-type: none"><li>-Encourage and accommodate clean and sustainable industrial activity within the Village.</li><li>-Provide a full range of commercial facilities and services for the convenience of residents and visitors and to benefit the local economy.</li><li>-Maintain and grow public institutional and service facilities that will contribute to local economic development in Fruitvale and area.</li></ul> <p><b>Village Centre Goals</b></p> <ul style="list-style-type: none"><li>-Create a Village Centre that will serve as the heart of Fruitvale, focusing on business, institutional and cultural activities.</li><li>-Continue to enhance the Village Centre/Core area with a mixture of commercial and higher density residential uses.</li><li>-Ensure aesthetically pleasing commercial areas.</li></ul> <p><b>Tourism</b></p> <ul style="list-style-type: none"><li>-Promote tourism development that is based on the draw of the natural beauty of the area, outdoor recreation, sports and local events and festivities.</li></ul>	<ul style="list-style-type: none"><li>-Protect the natural environment and resources of the Fruitvale area.</li><li>-Maintain the natural beauty in and around Fruitvale.</li><li>-Enhance and protect the Beaver Creek corridor.</li><li>-Protect the integrity of the community watershed.</li><li>-Promote an environmentally responsible Community</li></ul> <p><b>Corporate Capacity</b></p> <ul style="list-style-type: none"><li>-Provide a work environment focusing on safety, respect and empowerment for employees</li><li>-Enable quality performance and improvement</li><li>-Encourage initiative, communication and teamwork</li><li>-Encourage innovation</li><li>-The costs of operating and maintaining amenities and infrastructure are planned for and shared equitably within the community, with assistance from other levels of government.</li><li>-Staff and Council are skilled, motivated and supported to deliver excellent service to the community.</li></ul>	



Ministry Home
Government of British Columbia

**Local Government Department**
**Ministry of Community, Sport & Cultural Development**

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Sunday, June 5, 2016

Stakeholder Info

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## Borrowing

Local governments can only engage in long-term borrowing for items and projects that are considered "capital" in nature. This means that the item will not be used up during the course of everyday operations and that the project or asset will provide a benefit to the local government for more than one accounting period (year). Typical examples of capital items include fire trucks, buildings, water mains and roads.

With the exception of the City of Vancouver, long-term borrowing by local governments must be undertaken through the Municipal Finance Authority (MFA). Borrowing by the City of Vancouver is addressed in the [Vancouver Charter](#). The MFA also provides a [leasing program](#) as another means for local governments to obtain financing.

Through the MFA, local governments borrow together as a group and guarantee each other's financing. This is achieved by requiring all borrowing to be channelled through regional districts. However, municipalities are responsible for meeting their own debt obligations. This provides added security against default to potential investors and allows MFA to borrow at a lower rate of interest than local governments could obtain on their own.

Long-term borrowing by local governments cannot be undertaken without the approval of the Inspector of Municipalities. In addition, elector approval is required in a majority of cases when a local government seeks to engage in a long-term liability. Elector approval can be sought in one of two ways. One way is to receive the approval of electors by holding a referendum. The second option is to hold an ["alternative approval process."](#) However, certain types of borrowing do not require elector approval. They include:

- Short-term capital borrowing;
- Revenue anticipation borrowing;
- Money borrowed for a purpose or circumstances prescribed by regulation;
- Money borrowed for works required under order of the Inspector of Dikes;
- Money required to satisfy a court judgement or provide compensatory payments; and
- Borrowing that is within a municipality's approval-free zone.

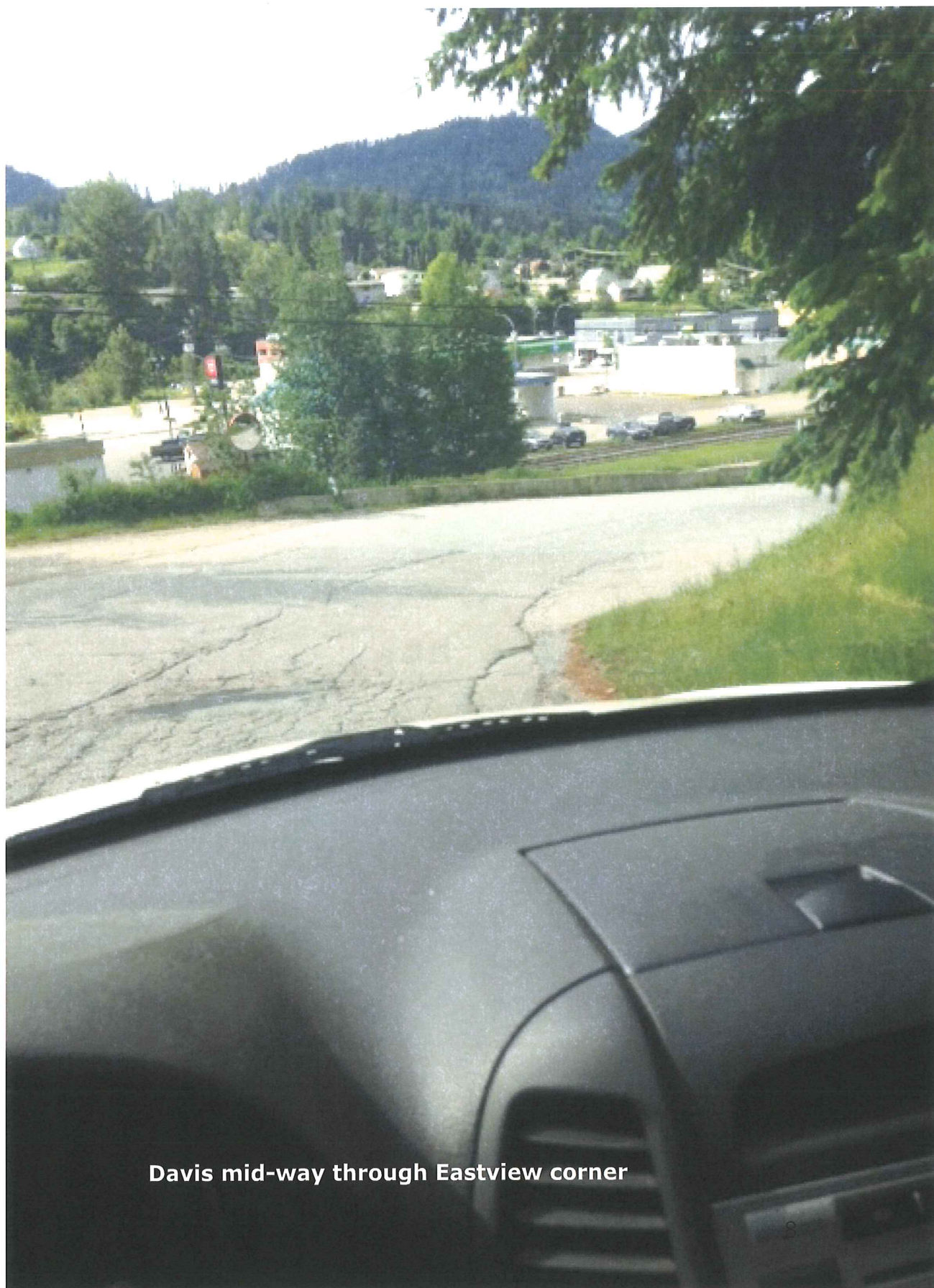
A municipality's approval-free zone is established in the [Municipal Liabilities Regulation](#). The regulation also limits the amount a local government can spend on its capital obligations in a year. Information for local governments when seeking to take on a new capital obligation can be found in ["Borrowing and Leasing Changes."](#)

A local government can enter into an agreement to incur a liability provided that certain conditions are met. Liabilities under agreement can only occur if the liability is not debenture debt and it must receive elector approval should the agreement exceed five years.



down Davis approaching Eastview corner





**Davis mid-way through Eastview corner**





Mountain entering Eastview below Davis





From Hepburn looking up to Eastview corner





Eastview approaching Davis corner

11





**Eastview mid-way through Davis corner**



# THE CORPORATION OF THE VILLAGE OF FRUITVALE

## BYLAW 865, 2016

### A Bylaw to Authorize Borrowing for Roads, Sanitary Sewer and Drainage Improvements

**WHEREAS** it is deemed desirable and expedient to improve road surfaces, sanitary sewer and storm drainage works within the Village of Fruitvale;

**AND WHEREAS** the estimated cost of improvements to the roads, including sanitary sewer collection lines and storm drainage lines located therein, including expenses incidental thereto is the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000) which is the amount of debt intended to be borrowed by this bylaw;

**NOW THEREFORE**, Council of the Village of Fruitvale, in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the improvements to the road surfaces, sanitary sewer collection lines and storm drainage works generally in accordance with the plans on file in the municipal office, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,500,000.00
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said improvements to the road surfaces, sanitary sewer collection lines and storm drainage works.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty years.
3. This bylaw may be cited as "Village of Fruitvale Roads, Sanitary Sewer Collection and Storm Drainage Works Improvement Loan Authorization Bylaw No. 865, 2016".

**READ A FIRST TIME** this 13th day of June, 2016.

**READ A SECOND TIME** this 13th day of June, 2016.

**READ A THIRD TIME** this 13th day of June, 2016.

**RECEIVED the approval of the Inspector of Municipalities** this \_\_\_ day of \_\_\_\_\_, 2016.



**THE CORPORATION OF THE VILLAGE OF FRUITVALE  
BYLAW 865, 2016**

Page 2

**RECEIVED the assent of the electors of the Village of Fruitvale** this \_\_\_ day of \_\_\_\_\_, 2016.

**RECONSIDERED, FINALLY PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer


CERTIFIED a true copy of Bylaw No.865 cited as "Village of Fruitvale Roads, Sanitary Sewer Collection and Storm Drainage Works Improvement Loan Authorization Bylaw No. 865, 2016".

DATED this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chief Administrative Officer

CERTIFIED a true copy of Bylaw No.865 cited as "Village of Fruitvale Roads, Sanitary Sewer Collection and Storm Drainage Works Improvement Loan Authorization Bylaw No. 865, 2016" as at third reading.

DATED this 5<sup>th</sup> day of July, 2016.

  
\_\_\_\_\_  
Lila Cresswell, Chief Administrative Officer & Corporate Officer



## THE CORPORATION OF THE VILLAGE OF FRUITVALE

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  - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,500,000.00
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said improvements to the road surfaces, sanitary sewer collection lines and storm drainage works.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty years.
3. This bylaw may be cited as "Village of Fruitvale Roads, Sanitary Sewer Collection and Storm Drainage Works Improvement Loan Authorization Bylaw No. 865, 2016".

**READ A FIRST TIME** this 13th day of June, 2016.

**READ A SECOND TIME** this 13th day of June, 2016.

**READ A THIRD TIME** this 13th day of June, 2016.


**RECEIVED the approval of the Inspector of Municipalities** this 10<sup>th</sup> day of August, 2016.

**THE CORPORATION OF THE VILLAGE OF FRUITVALE  
BYLAW 865, 2016**

Page 2

**RECEIVED the assent of the electors of the Village of Fruitvale** this 21<sup>st</sup> day of October, 2016.

**RECONSIDERED, FINALLY PASSED AND ADOPTED** this 7<sup>th</sup> day of November, 2016.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

CERTIFIED a true copy of Bylaw No.865 cited as "Village of Fruitvale Roads, Sanitary Sewer Collection and Storm Drainage Works Improvement Loan Authorization Bylaw No. 865, 2016".

DATED this 7<sup>th</sup> day of November, 2016.

  
\_\_\_\_\_  
Chief Administrative Officer



## *Statutory Approval*

*Under the provisions of section* \_\_\_\_\_ 179 \_\_\_\_\_

*of the* \_\_\_\_\_ *Local Government Act* \_\_\_\_\_

*I hereby approve Bylaw No.* \_\_\_\_\_ 865 \_\_\_\_\_

*of the* \_\_\_\_\_ *Village of Fruitvale* \_\_\_\_\_,

*a copy of which is attached hereto.*

*Dated this* \_\_\_\_\_ 10 \_\_\_\_\_ *day*

*of* \_\_\_\_\_ Aug \_\_\_\_\_, 2016

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

Deputy Inspector of Municipalities

## LIABILITY SERVICING LIMIT CERTIFICATE

The Corporation of the Village of Fruitvale (the "Municipality")  
In relation to Davis Avenue Capital Improvements

The undersigned Financial Officer assigned responsibility for financial administration under section 149 of the Community Charter, SBC 2003, Chapter 26 (the "Charter") or Auditor appointed for the Municipality under section 169 of the Charter hereby certifies as follows:

Calculation revenue for the previous year (section 4 & 5, BC Reg 254/2004)	\$1,752,208.00	a
Liability Servicing Limit (a x 25%) (section 2, BC Reg 254/2004)		\$438,052.00 b
Annual Servicing cost for previous year	\$95,441.00	c

Plus: New liabilities incurred, other than current request

Liability Type and reference Resolution #2014-11-203	Annual servicing cost	
	\$44,489.96	d
		e
		f
		g
		h
		i
		j
		k
		l
Total of lines d through l		\$44,489.96 m

Less: Liabilities which have matured

Liability type and reference B003650151010	Annual servicing cost \$39,797.32	n	
		o	
		p	
		q	
		r	
Total of lines n through r			\$39,797.32 s
Amount of new liability (section 3, BC Reg 254/2004)	\$2,500,000.00	t	
Annual servicing cost of new liability (section 3, BC Reg 254/2004)			\$127,178.33 u
Total liability servicing cost including current request (lines c+m-s+u)			

☒ which is less than the annual liability servicing limit stated on line b.


OR

☐ which exceeds the annual liability servicing limit stated on line b, and the undersigned hereby requests approval of the Inspector of Municipalities under section 174 of the Charter to exceed the limit established under the section.

In accordance with section 179(5) or section 175(1)(b) of the Charter, as applicable, the debt to be contracted under the loan authorization bylaw, or other liability for which certification is being made, referred to above will not exceed the lesser of 30 years and the reasonable life expectancy of the capital asset, activity, work or service, or the remaining term of the applicable agreement, as the case may be, for which the debt is to be contracted.

The undersigned Financial Officer or Auditor also hereby authorizes Legal Counsel of the Municipal Finance Authority of British Columbia to rely on this Certificate in giving any opinion in connection with any borrowing by the Municipal Finance Authority of British Columbia ("MFA") and the issuance of bonds, debentures, and other securities by the MFA in respect of the loan authorization bylaw, or other liability for which certification is being made, referred to above.

DATED this 15<sup>th</sup> day of July, 2016.

 OR

Wita Cresswell, CAO/CFO  
(Please print full name)

**Auditor**

(Please print full name & company)





THE CORPORATION OF  
**THE VILLAGE OF FRUITVALE**

*In the "HEART OF THE BEAVER VALLEY"*

Post Office Box 370, 1947 Beaver Street  
Fruitvale, BC V0G 1L0  
Phone: 250-367-7551 / Fax 250-367-9267  
Email: [cao@village.fruitvale.bc.ca](mailto:cao@village.fruitvale.bc.ca)

**CERTIFIED TRUE COPY OF A RESOLUTION  
OF THE COUNCIL OF THE VILLAGE OF FRUITVALE**

CANADA  
PROVINCE OF BRITISH COLUMBIA

**CERTIFIED RESOLUTION 2017-01-18**

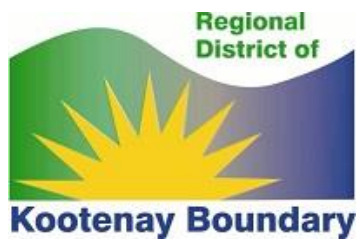
The following resolution was adopted by Council at a meeting held on January 17, 2017:

"That Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2017 Spring Borrowing Session, Two Million Five Hundred Thousand Dollars (\$2,500,000.00) as authorized through "Village of Fruitvale Roads, Sanitary Sewer Collection and Storm Drainage Works Improvement Loan Authorization Bylaw 865, 2016"; and that the Regional District of Kootenay Boundary be requested to consent to our borrowing over a thirty (30) year term and include the borrowing in their Security Issuing Bylaw."

I hereby certify the above to be a true copy  
of the resolution adopted by Council of the  
Village of Fruitvale on January 17<sup>th</sup>, 2017.

Dated at Fruitvale, British Columbia,  
this 17<sup>th</sup> day of January, 2017.

Lila Cresswell,  
Chief Administrative Officer  
Corporate Officer



## STAFF REPORT

**Date:** 20 Jan 2017 **File**  
**To:** Chair McGregor and Members,  
 Board of Directors  
**From:** Beth Burget, General Manager of  
 Finance  
**Re:** Financial Plan Amendment Bylaw 1630

### Issue Introduction

A staff report from Beth Burget, General Manager of Finance, presenting Financial Plan Amendment Bylaw No. 1630.

### History/Background Factors

Financial Plan Bylaw 1603 was adopted March 24, 2016 for the 2016 - 2020 Five Year Financial Plan. Throughout the year, the Board has made amendments to the financial plan. The Financial Plan Amendment Bylaw 1630 reflects the changes made to the budget throughout the year.

### Implications

Formalizing changes to budget made throughout 2016.

### Advancement of Strategic Planning Goals

Not Applicable

### Background Information Provided

Financial Plan Amendment Bylaw 1630, 2017  
 Financial Plan Bylaw 1603, 2016  
 Listing of Budget changes

**Alternatives**

1. Approve

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors adopt Bylaw - Financial Plan Amendment Bylaw 1630, 2017.



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### BYLAW NO. 1630

#### A Bylaw to Amend Bylaw No. 1603 Financial Plan for the Years 2016 to 2020

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**WHEREAS** pursuant to Section 374 of the *Local Government Act*, a Regional District Board must, by bylaw, adopt a financial plan with a planning period of 5 (five) years;

**AND WHEREAS** the Board has prepared a financial plan for the years 2016 to 2020 that makes provision for expenditures for the fiscal year ending December 31, 2016 estimated in the total amount of Forty Five Million Five Hundred and Eighty One Thousand Five Hundred Seventy Eight Dollars (\$ 45,581,578.00);

**AND WHEREAS** pursuant to Section 401 of the *Local Government Act*, a Regional District Board may amend the financial plan in respect of a service to include the expenditure and the funding source for the expenditure;

**AND WHEREAS** the Board finds it desirous of a net increase for the approval of expenditures in the year 2016 through 2020 of Three Million One Hundred Twenty-Two Thousand Two Hundred Two (\$3,122,202) dollars for the following: Reserve transfers from Administration to Environmental Services regarding Airport funds, grant for capital equipment in Parks and Trail Area C, painting Haines Park, equipment sale in Regional Fire Rescue with funds used to convert truck to Wildland unit, revenue from City of Rossland for re-entry to Emergency Preparedness Service, two additional street lights in Big White Street Lighting Service, additional grant from Regional Parks & Trails, Area B, three additional street lights in the Beaverdell Street Lighting Service, additional funding from Ministry of Transportation, and MFA Borrowing - capital equipment purchase in Regional Fire Rescue;

**NOW THEREFORE BE IT RESOLVED** that the Regional District of Kootenay Boundary Board of Directors in open meeting assembled, enacts as follows:

1. Schedule 'A' of bylaw No. 1603 which is hereby amended to become Schedule

2

"A" of Bylaw No. 1630 by way of the changes referred to above and made part of this bylaw making the 2016 budget now be in the amount of Forty-Eight Million Seven Hundred Three Thousand Seven Hundred Eighty Dollars (\$48,703,780.00) and is hereby declared to be the Financial Plan for the Regional District of Kootenay Boundary for the five years of 2016 to 2020.

2. This bylaw shall be cited as the "Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1630, 2017".

**READ** the **FIRST** and **SECOND** time this 26<sup>th</sup> day of January, 2017.

Read a **THIRD** time this 26<sup>th</sup> day of January, 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. 1630 cited as " Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1630, 2017" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Manager of Corporate Administration

**RECONSIDERED** and **ADOPTED** this 26<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
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. 1630 cited as " Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1630, 2017" as reconsidered and finally adopted by the Regional District of Kootenay Boundary Board of Directors this 26<sup>th</sup> day of January, 2017.

Certified a true copy of Bylaw No. 1630 as adopted.

\_\_\_\_\_  
Manager of Corporate Administration



Bylaw No. 1630  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2016 - 2020    AMENDED

	2016	2017	2018	2019	2020
LOCAL GOVERNMENT SERVICES:					
REVENUE:					
Requisition from Local Governments	15,826,124	17,354,585	17,677,797	17,708,707	17,272,582
Parcel Tax	40,000	40,000	40,000	40,000	40,000
Grants	2,704,253	2,399,207	2,424,929	2,451,166	2,452,021
Services Provided	754,879	783,391	796,568	808,430	825,320
User Fees	3,236,250	3,127,088	3,081,771	3,141,962	3,155,931
Other Sources of Revenue	2,057,408	1,035,182	385,299	385,928	386,569
Recovery of Common Costs	108,347	110,514	112,724	114,979	117,278
Board Fee Revenue	631,168	643,791	656,667	669,801	683,197
Transfer From 9-1-1/Emergency Preparedness	508,867	521,589	534,628	547,994	561,694
Interest Earned on Investments	56,000	57,000	58,020	59,060	60,122
Previous Year's Surplus	2,007,230	-	-	-	-
Transfers From Other Funds:					
Capital Fund	488,954	1,856,250	-	-	-
Reserve Fund	3,700,579	908,250	915,386	285,757	264,000
Municipal Debt:					
Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
Total Revenue	33,745,331	30,653,603	28,500,546	28,028,482	27,546,368
EXPENDITURE:					
Other General Government Services	6,375,494	6,081,930	6,202,405	6,268,227	6,336,596
Waste Management	3,061,416	2,815,408	2,835,727	2,879,806	2,913,442
Recreation & Culture	4,886,867	4,690,132	4,540,330	4,657,728	4,717,059
Fire & Protection Services	6,615,012	6,892,751	7,033,410	7,057,070	7,149,502
Capital Expenditures	3,548,278	3,817,000	1,472,000	1,529,980	1,419,371
Grants to Other Programs	3,023,456	1,362,042	1,337,916	1,341,367	1,345,398
Transfers to Local Governments	775,160	404,067	376,064	376,133	369,306
Transfers to Reserve Funds	2,569,945	1,158,927	1,203,324	1,020,159	1,018,391
Regional District Debenture Debt:					
Debt Interest	232,003	230,628	204,605	199,231	194,604
Debt Principal	399,982	400,945	450,979	437,481	355,044
Previous Year's Deficit	3,089,092	2,456,646	1,473,630	446,600	-
Municipal Debenture Debt:					
Debt Interest	936,692	805,025	805,025	807,082	746,056
Debt Principal	688,580	1,011,732	1,011,732	1,007,617	981,598
Total Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
Total Expenditure	36,201,977	32,127,233	28,947,146	28,028,482	27,546,368

Bylaw No. 1630  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2016 - 2020    AMENDED

2016	2017	2018	2019	2020
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WATER UTILITY FUNDS:

REVENUE:

Requisition from Local Governments	19,752	40,031	40,542	43,080	45,240
Parcel Tax	477,000	477,000	477,000	477,000	477,000
Previous Year's Surplus	253,480	-	-	-	-
Transfer From Reserve Fund	35,000	-	-	-	-
Grants	513	513	513	513	513
User Fees & Sales	519,013	533,670	548,007	560,454	573,258
Transfer From Capital Fund	45,000	-	-	-	-
Total Revenue	1,349,757	1,051,214	1,066,062	1,081,047	1,096,011

EXPENDITURE:

Operations & Maintenance	760,867	765,324	789,589	814,457	839,793
Debt Interest	60,540	60,540	52,140	22,140	540
Debt Principal	129,250	129,250	129,250	92,176	8,760
Capital Expenditure	160,000	40,000	40,000	40,000	40,000
Transfer to Reserve Fund	239,100	56,100	55,084	112,274	206,918
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	1,349,757	1,051,214	1,066,062	1,081,047	1,096,011

SEWER UTILITY FUNDS:

REVENUE:

Requisition from Local Governments	1,557,891	1,740,183	1,660,862	1,678,651	1,858,256
Parcel Tax	30,533	41,128	43,017	44,946	46,414
Previous Year's Surplus	494,540	-	-	-	-
Grants	4,000	4,000	4,000	4,000	4,000
Services Provided	-	-	-	-	-
User Fees & Sales	135,504	50,913	136,225	51,541	51,862
Transfer From Capital Fund	7,128,000	-	-	-	-
Transfer From Reserves	55,000	143,558	163,000	163,000	-
Inter-Sewer Fund Transfer	28,767	29,630	30,519	31,434	32,378
Total Revenue	9,434,235	2,009,412	2,037,623	1,973,572	1,992,909

EXPENDITURE:

Operations & Maintenance	1,447,559	1,314,573	1,337,104	1,357,138	1,375,532
Debt Interest	216,602	279,402	250,000	250,000	250,000
Debt Principal	50,807	235,807	185,000	185,000	185,000
Capital Expenditure	7,487,000	100,000	185,000	100,000	100,000
Inter-Sewer Fund Transfer	28,767	29,630	30,519	31,434	32,378
Previous Year's Deficit	-	-	-	-	-
Transfer to Reserve Fund	203,500	50,000	50,000	50,000	50,000
Total Expenditure	9,434,235	2,009,412	2,037,623	1,973,572	1,992,909

TRANSIT UTILITY FUNDS:

REVENUE:

Requisition from Local Governments	1,207,263	1,315,695	1,398,116	1,440,879	1,485,226
Previous Year's Surplus	115,290	-	-	-	-
Grants	2,600	2,600	2,600	2,600	2,600
User Fees & Sales	392,658	392,671	392,678	392,686	392,694
Transfer From Reserves	-	23,000	-	-	-
Total Revenue	1,717,811	1,733,965	1,793,395	1,836,165	1,880,521

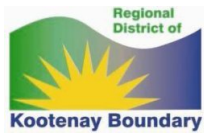
EXPENDITURE:

Operations & Maintenance	1,642,811	1,733,965	1,793,395	1,836,165	1,880,521
Transfer to Reserve Fund	75,000	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	1,717,811	1,733,965	1,793,395	1,836,165	1,880,521

Bylaw No. 1630  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2016 - 2020    AMENDED

	2016	2017	2018	2019	2020
TOTAL BUDGET (RDKB) consolidated					
REVENUE:					
Requisition from Local Governments	18,611,030	20,450,494	20,777,318	20,871,317	20,661,305
Parcel Tax	547,533	558,128	560,017	561,946	563,414
Grants	2,711,366	2,406,320	2,432,042	2,458,279	2,459,134
Services Provided	754,879	783,391	796,568	808,430	825,320
User Fees & Other Sources	6,340,832	5,139,524	4,543,980	4,532,571	4,560,314
Recovery of Common Costs	108,347	110,514	112,724	114,979	117,278
Board Fee Revenue	631,168	643,791	656,667	669,801	683,197
Transfer From 9-1-1/Emergency Preparedness	508,867	521,589	534,628	547,994	561,694
Interest Earned on Investments	56,000	57,000	58,020	59,060	60,122
Previous Year's Surplus	2,870,540	-	-	-	-
Transfers From Other Funds:					
Capital Fund	7,661,954	1,856,250	-	-	-
Reserve Fund	3,790,579	1,074,808	1,078,386	448,757	264,000
Inter Sewer Fund Transfer	28,767	29,630	30,519	31,434	32,378
Municipal Debt:					
Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
Total Revenue	46,247,134	35,448,195	33,397,626	32,919,267	32,515,808
EXPENDITURE:					
Other General Government Services	6,375,494	6,081,930	6,202,405	6,268,227	6,336,596
Waste Management	3,061,416	2,815,408	2,835,727	2,879,806	2,913,442
Recreation & Culture	4,886,867	4,690,132	4,540,330	4,657,728	4,717,059
Fire & Protection Services	6,615,012	6,892,751	7,033,410	7,057,070	7,149,502
Water Utilities	760,867	765,324	789,589	814,457	839,793
Sewer Utilities	1,447,559	1,314,573	1,337,104	1,357,138	1,375,532
Transit Services	1,642,811	1,733,965	1,793,395	1,836,165	1,880,521
Capital Expenditures	11,195,278	3,957,000	1,697,000	1,669,980	1,559,371
Grants to Other Programs	3,023,456	1,362,042	1,337,916	1,341,367	1,345,398
Transfers to Local Governments	775,160	404,067	376,064	376,133	369,306
Transfers to Reserve Funds	3,087,545	1,265,027	1,308,408	1,182,433	1,275,309
Inter Sewer Fund Transfer	28,767	29,630	30,519	31,434	32,378
Previous Year's Deficit	3,089,092	2,456,646	1,473,630	446,600	-
Regional District Debenture Debt:					
Debt Interest RDKB	509,145	570,570	506,745	471,371	445,144
Debt Principal RDKB	580,039	766,002	765,229	714,657	548,804
Municipal Debenture Debt:					
Debt Interest Municipal	936,692	805,025	805,025	807,082	746,056
Debt Principal Municipal	688,580	1,011,732	1,011,732	1,007,617	981,598
Total Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
Total Expenditure	48,703,780	36,921,825	33,844,226	32,919,267	32,515,808



**BYLAW NO. 1603**

**A bylaw to adopt a financial plan for the years 2016 to 2020**

**WHEREAS** pursuant to Section 815 of the Local Government Act, a Regional District Board must, by bylaw, adopt a financial plan with a planning period of 5 (five) years;

**AND WHEREAS** the Board has prepared a financial plan for the years 2015 to 2019 that makes provision for expenditures for the fiscal year ending December 31, 2016 estimated in the total amount of Forty Five Million Five Hundred Eighty One Thousand Five Hundred Seventy Eight Dollars (\$45,581,578.00);

**NOW THEREFORE BE IT RESOLVED** that the Regional District of Kootenay Boundary Board of Directors in open meeting assembled, enacts as follows:

1. Schedule 'A' attached hereto and made part of this bylaw is hereby declared to be the Financial Plan for the Regional District of Kootenay Boundary for the five year period 2016 to 2020.
2. This bylaw shall be cited as the "Regional District of Kootenay Boundary Financial Plan Bylaw 1603, 2016".

Read a **FIRST** time this 24th day of March, 2016.

Read a **SECOND** time this 24th day of March, 2016.

Read a **THIRD** time this 24th day of March, 2016.

**RECONSIDERED** and **ADOPTED** this 24th day of March, 2016.

\_\_\_\_\_  
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. 1603 cited as "Regional District of Kootenay Boundary Financial Plan Bylaw 1603, 2016" as reconsidered and finally adopted by the Regional District of Kootenay Boundary Board of Directors this 26th day of March, 2016.

\_\_\_\_\_  
Manager of Corporate Administration

Bylaw No. 1603  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
LOCAL GOVERNMENT SERVICES:					
REVENUE:					
Requisition from Local Governments	15,826,124	17,354,585	17,677,797	17,708,707	17,272,582
Parcel Tax	40,000	40,000	40,000	40,000	40,000
Grants	2,554,253	2,399,207	2,424,929	2,451,166	2,452,021
Services Provided	754,879	783,391	796,568	808,430	825,320
User Fees	3,236,250	3,127,088	3,081,771	3,141,962	3,155,931
Other Sources of Revenue	700,683	1,035,182	385,299	385,928	386,569
Recovery of Common Costs	108,347	110,514	112,724	114,979	117,278
Board Fee Revenue	631,168	643,791	656,667	669,801	683,197
Transfer From 9-1-1/Emergency Preparedness	508,867	521,589	534,628	547,994	561,694
Interest Earned on Investments	56,000	57,000	58,020	59,060	60,122
Previous Year's Surplus	2,007,230	-	-	-	-
Transfers From Other Funds:					
Capital Fund	203,000	1,856,250	-	-	-
Reserve Fund	2,371,056	908,250	915,386	285,757	264,000
Municipal Debt:					
Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
Total Revenue	30,623,129	30,653,603	28,500,546	28,028,482	27,546,368
EXPENDITURE:					
Other General Government Services	6,360,957	6,081,930	6,202,405	6,268,227	6,336,596
Waste Management	3,061,416	2,815,408	2,835,727	2,879,806	2,913,442
Recreation & Culture	4,879,867	4,690,132	4,540,330	4,657,728	4,717,059
Fire & Protection Services	6,615,012	6,892,751	7,033,410	7,057,070	7,149,502
Capital Expenditures	3,196,360	3,817,000	1,472,000	1,529,980	1,419,371
Grants to Other Programs	1,745,423	1,362,042	1,337,916	1,341,367	1,345,398
Transfers to Local Governments	625,160	404,067	376,064	376,133	369,306
Transfers to Reserve Funds	1,249,231	1,158,927	1,203,324	1,020,159	1,018,391
Regional District Debenture Debt:					
Debt Interest	232,003	230,628	204,605	199,231	194,604
Debt Principal	399,982	400,945	450,979	437,481	355,044
Previous Year's Deficit	3,089,092	2,456,646	1,473,630	446,600	-
Municipal Debenture Debt:					
Debt Interest	936,692	805,025	805,025	807,082	746,056
Debt Principal	688,580	1,011,732	1,011,732	1,007,617	981,598
Total Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
Total Expenditure	33,079,775	32,127,233	28,947,146	28,028,482	27,546,368





**Bylaw No. 1603**  
**SCHEDULE 'A'**

## Regional District of Kootenay Boundary Five Year Financial Plan 2016 - 2020

2016	2017	2018	2019	2020
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**TOTAL BUDGET (RDKB) consolidated**

**REVENUE:**

Requisition from Local Governments	18,611,030	20,450,494	20,777,318	20,871,317	20,661,305
Parcel Tax	547,533	558,128	560,017	561,946	563,414
Grants	2,561,366	2,406,320	2,432,042	2,458,279	2,459,134
Services Provided	754,879	783,391	796,568	808,430	825,320
User Fees & Other Sources	4,984,107	5,139,524	4,543,980	4,532,571	4,560,314
Recovery of Common Costs	108,347	110,514	112,724	114,979	117,278
Board Fee Revenue	631,168	643,791	656,667	669,801	683,197
Transfer From 9-1-1/Emergency Preparedness	508,867	521,589	534,628	547,994	561,694
Interest Earned on Investments	56,000	57,000	58,020	59,060	60,122
Previous Year's Surplus	2,870,540	-	-	-	-

**Transfers From Other Funds:**

Capital Fund	7,376,000	1,856,250	-	-	-
Reserve Fund	2,461,056	1,074,808	1,078,386	448,757	264,000
Inter Sewer Fund Transfer	28,767	29,630	30,519	31,434	32,378

**Municipal Debt:**

Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654
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Total Revenue	43,124,932	35,448,195	33,397,626	32,919,267	32,515,808
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**EXPENDITURE:**

Other General Government Services	6,360,957	6,081,930	6,202,405	6,268,227	6,336,596
Waste Management	3,061,416	2,815,408	2,835,727	2,879,806	2,913,442
Recreation & Culture	4,879,867	4,690,132	4,540,330	4,657,728	4,717,059
Fire & Protection Services	6,615,012	6,892,751	7,033,410	7,057,070	7,149,502
Water Utilities	760,867	765,324	789,589	814,457	839,793
Sewer Utilities	1,447,559	1,314,573	1,337,104	1,357,138	1,375,532
Transit Services	1,642,811	1,733,965	1,793,395	1,836,165	1,880,521
Capital Expenditures	10,843,360	3,957,000	1,697,000	1,669,980	1,559,371
Grants to Other Programs	1,745,423	1,362,042	1,337,916	1,341,367	1,345,398
Transfers to Local Governments	625,160	404,067	376,064	376,133	369,306
Transfers to Reserve Funds	1,766,831	1,265,027	1,308,408	1,182,433	1,275,309
Inter Sewer Fund Transfer	28,767	29,630	30,519	31,434	32,378
Previous Year's Deficit	3,089,092	2,456,646	1,473,630	446,600	-

**Regional District Debenture Debt:**

Debt Interest RDKB	509,145	570,570	506,745	471,371	445,144
Debt Principal RDKB	580,039	766,002	765,229	714,657	548,804

**Municipal Debenture Debt:**

Debt Interest Municipal	936,692	805,025	805,025	807,082	746,056
Debt Principal Municipal	688,580	1,011,732	1,011,732	1,007,617	981,598
Municipal Debenture Debt	1,625,272	1,816,757	1,816,757	1,814,699	1,727,654

Total Expenditure	45,581,578	36,921,825	33,844,226	32,919,267	32,515,808
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Regional District of Kootenay Boundary  
2016 Budget Amendment

Budget Adjustment

Feb-16 59-16

Moved: Director Pahl Seconded: Director McLellan  
Corporate Vote Weighted  
That the Regional District of Kootenay Boundary Board of Directors approves the allocation of the funds from the sale of the Trail Airport to be deemed as surplus to the General Government Services/General Administration Budget and then allocated to a capital reserve account in Environmental Services for environmental purposes with a specific project to be selected at a later date.

Dr Oper Grants 12121995-001	1273032.91
Cr Trf from Reserve 11921205-001	-1273032.91
Dr Trd to Reserve 12433742-010	1273032.91
Cr Misc income 11590159-010	-1273032.91

May-16 173-16

Corporate Vote Weighted  
Moved: Director Russell Seconded: Director Grieve  
That the Regional District of Kootenay Boundary Board of Directors approves an amendment of the 2016 Financial Plan for a grant in the amount of \$20,000 from Service 027 for the purchase of capital equipment.

DB Cap Equip 12721610-027	20000
CR Misc Income 11590159-027	-20000

Jul-16 260-16

Stakeholder vote ( Area a, Villages Fruitvale & Montrose) Weighted  
That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$7,000 from the Beaver Valley, Parks, Trails and Recreation Budget 019 Reserve Account to operations for the painting of Haines Park. **FURTHER** that Staff be directed to bring forward the necessary amendments to the RDKB Financial Plan Bylaw No. 1603, 2016.

Cr Trf from Reserve 11921205-019	-7000
Dr Bldg Mntc 12709252-019	7000

261-16 Moved: Director Pahl Seconded: Director Worley

Cr Misc Rev 11590159-050	-26285.71
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That the Regional District of Kootenay Boundary Board of Directors approves an amendment to the Kootenay Boundary Regional Fire Rescue Five Year Financial Plan to include \$24,185.71 in revenues and the conversion of a truck to a Wildland unit at a cost of approximately \$15,000. **FURTHER** that balance of any un-budgeted revenues be deposited into capital reserves. **FURTHER** that Staff be directed to bring forward the necessary amendments to the RDKB Financial Plan Bylaw No. 1603, 2016.

Db Trf to reserve 12241741-050	10274.7
Db Capital 12241610-050	16011.01

254-16

Moved: Director Rotvold Seconded: Director Danchuk

Dr Trf to Reserve 12258741-012	30406
Cr Misc Revenue 11590159-012	-30406

That the Regional District of Kootenay Boundary Board of Directors will allow the City of Rossland to rejoin the RDKB Emergency Management Program on a prorated basis and pay half of \$23,052 but will pay its relative share for capital investments that have been made since 2008

14-Sep-16	343-16 Moved: Director Grieve Seconded: Director Worley	Cr Misc Revenue	-150000
		Dr Municipal Capital Grants	150000
	That the Regional District of Kootenay Boundary Board of Directors approves the allocation of the Columbia Basin Trust Grant funds of \$150,000 to Miscellaneous Revenue under the Beaver Valley Parks, Trails and Recreation Budget (019). FURTHER that the Board of Directors also approve an increase in the Municipal Capital Grants section of the Beaver Valley Parks, Trails and Recreation Budget (019) for the Skatepark from \$240,000 to \$390,000. FURTHER that the 2016 Financial Plan Bylaw No. 1603, 2016 be amended accordingly.		
346-16 Moved: Director Cecchini Seconded: Director Martin		Cr Transfer from Reserve 11921205-101	-4000
		Db Util Electricity 12325553-101	4000
	That the Regional District of Kootenay Boundary Board of Directors approves an amendment to the 2016 Big White Street Lighting Utility Budget and Five Year Financial Plan to transfer an additional \$4,000 from reserve to install two street lights. FURTHER that the 2016 Financial Plan be amended accordingly.		
24-Nov-16	429-16 Moved: Director Worley Seconded: Director Russell	Cr Trf from reserve 11921205-014	-5000
		db Misc grants 12710717-014	5000
	That the RDKB Board of Directors approve a grant of \$5,000 to Columbia and Western Rail Trail Society from Service 014, Regional Parks & Trails, Area B, with reserve funds. <b>FURTHER</b> that the 2016-2020 Financial Plan be amended accordingly.		
24-Nov-16	418-16 Moved: Director Cecchini Seconded: Director Worley	Dr Contingency 12327999-103	10537.06
		Cr Trf from Reserve 11921205-103	-10537.06
	That the Regional District of Kootenay Boundary Board of Directors approves the amendment to the 2016 Beaverdell Street Lighting Utility Budget and 5 Year Financial Plan to transfer an additional \$10,537.06 from reserve to install three street lights and contribute the \$7,000 revenue to reserve from the Ministry of Transportation.		
		Dr Trf to Reserve 12327741-103	7000
		Cr Misc Revenue 11590159-103	-7000
453-16			
08-Dec-16	Moved: Director Pahl Seconded: Director McLellan	Cr From Cap Fund 11920002-050	- 285,954.15
		Cr Trf from Reserve	- 29,952.65
	That the Board of Directors amend the 2016 Financial Plan for MFA loan proceeds of \$285,954.15, capital equipment purchase of \$315,906.80 with balance transferred from reserve.		
		Dr Capital Equip	315,906.80