

## Regular Meeting of the Board of Directors

Tuesday, February 21, 2017 - 12:00 pm

Mt. Baldy

### A G E N D A

1. Call to Order
2. Consideration of the Agenda (Additions/Deletions)
  - a) The agenda for the February 21, 2017 meeting of the Regional District of Kootenay Boundary Board of Directors is presented.

**Recommendation:** That the agenda for the February 21, 2017 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as presented.

3. Minutes
  - 3a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 26, 2017 are presented.

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 26, 2017 be adopted as presented.

[Regular Meeting of the Board of Directors - 26 Jan 2017 - Minutes - Pdf](#)

4. Delegation(s)
5. Unfinished Business

- 5a) **Memorandum of Board Resolutions  
Ending January 31, 2017**

The Memorandum of Board Resolutions ending January 31, 2017 is presented.

**Recommendation: Corporate Vote Unweighted**

That the RDKB Memorandum of Board Resolutions ending January 31, 2017 be received.

[Memorandum of Board Resolutions-Ending January 31, 2017-Board, Feb 21, 2017](#)

6. Communications

7. Communications (Information Only)

8. Reports

8a) **Boundary Animal Control Monthly Report-January 2017**

**Recommendation: Corporate Vote Unweighted**

That the Kootenay Boundary Animal Control Monthly Report for weekly activities in January 2017 be received.

[01-2017 Weekly summary](#)

8b) **Interim Schedule of Accounts-Ending January 2017  
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 January 31, 2017 as follows:

Cheque Nos. 56521- 00066 0060	\$ 2,073,580.82
Payroll	\$ 594,222.78
<b>TOTAL</b> January 2017 Expenditures	<b>\$ 2,667,803.60</b>

[Interim Schedule of Accnts-Jan 31-BOARD-Feb 21 2017](#)

8c) **Adopted RDKB Committee Minutes  
For the Month of January 2017**

**Recommendation: Corporate Vote Unweighted**

That the minutes of the following RDKB Committee meetings held during January 2017 be received:



Boundary Economic Development (Jan. 3), Boundary Stakeholders (Jan. 3), Beaver Valley Recreation (Jan. 10), Utilities (Jan 11), Committee of the Whole (Jan. 11), Electoral Area Services (Jan. 12), East End Sewerage (Jan. 17), East End Services (Jan. 17).

[Minutes - BEDC - 03 Jan 2017 - BEDC - Feb 7 2017](#)

[Minutes Boundary Stakeholders Comm - 03 Jan 2017 Boundary Stakeholders Comm - Feb 7, 2017- Minutes - Pdf](#)

[Minutes BV Rec - 10 Jan 2017 - BV Rec - Feb 14, 2017 Pdf](#)

[Minutes - Utilities Comm - 11 Jan 2017 - Utilities Committee- Feb 8 2017Pdf](#)

[Minutes-Committee of the Whole-11 Jan 2017-COW Feb 8 2017-Pdf](#)

[Minutes-Electoral Area Services - 12 Jan 2017 - Minutes - Pdf](#)

[Minutes-EE Sewerage Comm - 17 Jan 2017 - EE Sewerage Committee-Feb 15, 2017Pdf](#)

[Minutes - East End Services Comm - 17 Jan 2017 - East End Services - Feb 15, 2017 Pdf](#)

8d) **Adopted RDKB Recreation Commission Minutes  
For the Month of January 2017  
Electoral Area C/Christina Lake and Grand Forks and District**

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Electoral Area C/Christina Lake Parks and Recreation Committee meeting held January 11, 2017 and the Grand Forks and District Recreation Commission meeting held January 12, 2017 be received.

[Minutes-Area C Parks Recreation -Jan 11 2017- Board - February 21 2017](#)

[Minutes- Grand Forks Recreation Commisssion -Jan 12 2017 - Board - February 21 2017](#)

8e) **Draft RDKB Electoral Area Advisory Planning Commission  
Minutes  
For the Month of February 2017**

**Recommendation: Corporate Vote Unweighted**

That the following draft Electoral Area Advisory Planning Commission minutes for the meetings held on February 6/7, 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-February 6-APC Lower Columbia-Board-February 21 2017](#)

[Minutes-February 7-APC-Christina Lake-Board-February 21 2017](#)

[Minutes-February 7-APC-Rural Grand Forks-Board-February 21 2017](#)  
[Minutes-February 7-APC-West Boundary-Board-February 21 2017](#)  
[Minutes-February 7-Big White-Board-February 21 2017](#)

9. Monthly Committee Recommendations to Board of Directors  
The RDKB Committee recommendations as adopted by the RDKB Committees during February 2017 are presented for consideration.

- 9a) **Policy, Executive and Personnel Committee-Jan. 26/17**  
**Director Gee, Chair/Director Martin Vice-Chair**

***RDKB Fire Departments Service Level Policy***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Fire Levels Service Policy.

[Staff Report - COW June 2016-RDKB Fire Departments Service Level Policy-Approve BOARD-Feb 21 2017 Pdf](#)

[Policy-RDKB Fire Dept Service Levels-Approve BOARD-Feb 21 2017](#)

- 9b) **Electoral Area Services Committee-February 16, 2017**  
**Director Worley, Chair and Director Gee, Vice Chair**

**Gas Tax Agreement-School District 20-Fruitvale Elementary Playground - Electoral Area 'A'**

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves funding the School District 20 Gas Tax Application in the amount of \$20,000.00 for the construction of a playground at the Fruitvale Elementary School. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

[SD20 Playground Gas Tax Application Jan2017-EAS-Board, Feb 21, 2017](#)

10. Board Appointments Updates

- 10a) 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) **Staff Report-M. Forster**

**Re: Approval of the 2017 Wood Stove Exchange Program**

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Agreement with BC Lung Association in the amount of \$6,500 for a twelve (12) month term. **FURTHER** that the Board authorizes the RDKB signatories to endorse the Agreement and enter into the agreement.

[Staff Report-Woodstove Exchange Program 2017 - Board Feb 21, 2017 - Pdf](#)

11b) **R. Russell**

**Re: Discussion - Draft Memorandum of Understanding (MOU) with FCM-CISAL Program**

A draft MOU between the RDKB and the FCM, pertaining to the implementation of the Sustainable and Inclusive Communities in Latin America (CISAL) program, is presented to the Board of Directors for discussion and adoption.

**Recommendation: Corporate Vote Unweighted**

That the RDKB Board of Directors discuss the MOU for the FCM-CISAL Program and provide staff with direction in going forward.

[MOU draft RDKB-FCM-CISAL-Board-Feb 21, 2017](#)

11c) **Director Russell**

**Discussion**

**Re: Community Advisory Committees - Introduction of Motion**

**Recommendation:** That the Board of Directors discuss the proposed resolution regarding Community Advisory Committee and provide staff with further direction.

[20170208 Board Committees TOR including BAFAAC and KRWA-Board-Feb 21, 2017](#)

- 11d) **M. Andison**  
**Re: Building Bylaw Contravention - 245 Wapiti Creek Road, Mt. Baldy, B.C.**

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described as:

**245 Wapiti Creek Road, Mt. Baldy, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 023-635-126**

**Strata Lot 129, D.L. 100S, SDYD, Strata Plan KAS1840**

**Owners: Donald and Bernice Cook**

**Recommendation:**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Donald and Bernice Cook, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 129, District Lot 100S, Similkameen Division Yale District, Strata Plan KAS1840.

[Staff Report-Bylaw Contravention Cook-Board February 21, 2017 - Pdf](#)

- 11e) **M. Andison**  
**Re: Amendment to Current Big White security Contract**

A staff report from Mark Andison, General Manager, Operations / Deputy CAO regarding a proposed amendment to the current Big White security contract which would add two hours of security coverage daily during the winter season.

**Recommendation:** That the Board of Directors authorize an amendment to the current contract with Paladin Security Group Ltd. to include an additional two hours per day of security coverage at Big White from November 1st to April 15th for the remainder of the term of the contract, beginning March 1, 2017.

[Big White Security Contract - Proposed Amendment - Pdf](#)

- 11f) **B. Burget - Equipment Financing Emergency Preparedness**

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve equipment financing with the Municipal Finance

Authority (MFA) to finance Command Vehicle for Service 012 Emergency Preparedness is presented.

**Recommendation:** That the Board of Directors approve application be made to the Municipal Finance Authority for equipment financing pursuant to Section 175 of the Community Charter for a Command Vehicle for Service 012 Emergency Preparedness in the amount of \$68,132.71.

[Staff Report - Equipment Financing Emergency Preparedness - BRD - Feb 21, 2017 - Pdf](#)

11g) **C. Rimell, Senior Planner-BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'C'/Christina Lake**

**Recommendation: Corporate Vote Unweighted**

That the Staff Report from Carly Rimell, Senior Planner regarding the BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'C'/Christina Lake', be received.

[Staff Report-BCTS-Stewart Board-February 21 2017](#)

11h) **B. Burget - Equipment Financing - Kootenay Boundary Regional Fire Rescue**

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve equipment financing with the Municipal Finance Authority (MFA) for a 2017 Spartan Gladiator Pumper/Rescue 1500 Imperial Gallon Per Minute Pump, 1000 Imperial Gallon Tank up to \$564,227.17 is presented.

**Recommendation:** That the Board of Directors approve application be made to the Municipal Finance Authority for equipment financing pursuant to Section 175 of the Community Charter for 2017 Spartan Gladiator Pumper/Rescue 1500 Imperial Gallon Per Minute Pump, 1000 Imperial Gallon Tank up to \$564,227.17.

[Staff Report - Equipment Financing KB Reg Fire - BRD - Feb 21, 2017 - Pdf](#)

11i) **C. Rimell, Senior Planner-BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'D'/Rural Grand Forks**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise staff to forward this staff report 'BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'D'/Rural Grand Forks' which includes the comments of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission for consideration and that the BCTS Development Proposal for the licenses for 22 proposed cut blocks in the 3 geographical areas of North Granby, Rock Candy and North Gloucester noted within Operating Plan #12 in the Boundary Timber Supply Area within Electoral Area 'D'/Rural Grand Forks, be received.

[Staff Report-BCTS-NorthGrandby-Board-Feb 21, 2017](#)

- 11j) **C. Rimell, Senior Planner-BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'E'/ West Boundary**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise staff to forward this staff report 'BC Timber Sales Development Proposal: Operating Plan #12: Boundary Timber Supply Area – Electoral Area 'E'/West Boundary' along with the Electoral Area 'E'/West Boundary and Big White Advisory Planning Commission Minutes for consideration and that the BCTS Development Proposal for the licenses for 17 proposed cut blocks noted within the Operating Plan #12 in the Boundary Timber Supply Area within Electoral Area 'E'/West Boundary, be received.

[Staff Report-BCTS-LostHorse-Board-February 21 2017](#)

- 11k) **C. Rimell, Senior Planner-FrontCounter BC Referral – License of Occupation for Annual Footrace Event**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'License of Occupation for Annual Footrace Event' which includes the recommendations of the Electoral Area 'B'/ Lower Columbia-Old Glory Advisory Planning Commission to FrontCounter BC for the Broken Goat Trail Race, for a License of Occupation for a Special Event, on the trails and roads north and west of Red Mountain Resort and on Unsurveyed Crown Land, in Electoral Area 'B'/ Lower Columbia-Old Glory, for consideration.

[Staff Report-BrokenGoatRace Board-February 21 2017](#)

11l) **C. Rimell, Senior Planner-FrontCounter BC Referral - Section 56 and 57 Authorization under the *Forest and Range Practices Act***

**Recommendation: Corporate Vote Unweighted**

That the application submitted to the Ministry of Forests, Lands and Natural Resource Operations by Ed Mathews for authorization under Section 57 and under Section 56 of the *Forest and Range Practices Act* for a 2.5 kilometer trail by 2 meter wide trail on Crown land near Goat Mountain in Electoral Area 'D'/Rural Grand Forks, be supported.

**FURTHER** that the comments of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission be forwarded to FrontCounter BC for consideration.

[Staff Report-GoatMountain Board-February 21 2017](#)

11m) **C. Rimell, Senior Planner-Permit Referral – Ministry of Environment**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this Staff Report regarding a referral for a major permit amendment under the provisions of the *Environmental Management Act* submitted by 1086359 BC Ltd., a subsidiary of Golden Dawn Minerals Inc., to authorize the discharge of water from the underground mine workings of the Lexington-Grenoble Mine, which is located approximately 11.5 km southeast of Greenwood, Electoral Area 'E'/ West Boundary, be received.

[Staff Report-Golden Dawn Minerals-Board-February 21, 2017](#)

11n) **C. Rimell, Senior Planner-Provincial Referral – Agricultural Land Reserve - Exclusion**

**Recommendation: Corporate Vote Unweighted**

That the Agricultural Land Commission exclusion application, submitted by Sage Bookkeeping Ltd., acting as agent for Kettle River Concrete Ltd., for the property at 1575 Myers Creek Road, off Highway 3, legally described as Lot 2, DL 2455, Plan KAP29379, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report-Kettle River Concrete ALR Board-February 21 2017](#)

- 11o) **C. Rimell, Senior Planner-Adjacent Local Government Referral - RDOS Bylaw No. 2710**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise the Regional District of Okanagan Similkameen that the Regional District of Kootenay Boundary's interests are unaffected by amendment Bylaw No. 2710.

[Staff Report-RDOS-Board-February 21 2017](#)

- 11p) **C. Rimell, Senior Planner-Provincial Referral – Agricultural Land Reserve - Exclusion**

**Recommendation: Corporate Vote Unweighted**

That the Agricultural Land Commission exclusion application for a ±3.1 ha portion of the parcel from the ALR, submitted by Donna and Brian Scott, for the property at 1775 Hulme Creek Road, legally described as Lot A, DL 1145s Plan KAP42188, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report-Scott-Exclusion ALR Board-February 21 2017](#)

- 11q) **C. Rimell, Senior Planner-Strata Conversion – Big White Ski Resort**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the strata conversion of the existing building on the westerly portion of Lot A, DL 4109s and 4203 Except Plan KAS2604 (Phase 1&2) to enable the construction of the balance of the strata lots that will form Phase 3, Strata Plan KAS2604.

[Staff Report-Stonegate Strata Conversion Board-February 21 2017](#)

- 11r) **C. Rimell, Senior Planner-Provincial Referral – Agricultural Land Reserve - Subdivision**

**Recommendation: Corporate Vote Unweighted**

That the Agricultural Land Commission subdivision application for a 1 lot subdivision with remainder, submitted by Pamela Storie, beside Ingram Bridge, at 3215 Highway 3, legally described as Lot 1, DL 514, Plan



KAP72886, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report-Storie ALR SUB Board-February 21 2017](#)

11s) **C. Rimell, Senior Planner-Provincial Referral – LCLB Permanent Change to Liquor Licenses (Liquor Primary and Food Primary)**

**Recommendation: Corporate Vote Unweighted**

Be it resolved that:

1. **The Board recommends the permanent amendment for the liquor primary liquor license and food primary liquor license for the Black Diamond Bar and Grill be supported for the following reasons:**

The modification to the liquor licenses 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:***

It is anticipated that the proposal would not negatively impact the Big White community. The Big White Advisory Planning Commission also noted that there are other licensed establishments at Big White are currently licensed for the hours between 9am and 11am.

- c. ***Is the amendment contrary to 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. The amendment will not affect the primary purpose of the establishment.

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

The applicant was provided with two notice of the proposal signs. The applicant placed the sign in the window of the Black Diamond Bar and Grill on February 6th, 2017. No comments had been received by the Planning and Development Department at the time the staff report to the Board was prepared.

[Staff Report-BlackDiamond Board-February 21 2017](#)

11t) **J. MacLean**  
**Re: Appointment of New Fire Chief for Christina Lake Volunteer Fire Service**

A staff report from John M. MacLean, CAO regarding the appointment of a new Fire Chief for the Christina Lake Volunteer Fire service.

**Recommendation:**

That Mr. Martin Christman be appointed Chief of the Christina Lake Volunteer Fire Department effective March 13, 2017.

[Staff Report - Board - Appointment of CLVFD Chief - February 2017 - Pdf](#)

11u) **C. Rimell, Senior Planner-LCLB Permanent Change to Liquor Licenses (Liquor Primary and Food Primary)**

**Recommendation: Corporate Vote Unweighted**

Be it resolved that:

1. **The Board recommends the permanent amendment for the liquor primary liquor license for Sessions Taphouse and Grill not be supported for the following reasons:**

Considering the outstanding building bylaw contravention with the deck, the RDKB cannot support the amendment.

In addition, the RDKB Planning Department received responses directly from community members. None of the strata owners that responded to the public notice support the proposed change to the license. The reasons are outlined below.

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

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

Noise was the most common concern documented within the responses received regarding Sessions LCLB license amendment. The Snow Ghost Inn has a building quiet time of 11 pm however the liquor license expires at 1 am. Despite these restrictions there were multiple complaints of noise and music persisting past this time. Some tenants describe the bass vibrating their units, shaking exterior windows, rattling dishes in the cupboard, and or off the counter. Residents noted that noise persists beyond 1am as patrons finish their drinks and music continues. The noise was documented to continue as patrons exit Sessions and loiter outside or in the general vicinity of the common areas of the Snow Ghost Inn.

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

The complainants allege that the impact of the loitering past bar close has led to vandalism, public intoxication, trespassing, littering and other negative effects on community members. A number of the residents expressed the difficulty in selling or renting their units specifically due to the noise and atmosphere created by Sessions. In conversations with the Strata Manager for the Snow Ghost Inn it was confirmed that the Strata has forwarded ±25 noise complaints to the owner of Sessions since late 2014.

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

The business operates as an 'eating and drinking establishment' which is a permitted use in the 'Village Core 6' Zone. The conversion of a strictly liquor primary liquor license could change the dynamic of the establishment which community members are concerned about.

The residents who responded noted that the proposed change to cancel the food primary liquor license and amend the liquor primary liquor license to apply to the entire establishment would only exacerbate the existing issues which community members have experienced. The fact that there is not always police presence at the resort was also cited as a concern since response times to police matters could be long.

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 January 28th, 2017. As mentioned there was a response from 9 residential strata owner regarding this application, none of these community members supported the permit amendment application.

The undersigned hereby certifies that the above resolution is a true copy of the resolution passed by the Board of Directors of the Regional District of Kootenay Boundary on February 21st, 2017.

[Staff Report-LCLB Sessions Board-February 21 2017](#)

11v) **T. Dueck**  
**Re: Service Contract**

A Staff Report from Tim Dueck, Solid Waste Program Coordinator concerning the award of a contract for the service of Green Bin and Garbage curbside collection in the Boundary is presented.

**Recommendation: Corporate Vote Unweighted**

1. That the Regional District of Kootenay Boundary Board of Directors approves in principle a contract with Alpine Disposal in the amount of \$412,466.47 per year for the curbside collection of Green Bins and Garbage in the Boundary.

2. **FURTHER** that the Board of Directors direct Staff to prepare contract documents for Board approval.

3. **FURTHER** that the Board of Directors direct staff to procure green bins etc. at the cost of \$90,000 to be transferred from capital reserve.

4. **FURTHER** that the Board of Directors direct Staff to include the necessary funds for the Boundary collection contract in the 2017-2021 Five-Year Regional Solid Waste Management Financial Plan.

[SR Boundary Green Bin Contract Award RPT 943 - Pdf](#)

[SR Boundary Green Bin Contract Award RPT 943 - Pdf](#)

11w) **Grant-in-Aid - February 17, 2017**

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

That the following Grant in Aid applications be approved:

1. Zone 6, BC Seniors Games-\$500-Electoral Area 'A'
2. Ankors-\$1,500-Electoral Area 'A'
3. Zone 6, BC Seniors Games-\$750-Electoral Area 'B'/Lower Columbia-Old Glory
4. Ankors-\$1,500-Electoral Area 'B'/Lower Columbia-Old Glory
5. Boundary Woodlot Association-\$342-Electoral Area 'C'/Christina Lake
6. Christina Lake Community Association-\$1,500-Electoral Area 'C'/Christina Lake
7. Zone 6, BC Seniors Games-\$500-Electoral Area 'C'/Christina Lake
8. Boundary Youth Soccer Association-\$2,000-Electoral Area 'C'/Christina Lake
9. Christina Lake Tourism Society-\$10,000-Electoral Area 'C'/Christina Lake
10. Christina Lake Tourism Society-\$1,000-Electoral Area 'C'/Christina Lake
11. GF Secondary School:Outdoor Leadership Grade 9-12 Class-\$1,300-Electoral Area 'D'/Rural Grand Forks
12. Granby Wilderness Society-\$1,000-Electoral Area 'D'/Rural Grand Forks
13. Zone 6, BC Seniors Games-\$500-Electoral Area 'D'/Rural Grand Forks
14. Boundary Youth Soccer Association-\$2,000-Electoral Area 'D'/Rural Grand Forks
15. Selkirk College Grand Forks Campus-\$1,000-Electoral Area 'D'/Rural Grand Forks

16. Boundary Woodlot Association-\$342-Electoral Area 'D'/Rural Grand Forks
17. Midway Public Library-\$4,000-Electoral Area 'E'/West Boundary
18. Big White Mountain Community Development Association-\$2,800-Electoral Area 'E'/West Boundary
19. Big White Mountain Community Development Association-\$500-Electoral Area 'E'/West Boundary

[GIA-Up to Feb 17, 2017-Board, Feb 21, 2017](#)

12. Bylaws

12a) **Bylaw No. 1614-Grand Forks Curling Rink Service Establishment Reconsideration and Adoption**

**Recommendation: Corporate Vote Unweighted**

That Regional District of Kootenay Boundary Grand Forks Curling Rink Service Establishment Bylaw No. 1614, 2016 be reconsidered and adopted.

[Bylaw #1614-GF Curling Rink Service Establish-Adoption-BOARD-Feb 21 2017](#)

12b) **Bylaw No. 1624- Amending Electoral Area 'C'/Christina Lake Zoning Bylaw  
First and Second Readings-Set Up Public Hearing**

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1624, 2017 be read a first and second time.

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

That Staff be instructed to schedule and hold a public hearing for proposed Regional District of Kootenay Boundary Electoral Area 'C'/Christina Lake Zoning Amendment Bylaw No. 1624, 2017 with Director McGregor appointed to attend and Directors Russell and Gee appointed as alternates.

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

That the amending bylaw No. 1624, 2017 be advanced to third reading only upon the parcel being brought into compliance with the RDKB Building and Land Use Bylaws.

[Bylaw 1624-Board-February 21 2017](#)

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](#)
18. [Adjournment](#)



**Regular Meeting of the Board of Directors**

**Thursday, January 26, 2017**

**RDKB Board Room**

**Grand Forks, B.C**

**6:30 P.M.**

**Minutes**

**Present:**

Director G. McGregor, Chair  
Director R. Russell, Vice Chair  
Director M. Rotvold  
Director L. Worley  
Director P. Cecchini  
Director M. Martin  
Director A. Parkinson  
Director A. Grieve  
Director L McLellan  
Director F. Konrad  
Director V. Gee  
Alternate Director M. Walsh  
Alternate Director J. Nathorst

**Staff Present:**

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

**Others Present:**

Approximately 7 members of the public

**Call to Order**

The Chair called the meeting to order at 6:35 p.m.

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

The agenda for the RDKB Board of Directors meeting of January 26, 2017 was presented.

The Manager of Corporate Administration advised that Item 9di); Development Variance Permit-Electoral Area C/Christina Lake (Doug and Helen Terry) would be brought forward and reviewed after Item 4a); Delegations. She also advised that reconsideration and adoption of the Columbia Gardens Industrial Park Water Service Amendment Bylaw No. 1618 and a discussion regarding a possible Memorandum of Understanding with the FCM for implementation of the Sustainable and Inclusive Communities in Latin America (CISAL) project would be added to Item 13; Late Emergent Items, and it was;

**1-17** Moved: Director Grieve Seconded: Director Cecchini

**Corporate Vote Unweighted**

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

Carried.

**Minutes**

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 were presented.

**2-17** Moved: Director Konrad Seconded: Director Worley

**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.

Carried.

**Delegation(s)**

**Grant Walton, Resource Manager, Selkirk Forest District**  
**Tara DeCourcy, BC Timber Sales (BCTS) Woodlands Manager**

The Chair welcomed the delegates to the meeting.

The delegates thanked the Board members for providing them with an opportunity to present information and to address concerns regarding harvesting in and around recreation sites in the Boundary Area and regarding the Boundary Timber Supply Area (TSA) apportionment of the Boundary Allowable Annual Cut (AAC).



Tara DeCourcy provided a recap on BCTS as a standalone government agency within the Ministry of Forests, Lands and Natural Resource Operations and she noted that BCTS operates similarly to a major forest company in terms of planning, development, roads and silviculture. She also provided information regarding BCTS goals and objectives and explained that BCTS activities are primarily delivered through publicly tendered contracts to local contractors, businesses and nurseries where significant local employment is created.

There was a review of logging history that has taken place at Williamson Lake as well as public concerns regarding the harvesting practices in and around the lake. BCTS learnings include finding the right balance, communicating with neighbouring property owners and ways to generate more comments up front. Operating Plans will be publicly advertised and signage with contact information will be put in place in the recreational areas. BCTS is advertising its Forest Stewardship and Operating Plans and is willing to provide annual presentations to elected officials with opportunities for field tours.

There was an overall discussion regarding Section 16 and logging near riparian areas. There was also a discussion regarding logging practices in the Thone area of RDKB Electoral Area E/West Boundary.

Mr. Walton provided a brief presentation on the Boundary Timber Supply Area (TSA) Allowable Annual Cut (AAC) apportionment. He provided a summary on the direction from the Minister with regards to apportionment for the Osoyoos Indian Band and he reviewed the results of the recent AAC Apportionment as well as the First Nation Woodland License (FNWL) allocation.

There was a discussion regarding the AAC apportionment. RDKB Boundary Area Directors expressed concerns that there was not enough consultation with the Boundary elected officials regarding the apportionment especially since the RDKB Boundary Directors had made presentations regarding the development of community forests. Mr. Walton noted that the First Nations Licences are fairly new however, meeting First Nations obligations is a high priority for the Provincial Government.

The Chair thanked Ms. DeCourcy and Mr. Walton for their presentations and they left the meeting.

### **Item Moved to Front of the Agenda**

#### **Development Variance Permit-Electoral Area C/Christina Lake**

The Chair asked the audience if the applicants or members of the public were present to speak to the application. Hearing no response, she asked for the Board to consider the recommendation, and it was;

**3-17** Moved: Director Worley Seconded: Director Grieve

***Development Variance Permit-Christina Lake*****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.

Carried.

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

The Memorandum of Board Resolutions ending December 31, 2016 was presented.

The Chief Administrative Officer provided an update on the Grand Forks Board Room Sound System (Action Item from September 22, 2016 Resolution #362-16). Rather than replacing the microphones with new and different microphones, Staff are proposing an alternate means to address the sound issues that would involve software similar to "Go to Meeting". Further information will be presented to the Committee of the Whole during budget deliberations.

**4-17** Moved: Director Rotvold Seconded: Director Cecchini

That the Memorandum of Board Resolutions ending December 31, 2016 be received as presented.

Carried.

**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 Sapruff  
Henk Ravestein  
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)

**5-17**      Moved: Director Grieve    Seconded: Director Gee

**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.

Carried.

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

Dean Engen  
Terry Doody  
Brian Noble  
Nigel James  
Eric Gillette

**6-17** Moved: Director Russell Seconded: Director Konrad

**Stakeholder Vote UnWeighted  
(Electoral Area D/Rural Grand Forks and the 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.

Carried.

**Appointments - Southern Interior Development Initiative Trust (SIDIT) Regional  
Advisory Committee (RAC)-Two-year RDKB Term**

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

The appointment is open to all elected officials in the RDKB jurisdiction; both Electoral Area Directors and elected officials from RDKB member municipalities. 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).

**7-17** Moved: Director Grieve Seconded: Director Rotvold

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors re-appoints Chair McGregor/Director, Electoral Area C/Christina Lake, Councillor Krog (City of Grand Forks-community with a population over 4,000) and Director Worley, Electoral Area B/Lower

Columbia-Old Glory to the Southern Interior Development Initiative Trust (SIDIT) Regional Advisory Committee (RAC) for a two-year term commencing January 2017 and expiring December 31, 2018.

Carried.

Staff will follow up with Councillor Krog to ensure his availability and participation on the SIDIT RAC.

**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 was on the floor.

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 were presented to the RDKB Board of Directors at the January 26, 2017 meeting.

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.

At the January 26, 2017 Board meeting, Director Martin advised that the City has reviewed its legal opinion noting that the City wanted to understand the implications including Electoral Area B/Lower Columbia-Old Glory into the service. Although the City now has clarity respecting the implications, it still has difficulty in supporting the recommendation given the low participation rate that inclusion of Electoral Area B/Lower Columbia-Old Glory's contribution would provide to the service.

The recommendation to defer the matter that was made at the November 24<sup>th</sup> meeting tables the recommendation that now must be raised:

**8-17**

**Stakeholder Vote Weighted (Trail: 4, Warfield: 1, Rossland: 2)  
(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.

Defeated.

(Director Martin opposed-weighted vote)

### **Communications**

#### **T. Lenardon-Manager of Corporate Administration 2017 AKBLG Sponsorship**

**9-17** Moved: Director Grieve Seconded: Director Parkinson

#### **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) 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.

Carried.

### **Communications (Information Only)**

#### **a) UBCM-2017 Asset Management Planning Program Grant Approval**

**Dec 13/16**

#### **b) Ministry of Community, Sport and Cultural Development (MCSCD)**

**Christina Lake Waterworks District Transfer**

**Restructure Implementation Grant Approval-Dec 5/16**

**10-17** Moved: Director Cecchini Seconded: Alternate Director Walsh

#### **Corporate Vote Unweighted**

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

Carried.

#### **Minutes: Kettle River Watershed Management Plan**

**Implementation Advisory Group-November 23, 2016-Director Russell Chair**

**11-17** Moved: Director Rotvold Seconded: Alternate Director Walsh

#### **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.

Carried.

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

**12-17** Moved: Director Rotvold Seconded: Alternate Director Walsh

**Corporate Vote Unweighted**

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

Carried.

**Reports**

**Kootenay Boundary Animal Control Monthly Reports  
November and December 2016**

**13-17** Moved: Director Rotvold Seconded: Director Russell

**Corporate Vote Unweighted**

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

Carried.

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

**14-17** Moved: Director Rotvold Seconded: Director Worley

**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>

Carried.

**Adopted RDKB Committee Minutes**

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

**Director Gee, Chair**

**15-17** Moved: Director Cecchini Seconded: Alternate Director Walsh

**Corporate Vote Unweighted**

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

Carried.

**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).

**16-17** Moved: Director Cecchini Seconded: Director Rotvold

**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.

Carried.

**Draft Electoral Area Advisory Planning Commission Minutes**

**17-17** Moved: Director Worley Seconded: Director Grieve

**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.

Carried.

**Monthly Committee Recommendations to Board of Directors**

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

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**Boundary Economic Development Committee - December 6, 2016****Director Russell, Chair/Director Rotvold, Vice Chair*****Thompson Okanagan Tourism Association*****18-17** Moved: Director Russell Seconded: Director Rotvold**Corporate Vote Unweighted**

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

Carried.

**Boundary Economic Development Committee-January 3, 2017****Director Russell, Chair/Director Rotvold, Vice-Chair*****Boundary Area Agriculture and Food Project-RFP*****19-17** Moved: Director Russell Seconded: Director Gee**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).

Carried.

***BC Timber Sales Allocation*****20-17** Moved: Director Russell Seconded: Director Cecchini**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.

Carried.

**East End Sewerage Committee-January 17, 2016****Director McLellan, Chair/Director Parkinson, Vice Chair*****Columbia River Skywalk Pipe Bridge Construction Project*****21-17** Moved: Director McLellan Seconded: Director Parkinson

**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.

Carried.

**Electoral Area Services Committee-January 12, 2016**  
**Director Worley, Chair/Director Gee Vice-Chair**

***Demski-Rural Grand Forks Zoning Bylaw Amendment***

**22-17** Moved: Director Russell Seconded: Director Grieve

**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.

Carried.

**Board Appointments Updates**

*Southern Interior Development Initiative Trust (S.I.D.I.T.) - Chair McGregor*

There is nothing new to report.

*Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Chair McGregor*

There is nothing new to report.

*Okanagan Film Commission - Director Gee*

A sound-stage is being constructed in Kelowna. The film *The Light of My Life* is on location in the Bridesville.

*Boundary Weed Stakeholders Committee - Director Gee*

There has been no recent activity.

*Columbia River Treaty Local Government Committee and Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley*

Director Worley participated in a few recent conference calls.

Director Worley has been requested to participate in a research project to seek out various tools used in modernized treaty negotiations and has been tasked with reading 14 International Treaties that demonstrate local government and public input.

*Kootenay Booth - Director Rotvold*

Director Rotvold provided an update regarding the container that was not delivered to the 2016 FCM in Winnipeg. The Kootenay Booth Committee has been discussing the role of Columbia Power Corporation (CPC). CPC has agreed to continue to take the lead, given it is a transition year. The Kootenay Booth Committee will continue to review whether the regional districts should take over the Booth or whether the work involved should be contracted out. The Committee has just completed a review of the inventory for the 2017 Booth and has discussed some ideas on ways to refresh the Booth's façade.

*Rural Development Institute (R.D.I.) - Director Martin*

There is nothing new to report.

*Chair's Update - Chair McGregor*

Chair McGregor advised she will provide an update at a future meeting.

## **New Business**

### **M. Andison, General Manager Operations/Deputy Chief Administrative Officer Building Statistics**

**23-17** Moved: Director Grieve Seconded: Director Cecchini

### **Corporate Vote Unweighted**

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

Carried.

### **Mark Andison, General Manager of Operations / Deputy CAO**

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**

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**Strata Lot 2, D.L. 4109S, SDYD, Strata Plan K351**  
**Owner: 0985028 B.C. Ltd.**

**24-17** Moved: Director Worley Seconded: Director Gee

**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.

Carried.

**D. Dean, Manager Planning and Development**  
**Application to Provincial Infrastructure Planning Grant Program-Boundary Area**  
**Drought Management Planning**

**25-17** Moved: Director Worley Seconded: Director Rotvold

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to the 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.

Carried.

It was noted that the Village of Midway and MLA Linda Larsen would be willing to submit letters of support for the application subject to them receiving appropriate background information from Staff.

**C. Rimell, Senior Planner-BC Timber Sales Development Proposal**  
**Arrow Operating Plan #14-Electoral Area B/Lower Columbia-Old Glory**

**26-17** Moved: Director Worley Seconded: Director McLellan

**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.

Carried.

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

**27-17** Moved: Director Martin Seconded: Director Gee

**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.

Carried.

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

**28-17** Moved: Director Gee Seconded: Director Grieve

**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.

Carried.

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

**29-17** Moved: Director Gee Seconded: Director Russell

**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.

Carried.

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

**30-17** Moved: Director Russell Seconded: Director Rotvold

**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.

Carried.

Director Gee noted concerns with respect to a pile of debris that has been left behind by the applicants.

**31-17** Moved: Director Gee Seconded: Director Worley

**Corporate Vote Unweighted**

That Vaagen Fibre Canada be notified that although the RDKB Board of Directors supports this proposal, that as part of the overall permit amendment process, the prior environmental permitting conditions being remedied first.

Carried.

**Grant in Aid-January 20, 2017**

**32-17** Moved: Director Grieve Seconded: Director Gee

**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 Snowboard 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

Carried.

### **Bylaws**

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

**33-17** Moved: Director Gee Seconded: Director Russell

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

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

Carried.

**34-17** Moved: Director Russell Seconded: Director Grieve

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

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.

Carried.

**35-17** Moved: Director Russell Seconded: Director Worley

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

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.

Carried.

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

**36-17** Moved: Director Grieve Seconded: Director Cecchini

**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.

Carried.

**37-17** Moved: Director Rotvold Seconded: Director Martin

**Corporate Vote Weighted**

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

Carried.

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

**38-17** Moved: Director Cecchini Seconded: Director Russell

**Corporate Vote Weighted**

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

Carried.

**39-17** Moved: Director Martin Seconded: Director Cecchini

**Corporate Vote Weighted**

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

Carried.

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

**40-17** Moved: Director Martin Seconded: Director Cecchini



**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.

Carried.

**41-17** Moved: Director McLellan Seconded: Director Martin

**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.

Carried.

**Bylaw No. 1627-RDKB Security Issuing (City of Trail Library and Museum)  
First, Second and Third Readings and Adoption**

**42-17** Moved: Director Martin Seconded: Director Cecchini

**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.

Carried.

**43-17** Moved: Director Martin Seconded: Director Grieve

**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.

Carried.

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

**44-17** Moved: Director Cecchini Seconded: Director Grieve

**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.

Carried.

**45-17** Moved: Director Cecchini Seconded: Director Martin

**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.

Carried.

**Bylaw No. 1630-Financial Plan Amendment Bylaw  
First, Second and Third Readings and Adoption**

**46-17** Moved: Director Rotvold Seconded: Director Grieve

**Corporate Vote Weighted**

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

Carried.

**47-17** Moved: Director McLellan Seconded: Director Martin

**Corporate Vote Weighted**

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

Carried.

**Late (Emergent) Items**

**Bylaw No. 1618-Columbia Gardens Industrial Park Water System  
Service Area Amendment-Adoption**

**48-17** Moved: Director Grieve Seconded: Director Martin

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Columbia Gardens Water Utility Service Establishment Amendment Bylaw No. 1618 be reconsidered and adopted.

Carried.

**Federation of Canadian Municipalities (FCM)  
Proposed Memorandum of Understanding (MOU)-Sustainable and Inclusive  
Communities in Latin America (CISAL) Program**

Director Russell explained the CISAL Program involves Canadian local government professionals working with their local government counterparts in mining regions of Colombia and Peru to help build more sustainable and inclusive communities.

Director Russell participated in the 2016 mission and assisted the Colombian Government with local government collaboration and environmental planning.

Director Russell noted that he has been advised that the next FCM mission to Colombia will take place March 12-18, 2017. This 2017 mission will focus specifically on land use and environmental planning and will include the participation of professional local government staff with technical background. With travel scheduled for the second week in March, CISAL is proposing that the staff candidate be identified soon.

Director Russell added that this would be an opportunity for staff development and he suggested that Mark Andison, General Manager of Operations/Deputy Chief Administrative Officer join the trip.

The MOU will be presented to the Board of Directors at the February 21st meeting.

**49-17** Moved: Director Russell Seconded: Director Grieve

#### **Corporate Vote Unweighted**

That staff engage in conversations with the Federation of Canadian Municipalities (FCM) regarding drafting appropriate language for a Memorandum of Understanding between the RDKB and the FCM pertaining to the implementation of the Sustainable and Inclusive Communities in Latin America (CISAL) program. **FURTHER** that the draft MOU be presented to the RDKB Board of Directors at a future meeting for discussion and adoption.

Carried.

The Board of Directors will be provided with oversight prior to Mr. Andison being approved to attend.

#### **Discussion Items Referred from Other RDKB Committees**

A discussion was not required.

#### **Discussion of Items for Future Meetings**

- Emergency Services at Big White Ski Resort.

**Question Period for Public and Media**

A question period was not required.

**Closed (In camera) Session**

**50-17** Moved: Director Rotvold

That the RDKB Board of Directors convene to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* (time: 7:40 p.m.)

Carried.

The Board of Directors reconvened to the open meeting at 8:35 p.m.

**Closed Meeting Recommendations Released to the Open Meeting**

The following recommendations were discussed by the RDKB Board of Directors in a closed session and released to the open meeting:

Moved: Director Rotvold Seconded: Director Russell

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors authorizes the release of the Realize Strategies Co-op's Governance Organizational Review presentation as provided to, and reviewed by the Policy, Executive and Personnel Committee.

Carried.

Moved: Director Worley Seconded: Director Russell

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the resourcing of 1 full time employee in the Information Services Department, to be funded in the General Government (Administration) Financial Plan at an estimated cost of \$100,000 per annum (all costs included). **FURTHER** that the Committee of the Whole (Finance) be directed to make the necessary change in the 2017 General Government (Administration) Financial Plan.

**FURTHER** that Staff be directed to take the necessary steps to implement this decision as soon as the Financial Plan is adopted

Carried.

Moved: Director Rotvold/Seconded: Director Russell

**Corporate Vote Unweighted**

That in anticipation of the Board of Directors adopting the 2017-2021 Five Year Financial Plan and for future discussions and financial planning only that the Committee of the Whole (Finance) approve the allocation of the appropriate funds in the (001) General Government /Administration (\$75,000) and the (002) Electoral Area Administration (\$50,000) 2017 Budgets and Five Year Financial Plans for the resourcing of an exempt communications position. **FURTHER** that recruitment to fill the position not take place until further direction and authorization from the RDKB Board of Directors.

(Directors McLellan, Cecchini and Gee  
and Alternate Director Walsh opposed)

Carried.

**Adjournment**

There being no further business to discuss, it was;

**51-17** Moved: Director Rotvold

That the meeting be adjourned (time: 8:35 p.m.).

Carried.

TL

RDKB Board of Directors  
Memorandum of Action Items  
Ending January 31, 2017  
Pending Tasks

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 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 Waste Management Plan Steering Committee reconvened, this will be included in plan development work.</i>	IP  IP
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</i>	IP

RDKB Board of Directors  
Memorandum of Action Items  
Ending January 31, 2017  
Pending Tasks

		<i>to work with reps from Boundary, nearing finalization of the application. More work required with Greenwood wanting to participate.</i>	
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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. Finalizing new data reporting functions which will allow more detailed analysis of facility activities.</i> 2. The report will be presented to the COW (Environmental Services) at a future meeting.	IP

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

RDKB Board of Directors  
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Pending Tasks

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

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	Local Gov't 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
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. <i>Staff participated in MOE review of Stewardship Plan submitted by BCUOMA pointing out plan deficiencies in the RDKB, other RDs involved in review with similar problems, discussing coordinated effort through BC Stewardship Council (all RDs members of BCSC).</i>	IP

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	1. 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. 2. 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>	IP

Tasks from September 22, 2016 and January 26, 2017 Meetings

Resolution #	Issue	Actions Required/Taken	Status – C/IP
353-16	Kettle River Watershed Management Plan	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.	IP
n/a	Sound System in GF Boardroom	Information regarding alternate means of addressing sound issues in the GF Board Room, will be presented to the COW during budget deliberations.	

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Board Resolutions/Action Items  
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RDKB Board of Directors  
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Tasks from October 27, 2016 and November 24, 2016 Meetings

Resolution #	Issue	Actions Required/Taken	Status – C/IP
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. This will be a longer-term process and should be removed from Board Action Items.</i>	IP

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>	

Tasks from January 26, 2017 Meeting

Resolution #	Issue	Actions Required/Taken	Status – C/IP
n/a	Appointments to SIDIT	Staff will follow up with Councillor Krog to ensure his availability and participation on the SIDIT RAC.	
19-17	Boundary Area Ag and Food Project	Staff will move 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 \$52,000 (excluding GST).	IP
20-17	BC Timber Allocation	A letter will be sent to the Honourable Steve Thomson, FLNRO, 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.	
25-17	App to Provincial Infrastructure Planning Grant Program-Boundary Area Drought Management Planning	1. Staff will submit an application for a \$10,000 grant for the project and that it be ranked first of the four projects. 2. Should the funding be received, that the RDKB enter into a contract with CommonsPlace Consulting Ltd. to complete the project. <i>Will be completed once funding is approved.</i> 3. If the grant is received, any shortfall in funding will be made up with an application for Gas Tax funding. <i>Will be completed once funding is approved.</i>	C
49-17	FCM-Proposed MOU-Sustainable and Inclusive Communities in Latin America (CISAL) Program	1. Staff will engage in conversations with the FCM regarding drafting appropriate language for an MOU between the RDKB and the FCM pertaining to the implementation of the Sustainable and Inclusive Communities in Latin America (CISAL) program. 2. The draft MOU will be presented to the Board at the Feb 21/17 meeting for discussion and adoption.	

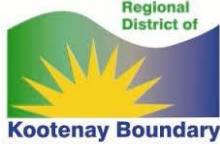
Page 4 of 5  
Board Resolutions/Action Items  
Updated: February 16, 2017

RDKB Board of Directors  
Memorandum of Action Items  
Ending January 31, 2017  
Pending Tasks

		3. The Board will be provided with oversight to M. Andison being approved to attend.	
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**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>	C
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.	C 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.	C C C
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
9-17	2017 AKBLG Sponsorship	1. \$4,000 (Gold Level Sponsorship) from the General Government Services 001 F/P (Contingencies) will be contributed towards the 2017 AKBLG Conference, April 26-28, 2017 in Rossland, BC. 2. The City of Rossland will be advised accordingly.	C
n/a	IS Department	1. Staff will resource 1 full time employee in the IS Department, to be funded in the General Government F/P at an estimated cost of \$100,000 per annum (all costs included). 2. COW (Finance) will make the necessary change in the 2017 General Government (Administration) F/P. 3. Staff will take the necessary steps to implement this decision as soon as the F/P is adopted.	IP C



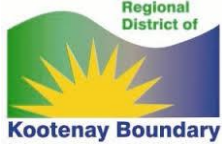
# KOOTENAY BOUNDARY ANIMAL CONTROL

## Monthly Report of Activities

### January 2017

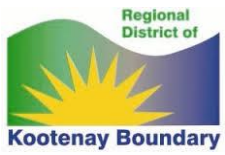
January 1 - 7	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	4	02,04,07	003-17CL	003-17CL	
Grand Forks	5	02,03,04,05,07			
Area "D"	1	02,03,04,05,06	001-17AD	001-17AD 101-16AD	
Greenwood	2	04,06,07	002-17GW	002-17GW	

January 8-14	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	0	12			
Grand Forks	1	09,10,11,12,14			
Area "D"	6	09,10,11,14			
Greenwood	0	10,13			002-17GW

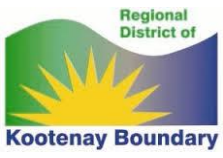


January 15 - 21	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	0	15,16,19			
Grand Forks	8	15,16,18,19,21	004-17GF		004-17GF
Area "D"	0	15,16,17,18,19,20			
Greenwood	0	17,20			

January 28 - 31	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	1	24,26	005-17CL	005-17CL	
Grand Forks	0	23,24,25,26,30,31			
Area "D"	2	24,25,26,30,31	007-17AD 008-17AD		
Greenwood	1	23,27,28	006-17GW	006-17GW	



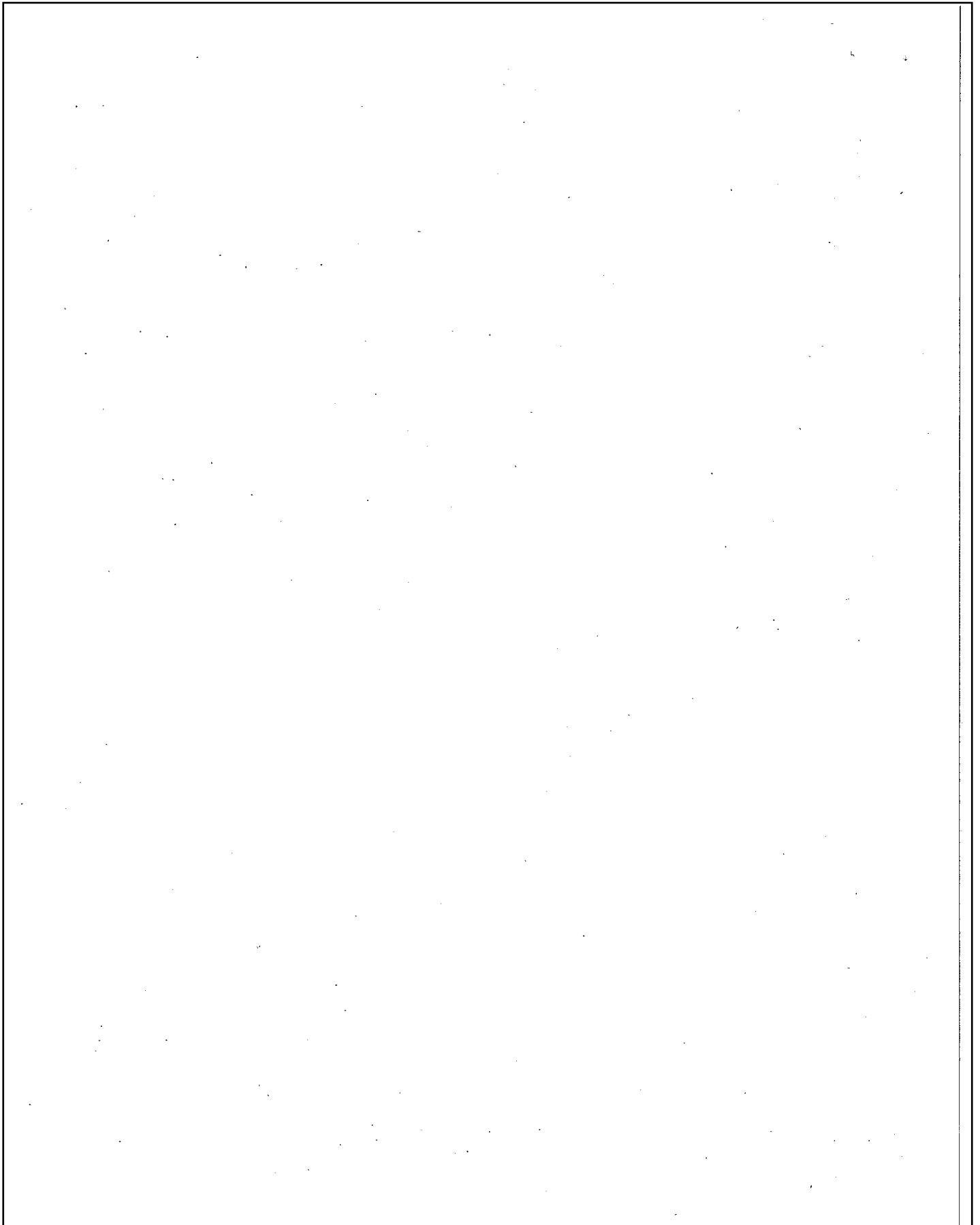
December 26 - 31	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		27			
Grand Forks	3	27,29,30,31	102-16GF		
Area "D"	3	30,31	101-16AD	101-16AD	
Greenwood		26,30			



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
INTERIM SCHEDULE SUMMARY:

Jan-17

ACCOUNTS PAYABLE FOR JANUARY 2017	\$2,073,580.82
PAYROLL EXPENDITURES (PP# 1 & 2)	\$594,222.78
<b>TOTAL EXENDITURES FOR JANUARY 2017</b>	<b><u><u>\$2,667,803.60</u></u></b>





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


AP5090

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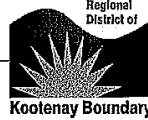
Date : Feb 07, 2017

Time : 9:40 am

Supplier : 084010 To ZUM001  
 Cheque Dt. : 01-Jan-2017 To 31-Jan-2017  
 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
56521	05-Jan-2017	A2Z010	A2Z ARENA PRODUCTS LTD.	Issued	3	C	108.81
56522	05-Jan-2017	BEA620	BEAVER VALLEY BLOOMING SOCIETY	Issued	3	C	1,039.23
56523	05-Jan-2017	BRI001	BRINK'S CANADA LIMITED	Issued	3	C	353.04
56524	05-Jan-2017	CAN044	CANWEST PROPANE PARTNERSHIP	Issued	3	C	783.06
56525	05-Jan-2017	CAR015	CARVELLO LAW CORPORATION	Issued	3	C	619.94
56526	05-Jan-2017	CHR270	CHRISTINA LAKE NEWS	Issued	3	C	54.25
56527	05-Jan-2017	CIA120	CIARDULLO, FRANK, A.	Issued	3	C	268.75
56528	05-Jan-2017	CIB010	CIBC VISA	Issued	3	C	13,514.18
56529	05-Jan-2017	CLE030	CLEAR IMAGE MEDIA	Issued	3	C	400.00
56530	05-Jan-2017	CRE080	CREWS CONTROL FLAGGING LTD.	Issued	3	C	262.00
56531	05-Jan-2017	DEL080	DE LAGE LANDEN FINANCIAL SERVICES CAN	Issued	3	C	655.20
56532	05-Jan-2017	FDM010	FDM SOFTWARE LTD.	Issued	3	C	37,774.46
56533	05-Jan-2017	FEL020	FELKA-MARK DRYWALL LTD.	Issued	3	C	8,665.65
56534	05-Jan-2017	FLE015	FLEETCOR CANADA MASTERCARD	Issued	3	C	2,877.25
56535	05-Jan-2017	FLE015	FLEETCOR CANADA MASTERCARD	Issued	3	C	692.74
56536	05-Jan-2017	FOR010	FORTISBC - ELECTRICITY	Issued	3	C	1,397.73
56537	05-Jan-2017	FOR040	FORTIS BC - NATURAL GAS	Issued	3	C	8,730.13
56538	05-Jan-2017	HOM010	HOME DEPOT CREDIT SERVICES	Issued	3	C	1,855.49
56539	05-Jan-2017	INS010	INSURANCE CORPORATION OF BC	Issued	3	C	2,637.12
56540	05-Jan-2017	JAM035	JAMIESON, DAN	Issued	3	C	146.11
56541	05-Jan-2017	JDT010	JD TOWING INC	Issued	3	C	200.55
56542	05-Jan-2017	MAR006	MARINO WHOLESALE LTD.	Issued	3	C	15.63
56543	05-Jan-2017	MCK004	MCKAY, COLLEEN	Issued	3	C	200.00
56544	05-Jan-2017	MCL070	MCLEAN, KEN	Issued	3	C	500.00
56545	05-Jan-2017	MIC020	MICHELIN NORTH AMERICA (CANADA) LTD.	Issued	3	C	611.79
56546	05-Jan-2017	MIN040	MINISTER OF FINANCE	Issued	3	C	235.98
56547	05-Jan-2017	NOF010	NO FRILLS	Issued	3	C	229.50
56548	05-Jan-2017	OVE010	OVERWAITEA FOODS	Issued	3	C	47.22
56549	05-Jan-2017	PAT040	PATTERSON SOCIAL CLUB	Issued	3	C	1,200.00
56550	05-Jan-2017	RBM010	R B MECHANICAL	Issued	3	C	138.81
56551	05-Jan-2017	ROS055	ROSSLAND GOLDEN CITY LIONS	Issued	3	C	6,385.00
56552	05-Jan-2017	SAV010	SAVAGE PLUMBING & HEATING	Issued	3	C	131.14
56553	05-Jan-2017	SDS010	S.D. SERVICES	Issued	3	C	313.95
56554	05-Jan-2017	SHA030	SHAW CABLE	Issued	3	C	404.96
56555	05-Jan-2017	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	3	C	13,237.39
56556	05-Jan-2017	TEL002	TELUS MOBILITY	Issued	3	C	3,271.38
56557	05-Jan-2017	THO130	THOMPSON OKANAGAN TOURISM ASSOCIAT	Issued	3	C	1,285.20
56558	05-Jan-2017	TRA023	TRAIL MAPLE LEAF BAND	Issued	3	C	5,236.28
56559	05-Jan-2017	TWI070	TWISTED FORKS CATERING	Issued	3	C	420.00
56560	05-Jan-2017	VIS050	VISTA RADIO LTD.	Issued	3	C	546.00
56564	16-Jan-2017	BEL110	BELL MOBILITY INC.	Issued	6	C	174.17
56565	16-Jan-2017	BOU460	BOUNDARY EXCAVATING	Issued	6	C	196.88
56566	16-Jan-2017	CAP050	CAPPELLETTO, KAREN	Issued	6	C	152.76
56567	16-Jan-2017	CIE020	CI EXCAVATING	Issued	6	C	2,265.90
56568	16-Jan-2017	COL017	COLBACHINI, CHERYLANN	Issued	6	C	119.50
56569	16-Jan-2017	DEA015	DEANE, SUSAN	Issued	6	C	96.16
56570	16-Jan-2017	FER001	FERRARO FOODS	Issued	6	C	76.16
56571	16-Jan-2017	FOR010	FORTISBC - ELECTRICITY	Issued	6	C	28,644.81
56572	16-Jan-2017	FOR040	FORTIS BC - NATURAL GAS	Issued	6	C	10,024.18
56573	16-Jan-2017	FRU020	FRUITVALE CO-OP	Issued	6	C	268.25
56574	16-Jan-2017	FRU070	FRUITVALE FIRE DEPT	Issued	6	C	442.00
56575	16-Jan-2017	GEN040	GENELLE VOLUNTEER FIRE DEPT	Issued	6	C	442.00
56576	16-Jan-2017	GES010	GESCAN - Division of Sonepar	Issued	6	C	1,560.02
56577	16-Jan-2017	HOR070	HORNE, KEVIN	Issued	6	C	23.93

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


AP5090

Page : 2

Date : Feb 07, 2017

Time : 9:40 am

Supplier : 084010 To ZUM001

Cheque Dt. 01-Jan-2017 To 31-Jan-2017

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>							
56578	16-Jan-2017	IMP020	IMPERIAL OIL LIMITED	Issued	6	C	185.01
56579	16-Jan-2017	JES001	JESSE JAMES BOBCAT & LANDSCAPING	Issued	6	C	351.75
56580	16-Jan-2017	JOH012	JOHNSON, KIM, IN TRUST	Issued	6	C	159.21
56581	16-Jan-2017	KOO015	KOOTENAY COLUMBIA TRAILS SOCIETY	Issued	6	C	3,000.00
56582	16-Jan-2017	LOO020	LOOMIS EXPRESS	Issued	6	C	52.85
56583	16-Jan-2017	MIN160	MINISTER OF FINANCE	Issued	6	C	91.04
56584	16-Jan-2017	MON040	MONTROSE FIRE DEPARTMENT	Issued	6	C	442.00
56585	16-Jan-2017	PAS060	THE PASTRY SHOP	Issued	6	C	220.75
56586	16-Jan-2017	PET010	PETRO CANADA	Issued	6	C	4,363.40
56587	16-Jan-2017	PUR020	PURULATOR INC.	Issued	6	C	131.20
56588	16-Jan-2017	RAC010	RACE TRAC FUELS	Issued	6	C	642.97
56589	16-Jan-2017	REC010	RECEIVER GENERAL FOR CANADA	Issued	6	C	87,425.77
56590	16-Jan-2017	ROM030	ROMAINE INDUSTRIES LTD.	Issued	6	C	10,793.89
56591	16-Jan-2017	ROS010	THE CITY OF ROSSLAND	Issued	6	C	42.42
56592	16-Jan-2017	ROS140	ROSSLAND FIRE DEPT.	Issued	6	C	442.00
56593	16-Jan-2017	SAV010	SAVAGE PLUMBING & HEATING	Issued	6	C	189.00
56594	16-Jan-2017	SEL010	SELECT OFFICE PRODUCTS	Issued	6	C	106.53
56595	16-Jan-2017	STE015	STEVENS, GEORGE	Issued	6	C	48.76
56596	16-Jan-2017	TDC020	TD CANADA TRUST	Issued	6	C	5,277.02
56597	16-Jan-2017	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	6	C	2,015.18
56598	16-Jan-2017	WHI090	WHITLOCK INSURANCE SERVICES	Issued	6	C	1,466.00
56599	16-Jan-2017	WIL015	WILEY, KELLY	Issued	6	C	46.15
56600	16-Jan-2017	XER010	XEROX CANADA LTD.	Issued	6	C	13.78
56601	16-Jan-2017	YOU080	YOUR DOLLAR STORE WITH MORE 180	Issued	6	C	38.57
56602	20-Jan-2017	ACC050	ACCURA ALARMS SECURITY SERVICE	Issued	11	C	315.00
56603	20-Jan-2017	ACT030	ACTIVE NETWORK	Issued	11	C	4,990.36
56604	20-Jan-2017	ALB040	ALBERT'S MECHANICAL LTD.	Issued	11	C	476.00
56605	20-Jan-2017	ALD010	ALDERSON, CLAYTON G	Issued	11	C	240.00
56606	20-Jan-2017	AUS020	AUSTIN ENGINEERING LTD	Issued	11	C	6,441.35
56607	20-Jan-2017	BCF020	B.C. FIRE TRAINING OFFICERS ASSOCIATION	Issued	11	C	100.00
56608	20-Jan-2017	BEA036	BEAR ENVIRONMENTAL LTD.	Issued	11	C	7,260.75
56609	20-Jan-2017	BEL070	BELL MEDIA RADIO GP	Issued	11	C	3,853.50
56610	20-Jan-2017	BOS080	BOSOVICH, MAURICE	Issued	11	C	1,000.00
56611	20-Jan-2017	BOU320	BOUTIN, KYLE	Issued	11	C	240.00
56612	20-Jan-2017	BUB010	BUBLITZ, PAM	Issued	11	C	250.00
56613	20-Jan-2017	CAN055	CANADA MATS	Issued	11	C	649.47
56614	20-Jan-2017	CAN080	CANADA FRIDGE MAGNETS	Issued	11	C	630.01
56615	20-Jan-2017	CAN170	CANADA POST CORP	Issued	11	C	305.25
56616	20-Jan-2017	CIE020	CI EXCAVATING	Issued	11	C	1,015.35
56617	20-Jan-2017	COM014	COMO, DAVID K	Issued	11	C	240.00
56618	20-Jan-2017	COS010	COSMO TAILORING	Issued	11	C	33.60
56619	20-Jan-2017	DEL070	DELL CANADA INC	Issued	11	C	6,519.84
56620	20-Jan-2017	DEP020	DEPELLEGRIN, LEE	Issued	11	C	240.00
56621	20-Jan-2017	EDN010	EDNEY, GEORGE	Issued	11	C	250.00
56622	20-Jan-2017	EVE040	EVERS, SASKIA	Issued	11	C	169.99
56623	20-Jan-2017	FAS020	F.A.S.T. RESCUE INC.	Issued	11	C	320.21
56624	20-Jan-2017	FER001	FERRARO FOODS	Issued	11	C	71.40
56625	20-Jan-2017	FER003	FERRABY, GREG	Issued	11	C	240.00
56626	20-Jan-2017	FIN030	FINNING (CANADA) CREDIT DEPT.	Issued	11	C	6.09
56627	20-Jan-2017	FOR010	FORTISBC - ELECTRICITY	Issued	11	C	2,009.86
56628	20-Jan-2017	GAI010	GAIA PRINCIPLES IPM SERVICES	Issued	11	C	52.50
56629	20-Jan-2017	GES010	GESCAN - Division of Sonepar	Issued	11	C	275.95
56630	20-Jan-2017	GOL220	GOLDEN EARS BRIDGE TOLLS	Issued	11	C	8.80

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 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>							
56631	20-Jan-2017	GRA140	GRANTON MOTORS LTD	Issued	11	C	807.52
56632	20-Jan-2017	GRE030	GREYHOUND COURIER EXPRESS	Issued	11	C	217.16
56633	20-Jan-2017	GRE510	GREEN, DALE ALAN	Issued	11	C	109.71
56634	20-Jan-2017	HEW010	HEWER, FLORENCE ELLEN	Issued	11	C	549.12
56635	20-Jan-2017	HOM010	HOME DEPOT CREDIT SERVICES	Issued	11	C	1,188.10
56636	20-Jan-2017	HOT020	HOT SPOT DINER	Issued	11	C	310.50
56637	20-Jan-2017	HUN010	HUNT, HOWARD H	Issued	11	C	350.00
56638	20-Jan-2017	IRW010	IRWIN AIR LTD.	Issued	11	C	677.24
56639	20-Jan-2017	LAF020	LAFACE CONTRACTING	Issued	11	C	68.25
56640	20-Jan-2017	LAN003	LANGMAN, JASON	Issued	11	C	240.00
56641	20-Jan-2017	LAN006	LANGMAID, ROSS	Issued	11	C	124.80
56642	20-Jan-2017	LAR040	LARMOUR, MATTHEW	Issued	11	C	240.00
56643	20-Jan-2017	LEN010	LENARDUZZI, MIKE	Issued	11	C	240.00
56644	20-Jan-2017	LEX010	LEXISNEXIS CANADA INC.	Issued	11	C	235.15
56645	20-Jan-2017	LIS020	LISA'S LAKESIDE BISTRO	Issued	11	C	1,417.50
56646	20-Jan-2017	LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMI	Issued	11	C	10.00
56647	20-Jan-2017	LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMI	Issued	11	C	10.00
56648	20-Jan-2017	LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMI	Issued	11	C	44,150.00
56649	20-Jan-2017	MAD015	MADISON, DEBORAH	Issued	11	C	350.00
56650	20-Jan-2017	MAR006	MARINO WHOLESALE LTD.	Issued	11	C	956.77
56651	20-Jan-2017	MCL150	MCLEAN, TOM	Issued	11	C	250.00
56652	20-Jan-2017	MET001	METTLER-TOLEDO INC.	Issued	11	C	81,285.12
56653	20-Jan-2017	MIL030	MILNE, JASON	Issued	11	C	240.00
56654	20-Jan-2017	MOO100	MOORE, KRISTIN	Issued	11	C	140.00
56655	20-Jan-2017	MOR020	MORRIS, RICHARD	Issued	11	C	240.00
56656	20-Jan-2017	PAR055	PARSONS, W. MICHAEL	Issued	11	C	240.00
56657	20-Jan-2017	PIR020	PIRES, CARLENE	Issued	11	C	38.07
56658	20-Jan-2017	POL040	POLICE VICTIM SERVICES OF BC	Issued	11	C	200.00
56659	20-Jan-2017	PUR020	PUROLATOR INC.	Issued	11	C	158.41
56660	20-Jan-2017	REI003	REILLY, BRIANNA	Issued	11	C	282.00
56661	20-Jan-2017	ROM030	ROMAINE INDUSTRIES LTD.	Issued	11	C	9,322.11
56662	20-Jan-2017	RUS020	RUSSELL, B. LUKE	Issued	11	C	240.00
56663	20-Jan-2017	RUS025	RUSTIC CRUST	Issued	11	C	111.30
56664	20-Jan-2017	SEA010	SEASONAL OUTSIDE SOLUTIONS 0962015 BC	Issued	11	C	16,701.51
56665	20-Jan-2017	SEL010	SELECT OFFICE PRODUCTS	Issued	11	C	67.31
56666	20-Jan-2017	SEV030	SEVERIN, STEPHANIE	Issued	11	C	250.00
56667	20-Jan-2017	SHA030	SHAW CABLE	Issued	11	C	396.13
56668	20-Jan-2017	SMY001	SMYTH, RYAN	Issued	11	C	240.00
56669	20-Jan-2017	SOC030	SOCAN	Issued	11	C	510.96
56670	20-Jan-2017	STE015	STEVENS, GEORGE	Issued	11	C	46.70
56671	20-Jan-2017	THE003	GRAND FORKS DEER TEAM	Issued	11	C	1,500.00
56672	20-Jan-2017	THO130	THOMPSON OKANAGAN TOURISM ASSOCIAT	Issued	11	C	2,396.52
56673	20-Jan-2017	TRA200	CITY OF TRAIL	Issued	11	C	64.40
56674	20-Jan-2017	TYS010	TYSON, GRANT	Issued	11	C	240.00
56675	20-Jan-2017	VIS050	VISTA RADIO LTD.	Issued	11	C	1,402.76
56676	20-Jan-2017	VOL010	VOLUNTEER FIREFIGHTER'S ASSOC	Issued	11	C	575.00
56677	20-Jan-2017	VOL020	VOLUNTEER FIREFIGHTER'S FOUNDATION F	Issued	11	C	250.00
56678	20-Jan-2017	WAL080	WAL MART CANADA CORP	Issued	11	C	40.92
56679	20-Jan-2017	WAS010	WASTE MANAGEMENT	Issued	11	C	3,198.90
56680	20-Jan-2017	WES590	WEST KOOTENAY SNOGOERS ASSOCIATION	Issued	11	C	500.00
56681	20-Jan-2017	WHI090	WHITLOCK INSURANCE SERVICES	Issued	11	C	1,145.00
56682	20-Jan-2017	WHO010	WHOLESALE FIRE & RESCUE LTD.	Issued	11	C	263.03
56691	26-Jan-2017	BCF020	B.C. FIRE TRAINING OFFICERS ASSOCIATION	Issued	21	C	100.00

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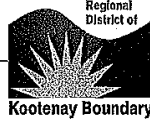
Date : Feb 07, 2017

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Supplier : 084010 To ZUM001  
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Seq : Cheque No. Status : All  
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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
56692	26-Jan-2017	BCJ010	B.C. INSTITUTE OF AGROLOGISTS	Issued	21	C	400.00
56693	26-Jan-2017	BFR001	B.F. ROOFING LTD.	Issued	21	C	2,929.50
56694	26-Jan-2017	BRI001	BRINK'S CANADA LIMITED	Issued	21	C	353.04
56695	26-Jan-2017	BRY020	BRYANT, LIL	Issued	21	C	350.00
56696	26-Jan-2017	CAN130	CANADIAN UNION OF PUBLIC EMPLOYEES -	Issued	21	C	4,374.81
56697	26-Jan-2017	COL017	COLBACHINI, CHERYL ANN	Issued	21	C	119.50
56698	26-Jan-2017	COM070	COMMUNITY FUTURES DEVELOPMENT CORI	Issued	21	C	297.76
56699	26-Jan-2017	DEL070	DELL CANADA INC	Issued	21	C	4,653.89
56700	26-Jan-2017	DIP010	DIPASQUALE, BILL	Issued	21	C	62.40
56701	26-Jan-2017	DIS070	DISCOVER ROCK CREEK SOCIETY	Issued	21	C	100.00
56702	26-Jan-2017	FER001	FERRARO FOODS	Issued	21	C	89.25
56703	26-Jan-2017	FIR060	FIRE PREVENTION OFFICERS ASSOCIATION	Issued	21	C	78.75
56704	26-Jan-2017	FOR010	FORTISBC - ELECTRICITY	Issued	21	C	515.50
56705	26-Jan-2017	FOR040	FORTIS BC - NATURAL GAS	Issued	21	C	2,330.00
56706	26-Jan-2017	GAR150	GARAVENTA (CANADA) LTD.	Issued	21	C	980.00
56707	26-Jan-2017	GEN050	GENELLE IMPROVEMENT DISTRICT	Issued	21	C	31,250.00
56708	26-Jan-2017	GES010	GESCAN - Division of Sonepar	Issued	21	C	298.30
56709	26-Jan-2017	GRA065	GRAND FORKS SENIORS SOCIETY	Issued	21	C	100.00
56710	26-Jan-2017	LIS020	LISA'S LAKESIDE BISTRO	Issued	21	C	793.80
56711	26-Jan-2017	MAR006	MARINO WHOLESALE LTD.	Issued	21	C	152.52
56712	26-Jan-2017	MIN030	MINISTER OF FINANCE	Issued	21	C	10,725.00
56713	26-Jan-2017	MIN040	MINISTER OF FINANCE	Issued	21	C	137.97
56714	26-Jan-2017	MIN160	MINISTER OF FINANCE	Issued	21	C	104.15
56715	26-Jan-2017	MOO100	MOORE, KRISTIN	Issued	21	C	70.00
56716	26-Jan-2017	NEO001	NEOPOST	Issued	21	C	190.85
56717	26-Jan-2017	OVE010	OVERWAITEA FOODS	Issued	21	C	6.71
56718	26-Jan-2017	OVI010	OVIVO INC.	Issued	21	C	11,964.11
56719	26-Jan-2017	PHO020	PHOENIX CROSS COUNTRY SKI SOCIETY	Issued	21	C	5,803.70
56720	26-Jan-2017	PLA020	PLANNING INSTITUTE OF BC	Issued	21	C	558.00
56721	26-Jan-2017	PLA020	PLANNING INSTITUTE OF BC	Issued	21	C	183.00
56722	26-Jan-2017	PUR020	PURULATOR INC.	Issued	21	C	124.73
56723	26-Jan-2017	QUA002	QUANTUS ELECTRIC LTD.	Issued	21	C	831.32
56724	26-Jan-2017	QUI010	QUICKSCRIBE SERVICES LTD.	Issued	21	C	234.15
56725	26-Jan-2017	REC010	RECEIVER GENERAL FOR CANADA	Issued	21	C	88,236.42
56726	26-Jan-2017	REI003	REILLY, BRIANNA	Issued	21	C	115.00
56727	26-Jan-2017	ROD040	RODON VENTURES DBA JOGAS 2009	Issued	21	C	266.00
56728	26-Jan-2017	ROG001	ROGERS	Issued	21	C	146.84
56729	26-Jan-2017	ROS035	ROSSLAND MOUNTAIN MARKET SOCIETY	Issued	21	C	893.33
56730	26-Jan-2017	SEL010	SELECT OFFICE PRODUCTS	Issued	21	C	272.12
56731	26-Jan-2017	SEN050	SENIOR CITIZEN'S ASSOC. #44	Issued	21	C	80.00
56732	26-Jan-2017	SHA030	SHAW CABLE	Issued	21	C	208.32
56733	26-Jan-2017	SNA020	SNAP-ON	Issued	21	C	243.99
56734	26-Jan-2017	SPC010	SOCIETY FOR PREVENTION OF CRUELTY TO	Issued	21	C	7,437.00
56735	26-Jan-2017	STA090	STAR AUTOMOTIVE INC.	Issued	21	C	624.49
56736	26-Jan-2017	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	21	C	179.23
56737	26-Jan-2017	TEL050	TELUS SERVICES INC.	Issued	21	C	604.47
56738	26-Jan-2017	TOM060	TOMASHEWSKY, ROSANNE, IN TRUST	Issued	21	C	189.70
56739	26-Jan-2017	TRA011	TRAIL CURLING ASSOCIATION	Issued	21	C	2,688.20
56740	26-Jan-2017	TYS010	TYSON, GRANT	Issued	21	C	491.31
56741	26-Jan-2017	VER080	VERSA-TASK SERVICES	Issued	21	C	180.00
56742	26-Jan-2017	WOR010	WORKER'S COMPENSATION BOARD OF BC	Issued	21	C	40,380.87
56743	26-Jan-2017	YOR030	YORSTON, MATTHEW	Issued	21	C	17.16
56744	26-Jan-2017	ZON030	ZONE 4 FIRE CHIEFS	Issued	21	C	600.00

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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
00063-0001	05-Jan-2017	ACE010	A.C.E. COURIER SERVICES	Issued	2	T	187.49
00063-0002	05-Jan-2017	AFD001	AFD PETROLEUM LTD.	Issued	2	T	730.22
00063-0003	05-Jan-2017	AIR001	AIR LIQUIDE CANADA INC.	Issued	2	T	127.00
00063-0004	05-Jan-2017	ALP030	ALPINE DISPOSAL & RECYCLING	Issued	2	T	379.63
00063-0005	05-Jan-2017	BCM020	B.C. MUNICIPAL SAFETY ASSOCIATION	Issued	2	T	2,835.00
00063-0006	05-Jan-2017	BIG130	BIG WHITE ELECTRICAL LTD.	Issued	2	T	105.35
00063-0007	05-Jan-2017	BIG060	BIG WHITE SKI RESORT LTD.	Issued	2	T	1,360.80
00063-0008	05-Jan-2017	BLA050	BLACK PRESS GROUP LTD.	Issued	2	T	1,318.53
00063-0009	05-Jan-2017	BOU070	BOUNDARY HOME BUILDING CENTRE	Issued	2	T	20.96
00063-0010	05-Jan-2017	BRI120	BRITISH COLUMBIA SAFETY AUTHORITY	Issued	2	T	64.00
00063-0011	05-Jan-2017	BVC001	BV COMMUNICATIONS LTD.	Issued	2	T	443.52
00063-0012	05-Jan-2017	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Issued	2	T	146.87
00063-0013	05-Jan-2017	CAS240	CASCADE PRO ELECTRIC INC.	Issued	2	T	3,813.71
00063-0014	05-Jan-2017	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	2	T	246.80
00063-0015	05-Jan-2017	GRA010	CITY OF GRAND FORKS	Issued	2	T	29,096.09
00063-0016	05-Jan-2017	COO050	COOKSON MOTORS LTD.	Issued	2	T	84.07
00063-0017	05-Jan-2017	GEO020	GEOTRAC SYSTEMS INC.	Issued	2	T	257.60
00063-0018	05-Jan-2017	GRA023	GRAND FORKS CONCRETE AND GRAVEL LTD.	Issued	2	T	630.00
00063-0019	05-Jan-2017	GRA050	GRAND FORKS HOME HARDWARE	Issued	2	T	9.32
00063-0020	05-Jan-2017	GUL001	GUILLEVIN INTERNATIONAL INC.	Issued	2	T	1,113.00
00063-0021	05-Jan-2017	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	Issued	2	T	148.08
00063-0022	05-Jan-2017	ICO010	ICOMPASS TECHNOLOGIES INC.	Issued	2	T	7,722.40
00063-0023	05-Jan-2017	INT017	INTERSTATE BATTERIES	Issued	2	T	60.48
00063-0024	05-Jan-2017	LOR010	LORDCO PARTS LTD.	Issued	2	T	128.08
00063-0025	05-Jan-2017	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	2	T	667.68
00063-0026	05-Jan-2017	PRA040	PRAXAIR DISTRIBUTION	Issued	2	T	707.27
00063-0027	05-Jan-2017	ROC050	ROCKY MOUNTAIN ENERGY	Issued	2	T	2,392.15
00063-0028	05-Jan-2017	SCP010	SCP DISTRIBUTORS INC.	Issued	2	T	21.82
00063-0029	05-Jan-2017	SOF020	SOFTCHOICE LP	Issued	2	T	11,814.77
00063-0030	05-Jan-2017	STR010	STRAUSS, AL	Issued	2	T	2,325.49
00063-0031	05-Jan-2017	SUP030	SUPERIOR PROPANE INC.	Issued	2	T	970.96
00063-0032	05-Jan-2017	THE410	THE BOUNDARY SENTINEL	Issued	2	T	262.50
00063-0033	05-Jan-2017	TRA020	TRAIL CLEANERS & LAUNDRY LTD.	Issued	2	T	6.68
00063-0034	05-Jan-2017	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	2	T	130.50
00063-0035	05-Jan-2017	TRA540	TRANS-CARE RESCUE LTD.	Issued	2	T	9,016.84
00063-0036	05-Jan-2017	UNI050	UNION TRACTOR LTD.	Issued	2	T	103.19
00063-0037	05-Jan-2017	VAL130	VALLIN	Issued	2	T	1,807.70
00063-0038	05-Jan-2017	VER090	VERHELST, SHELLEY	Issued	2	T	1,300.00
00063-0039	05-Jan-2017	MON010	VILLAGE OF MONTROSE	Issued	2	T	570.00
00063-0040	05-Jan-2017	VIS020	VISSER MACHINING 2007 LTD.	Issued	2	T	107.04
00063-0041	05-Jan-2017	ZON020	ZONE WEST ENTERPRISES LTD.	Issued	2	T	183.75
00064-0001	16-Jan-2017	CAS240	CASCADE PRO ELECTRIC INC.	Issued	5	T	161.44
00064-0002	16-Jan-2017	CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	Issued	5	T	180.00
00064-0003	16-Jan-2017	GRA010	CITY OF GRAND FORKS	Issued	5	T	1,927.14
00064-0004	16-Jan-2017	COL390	COLUMBIA BASIN BROADBAND CORPORATIC	Issued	5	T	3,651.20
00064-0005	16-Jan-2017	FED020	FEDERATED CO-OPERATIVES LTD.	Issued	5	T	1,187.89
00064-0006	16-Jan-2017	FUN010	FUNK, DARRYL ALLAN	Issued	5	T	200.00
00064-0007	16-Jan-2017	GRA023	GRAND FORKS CONCRETE AND GRAVEL LTD.	Issued	5	T	1,260.00
00064-0008	16-Jan-2017	GRA050	GRAND FORKS HOME HARDWARE	Issued	5	T	193.52
00064-0009	16-Jan-2017	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	Issued	5	T	410,491.20
00064-0010	16-Jan-2017	INL070	INLAND ALLCARE	Issued	5	T	2,290.41
00064-0011	16-Jan-2017	KET170	KETTLE VALLEY WASTE LTD.	Issued	5	T	154.98
00064-0012	16-Jan-2017	KOO210	KOOTENAY VALLEY WATER CO.	Issued	5	T	71.55

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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 1 CIBC Bank - General</b>							
00064-0013	16-Jan-2017	LOR010	LORDCO PARTS LTD.	Issued	5	T	27.73
00064-0014	16-Jan-2017	RIC010	RICOH CANADA INC.	Issued	5	T	4,398.29
00064-0015	16-Jan-2017	SEL160	SELKIRK SECURITY SERVICE LTD	Issued	5	T	35.70
00064-0016	16-Jan-2017	TRA010	THE CITY OF TRAIL	Issued	5	T	102.20
00064-0017	16-Jan-2017	TOM040	TOMASHEWSKY, ROSANNE	Issued	5	T	44.20
00064-0018	16-Jan-2017	VER100	VERE, JOHN KENNETH	Issued	5	T	49.08
00064-0019	16-Jan-2017	WAR040	WARFIELD FIRE DEPT. SOCIAL CLUB	Issued	5	T	442.00
00065-0001	20-Jan-2017	ABE030	ABELL PEST CONTROL	Issued	10	T	1,250.93
00065-0002	20-Jan-2017	ALP030	ALPINE DISPOSAL & RECYCLING	Issued	10	T	43,796.13
00065-0003	20-Jan-2017	ALP002	ALPINE SIGNS & GRAPHICS	Issued	10	T	22.40
00065-0004	20-Jan-2017	AMF010	AM FORD	Issued	10	T	3,432.80
00065-0005	20-Jan-2017	AND040	ANDREW SHERET LTD.	Issued	10	T	425.34
00065-0006	20-Jan-2017	AQU020	AQUAM SPECIALISTE AQUATIQUE INC.	Issued	10	T	2,112.24
00065-0007	20-Jan-2017	ATS001	AT SOURCE RECYCLING SYSTEMS CORP.	Issued	10	T	761.60
00065-0008	20-Jan-2017	BFS010	B & F SALES LTD	Issued	10	T	240.77
00065-0009	20-Jan-2017	BAL020	BALDY BOBCAT SERVICES	Issued	10	T	360.94
00065-0010	20-Jan-2017	BCT030	BC TRANSIT	Issued	10	T	131,849.00
00065-0011	20-Jan-2017	BEN015	BENEFITS BY DESIGN	Issued	10	T	2,300.79
00065-0012	20-Jan-2017	BIG130	BIG WHITE ELECTRICAL LTD.	Issued	10	T	147.00
00065-0013	20-Jan-2017	BIG060	BIG WHITE SKI RESORT LTD.	Issued	10	T	1,579.20
00065-0014	20-Jan-2017	BIG025	BIG WHITE UTILITIES	Issued	10	T	10,228.00
00065-0015	20-Jan-2017	BLA050	BLACK PRESS GROUP LTD.	Issued	10	T	1,330.62
00065-0016	20-Jan-2017	BOU070	BOUNDARY HOME BUILDING CENTRE	Issued	10	T	76.37
00065-0017	20-Jan-2017	BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	Issued	10	T	2,316.67
00065-0018	20-Jan-2017	BVC001	BV COMMUNICATIONS LTD.	Issued	10	T	28.00
00065-0019	20-Jan-2017	BVT010	BV TOOL RENTALS (2011) LTD.	Issued	10	T	24.86
00065-0020	20-Jan-2017	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	Issued	10	T	183.31
00065-0021	20-Jan-2017	CAN110	CANADIAN RED CROSS SOCIETY	Issued	10	T	22.40
00065-0022	20-Jan-2017	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Issued	10	T	210.97
00065-0023	20-Jan-2017	CAR012	CARO ANALYTICAL SERVICES	Issued	10	T	6,510.32
00065-0024	20-Jan-2017	CAS016	CASCADES RECOVERY INC.	Issued	10	T	1,844.97
00065-0025	20-Jan-2017	CGW010	CGW PLUMBING & HEATING LTD.	Issued	10	T	1,324.59
00065-0026	20-Jan-2017	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	10	T	127.32
00065-0027	20-Jan-2017	KEL030	CITY OF KELOWNA	Issued	10	T	7,913.15
00065-0028	20-Jan-2017	CIV020	CIVICINFO BC	Issued	10	T	446.25
00065-0029	20-Jan-2017	COM020	COMMISSIONAIRES BRITISH COLUMBIA	Issued	10	T	9,266.23
00065-0030	20-Jan-2017	COM190	COMMONSPACE CONSULTING	Issued	10	T	3,087.00
00065-0031	20-Jan-2017	COU010	COUNTERFORCE INC.	Issued	10	T	453.60
00065-0032	20-Jan-2017	CRO030	CROCKER EQUIPMENT CO LTD	Issued	10	T	369.10
00065-0033	20-Jan-2017	DOM030	DOMINION GOVLAW LLP	Issued	10	T	126.01
00065-0034	20-Jan-2017	EAR020	EARTH MANAGEMENT LTD.	Issued	10	T	2,310.88
00065-0035	20-Jan-2017	HEL010	EDMISON, HELENA	Issued	10	T	308.00
00065-0036	20-Jan-2017	ENO010	ENORMOUS PRODUCTIONS	Issued	10	T	417.37
00065-0037	20-Jan-2017	FOR120	FORSTER, MAUREEN, K.	Issued	10	T	540.75
00065-0038	20-Jan-2017	FOU080	FOUR STAR COMMUNICATIONS INC.	Issued	10	T	263.82
00065-0039	20-Jan-2017	GAL020	GALLAMORE, GLEN	Issued	10	T	240.00
00065-0040	20-Jan-2017	GEE020	GEE, VICKI LYNN	Issued	10	T	747.84
00065-0041	20-Jan-2017	GEN020	GENELLE RECREATION COMMISSION	Issued	10	T	10,125.00
00065-0042	20-Jan-2017	GRA023	GRAND FORKS CONCRETE AND GRAVEL LTE	Issued	10	T	378.00
00065-0043	20-Jan-2017	GRA050	GRAND FORKS HOME HARDWARE	Issued	10	T	228.18
00065-0044	20-Jan-2017	GRE080	GRESLEY-JONES, KEN	Issued	10	T	300.00
00065-0045	20-Jan-2017	GUI001	GUILLEVIN INTERNATIONAL INC.	Issued	10	T	2,550.17
00065-0046	20-Jan-2017	HAL010	HALL PRINTING	Issued	10	T	156.32

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## Cheque Register-Summary-Bank



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Date : Feb 07, 2017

Time : 9:40 am

Supplier : 084010 To ZUM001

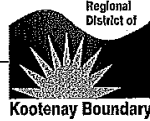
Cheque Dt. 01-Jan-2017 To 31-Jan-2017

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
Bank : 1 CIBC Bank - General							
00065-0047	20-Jan-2017	HAR010	HARLAN FAIRBANKS	Issued	10	T	520.43
00065-0048	20-Jan-2017	HAR011	HARRIS & COMPANY LLP	Issued	10	T	1,282.72
00065-0049	20-Jan-2017	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	Issued	10	T	198.45
00065-0050	20-Jan-2017	INL070	INLAND ALLCARE	Issued	10	T	2,818.41
00065-0051	20-Jan-2017	IRI010	IRIDIA MEDICAL INC.	Issued	10	T	105.00
00065-0052	20-Jan-2017	ISL030	ISL ENGINEERING AND LAND SERVICES LTD.	Issued	10	T	1,562.40
00065-0053	20-Jan-2017	JJH010	J.J.H. ENTERPRISES	Issued	10	T	22.00
00065-0054	20-Jan-2017	JUS010	JUSTICE INSTITUTE OF B.C.	Issued	10	T	343.34
00065-0055	20-Jan-2017	KET170	KETTLE VALLEY WASTE LTD.	Issued	10	T	41,942.24
00065-0056	20-Jan-2017	KON001	KONE INC.	Issued	10	T	593.23
00065-0057	20-Jan-2017	KOO045	KOOTENAY COMMUNICATIONS LTD.	Issued	10	T	1,890.00
00065-0058	20-Jan-2017	KOO210	KOOTENAY VALLEY WATER CO.	Issued	10	T	294.06
00065-0059	20-Jan-2017	LOR010	LORDCO PARTS LTD.	Issued	10	T	3,623.04
00065-0060	20-Jan-2017	MAG020	MAGLIO INSTALLATIONS LTD.	Issued	10	T	924.00
00065-0061	20-Jan-2017	MCG002	MCGREGOR, GRACE	Issued	10	T	750.19
00065-0062	20-Jan-2017	MCG020	MCGREGOR, ROBERT	Issued	10	T	50.00
00065-0063	20-Jan-2017	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	10	T	219.25
00065-0064	20-Jan-2017	MMM001	MMM GROUP LIMITED	Issued	10	T	1,260.00
00065-0065	20-Jan-2017	OPU010	OPUS INTERNATIONAL CONSULTANTS (CAN/	Issued	10	T	9,098.25
00065-0066	20-Jan-2017	PAA010	PAKKUNAINEN, JEFF	Issued	10	T	200.00
00065-0067	20-Jan-2017	PAL005	PALADIN SECURITY GROUP LTD.	Issued	10	T	15,082.20
00065-0068	20-Jan-2017	PAR050	PARSLOW LOCK & SAFE	Issued	10	T	109.43
00065-0069	20-Jan-2017	PEA060	PEAK SNOW REMOVAL AND LANDSCAPING	Issued	10	T	945.00
00065-0070	20-Jan-2017	POW100	POWER TECH ELECTRIC LTD.	Issued	10	T	1,014.30
00065-0071	20-Jan-2017	PRA040	PRAXAIR DISTRIBUTION	Issued	10	T	69.26
00065-0072	20-Jan-2017	PRO020	PROCON SYSTEMS INC.	Issued	10	T	626.08
00065-0073	20-Jan-2017	REC080	RECYCLING COUNCIL OF B.C.	Issued	10	T	934.14
00065-0074	20-Jan-2017	RID010	RIDGETOP MEAT PIES	Issued	10	T	8,774.00
00065-0075	20-Jan-2017	RIT020	RITEWAY MECHANICAL REPAIR LTD.	Issued	10	T	29,471.47
00065-0076	20-Jan-2017	RJA010	RJAMES MANAGEMENT GROUP	Issued	10	T	109.62
00065-0077	20-Jan-2017	ROC240	ROCHESTER MIDLAND LTD.	Issued	10	T	383.29
00065-0078	20-Jan-2017	SCP010	SCP DISTRIBUTORS INC.	Issued	10	T	527.66
00065-0079	20-Jan-2017	SOF020	SOFTCHOICE LP	Issued	10	T	2,292.20
00065-0080	20-Jan-2017	SOU080	SOURCE OFFICE FURNISHINGS	Issued	10	T	1,000.16
00065-0081	20-Jan-2017	SPE140	SPECTRUM RESOURCE GROUP INC	Issued	10	T	33,399.61
00065-0082	20-Jan-2017	SUP170	SUPER SAVE DISPOSAL INC.	Issued	10	T	12,519.29
00065-0083	20-Jan-2017	GRE010	THE CITY OF GREENWOOD	Issued	10	T	1,266.00
00065-0084	20-Jan-2017	TRA010	THE CITY OF TRAIL	Issued	10	T	25,513.00
00065-0085	20-Jan-2017	FRU010	THE VILLAGE OF FRUITVALE	Issued	10	T	4,126.00
00065-0086	20-Jan-2017	TOO010	TOOL TIME SUPPLIES LTD.	Issued	10	T	66.08
00065-0087	20-Jan-2017	TRA190	TRAIL & DISTRICT ARTS COUNCIL	Issued	10	T	304.00
00065-0088	20-Jan-2017	TRA020	TRAIL CLEANERS & LAUNDRY LTD.	Issued	10	T	11.62
00065-0089	20-Jan-2017	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	10	T	83.95
00065-0090	20-Jan-2017	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Issued	10	T	65.79
00065-0091	20-Jan-2017	TRO010	TROWELEX RENTALS AND SALES	Issued	10	T	671.47
00065-0092	20-Jan-2017	TWI020	TWIN RIVERS CONTROLS	Issued	10	T	311.85
00065-0093	20-Jan-2017	VAD010	VADIM COMPUTER MANAGEMENT GROUP LT	Issued	10	T	1,346.63
00065-0094	20-Jan-2017	VAL020	VALKYRIE LAW GROUP LLP	Issued	10	T	458.08
00065-0095	20-Jan-2017	VAL130	VALLIN	Issued	10	T	409.33
00065-0096	20-Jan-2017	MID010	VILLAGE OF MIDWAY	Issued	10	T	162.00
00065-0097	20-Jan-2017	MON010	VILLAGE OF MONTROSE	Issued	10	T	513.00
00065-0098	20-Jan-2017	WAR020	VILLAGE OF WARFIELD	Issued	10	T	1,212.00
00065-0099	20-Jan-2017	WOR100	WORLEY, LINDA	Issued	10	T	513.52

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


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Time : 9:40 am

Supplier : 084010 To ZUM001

Cheque Dt. 01-Jan-2017 To 31-Jan-2017

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>							
00065-0100	20-Jan-2017	YRW010	Y & R WATER SALES & SERVICE INC.	Issued	10	T	26.10
00065-0101	20-Jan-2017	ZON020	ZONE WEST ENTERPRISES LTD.	Issued	10	T	15.75
00066-0001	26-Jan-2017	ACE010	A.C.E. COURIER SERVICES	Issued	20	T	59.42
00066-0002	26-Jan-2017	ACK020	ACKLANDS-GRAINGER INC.	Issued	20	T	347.77
00066-0003	26-Jan-2017	AFD001	AFD PETROLEUM LTD.	Issued	20	T	1,759.33
00066-0004	26-Jan-2017	ALP002	ALPINE SIGNS & GRAPHICS	Issued	20	T	280.00
00066-0005	26-Jan-2017	AND040	ANDREW SHERET LTD.	Issued	20	T	58.52
00066-0006	26-Jan-2017	ANN030	ANNUVA SOLUTIONS	Issued	20	T	463.61
00066-0007	26-Jan-2017	AON002	AON REED STENHOUSE INC.	Issued	20	T	161,976.00
00066-0008	26-Jan-2017	BEA130	BEAVER VALLEY LIBRARY	Issued	20	T	15,093.00
00066-0009	26-Jan-2017	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	Issued	20	T	1,264.00
00066-0010	26-Jan-2017	BIG060	BIG WHITE SKI RESORT LTD.	Issued	20	T	1,633.80
00066-0011	26-Jan-2017	BOU010	BOUNDARY ELECTRIC(1985) LTD.	Issued	20	T	6.95
00066-0012	26-Jan-2017	BVC001	BV COMMUNICATIONS LTD.	Issued	20	T	132.67
00066-0013	26-Jan-2017	CAN014	CANADA SAFETY EQUIPMENT LTD.	Issued	20	T	57.36
00066-0014	26-Jan-2017	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Issued	20	T	265.67
00066-0015	26-Jan-2017	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	20	T	63.66
00066-0016	26-Jan-2017	CIV020	CIVICINFO BC	Issued	20	T	786.45
00066-0017	26-Jan-2017	COL390	COLUMBIA BASIN BROADBAND CORPORAT	Issued	20	T	3,651.20
00066-0018	26-Jan-2017	DEA060	DEAN, DONNA	Issued	20	T	80.18
00066-0019	26-Jan-2017	DEN060	DENKOVSKI, GORAN	Issued	20	T	501.50
00066-0020	26-Jan-2017	DHC010	DHC COMMUNICATIONS INC.	Issued	20	T	15,599.18
00066-0021	26-Jan-2017	VAL110	EMILY, VALIANT	Issued	20	T	105.00
00066-0022	26-Jan-2017	FIR040	FIREFIGHTERS ASSOCIATION	Issued	20	T	4,166.12
00066-0023	26-Jan-2017	FIR020	FIRST REGISTRY SERVICES LTD.	Issued	20	T	43.84
00066-0024	26-Jan-2017	GAU050	GAUDRY, MITCHELL	Issued	20	T	2,159.44
00066-0025	26-Jan-2017	GRA170	GRAND FORKS & DISTRICT PUBLIC LIBRARY	Issued	20	T	90,900.00
00066-0026	26-Jan-2017	GRA050	GRAND FORKS HOME HARDWARE	Issued	20	T	155.51
00066-0027	26-Jan-2017	GRA056	GRANT THORNTON LLP	Issued	20	T	5,250.00
00066-0028	26-Jan-2017	GRE080	GRESLEY-JONES, KEN	Issued	20	T	5,000.00
00066-0029	26-Jan-2017	HIR010	HIRAM, JANICE	Issued	20	T	217.00
00066-0030	26-Jan-2017	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	Issued	20	T	1,064.55
00066-0031	26-Jan-2017	INF030	INFOSAT COMMUNICATIONS	Issued	20	T	592.48
00066-0032	26-Jan-2017	KOO200	KOOTENAY COFFEE COMPANY	Issued	20	T	81.50
00066-0033	26-Jan-2017	LIF010	LIFESAVING SOCIETY	Issued	20	T	120.00
00066-0034	26-Jan-2017	LOR010	LORDCO PARTS LTD.	Issued	20	T	1,574.15
00066-0035	26-Jan-2017	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Issued	20	T	3.73
00066-0036	26-Jan-2017	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	20	T	1,812.36
00066-0037	26-Jan-2017	MIR010	MIRCOM DISTRIBUTION (BC) INC.	Issued	20	T	215.25
00066-0038	26-Jan-2017	MMM001	MMM GROUP LIMITED	Issued	20	T	199.50
00066-0039	26-Jan-2017	MUN050	MUNICIPAL INSURANCE ASSOC. OF B. C.	Issued	20	T	46,692.00
00066-0040	26-Jan-2017	MUR015	MURPHY, MELINA C	Issued	20	T	60.00
00066-0041	26-Jan-2017	OKT010	OK TIRE STORE	Issued	20	T	300.16
00066-0042	26-Jan-2017	PAR050	PARSLOW LOCK & SAFE	Issued	20	T	914.92
00066-0043	26-Jan-2017	PRA040	PRAXAIR DISTRIBUTION	Issued	20	T	269.11
00066-0044	26-Jan-2017	RIM010	RIMELL, CARLY, D.	Issued	20	T	60.00
00066-0045	26-Jan-2017	RJA010	RJAMES MANAGEMENT GROUP	Issued	20	T	32.70
00066-0046	26-Jan-2017	ROC240	ROCHESTER MIDLAND LTD.	Issued	20	T	499.70
00066-0047	26-Jan-2017	ROC050	ROCKY MOUNTAIN ENERGY	Issued	20	T	1,150.20
00066-0048	26-Jan-2017	ROC030	ROCKY MOUNTAIN PHOENIX	Issued	20	T	4,352.63
00066-0049	26-Jan-2017	SEL160	SELKIRK SECURITY SERVICE LTD	Issued	20	T	1,869.51
00066-0050	26-Jan-2017	SIO030	SION IMPROVEMENT DISTRICT	Issued	20	T	1,288.74
00066-0051	26-Jan-2017	SUP030	SUPERIOR PROPANE INC.	Issued	20	T	1,177.11



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**  
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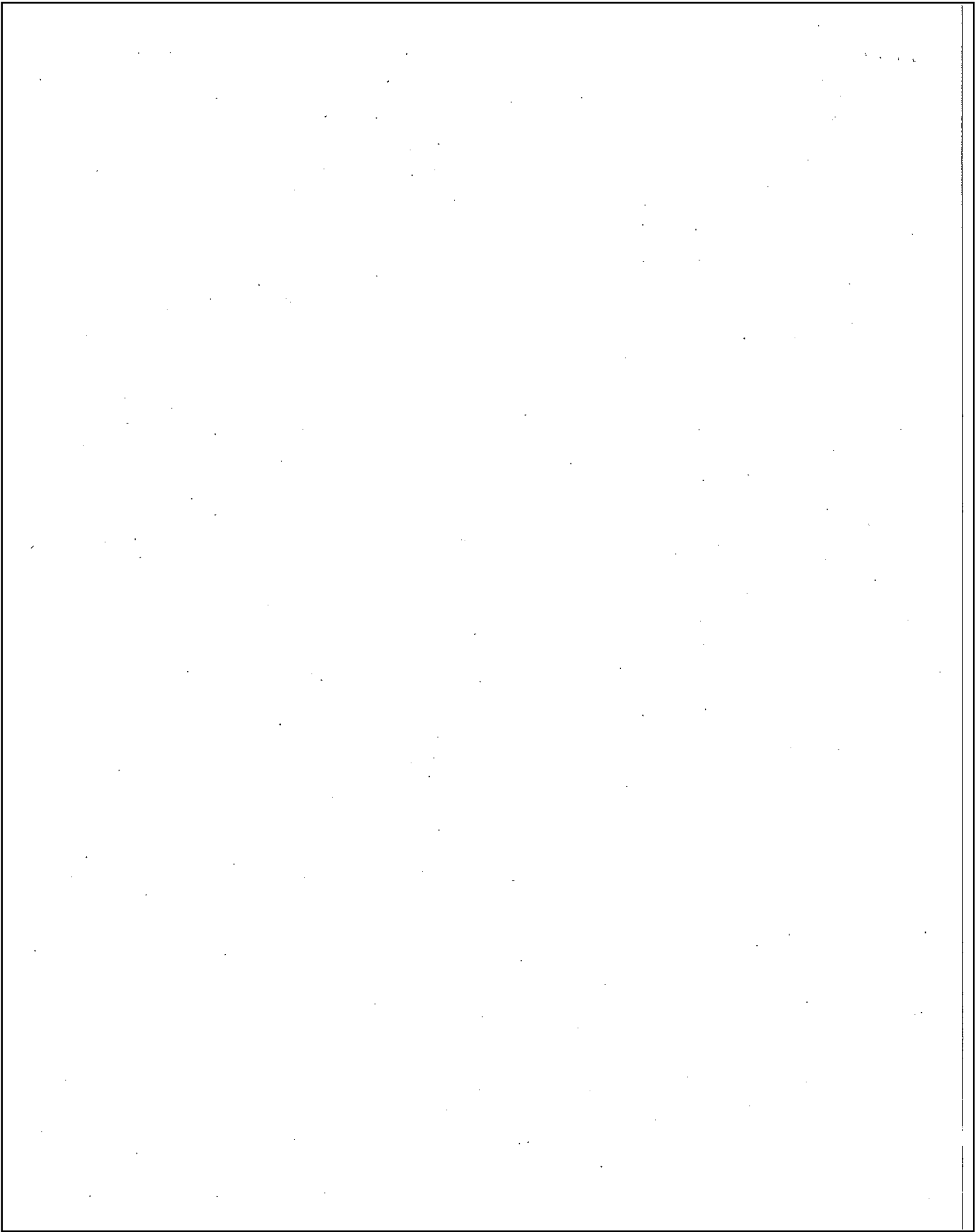
Time : 9:40 am

Supplier : 084010 To ZUM001  
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 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>							
00066-0052	26-Jan-2017	TRA010	THE CITY OF TRAIL	Issued	20	T	1,133.74
00066-0053	26-Jan-2017	TOO010	TOOL TIME SUPPLIES LTD.	Issued	20	T	10.07
00066-0054	26-Jan-2017	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	20	T	127.00
00066-0055	26-Jan-2017	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Issued	20	T	42.54
00066-0056	26-Jan-2017	TRA540	TRANS-CARE RESCUE LTD.	Issued	20	T	174.51
00066-0057	26-Jan-2017	TRO040	TROPHY DEN & GIFT SHOP	Issued	20	T	313.82
00066-0058	26-Jan-2017	VAB010	VAB ENTERPRISES	Issued	20	T	682.50
00066-0059	26-Jan-2017	VAL130	VALLIN	Issued	20	T	1,867.58
00066-0060	26-Jan-2017	VAN070	VAN HOUTTE COFFEE SERVICE	Issued	20	T	191.31
<b>Total Computer Paid :</b>		<b>717,578.30</b>	<b>Total EFT PAP :</b>	<b>0.00</b>	<b>Total Paid :</b>		<b>2,073,580.82</b>
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>	<b>1,356,002.52</b>			

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





**Boundary Economic Development Committee  
Minutes**

**Tuesday, January 3, 2017 – 10:00 am  
RDKB Grand Forks Boardroom**

**Committee members present:**

Director R. Russell, Chair  
Director M. Rotvold  
Director V. Gee  
Director F. Konrad  
Director G. McGregor

**Staff and others present:**

J. MacLean, Chief Administrative Officer  
M. Forster, Executive Assistant/Recording Secretary

**Call to Order**

The Chair called the meeting to order at 10:00 am.

**Consideration of the Agenda (additions/deletions)**

The agenda for the January 3, 2017 meeting of the Boundary Economic Development Committee was presented.

Moved: Director Rotvold Seconded: Director Konrad

That the agenda for the January 3, 2017 meeting of the Boundary Economic Development Committee be adopted as presented.

Carried

**Consideration of the Minutes**

The minutes of the Boundary Economic Development Committee meeting held on December 6, 2016 were presented.

Moved: Director Konrad Seconded: Director Rotvold

That the minutes of the Boundary Economic Development Committee meeting held on December 6, 2016 be adopted as presented.

Carried

### **Election of Vice Chair**

Chair Russell called a first time for nominations for the Boundary Economic Development Committee Vice Chair for 2017.

Moved: Director Konrad

That Director Rotvold be nominated as the Boundary Economic Development Committee Vice Chair for 2017.

Carried.

Director Rotvold accepted the nomination.

Chair Russell called a second time for nominations for the Boundary Economic Development Committee Vice Chair for 2017.

Chair Russell called a third and final time for nominations for the Boundary Economic Development Committee Vice Chair for 2017. Hearing none, he closed nominations and declared Director Rotvold as the Boundary Economic Development Committee Vice Chair for 2017 by acclamation.

### **Delegations**

There were no delegations present.

### **Unfinished Business**

#### **Boundary Economic Development Committee Memorandum of Action Items - Ending December 31, 2016**

The Boundary Economic Development Committee Memorandum of Action Items for the period ending December 31, 2016, was presented.

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*Page 2 of 6  
Boundary Economic Development Committee  
January 3, 2017*

The Committee members were informed that format changes will be made to the Memorandum of Action Items. A list of BEDC sub-committees and their memberships will be added to the Memorandum of Action Items.

Director Gee informed the Committee members that the Province of BC has given BC Timber Sales allocations to the Osoyoos Indian Band. The Committee expressed concerns that there was no consultation between local government and the Province in this regard. There was consensus among the Committee, that as an involved stakeholder, it would have been beneficial to the Boundary area to be involved with First Nations in regards to forestry issues. A letter will be sent to Minister Steve Thompson articulating these concerns.

Discussion ensued on the structure revision of the Community Forest Review Sub-Committee's Terms of Reference. The Committee felt that the proposed revision would be best dealt with by the Boundary Stakeholders Committee.

The Committee members were informed that Cindy Alblas, Christina Lake Tourism Manager, would like to re-extend an invitation to Midway to the MRDT Program. J. MacLean, CAO, will contact Ms. Alblas to discuss Midway's interest in the MRDT Program.

Moved: Director Rotvold Seconded: Director Gee

That the Boundary Economic Development Committee Memorandum of Action Items for the period ending December 31, 2016, be received.

Carried

Moved: Director Rotvold Seconded: Director Konrad

That the Boundary Economic Development Committee requests that the Regional District of Kootenay Boundary Board of Directors send a letter to Minister Steve Thompson 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.

Carried

Moved: Director Konrad Seconded: Director Gee

Should accommodators in the West Boundary express interest in membership to the MRDT, the Regional District of Kootenay Boundary Board of Directors will reconsider the prior resolution 193-16 "That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to the Province of British Columbia for a 2% Room Tax in the Electoral Area "C"/Christina Lake, Electoral Area "D"/Rural Grand Forks and the City of Grand Forks area to fund tourism promotion activities....."

Carried

### **New Business**

#### **M. Andison**

#### **Re: Boundary Area Agriculture and Food Project - RFPs**

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 was presented.

Moved: Director Gee Seconded: Director Rotvold

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).

Carried

A press release on this project will be issue after the January 2017 Regional District of Kootenay Boundary Board meeting.

#### **Community Futures Monthly Report - December 2016**

The Boundary Economic Development Committee Monthly Report for December 2016, as prepared by Community Futures Boundary, was presented.

Discussion ensued on adding more heritage and informational signage along the Highway 3 corridor. S. Elzinga, Community Futures Boundary, will contact TOTA in this regard.

Moved: Director Konrad Seconded: Director Rotvold

That the Boundary Economic Development Committee Monthly Report for December 2016, as prepared by Community Futures Boundary, is received as presented.

Carried

#### **Discussion**

##### **Re: Date for Strategic Planning Session - Tentatively Feb 7, 2017**

Committee members discussed holding a strategic planning session in conjunction with the February 7, 2017 BEDC meeting. J. MacLean, CAO, will circulate existing economic development performance metrics in advance of the February 7, 2017 for the Committee's consideration.

#### **Discussion**

##### **Re: BEDC Financial Plan 2017 - 2021**

The BEDC Financial Plan 2017 - 2021 was presented for discussion.

Discussion ensued on amounts allocated for projects in Big White and Rural Grand Forks, and on also reducing contributions to reserves.

Moved: Director Rotvold Seconded: Director Konrad

That the financial plan be amended to remove \$20,000 from reserves. **FURTHER**, that both Big White Community Economic Development Projects and Rural Grand Forks Community Economic Development Projects each be reduced to \$12,000. **FURTHER**, that should there be a project identified during 2017, the BEDC will approach the Board to withdraw funds from reserves. **FURTHER**, that the amended financial plan be brought forward to the next meeting.

Carried

#### **Late (Emergent) Items**

##### **Cascade Environmental Resource Group Ltd. - Boundary Recreational Trails Master Plan**

The Committee members discussed the development of the Trails Master Plan. Phase 1 is research and mapping and the previously existing data will be re-imported to use in Phase 1.

**Discussion of items for future agendas**

A discussion of items for future agendas was not necessary.

**Question Period for Public and Media**

A question period for public and media was not required.

**Closed (In camera) Session**

A closed (in camera) session was not required.

**Adjournment**

The meeting was adjourned at 11:30 am.





## **Boundary Stakeholders Committee Meeting**

### **Minutes**

**Tuesday, January 3, 2017 – 1:00 pm**

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

#### **Directors present:**

Director G. McGregor

Director R. Russell

Director M. Rotvold

Director V. Gee

Director F. Konrad

#### **Staff and others present:**

J. MacLean, Chief Administrative Officer/Committee Chair

M. Forster, Executive Assistant/Recording Secretary

B. Burget, General Manager, Finance

T. Sprado, Manager of Recreation and Facilities

J. Rhodes, CFO, City of Grand Forks

M. Domeij, Grand Forks Public Library, Board Chair

C. Gawletz, Grand Forks Public Library, Administrator

#### **CALL TO ORDER**

The Chair called the meeting to order at 1:00 pm.

#### **ELECTION OF VICE-CHAIR**

Committee Chair J. MacLean called a first time for nominations for the Boundary Stakeholders Committee Vice Chair for 2017.

Moved: Director Russell

That Director McGregor be nominated as the Boundary Stakeholders Committee Vice Chair for 2017.

Director McGregor accepted the nomination.

Committee Chair MacLean called a second time for nominations for the Boundary Stakeholders Committee Vice Chair for 2017.

Moved: Director Konrad

That Director Rotvold be nominated as the Boundary Stakeholders Committee Vice Chair for 2017.

Director Rotvold accepted the nomination.

Committee Chair MacLean called a third and final time for nominations for the Boundary Stakeholders Committee Vice Chair for 2017. Hearing none, he closed the nominations.

Pursuant to Board policy, a secret ballot was held for the position of Vice Chair.

Committee Chair MacLean declared that Director McGregor was elected Vice Chair of the Boundary Stakeholders Committee for 2017.

Staff will develop a Terms of Reference for this committee.

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

The agenda for the Boundary Stakeholders Committee January 3, 2017 meeting was presented.

Moved: Director Rotvold Seconded: Director Konrad

That the agenda for the Boundary Stakeholders Committee January 3, 2017 meeting be adopted as presented.

Carried

#### **ADOPTION OF MINUTES**

There were no minutes for adoption.

#### **CONSIDERATION OF STAKEHOLDER FINANCIAL PLANS**

Service Participants - Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks, City of Grand Forks.

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*Boundary Stakeholders Committee*  
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- 140 - Grand Forks and District Library
- 031 - Grand Forks and District Curling Club

Grand Forks Public Library officials attended the meeting and provided the Committee members with an overview of library operations for 2016. The officials requested that the RDKB Board of Directors approve an increase to the library's operating budget. Director Russell requested that the library provide financial statements for 2016.

T. Sprado, Manager of Facilities and Recreation, provided the Committee members with an overview of the Grand Forks and District Curling Club (031) Five Year Financial Plan.

Moved: Director Russell Seconded: Director Rotvold

That the proposed Grand Forks and District Library (140) and Grand Forks and District Curling Club (031) Five Year Financial Plans be referred back to staff to update and refer them to a future meeting for further review.

Carried

Service Participants - Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks, City of Grand Forks, City of Greenwood

- 071 - Animal Control - Boundary

Director Smith did not attend the Boundary Stakeholders Committee meeting to discuss the proposed Animal Control - Boundary (071) Five Year Financial Plan on behalf of the City of Greenwood.

Moved: Director Russell Seconded: Director Konrad

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

Carried

Service Participants - Electoral Area 'D'/Rural Grand Forks, City of Grand Forks

- 021 - Grand Forks & Area D Recreation Commission
- 030 - Grand Forks Arena
- 040 - Grand Forks Aquatic Centre
- 080 - Mosquito Control

The Committee members reviewed the proposed Grand Forks & Area D Recreation Commission (021), Grand Forks Arena (030), Grand Forks Aquatic Centre (040) and Mosquito Control (080) Five Year Financial Plans.

Moved: Director Russell Seconded: Director Konrad

That the proposed Grand Forks & Area D Recreation Commission (021), Grand Forks Arena (030), Grand Forks Aquatic Centre (040) and Mosquito Control (080) Five Year Financial Plans be referred back to staff to update and refer them to a future meeting for further review.

Carried

Service Participants - Electoral Area 'E'/West Boundary, City of Greenwood, Village of Midway

- 022 - Recreation Commission
- 055 - Midway and Beaverdell Emergency Response

The Committee members reviewed the proposed Recreation Commission (022) and Midway and Beaverdell Emergency Response (055) Five Year Financial Plans.

Moved: Director Rotvold Seconded: Director Konrad

That the proposed Recreation Commission (022) and Midway and Beaverdell Emergency Response (055) Five Year Financial Plans be referred back to staff to update and refer them to a future meeting for further review.

Carried

Service Participants - Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, City of Grand Forks, City of Greenwood

- 950 - Boundary Transit

Committee Chair MacLean provided the Committee members with a review of the Boundary Transit (950) Five Year Financial Plan. The Committee was informed that due to demand service, ridership is down. In order to improve ridership, BC Transit has proposed to increase marketing of curb to curb service. Committee members requested ridership numbers for the West Boundary service and curb to curb vs demand service and a clear definition of both types of service. D. Pizarro, Senior Regional Transit Manager, or the Contractor, will be invited to attend February's meeting by teleconference.

Moved: Director Russell Seconded: Director Konrad

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

Carried

Service Participants - Electoral Area 'C'/Christina Lake, Electoral Area 'D'/rural Grand Forks

- 026 - Boundary Museum

The Committee members reviewed the Boundary Museum (026) Five Year Financial Plan.

Moved: Director Rotvold Seconded: Director Russell

That the Boundary Stakeholders Committee approves the RDKB Boundary Museum (026) Five Year Financial Plan. **FURTHER** that the Plan be referred to the Committee of the Whole - Finance for inclusion in the overall Regional District of Kootenay Boundary 2017 - 2021 Five Year Financial Plan.

Carried

Service Participants - Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary

- 092 - Noxious Weeds

The Committee members reviewed the Noxious Weeds (092) Five Year Financial Plan. Discussion ensued on controlling noxious weeds on private land in terms of eventually having bylaw enforcement and whether the RDKB has authority from the Province in this regard. Staff will clarify the jurisdiction and report back to the Committee. Staff will also provide a report on what other jurisdictions and regional districts are doing in this regard. Director Gee inquired as to whether aquatic species should be added to the budget. A. Stanley or B. Stewart will attend the next meeting to address these issues.

Moved: Director Russell Seconded: Director Gee

That the proposed Noxious Weeds (092) Five Year Financial Plan be referred back to staff to update and refer it back to a future meeting for further review.

Carried

Service Participants - Electoral Area 'E'/West Boundary, City of Greenwood

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- 145 - E/Greenwood Cemeteries

The Committee members reviewed the Greenwood & Area E Cemetery (145) Five Year Financial Plan. Director Gee queried whether, at some point in time, funding would only apply to operating cemeteries instead of including historical cemeteries in the budget. This issue will need to be discussed further at a future meeting. A meeting will be scheduled prior to the February 7, 2017 meeting to include all service participants of this service.

Moved: Director Gee Seconded: Director Russell

That the proposed Greenwood & Area E Cemetery (145) Five Year Financial Plan be referred back to staff to change the Bridesville/Sidley Cemetery Contract to \$2,000 and refer it to a future meeting for further review.

Carried

### **NEW BUSINESS**

There was no new business to discuss.

### **ADJOURNMENT**

The meeting was adjourned at 2:37 pm.



**Beaver Valley Regional Parks, Trails and Recreation Committee  
Minutes**

**Tuesday, January 10, 2017 – 11:00 am  
RDKB Committee Room, Trail, BC**

**Committee members present:**

Director A. Grieve, Chair  
Director J. Danchuk  
Director P. Cecchini

**Staff present:**

M. Daines, Manager of Facilities and Recreation  
M. Forster – Executive Assistant/Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order at 11:00 am.

**ACCEPTANCE OF THE AGENDA (additions/deletions)**

The agenda for the January 10, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee was presented.

The agenda was amended with the addition of Item 7C): Endorsement from the Village of Montrose - Waneta Legacy Project and Item 8A): Future Meeting Schedules.

Moved: Director Danchuk Seconded: Director Cecchini

That the agenda for the January 10, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee meeting be adopted as amended.

Carried

**ADOPTION OF MINUTES**

The minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on October 11, 2016 were presented.

Moved: Director Cecchini Seconded: Director Danchuk

That the minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee held on October 11, 2016 be adopted as presented.

Carried

**ELECTION OF VICE CHAIR**

Chair Grieve called a first time for nominations for the Beaver Valley Regional Parks, Trails and Recreation Committee Vice Chair for 2017.

Moved: Director Danchuk

That Director Cecchini be nominated as the Beaver Valley Regional Parks, Trails and Recreation Committee Vice Chair for 2017.

Carried

Director Cecchini accepted the nomination.

Chair Grieve called a second time for nominations for the Beaver Valley Regional Parks, Trails and Recreation Committee Vice Chair for 2017.

Chair Grieve called a third and final time for nominations for the Boundary Regional Parks, Trails and Recreation Committee Vice Chair for 2017. Hearing none, she closed nominations and declared Director Cecchini as the Boundary Regional Parks, Trails and Recreation Committee Vice Chair for 2017 by acclamation.

**DELEGATIONS****Stewart Spooner - KCTS****Re: Beaver Valley Trails Update**

Mr. Spooner was not able to attend the meeting. This agenda item as deferred to the February 2017 meeting.



**UNFINISHED BUSINESS****Beaver Valley Regional Parks, Trails and Recreation Committee Memorandum of Action Items - Ending October 31, 2016**

The Beaver Valley Regional Parks, Trails and Recreation Committee Memorandum of Action Items for the period ending October 31, 2016 was presented.

M. Daines, Manager of Facilities and Recreation, reviewed the Memorandum of Action Items in depth with the Committee members. A communication paper will be developed which will list 2016 accomplishments and will be submitted to the Trail Daily Times and the Committee members will also request an interview.

Discussion ensued on plans for the 2017 Appreciation Day which will be held on May 6, 2017 at the Beaver Valley Skatepark.

M Daines also reviewed the proposed capital improvements to the Beaver Valley Family Park and the Beaver Valley Arena.

The April newsletter will list 2016 capital projects and Montrose residents will be included in the distribution. Staff will provide the Committee members with the costs.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee Memorandum of Action Items for the period ending October 31, 2016 be received as presented.

Carried

**NEW BUSINESS**

**M. Daines**

**Re: Skatepark Update**

M. Daines, Manager of Facilities and Recreation, provided the Committee members with a verbal update on activities at the Beaver Valley Skatepark. The skatepark has been well received in the community. Staff will put the Fruitvale video on the monitor at the Beaver Valley Arena and will also contact Apex Multi Media to develop the spring video.

**Information****Re: Village of Fruitvale - Letter - Legacy Project for the Waneta Expansion Project**

A letter from the Village of Fruitvale regarding the legacy project for the Waneta Expansion Project was presented.

The Fruitvale Village Council endorsed supporting the legacy project for the Waneta Expansion Project and the inclusion of the arbor as a regional asset.

Moved: Director Cecchini Seconded: Director Danchuk

That the letter from the Village of Fruitvale regarding the legacy project for the Waneta Expansion Project be received.

Carried

**Information****Endorsement from the Village of Montrose - Waneta Legacy Project**

Director Danchuk presented a resolution from the Village of Montrose Council endorsing its support of the legacy project for the Waneta Expansion Project and the inclusion of the arbor as a regional asset.

Moved: Director Cecchini Seconded: Director Danchuk

That the resolution from the Village of Montrose Council regarding the legacy project for the Waneta Expansion Project be received.

Carried

**LATE (EMERGENT) ITEMS****Future Meeting Schedules**

The Committee members discussed the scheduling of future meetings for 2017. It was decided that the meetings will be held on the second Tuesday of every month at 12 noon.

Moved: Director Danchuk Seconded: Director Cecchini

That the future Beaver Valley Regional Parks, Trails and Recreation Committee meetings be held on the second Tuesday of every month at 12 noon.

Carried

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

A discussion of items for future meetings was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

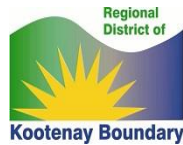
A question period for public and media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 12 pm.



**Utilities Committee  
Minutes  
Wednesday, January 11, 2017 – 5:00 pm  
RDKB Board Room, Trail, BC**

**Committee members present:**

Director P. Cecchini, Chair  
Director G. McGregor  
Director A. Grieve  
Director V. Gee  
Alternate Director B. Edwards

**Staff present:**

G. Denkovski, Manager of Infrastructure and Sustainability  
M. Forster, Executive Assistant/Recording Secretary  
Director M. Martin

**CALL TO ORDER**

The Chair called the meeting to order at 5:00 pm.

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

The agenda for the January 11, 2017 Utilities Committee meeting was presented.

Moved: Director Gee   Seconded: Director Grieve

That the agenda for the January 11, 2017 Utilities Committee meeting be adopted as presented.

Carried

**ELECTION OF VICE CHAIR**

Chair Cecchini called a first time for nominations for the Utilities Committee Vice Chair for 2017.

Moved: Director Grieve

That Director McGregor be nominated as the Utilities Committee Vice Chair for 2017.

Carried

Director McGregor accepted the nomination.

Chair Cecchini called a second time for nominations for the Utilities Committee Vice Chair for 2017.

Chair Cecchini called a third and final time for nominations for the Utilities Committee Vice Chair for 2017. Hearing none, she closed nominations and declared Director McGregor as the Utilities Committee Vice Chair for 2017 by acclamation.

### **ADOPTION OF MINUTES**

The minutes of the Utilities Committee meeting held on November 9, 2016 were presented.

Moved: Director McGregor Seconded: Director Grieve

That the minutes of the Utilities Committee meeting held on November 9, 2016 be adopted as presented.

Carried

### **GENERAL DELEGATIONS**

There were no delegations present.

### **UNFINISHED BUSINESS**

#### **Utilities Committee Memorandum of Action Items - Ending November 30, 2016**

The Utilities Committee Memorandum of Action Items for the period ending November 30, 2016 was presented.

Moved: Director McGregor Seconded: Alternate Director Edwards

That the Utilities Committee Memorandum of Action Items for the period ending November 30, 2016 be received as presented.

Carried

**G. Denkovski**

**Re: Water Services 2016 Goals and Objectives Final**

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on water services 2016 goals and objectives report was presented.

Staff will add future goals and objectives to the reports for future meetings.

Moved: Director Grieve Seconded: Director McGregor

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on water services 2016 goals and objectives report, be received.

Carried

**NEW BUSINESS**

**G. Denkovski**

**Re: Draft 2017-2021 Budget and Five-Year Financial Plan for the Beaver Valley Water Service**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft 2017-2021 Budget and Five-Year Financial Plan for the Beaver Valley Water Service was presented.

The Committee members reviewed the proposed Beaver Valley Water Service 2017-2021 Budget and Five Year Financial Plan.

Moved: Director Grieve Seconded: Director McGregor

That the proposed Beaver Valley Water Service Five Year Financial Plan be referred back to staff to make any updates and refer it to a future meeting for further review.

Carried

**G. Denkovski**

**Re: 2017-2021 Draft Budget and Five-Year Financial Plan for the Rivervale Water and Street Lighting Service**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017-2021 Draft Budget and Five-Year Financial Plan for the Rivervale Water and Street Lighting Service was presented.

The Committee members reviewed the proposed Rivervale Water and Street Lighting Service 2017-2021 Budget and Five Year Financial Plan.

Moved: Alternate Director Edwards Seconded: Director McGregor

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

Carried

**G. Denkovski**

**Re: Draft 2017-2021 Budget and Five-Year Financial Plan for the Columbia Gardens Water Supply Utility**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft 2017-2021 Budget and Five-Year Financial Plan for the Columbia Gardens Water Supply Utility was presented.

The Committee members reviewed the proposed Columbia Gardens Water Supply Utility 2017-2021 Budget and Five Year Financial Plan.

Moved: Director Grieve Seconded: Director McGregor

That the proposed Columbia Gardens Water Supply Utility Five Year Financial Plan be referred back to staff to make any updates and refer it to a future meeting for further review.

Carried

**G. Denkovski**

**Re: 2017-2021 Draft Budget and Five-Year Financial Plan for the Christina Lake Water Utility Service**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017-2021 Draft Budget and Five-Year Financial Plan for the Christina Lake Water Utility Service was presented.

The Committee members reviewed the proposed Christina Lake Water Utility Service 2017-2021 Budget and Five Year Financial Plan. The Committee was informed that the Community Water Users Committee will be struck to act as an advisory body.

Moved: Director Grieve Seconded: Director McGregor

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

Carried

**G. Denkovski**

**Re: Warfield, Columbia Gardens and Rivervale Water Monthly Reports - October and November 2016**

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly reports for October and November 2016, was presented.

Alternate Director Edwards pointed out an inconsistency with the Rivervale usage numbers. Staff will make any amendments as required and send out the revised report to the Committee members.

Moved: Alternate Director Edwards Seconded: Director McGregor

That the staff report from Jeff Paakkunainen, Chief Utility Operator, regarding the Water Monthly reports for October and November 2016, be received.

Carried

**G. Denkovski**

**Re: Beaver Valley Water Service Operations Report - Monthly for November 2016**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Water Service Monthly Operations report for November 2016, was presented.

Moved: Director Grieve Seconded: Alternate Director Edwards

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Water Service Monthly Operations report for November 2016, be received.

Carried

**G. Denkovski**

**Re: Draft 2017 - 2021 Budget and 5 Yr Financial Plans for the Big White Street Lighting and Beaverdell Street Lighting Services.**

The Draft 2017 - 2021 Budget and Five Year Financial Plans for the Big White Street Lighting and Beaverdell Street Lighting Services were presented.

Moved: Director Gee Seconded: Director McGregor



Pending community consultation, that the proposed Big White Street Lighting and Beaverdell Street Lighting Services Five Year Financial Plans be referred back to staff to make any updates and refer them back to a future meeting for further review.

Carried

**LATE (EMERGENT) ITEMS**

There were no late (emergent) items for discussion.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

Planning for the need of additional staff resources due to the increase in water service utilities joining the RDKB.

Moved: Director Gee Seconded: Director McGregor

The Utilities Committee directs staff to prepare a report for possible costing for future staff resources and what that will look like.

Carried

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period for public and media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 5:32 pm.



**Committee of the Whole**  
**Wednesday, January 11, 2017**  
**RDKB Board Room, Trail, BC**

**Minutes**

**Directors Present**

Director M. Martin, Chair, (Finance)  
Director M. Rotvold, Chair (Protective Services)  
Director R. Russell, Chair, Environmental Services  
Director P. Cecchini  
Director G. McGregor  
Director J. Danchuk  
Director A. Parkinson  
Director V. Gee  
Director A. Grieve  
Director F. Konrad  
Director E. Smith  
Alternate Director R. Cacchioni (attending Protective Services & Environmental Services)  
Alternate Director B. Edwards

**Staff Present:**

J. MacLean, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Recording Secretary  
D. Derby, Deputy Fire Chief, KBRF/Emergency Program Manager  
T. Martin, Fire Chief, KBRF/911 Emergency Dispatch Services Manager  
A. Stanley, General Manager Environmental Services  
B. Burget, General Manager Finance  
M. Andison, General Manager Operations/Deputy Chief Administrative Officer

**CALL TO ORDER**

Director Martin, Chair, COW (Finance) called the meeting to order at 6:00 p.m.

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

The agenda for the January 11, 2017 meeting of the RDKB Committee of the Whole was presented.

Moved: Director Rotvold    Seconded: Director Cecchini

That the agenda for the January 11, 2017 meeting of the RDKB Committee of the Whole (Protective Services, Environmental Services, Finance) be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Committee of the Whole meeting held November 9, 2016 were presented.

Moved: Director McGregor    Seconded: Director Russell

That the minutes of the Committee of the Whole meeting held November 9, 2016 be adopted as presented.

Carried.

**DELEGATIONS**

There were no delegations in attendance.

**MEMORANDUM OF COMMITTEE OF THE WHOLE ACTION ITEMS**

The Committee of the Whole Memorandum of Action Items for the period ending November 24, 2016 was presented.

There was a discussion regarding the *Emergency Program Act* Review (2015 Rock Creek/Westbridge Wildfires-Feb 10/16 action item). Director Gee requested an update regarding a public report.

D. Derby, Emergency Preparedness Manager noted that in November 2016 he sent out follow-up information from the BC Wildfire Service which confirmed that the RCMP have closed the file. Therefore, there is no report to release to the public.

The *Emergency Program Act* Review (2015 Rock Creek/Westbridge Wildfires-Feb 10/16) action item is now complete and will be removed from the Memorandum of COW Action

Items after the February meeting where the Memo will indicate that the matter is complete.

Moved: Director Cecchini Seconded: Director Rotvold

That the Committee of the Whole Memorandum of Action Items (Protective Services) be revised to include "complete" (C) for the *Emergency Program Act* Review 2015 Rock Creek/Westbridge Wildfires-Feb 10/16 action item. **FURTHER** that this action item be removed from the Memorandum after the February COW meeting.

Carried.

### **BUSINESS**

#### ***Finance***

##### **Election of COW (Finance) Vice-Chair**

Director Martin called a first time for nominations for the position of Vice-Chair, COW (Finance).

Director McGregor nominated Director Cecchini for the position of Vice-Chair, COW (Finance). Director Cecchini accepted the nomination.

Director Martin called a second time for nominations for Vice-Chair, COW (Finance).

Director Danchuk nominated Director Rotvold for the position of Vice-Chair of COW (Finance). Director Rotvold accepted the nomination.

Director Martin called a third and final time for nominations for the position of Vice-Chair, COW (Finance). Hearing no further submissions, he closed the nominations.

Pursuant to Board policy, an election by secret ballot was held for the position of Vice-Chair, COW (Finance).

Director Cecchini was declared the Vice-Chair of COW (Finance).

Moved: Director Gee Seconded: Alternate Director Moore

That the ballots be destroyed.

Carried.

All budgets / financial plans included on the January 11, 2017 COW agenda are preliminary. They were presented for review, discussion, identification of any issues and instruction to Staff as to revisions that are to be made for the February meeting. The budgets require more work including the incorporation of actual figures once they become available.

### **Old Business (Finance)**

There was no old business to discuss.

### **New Business (Finance)**

#### **B. Burget - Proposed General Government Services Financial Plan**

A staff report from Beth Burget, General Manager of Finance, regarding the proposed 2017 - 2021 Five Year Financial Plan for Service 001 General Government Services was presented.

The General Manager of Finance noted that a possible surplus is predicted for the General Government Services budget and she summarized the items which will contribute to a surplus.

Staff provided information regarding contributions to reserve, asset management planning, board fees, insurances and the inclusion of possible expenditures that may result from decision-making on the recommendations from the Governance/Organizational Review.

Staff answered inquiries regarding the allocation of funds to self-insurance (in reserves). Staff will follow-up with a review of this matter.

Moved: Director Rotvold Seconded: Director McGregor

That the proposed General Government Services (001) 2017 - 2021 Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 agenda for further review.

Carried.

#### **B. Burget - Proposed MFA Debenture Debt Financial Plan**

A staff report from Beth Burget, General Manager of Finance, regarding the proposed Service 001 MFA Debenture Debt 2017 - 2021 Five Year Financial Plan was presented.

Staff explained the Staff Report and answered inquiries regarding municipal long-term debt/borrowing noting that borrowing from MFA can only be done through the regional district.

Moved: Director McGregor Seconded: Director Grieve

That the proposed MFA Debenture Debt (001) 2017 - 2021 Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 agenda for further review.

Carried.

### **B. Burget Building & Plumbing Inspection**

#### **004 Service Narrative and Draft 2017-2021 Five Year Financial Plan**

The Building and Plumbing Inspection Service (004) Narrative Report and draft Five Year Financial Plan were presented.

The General Manager Operations/Deputy Chief Administrative Officer reviewed the Service Narrative and proposed budget and financial plan explaining the funding allocation calculation, service requisitions, staffing, 2016 accomplishments, the proposed 2017 requisitions and expenditures and the highlights of the proposed 2017 projects and work plan.

Staff answered inquiries regarding the Building Inspectors' certification levels and WorkSafe BC requirements and clarified the requisition for the Electoral Areas and the revenue amounts. The building revenue that is generated by the Electoral Areas reverts to the five RDKB Electoral Areas. Building permit revenue raised in the Electoral Areas reduces the Electoral Area taxation in the following year.

Moved: Director Rotvold Seconded: Director Smith

That the proposed Building Inspection Service (004) 2017 - 2021 Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 agenda for further review.

Carried.

### **B. Burget - Reserve for Feasibility Studies Proposed Financial Plan**

A staff report from Beth Burget, General Manager of Finance regarding the proposed Feasibility Study Reserve 2017 - 2021 Five Year Financial Plan was presented.

The COW members discussed the budget allocations to contingencies for possible projects requiring future feasibility studies. There is no cap on the amount a feasibility study may cost.

Staff answered questions regarding the participants' requisition amounts. All RDKB participants pay into the Feasibility Study service. Staff explained that if taxpayers vote in favour of establishing a new service, the funding used to pay for a feasibility study will be paid back by the new service. However, if a new service does not move forward, then the money that is used to pay for the feasibility study does not get paid back.

Director Moore expressed her concerns that all RDKB taxpayers, including those in member municipalities, pay into the Feasibility Study Service but that not all taxpayers will benefit from, or be part of a new service that is established based on the study.

Moved: Director McGregor Seconded: Alternate Director Edwards

That the proposed Feasibility Study Reserve (006) 2017 - 2021 Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 agenda for further review.

Carried.

#### **B. Burget - Financial Plan Summary/Requisition Summary by Stakeholder**

A staff report from Beth Burget, General Manager of Finance, presenting the Financial Plan Comparison and Requisition Summary by Stakeholder was presented.

Moved: Director McGregor Seconded: Director Parkinson

That the Staff Report regarding the Financial Plan Comparison/Requisition Summary by Stakeholder be received.

Carried.

#### **B. Burget - Reserve Balance Projections**

A staff report from Beth Burget, General Manager of Finance, regarding the Reserve Balance Projections for 2017 was presented.

Moved: Alternate Director Edwards Seconded: Director Russell

That the Staff Report regarding the Reserve Balance Projections be received.

Carried.

#### **Closed (In camera) Session**

A closed COW (Finance) session was not required.

Director Martin advised that Staff will prepare Terms of Reference for the Committee of the Whole for review at a future meeting.

Director Martin, Chair, COW (Finance) turned the meeting over to Director Rotvold, Chair COW (Protective Services).

Director Martin left the meeting and Alternate Director Cacchioni joined the meeting.

### ***Protective Services***

#### **Election of Vice-Chair COW (Protective Services)**

Director Rotvold, Chair, COW (Protective Services) called a first time for nominations for the position of Vice-Chair, COW (Protective Services).

Director McGregor nominated Director Gee for the position of Vice-Chair, COW (Protective Services). Director Gee accepted the nomination.

Director Rotvold called a second time for nominations for Vice-Chair, COW (Protective Services).

Director Rotvold called a third and final time for nominations for the position of Vice-Chair of COW (Protective Services). Hearing no further nominations, she closed the nominations.

Director Gee was declared the Vice-Chair of COW (Protective Services) by acclamation.

### **Old Business**

There was no old business to discuss.

### **New Business**

#### **D. Derby-Emergency Preparedness**

##### **012 Service Narrative and Draft 2017-2021 Five Year Financial Plan**

The Emergency Preparedness Service (012) Narrative Report and draft Five Year Financial Plan were presented.



The Deputy Fire Chief/Manager of Emergency Preparedness reviewed the Service Narrative. He advised that the bylaw amending the emergency planning service establishment bylaw approving the request from the City of Rossland to re-enter the service is presently being reviewed by the Inspector of Municipalities for Statutory Approval. Therefore, the proposed 2017-2021 budget and financial plan include the City of Rossland as a participant in the requisition.

Staff reviewed the requisition increases and decreases, the overall requisition amount, contingencies, surplus and reserves.

The Deputy Fire Chief/Manager of Emergency Preparedness explained the \$5,000 expenditures included in the budget for grants to each of the local Search and Rescue (SAR) groups (South Columbia/Beaver Valley, Grand Forks and Rossland). After several years of allocating \$500 annually, with the goal to reach \$5,000 for each group, the RDKB has now achieved the goal.

Staff asked for direction as to whether the annual \$500 allocation to each of the SAR groups should be ongoing or if the RDKB funding should be capped at the current \$5,000. The funding is used as a retainer to supplement SARs operations.

Staff noted that the groups have been requested to submit reporting that illustrates what the RDKB funding is used for. To date, Staff have not received any reporting from any of the SAR groups.

The COW members discussed this matter. Some Directors expressed concerns that the allocation of an annual \$500 could be perceived as a given / ongoing. Other Directors agreed to continue with the annual \$500 allocation to each of the SAR groups but only subject to the submission of a report from each group, and it was;

Moved: Alternate Director Moore    Seconded: Director Russell

That the Committee of the Whole approves the annual allocation of \$500 to the Search and Rescue groups (Grand Forks, South Columbia/Beaver Valley and Rossland and District) **SUBJECT TO** the submission of an annual report from each of the groups that outlines what the RDKB funding has been used for including information on call volumes.

Carried.

There was a further discussion regarding a surplus of approximately \$43,000, which is currently in reserves.

Staff requested the COW to consider allocating these funds to several unfinished projects.

There was general agreement that any available surplus funds should be allocated towards undone projects which include the completion of a review and update of the Regional Emergency Plan, an Emergency Communications Plan, a Pet and Livestock Plan and an update to the emergency planning manuals and documentation.

Staff was instructed to investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report illustrating how the funds will be expended with the report being presented to the COW (Protective Services) at a future meeting before any funds are spent.

After further discussion, it was;

Moved: Alternate Director Cacchioni Seconded: Director McGregor

That the proposed Emergency Preparedness Service (012) 2017 - 2021 Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 agenda for further review.

Carried.

#### **D. Derby-911 Emergency Communications**

##### **016 Service Narrative and Draft 2017-2021 Five Year Financial Plan**

The 911 Emergency Communications Service (016) Narrative Report and draft Five Year Financial Plan was presented.

Staff provided an update on the RFP for a new fire dispatch provider. The RFP closes on February 21, 2017.

Staff reviewed expenditures for salaries, consulting fees, operating contracts, capital, supplies and staff development. Further information regarding the reserve balance, which will assist with future 911 dispatch transition costs, will be presented later in the year.

Staff answered inquiries regarding the future use of the Kootenay Boundary Regional Fire Rescue 911 fire dispatch infrastructure (e.g. repeaters) once another provider has been selected. This is part of the RFP process.

With the installation of a repeater tower in the Roderick Dhu Mountain area of Grand Forks, Staff will follow up regarding communication coverage to include the Greenwood communication gaps from North Boundary Road.

Moved: Alternate Director Cacchioni Seconded: Director Danchuk  
That the proposed 911 Emergency Communications Service (016) Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 meeting agenda for further review.

Carried.

### **Closed (In camera) Session**

A closed COW (Protective Services) session was not necessary.

COW (Protective Services) Chair Rotvold turned the meeting over to Director Russell, Chair, COW (Environmental Services).

### ***Environmental Services***

#### **Election of Environmental Services Vice-Chair**

Director Russell, called a first time for nominations for the position of Vice-Chair, COW (Environmental Services).

Director Grieve nominated Director Rotvold for the position of Vice-Chair, COW (Environmental Services). Director Rotvold accepted the nomination.

Director Russell called a second time for nominations for Vice-Chair, COW (Environmental Services).

Director Russell called a third and final time for nominations for Vice-Chair, COW (Environmental Services). Hearing no further nominations, he closed the nominations.

Director Rotvold was declared the Vice-Chair of COW (Environmental Services) by acclamation.

### **Old Business**

There was no old business to discuss.

## **New Business**

### **A. Stanley-Proposed Five Year Financial Plan Service 010 Regional Solid Waste Management**

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding the proposed Regional Solid Waste Management Service (010) 2017-2021 Budget and Five-Year Financial Plan was presented.

Staff reviewed the Staff Report and highlights of the proposed Budget and Financial Plan. At this time, there are no increases to the requisition or to user fees.

Staff also summarized the service levels at the RDKB solid waste facilities noting that there are no changes to the service levels, including the hours of operations, being proposed.

The Financial Plan includes landfill attendant time increases of 40 hours per week at the McKelvey Creek Landfill and 11.5 hours per week at the Grand Forks Landfill. The increases are to support the contractual obligation with Multi Material BC (MMBC), which subsidizes recycling depots at the landfills, for monitoring the recycling bins more closely to prevent contamination of the recycling materials. Presently, the RDKB continues to undertake work to decrease the contamination levels.

There were discussions regarding the equipment reserve/future capital, landfill liability closures, reserves in general, pending organics diversion in the East End, airport revenue and issues with MMBC not accepting recycling materials in some areas of the West Boundary.

Moved: Alternate Director Cacchioni    Seconded: Director Rotvold

That the proposed 911 Regional Solid Waste Service (010) Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 meeting agenda for further review.

Carried.

### **A. Stanley-Proposed Five Year Financial Plan Service 064 Big White Solid Waste Management Plan**

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding the proposed Big White Solid Waste Management Plan Service (064) 2017-2021 Budget and Five-Year Financial Plan was presented.

The General Manager of Environmental Services reviewed the highlights of the proposed budget and Financial Plan noting that at this time, without actuals, there is a zero increase to the tax requisition.

After further review, it was;

Moved: Director McGregor    Seconded: Alternate Director Parkinson

That the proposed Big White Refuse Disposal/Solid Waste Management Service (064) Five Year Financial Plan be referred back to Staff for updates and inclusion on the February 8, 2017 meeting agenda for further review.

Carried.

**Closed (In camera) Session**

A closed COW (Environmental Services) session was not required.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

A discussion was not necessary.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period was not necessary.

**ADJOURNMENT**

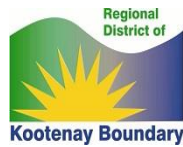
There being no further business to discuss, it was;

Moved: Alternate Director Moore

That the meeting be adjourned (time: 7:45 p.m.).

Carried.

TL



## **Electoral Area Services Minutes**

Thursday, January 12, 2017 – 4:30 p.m.  
RDKB Board Room, 843 Rossland Ave., Trail, BC

### **Directors Present:**

Director Ali Grieve  
Director Grace McGregor  
Director Roly Russell  
Director Vicki Gee  
Alternate Director Bill Edwards

### **Directors Absent:**

Director Linda Worley

### **Staff Present:**

Mark Andison, General Manager of Operations/Deputy Chief Administrative Officer  
Donna Dean, Manager of Planning and Development  
Maria Ciardullo, Recording Secretary

**Guests:** Peter Demski

### **CALL TO ORDER**

Vice-Chair Gee called the meeting to order at 4:30 p.m.

### **ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)**

#### **January 12, 2017**

Moved: Director McGregor

Seconded: Director Grieve

Item 7A) Demski Zoning Bylaw Amendment was moved ahead in the agenda.

That the January 12, 2017 Electoral Area Services Agenda be adopted as amended.

Carried.

**ELECTION OF VICE-CHAIR**

Vice-Chair Gee called a first time for nominations for Vice-Chair of the Electoral Area Services Committee for 2017.

Moved: Director McGregor

Seconded: Director Grieve

That Director Gee be nominated for the position of Vice-Chair of the Electoral Area Services Committee for 2017.

Director Gee accepted the nomination.

Vice-Chair Gee called a second time for nominations for Vice-Chair of the Electoral Area Services Committee for 2017.

Vice-Chair Gee called a third time for nominations for Vice-Chair of the Electoral Area Services Committee for 2017.

There being no further nominations, Director Gee was declared by acclamation the Vice-Chair of the Electoral Area Services Committee for 2017.

Carried.

**MINUTES****November 10, 2016**

Moved: Alternate Director Edwards

Seconded: Director Grieve

That the November 10, 2016 Electoral Area Services Minutes be adopted as presented.

Carried.

**Peter and Lisa Demski****RE: Zoning Bylaw Amendment**

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

RDKB File: D-1357-04740.130

Donna Dean, Manager of Planning and Development reviewed this application with the Committee members. She addressed the zoning and minimum parcel size requirements. The history of this parcel was also discussed as well as the contraventions on title. There was discussion regarding compliance issues and whether

to bring the parcel into compliance before supporting the proposed zoning bylaw amendment.

Moved: Director Russell

Opposed: Director Gee, Director McGregor, Director Grieve, Alternate Director Edwards

### **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 the 0.29 hectare and 1.6 hectare portions of the parcel remain in the 'Extensive Agricultural Resource 2' Zone, AND FURTHER that staff be directed to draft an amendment Zoning bylaw for the 3.5 ha portion of the subject property 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.

Defeated.

Moved: Director Russell

Seconded: Director McGregor

### **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 the 0.29 hectare and 1.6 hectare portions of the parcel remain in the 'Extensive Agricultural Resource 2' Zone, 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 for presentation to the RDKB Board of Directors for first and second readings 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.

Carried.



**DELEGATIONS****Peter Demski****RE: Electoral Area 'D'/Rural Grand Forks Zoning Bylaw Amendment**

Vice-Chair Gee welcomed Mr. Demski to the meeting. Mr. Demski expressed his concern with regards to the non-compliance issues. He feels that these issues were addressed as required by a past court order. He inquired about what he needs to do to bring his property into compliance. There was some discussion that due to Mr. Demski's history of non-compliance, the Committee members feel that the non-compliance issues would not be resolved and there was little interest in supporting the re-zoning application until the non-compliance issues were resolved. Vice-Chair Gee thanked Mr. Demski for attending the meeting.

**UNFINISHED BUSINESS****Memorandum of EAS Committee Action Items**

Moved: Director McGregor

Seconded: Alternate Director Edwards

There was a brief discussion regarding the Boundary Agricultural Plan.

That the Memorandum of Committee Action items be received.

Carried.

**NEW BUSINESS****Doug and Helen Terry****RE: Development Variance Permit**

1720 West Lake Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-317-02570.015

Donna Dean reviewed the application. The existing cabin will be demolished and a new single family dwelling will be built. The proposed single family dwelling is approximately 3000 sq. ft. in size. The variance requested is for the front parcel line setback. There was some discussion around the retaining wall and the natural boundary of the lake. The BC Land Surveyor confirmed that the retaining wall forms the present natural boundary and the agent confirmed that there are no plans to move or re-build the retaining wall.

Moved: Director McGregor

Seconded: Director Grieve

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.

Carried.

**Doug and Helen Terry**

**RE: Development Permit**

1720 West Lake Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-317-02570.015

Donna Dean reviewed the application. It was stated that the applicants need a Development Permit before a Building Permit can be issued. The disposal system and drainage were discussed. Donna Dean confirmed that wording can be added to the permit regarding the trench drain and the fact that it cannot negatively impact adjacent lands.

Moved: Director McGregor

Seconded: Alternate Director Edwards

That the staff report regarding the application for a Development Permit submitted by Dan Sahlstrom of WSA Engineering Ltd., acting as agent for Doug and Helen Terry, to construct a single family dwelling in the Waterfront Environmentally Sensitive Development Permit Area fronting Christina Lake, on the parcel legally described as Lot 2, DL 317, KAP29432, SDYD, be received.

Carried.

**Randell and Margaret Murdoch**

**RE: MOTI Subdivision**

335 2nd Avenue, Rivervale, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-367-02303.014

There was a brief discussion about water and sewer services and the potential buildable area.

Moved: Alternate Director Edwards

Seconded: Director Russell

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*Electoral Area Services*

*January 12, 2017*

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That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed conventional subdivision for the parcel legally described as Lot 7, DL 367, KD, Plan 2667, in Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

**486719 BC Ltd.**  
**RE: MOTI Subdivision**  
**Brown Road, east side of Christina Lake**  
 RDKB File: C-963-04240/41.000

Donna Dean explained that this is a Ministry of Transportation and Infrastructure subdivision referral on Brown Road at Christina Lake. She stated there are building encroachments affecting 3 properties. The 3 property owners have hired a surveyor to identify the exact property lines for each parcel, in order to address the encroachment issues.

Moved: Director McGregor

Seconded: Director Grieve

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision in the form of an interior lot line adjustment on the properties on Brown Road, in Electoral Area 'C'/Christina Lake, legally described as Lot 2, Block 1, DL 963, KAP6348, SDYD, and Lot 3, Block 1, DL 963, KAP6348, SDYD and Lot 18, DL 963 & 969, KAP9357, SDYD, be received.

Carried.

**Vaagen Fibre Canada**  
**RE: Major Permit Amendment under the Environmental Management Act**  
 1160 Highway 3, approximately 3 km west of the Village of Midway  
 RDKB File: M-424-00312.000

Donna Dean stated this referral was sent to the RDKB by Masse Environmental Consultants. It is a permit amendment under the *Environmental Management Act*. It was noted that the Village of Midway is part owner of this business. There was discussion around air emissions and the possible increase in CO<sup>2</sup> emissions and soil and wood waste residue. Director Russell questioned why the volume of emission rate will possibly increase by 200% when only 1 new kiln is proposed. Director Gee expressed concern that the community has not had a chance to voice their concerns and there was general consensus among the Committee members that not enough information has been presented. Director Gee said she would like her Electoral Area 'E'/West Boundary APC to have an opportunity to comment. Donna Dean stated she will contact

Masse Environmental Consultants to obtain more information about the new kiln and air emissions.

Moved: Alternate Director Edwards      Seconded: Director McGregor

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 pending further information from Masse Environmental Consultants Ltd.

Carried.

### **Council of Forest Industries conference in April 5-7, 2017**

Director Grieve stated she is not interested in attending, therefore remove her name from the resolution.

Moved: Director McGregor      Seconded: Director Grieve

That the RDKB Board of Directors approves Directors Worley, Russell and Gee to attend the COFI Conference April 5-7, 2017 at the Vancouver Convention Centre. **FURTHER** that funds to cover all expenses for registration, accommodation, travel, per-diem and meals be provided to the Directors from the Electoral Area Administration Directors' Travel Budget (12191210- 002).

Carried.

### **Pilot Project Discussion - Video Conferencing**

Director Grieve started the discussion by saying she likes video-conferencing and will support the use of it for meetings. The RDKB has invested significant funding for this technology and it should be used. She also feels that Directors should have the option as opposed to being directed when to use video-conferencing. She also believes that driving in poor weather conditions is a health and safety issue.

Director Russell agrees that video-conferencing is a valuable tool when it works properly and he expressed his frustration that it currently is not a fully effective system. Alternate Director Edwards commented that in his opinion the current video-conferencing technology is a total failure and the Director Worley is not in favour of using it for meetings. They both agree though that it could be used when there are poor weather/driving conditions.

Director McGregor agrees that video-conferencing is okay for smaller meeting agendas, but is also frustrated with the ineffectiveness of the current technology. Director Gee agrees that for shorter meetings, video-conferencing is a viable option and she stated that in poor weather/driving conditions, staff shouldn't have to drive to Grand Forks for meetings.

Discussion continued around the replacement of the microphones in the Grand Forks RDKB office Board room and for Staff to continue to search for solutions to the audio issues and to possibly look at external companies for assistance in order to make the video-conference equipment fully functional and effective. It was decided to continue using video-conferencing for EAS meetings at the discretion of the Chair.

### **Planning and Development Department**

#### **RE: 2016 Annual Report**

Donna Dean reviewed the 2016 Annual Report with the Committee members.

Moved: Director Russell

Seconded: Director McGregor

That the Staff Report regarding the Planning and Development Department's 2016 Annual Report be received.

Carried.

### **Communication Budget (Director Gee)**

#### **RE: Transferring unused 2016 portion to 2017**

Director Gee would like to roll over her unused communication budget from 2016 to 2017 for her West Boundary Community website. Director Russell expressed interest in rolling over his unused portion as well.

Moved: Director McGregor

Seconded: Alternate Director Edwards

That any unused portion of the 2016 Communication Budget be allocated to the 2017 Communication Budget.

Carried.

### **Five Year Financial Plans**

Service narratives and budgets regarding the consideration and approval of the 2017-2021 Five Year Financial Plans for services that are under the responsibility of the Electoral Area Services Committee were presented.

The Budgets discussed were the 2017 Electoral Area Administration Service 002 Budget; the 2017 Grants-in-Aid Service 003 Service Budget; and the 2017 Planning 005 Narrative & Budget.

Moved: Director McGregor

Seconded: Alternate Director Edwards

That the Electoral Area Services Committee discuss the proposed Five Year Financial Plans, provide direction to Staff as to any changes to be made to the various plans and or issues to be investigated and refer them to a future meeting for further review.

Carried.

### **Grant in Aid Report**

Moved: Alternate Director Edwards

Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

### **Gas Tax Report**

Moved: Director Russell

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

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

There were no late/emergent items.

### **DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

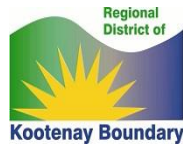
There was no discussion of items for future agendas.

### **CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

### **ADJOURNMENT**

There being no further business to discuss, Vice-Chair Gee adjourned the meeting at 6:50 p.m.



**East End Sewerage Committee  
Minutes  
Tuesday, January 17, 2017 – 3:00 pm  
Trail RDKB Board Room**

**Committee members present:**

Director L. McLellan, Chair  
Director A. Parkinson  
Alternate Director R. Cacchioni  
Alternate Director B. Edwards

**Staff and others present:**

A. Stanley, General Manager of Environmental Services  
G. Denkovski, Manager of Infrastructure and Sustainability  
M. Forster, Executive Assistant/Recording Secretary  
Director G. McGregor

**Call to Order**

The Chair called the meeting to order at 2:54 pm.

**Adoption of Agenda (Additions/Deletions)**

The agenda for the January 17, 2017 East End Sewerage Committee meeting was presented.

Moved: Director Parkinson   Seconded: Director McLellan

That the agenda for the January 17, 2017 East End Sewerage Committee meeting be adopted as presented.

Carried

### **Election of Vice Chair**

Chair McLellan called a first time for nominations for the East End Sewerage Committee Vice Chair for 2017.

Moved: Alternate Director Cacchioni

That Director Parkinson be nominated as the East End Sewerage Committee Vice Chair for 2017.

Carried

Director Parkinson accepted the nomination.

Chair McLellan called a second time for nominations for the East End Sewerage Committee Vice Chair for 2017.

Chair McLellan called a third and final time for nominations for the East End Sewerage Committee Vice Chair for 2017. Hearing none, he closed nominations and declared Director Parkinson as the East End Sewerage Committee Vice Chair for 2017 by acclamation.

### **Adoptions of Minutes**

The minutes of the East End Sewerage Committee meeting held on November 8, 2016 were presented.

Moved: Alternate Director Cacchioni Seconded: Director Parkinson

That the minutes of the East End Sewerage Committee meeting held on November 8, 2016 are presented.

Carried

### **Delegation(s)**

There were no delegations present.

### **Unfinished Business**

#### **East End Sewerage Committee Memorandum of Action Items - November 30, 2016**

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East End Sewerage Committee  
January 17, 2017*



The East End Sewerage Committee Memorandum of Action Items for the period ending November 30, 2016 was presented.

Moved: Alternate Director Cacchioni Seconded: Director McLellan

That the East End Sewerage Committee Memorandum of Action Items for the period ending November 30, 2016 be adopted as presented.

Carried

**G. Denkovski**

**Operation and Maintenance Agreement for the Columbia River Skywalk Pipe Bridge Construction Project**

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 was presented.

Moved: Alternate Director Cacchioni Seconded: Director McLellan

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.

Carried

**G. Denkovski**

**East End Sewerage Utility and Rivervale/Oasis Sewer Goals and Objectives 2016 Final**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2016 Final goals and objectives for the RDKB East End Sewerage Utility and Rivervale/Oasis Sewer was presented.

Moved: Director Parkinson Seconded: Alternate Director Cacchioni

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding 2016 final quarter goals and objectives for the RDKB East End Sewerage Utility and Rivervale/Oasis Sewer, be received.

Carried

**New Business****G. Denkovski****Draft East End Regionalized Sewer Utility 2017-2021 Budget and Five Year Financial Plan**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft East End Regionalized Sewer Utility 2017-2021 Budget and Five Year Financial Plan was presented.

Staff was requested to change the first paragraph in the "History/Background Factors" section of the staff report which speaks to the contribution of the communities of Rivervale and Oasis. Staff will clarify that the contribution will be based on actual flows, not on the differential.

Moved: Alternate Director Cacchioni Seconded: Director Parkinson

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

Carried

**G. Denkovski****East End Regionalized Sewer Utility - Dual Benefitting Communities of Rossland and Warfield 2017-2021 Budget and Five Year Financial Plan**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the East End Regionalized Sewer Utility 2017-2021 Budget and Five Year Financial Plan - Dual Benefitting Communities of Rossland and Warfield was presented.

Moved: Director Parkinson Seconded: Alternate Director Cacchioni

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

Carried

**G. Denkovski****Draft East End Regionalized Sewer Utility - Sole Benefitting Community of Trail 2017-2021 Budget and Five Year Financial Plan**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the draft East End Regionalized Sewer Utility - Sole Benefitting Community of Trail 2017-2021 Budget and Five Year Financial Plan was presented.

Moved: Alternate Director Cacchioni Seconded: Director Parkinson

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

Carried

**G. Denkovski**

**Draft East End Regionalized Sewer Utility - Sole Benefitting Community of Rossland 2017-2021 Budget and Five Year Financial Plan**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the draft East End Regionalized Sewer Utility - Sole Benefitting Community of Rossland 2017-2021 Budget and Five Year Financial Plan was presented.

Moved: Director McLellan Seconded: Alternate Director Cacchioni

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

Carried

**G. Denkovski**

**Draft Oasis-Rivervale Sewer Utility 2017-2021 Budget and Five Year Financial Plan**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft Oasis-Rivervale Sewer Utility 2017-2021 Budget and Five Year Financial Plan was presented.

Moved: Alternate Director Cacchioni Seconded: Director Parkinson

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

Carried

**G. Denkovski**

**Re: Flow Meter Reports for Volume Data Collected in September, October and November 2016**

Flow meter reports summarizing volume data collected for the months of September, October and November 2016, were presented.

Moved: Alternate Director Cacchioni Seconded: Director Parkinson

That the flow meter reports summarizing volume data collected for the months September, October and November 2016, be received as presented.

Carried

**Jeff Paakkunainen**

**Re: CPCC Sanitary Sewer Monthly Report - October and November 2016**

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for October and November 2016, was presented.

Moved: Alternate Director Cacchioni Seconded: Director McLellan

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for October and November 2016, be received.

Carried

**Late (Emergent) Items**

**Future East End Sewerage and Utility Meetings**

Director McGregor informed the Committee members that beginning March 2017, the East End Sewerage Committee will become part of the Utilities Committee of the RDKB.

**Discussion of items for future agendas**

A discussion of items for future agendas was not required.

**Question Period for Public and Media**

A question period for public and media was not required.

**Closed (In camera) Session**

A closed (in camera) session was not required.

**Adjournment**

The meeting was adjourned at 3:46 pm.



**East End Services Committee  
Minutes  
Tuesday, January 17, 2017 – 4:30 pm  
RDKB Trail Board Room**

**Committee members present:**

Director A. Grieve - Chair  
Director P. Cecchini  
Director J. Danchuk  
Director M. Martin  
Director L. McLellan  
Director A. Parkinson  
Alternate Director B. Edwards

**Staff and others present:**

J. M. MacLean, Chief Administrative Officer  
M. Forster, Executive Assistant  
M. Andison, General Manager of Operations/Deputy CAO  
M. Daines, Manager of Facilities and Recreation  
B. Reilly, Victims Services Program Manager  
T. Martin, Regional Fire Chief  
D. Derby, Deputy Regional Fire Chief  
Director McGregor  
Mr. J. Shaw, Solicitor (in camera session)  
2 members of the public

**Call to Order**

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

**Acceptance of the Agenda (additions/deletions)**

The agenda for the January 17, 2017 East End Services Committee meeting was presented.

Moved: Director Cecchini Seconded: Director Martin

That the agenda for the January 17, 2017 East End Services Committee meeting be adopted as presented.

Carried

**Closed (In camera) Session**

A closed (in camera) session pursuant to Section 90 (1) (c) and (i) of the *Community Charter*.

Moved: Director Martin Seconded: Alternate Director Edwards

That the East End Services Committee convenes to an in-camera meeting pursuant to Section 90 (1) (c) and (i) of the *Community Charter*.

Carried

The East End Services Committee reconvened to the open meeting (time: 5:56 pm).

**Election of Vice Chair**

Chair Grieve called a first time for nominations for the East End Services Committee Vice Chair for 2017.

Moved: Director Martin

That Director Cecchini be nominated as the East End Services Committee Vice Chair for 2017.

Carried

Director Cecchini accepted the nomination.

Chair Grieve called a second time for nominations for the East End Services Committee Vice Chair for 2017.

Chair Grieve called a third and final time for nominations for the East End Services Committee Vice Chair for 2017. Hearing none, she closed nominations and declared

Director Cecchini as the East End Services Committee Vice Chair for 2017 by acclamation.

### **Minutes**

The minutes of the East End Services Committee meeting held on November 8, 2016 were presented.

Director Martin requested that the options referred to in the Greater Trail Transit Service Review be specifically listed.

Moved: Director McLellan Seconded: Director Martin

That the minutes of the East End Services Committee meeting held on November 8, 2016 be adopted as amended.

Carried

### **Delegations**

There were no delegations present.

### **Unfinished Business**

#### **East End Memorandum of Committee Action items - November 30, 2016**

The East End Services Committee Memorandum of Action Items for the period ending November 30, 2016 was presented.

The Committee members were provided with an overview of the Memorandum of Committee Action Items.

Moved: Alternate Director Edwards Seconded: Director Danchuk

That the East End Services Committee Memorandum of Action Items for the period ending November 30, 2016 be received as presented.

Carried



**New Business****B. Reilly****Re: Police Based Victims Services Program (009) - Five Year Financial Plan**

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

Ms. B. Reilly, Victims Services Program Manager, attended the meeting and provided the Committee members with a review of the highlights of the Five Year Financial Plan.

Director Martin requested that more indepth reporting on the program be provided to the Committee members in the future.

Moved: Director Cecchini Seconded: Director Parkinson

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

Carried

**M. Daines****Re: Proposed Culture, Arts and Recreation (018) - Five Year Financial Plan**

A Staff Report from Mark Daines, Manager of Facilities and Recreation regarding the preliminary Five Year Financial plan for Culture, Arts and Recreation (018) for the Lower Columbia was presented.

M. Daines, Manager of Facilities and Recreation attended the meeting and provided the Committee members with a review of the highlights of the Five Year Financial Plan. The Committee members were informed that the Five Year Financial plan includes a two year extension on the contract with the Trail and District Arts Council. The Trail and District Arts Council will provide the Committee with a presentation at the February 15, 2017 meeting.

Moved: Alternate Director Edwards Seconded: Director Danchuk

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

Carried

**T. Martin**

**Re: E911 Trail Fire Dispatch Stats - November/December 2016**

A staff report from Terry Martin, Regional Fire Chief and Fire Dispatch Manager, regarding the E911 Trail Fire Dispatch Stats for the months of November and December 2016 was presented.

Moved: Director Martin Seconded: Director Parkinson

That the Staff report from Terry Martin, Regional Fire Chief and Fire Dispatch Manager regarding the E911 Trail Fire Dispatch 2016 November and December Stats be received as amended.

Carried

**D. Derby**

**Re: Kootenay Boundary Regional Fire Rescue Service (050) - Five Year Financial Plan**

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

The Committee members were provided with a review of the Five Year Financial Plan. Staff informed the Committee that a new *Fire Safety Act*, will be released and will help in updating bylaws.

Director McLellan pointed out that since the annual increase of 2.5% is already included in the *Collective Agreement*, it should not be included as a separate item on the Five Year Financial Plan. Staff will look into this.

Staff requested that the restricted extraordinary vehicle maintenance reserve be capped at \$50,000 and further that it include for non budgeted extraordinary vehicle and building maintenance.

Staff also proposed making the two last payments on Tenders 3 and Tender 6 out of reserve and increasing the down-payment on the new fire engine from \$41,000 to \$200,000.

Moved: Director Martin Seconded: Director Parkinson

That the East End Services Committee endorse amending the restricted extraordinary vehicle maintenance reserve to \$50,000 for unbudgeted extraordinary vehicle and building maintenance. **FURTHER** that the proposed Kootenay Boundary Regional Fire Rescue Service (050) Five Year Financial Plan, be referred back to staff to make any further amendments and refer it to a future meeting for further review.

Carried

### **East End Transit Services (900) - Five Year Financial Plan**

The Five Year Financial Plan for the East End Transit Services (900) was presented for consideration.

Discussion ensued on the "bus stop maintenance" expense in the budget. Director Martin informed the Committee members that this represented snow removal fees originating from a historical matter related to the maintenance of the two main exchanges in downtown Trail. Committee members felt that all East End Services stakeholders should be receiving funds for bus stop maintenance.

Moved: Director Danchuk Seconded: Director Cecchini

That every East End community receive a portion of funding to be used for bus stop maintenance.

Carried

Director Danchuk subsequently withdrew this motion and rescinded Director Cecchini as seconder.

Moved: Director McLellan Seconded: Director Danchuk

That the bus stop maintenance expense of \$4,080 payable to the City of Trail be eliminated from the budget.

Carried

Director Martin opposed.

Moved: Director Danchuk Seconded: Director Cecchini

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

Carried

**Cemeteries Service (150) - Five Year Financial Plan**

The Five Year Financial Plan for the Cemeteries Service (150) was presented for consideration.

Moved: Director Danchuk Seconded: Director Parkinson

That the proposed Cemeteries Service (150) Five Year Financial Plan, be referred back to Staff to make any further amendments and refer it to a future meeting for further review.

Carried

**East End Economic Development Service (017) - Five Financial Plan**

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

Moved: Director Parkinson Seconded: Director Martin

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

Carried

**East End Services Requisition/Expenditure Summary**

The East End Services Requisition/Expenditure Summary Page was presented for information.

Moved: Alternate Director Edwards Seconded: Director Cecchini

That the East End Requisition/Expenditure Summary Page be received for information.

Carried

### **Information**

#### **Re: City of Trail - Downtown Bus Shelter**

A letter from the City of Trail regarding the downtown bus shelter was presented.

The letter from the City of Trail outlined concerns with the lack of shelter for the transit exchanges in their current locations. The Committee members were informed that the Transit Service Review identified the exchange issues and that a different locations were recommended. Staff will prepare a report on the situation around the exchanges and bring it forward in order to engage with the City of Trail in establishing other locations for the exchange. If relocation is not possible, then the owners of the building where one of the exchanges is located will be approached to clean up that location. Director Martin suggested that private entities be approached to look at advertising opportunities to offset some of the costs.

Moved: Director McLellan Seconded: Alternate Director Parkinson

That the East End Services Committee receive the letter from the City of Trail regarding the downtown bus shelters. **FURTHER** that staff be directed to prepare report with the necessary information in order to engage with the City of Trail on the issue of downtown shelters as well as the future of the transit exchange.

Carried

### **Discussion**

#### **Re: Canada 150 Celebrations Collaboration**

The Committee members discussed possible community collaboration for the Canada 150 celebrations. Alternate Director Parkinson and Directors Danchuk and Cecchini advised that their communities would participate in a collaboration for this event. An informal discussion will be scheduled at the next meeting.

### **Late (Emergent) Items**

There were no late (emergent) items for discussion.

**Discussion of items for future agendas**

A discussion of items for future agendas was not required.

**Question Period for Public and Media**

A question period for public and media was not required.

**Adjournment**

The meeting was adjourned at 7:53 pm.

Minutes of the Regular Meeting of the Electoral Area "C" Parks & Recreation  
Commission held Wednesday January 11, 2017 at the Welcome Centre

**Present**

Brenda Auge  
Carlo Crema  
Dianne Wales  
Josh Strzelec  
Larry Walker  
Paul Beattie

**Absent**

Dave Beattie  
Liz Stewart

**RDKB Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Grace McGregor

**Guest**

Donna Wilchynski

**Agenda**

1. **M/S Brenda Auge/Larry Walker, that the January 11, 2017 agenda be adopted as Amended**
  - A. **Delegations:** Doug Zorn-Cascade West to Fife Trail Proposal Presentation
  - B. **New Business:** Snow Removal on Community Trails.
  - C. **Other Business Arising from the Floor:** Bonanza Pass Recreation Area Update

**Carried**

**Minutes**

2. **M/S Carlo Crema/Josh Strzelec, that the minutes of the regular meeting from November 9, 2016 be accepted as circulated.**

**Carried**

**Delegations: Doug Zorn- Cascade West to Fife Trail Proposal Presentation**

- Requesting support from the Christina Lake Recreation Commission on developing a safe and legal access off of Highway # 3 near Highway 395 junction to access the Cascade West staging area.
- Follow up with Ministry of Highways regarding a safe access to the Trans Canada trail.
- Community Coordinator suggested that we consider the Co-op Community Spaces Grant Opportunity – Grant applications available February 1 to March 1, 2017 for the complete project as noted in presentation.
- The ATV Club works closely with Recreation Sites and Trails BC – Rec Sites BC is responsible for trail maintenance.

**Elections of Officers:**

Nominations for Chairperson/Vice Chairperson:

- 3. M/S Carlo Crema/Paul Beattie, that Dianne Wales be nominated for the 2017 term as chairperson for the Christina Lake Recreation Commission.**

**Carried**

- 4. M/S Dianne Wales/Carlo Crema, that Liz Stewart be nominated for the 2017 term as Vice Chair person for the Christina Lake Recreation Commission.**

**Carried**

**Business Arising from the Minutes: N/A****Correspondence: N/A****Financial Plan:****2017 Financial Plan Service Narratives**

- Reviewed Narrative reports for Service 023, 024 & 027 – Reports are very helpful and clear to the point
- 2016 YTD-Income statement – RDKB- Next month's Income statement will reflect the actual totals for 2016

**Old Business****Lake Access Johnson Road End:-**

- Staff met with Lisa Tedesco to confirm requirements – No diver is needed/all work to be from roadside – Work must be completed in September/October of 2017
- \$20,000 has been allocated towards the project

**Nature Park –Unauthorized Structure –Update**

- No individual or group has step forward or laid claimed to the structure
- Recommendation is to remove the structure in the spring

**Bike BC Pedestrian Grant – Update**

- Waiting for approval

**Note:** Should the Grant application be approved, the gas tax funding for the following five years will be allocated to this project.

**Kettle River Walk Trail-Update**

- Lisa Tedesco-Ministry of Forest, Land, and Natural Resource Operations ( Ecosystem Biologist) and Carly Rimell- RDKB Planner will be walking the trail for a review –January 12, 2017



**New Business:**

**Community Park Plan meeting** at the Christina Lake Fire Hall- Jan. 16, 2017

**Fitness Program** –Christina Lake Community Association-Brenda Auge

- 5. M/S Paul Beattie, Carlo Cremo, that the Christina Lake Recreation Commission will waive the fee in the amount of \$50 to advertise in the Christina Lake fall 2016 brochure for additional fitness classes sponsored by the Christina Lake Community Association.**

**Carried**

**Snow Removal on Community Trails-**

- Consideration to establishing a clear path beside roadway from the New Horizon Hotel to the end of the Nature Park for a safe walking path. The Parks & Trails service is not responsible for this – the Official Community Plan should address this issue.

**Subcommittee Report**

- **COP Update-N/A**
- **Recreation Program Update-**
  - Reviewed the January Flyer
  - No Winter Fest for 2017
- **Park Maintenance – N/A**
- **Trials- Josh Strzelec- N/A**
- **Community Coordinator Report- Donna Wilchinsky-**
  - Dusting off the desk and getting familiar with the duties and responsibilities.

**Other Business Arising from the Floor:**

- **Paul Beattie presented the new trial Map/Update**
  - Bonanza Pass Recreation Area- Presented the new map for all the trails in the Bonanza area.
  - The cabins are in good shape
  - Looking for members/Membership \$5

- 6. Moved by Brenda Auge that the meeting be adjourned.**

**Carried**

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

\_\_\_\_\_  
Dianne Wales, Chairperson

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held January 12, 2017 in the Jack Goddard Memorial Arena Meeting Room

**Present**

Brian Noble  
Dean Engen  
Eric Gillette  
Julia Butler  
Gene Robert  
Terry Doody

**Absent**

Nigel James  
Ken Johnston  
Cindy Strukoff

**Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Roly Russell

**Agenda**

1. M/S Julia Butler/Brian Noble, that the agenda be accepted as circulated.

**Carried**

**Minutes**

2. M/S Julia Butler/Dean Engen, that the minutes of the regular meeting of November 10, 2016 be accepted as circulated.

**Carried**

**Delegation:** Corporate Challenge (John Mackey was not present)

The Committee spokesperson Brian Noble on behalf of the Grand Forks Curling Club would like to present a Kootenay Boundary Corporate Challenge in 2017 for a two week period in September/October where a company/businesses & corporations that employ a number of people to have a fun team building event. The Curling Rink would be one site and many other facilities could participate as well.

**Election of Officers:** Gene Robert expresses his gratitude for his time as a chairperson for the past 6 years and noted that Cindy Strukoff and Ken Johnston also served 6 years on the Recreation Commission and respected the hard work that was provided by them and the efforts of the recreation commission as a whole. Gene Robert called for nominations from the floor for Chairperson and Vice Chairperson:

3. M/S Brian Noble/Julia Butler that Dean Engen be nominated and accepted the Chairperson position for 2017.

**Carried**

4. M/S Julia Butler/ Terry Doody that Brian Noble be nominated and accepted the Vice-Chairperson position for 2017.

**Carried**

Gene Robert informed the members that the 2015-2017 term is up and requested each member to let their name stand for another term (January 2017-January 2019). The following will names will be forwarded to the Regional Board of Directors to be appointed to the Grand Forks & District Recreation Commission for the 2017-2019 term.

- 1) Dean Engen
- 2) Terry Doody
- 3) Brian Noble
- 4) Nigel James
- 5) Eric Gillette

Gene Robert removed himself from the meeting.

Staff will place an advertisement for more volunteers to join the Grand Forks & District Recreation Commission.

**Business Arising from the Minutes:** None

**Correspondence:**

- Phoenix Mountain Statement of Operations - received for information
- Compliments to the Grand Forks Aquatic – received for information

**Financial Plan –**

- 2017 Financial Plan Services Narratives-Received for Information
- YTD-2016 Income Statements-RDKB- Received for Information
- YTD-2016 Revenue Report-GFREC- Received for Information
- Pool Pass Sale Report- Received for Information
- YTD-Arena Drop In Revenue/Attendance Report- Received for Information
- YTD-Aquatic Membership/Drop In Monthly Comparison Report- Received for Information
- Aquatic November/December Actual Report- Received for Information

**Old Business-**

- Sponsorship Swim Letter – Reviewed and will proceed with meeting with various business/companies to sponsor.
- 3 month membership pass – Effective January 1, 2017, passes are now being purchase.
- Aquatic Centre Pool Deck Surface: Notification received for a successful grant application.

**New Business-**

- Bylaw 946-Review: A copy of the bylaw was distributed to the members.

5. **M/S Eric Gillette/ Julia Butler that staff research and provide copies of other BC regional districts recreation commissions for comparison purposes on the responsibilities of recreation commissions.**

- **Invitation to Quote-Gasfitting/Plumbing/Electrical Services.**  
Received for Information that Romaine Industries will receive first call on Gas Fitting/Plumbing needs in 2017 and that Boundary Electric will be first call for any electrical needs in 2017 for the Aquatic Centre and Jack Goddard Memorial Arena.

**Usage Stat Report:**

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

**Recreation Program**

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

**Round Table**

- **School District #51- N/A**
- **Library and Arts Societies-N/A**
- **Recreation and Culture Committee of City Council** – highlighted that there will be follow up with the City and RDKB through the Chief Administration Officers on the formation of a Recreation and Culture Committee of City Council with the City of Grand Forks.
- **Community Members at Large- N/A**

**Other Business Arising from the Floor:** N/A

Moved by Julia Butler that the meeting be adjourned

**Carried**

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

\_\_\_\_\_  
Dean Engen, Chairperson

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

Monday, February 6, 2017 at the RDKB Office, Trail, BC commencing at 7:00 p.m.

**PRESENT:** Richie Mann, Chair, Mary MacInnis, Graham Jones, Henk Ravestein, Grant Saprunkoff, Mike Beetstra, Fern Acton.

**ABSENT:** Trinda Ross.

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

**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**

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

It was moved by Mary and seconded by Graham that the February 6, 2017 Electoral Area 'B'/Lower Columbia-Old Glory APC agenda be adopted.

**4. ADOPTION OF MINUTES**

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

**5. DELEGATIONS**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**A. Rene Unser**

**RE: Front-Counter BC Licence of Occupation**

RDKB File: B-24

Broken Goat Trail Race. First there are two different dates as to when this event is taking place. On page 2 under proposal it indicates July 16, 2017, then on Broken Goat Trail Running Race 2017 Management Plan it shows July 15, 2017.

Richie Mann received a letter from Rick Fillmore on behalf of the Trail Wildlife Association. They oppose the number of runners taking part in this event as it disturbs the flora, fauna and wildlife in the area.

They feel that an Environmental Review undertaken by the Ministry to address present and future use of the area. They would like to be involved in decisions made to this application.

The applicant has requested that this proposal be for up to 10 years. At this time, we do not support that length of time (10 years) rather a shorter term and there needs to be more consultation. We don't know what the long term plan is, could it become a 4 day, 6 day race?

Are there litter receptacles every so many kilometers, and the same for porta potties. You say they are at the start area but perhaps there could be a few more.

Recommendation:

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

2. Supported with above stated conditions:

**B. Anita Arleen LaFrance**

**Agent: Jerome Hango, Hango Land Surveying Inc.**

**RE: MOTI Subdivision**

810-16<sup>th</sup> Avenue, Genelle

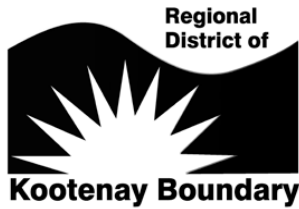
RDKB File: B-2404-06219.002

Discussion was held on this and we feel they can go ahead so long as all of the building setbacks are in compliance.

Recommendation:

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

1. Supported (with stated reasons as above)



## ELECTORAL AREA 'C'/CHRISTINA LAKE

### ADVISORY PLANNING COMMISSION

## MINUTES

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

**PRESENT:** Peter Darbyshire, David Durand, Phil Mody, Terry Mooney, Butch Bisaro, Jeff Olsen, Dave Bartlett, Ken Stewart

**ABSENT:** Jennifer Horahan

**RDKB DIRECTOR:** Grace McGregor

**RDKB STAFF:**

**GUESTS:** Dr. Bob Lewis

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#### 1. CALL TO ORDER

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

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

The February 7, 2017 Electoral Area 'C'/Christina Lake APC agenda be adopted.

Phil/Pete motion approved.

#### 3. ADOPTION OF MINUTES

The January 3, 2017 Electoral Area 'C'/Christina Lake APC minutes be approved.

Jeff/Phil motion approved.

#### 4. DELEGATIONS

None

#### 5. OLD BUSINESS

None

**6. NEW BUSINESS**

- A. Robert & Laura Lewis**  
**RE: Zoning Amendment**  
1875 Bakery Frontage Road  
RDKB File: C-750-04060.005

Discussion/Observations:

No opposition. Unanimous support.

Recommendation:

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

- B. BC Timber Sales**  
**RE: Operating Plan for Cut Blocks**  
Stewart Creek geographic area, west of Christina Lake  
RDKB File: B-54

Discussion/Observations:

APC on behalf of the community would like to know who is responsible for monitoring erosion, setbacks from streams and water courses, setbacks from recreation sites and lake & silviculture.

Recommendation:

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.

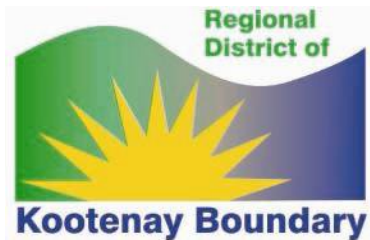
**7. FOR INFORMATION**

None

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:45 p.m.





## ELECTORAL AREA 'D'/RURAL GRAND FORKS

### ADVISORY PLANNING COMMISSION

## MINUTES

Tuesday, February 7, 2017 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

**PRESENT:** Edith MacAllister, Werner Behrens, Christie Wheaton

**ABSENT:** Deb Billwiller, Lesley Matthews

**RDKB DIRECTOR:** Roly Russell

**RDKB STAFF:**

**GUESTS:**

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#### 1. CALL TO ORDER

The meeting was called to order at 7:00pm.

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

It was moved and seconded that the October 4, 2016 Electoral Area 'D' APC agenda be adopted, with the addition of a new Item 3: election of Chair, Vice-Chair, and Secretary.

Mover: MacAllister, S: Wheaton

#### 3. ELECTION OF CHAIR, VICE-CHAIR, and SECRETARY

- 1) Election of the chair. Edie MacAllister (M: Behrens, S: Wheaton)
- 2) Election of the vice chair. Christie Wheaton (M: MacAllister, S: Behrens)
- 3) Election of the secretary: Deb Billwiller (M: MacAllister, S: Wheaton) Note: Deb had communicated prior to the meeting that she would let her name stand for secretary.

#### 4. ADOPTION OF MINUTES

It was moved (Behrens) and seconded (Wheaton) that the January 3, 2017 Electoral Area 'D' APC minutes be adopted.

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Electoral Area 'D'/Rural Grand Forks APC Minutes  
February 7, 2017  
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5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

A. **Ed Matthews**

**RE: Front Counter BC Referral – Goat Mountain Trails**

**Unsurveyed Crown Land, vicinity of Grand Forks Golf Course & Goat Mountain**

**RDKB File: D-6**

Discussion/Observations:

There was conversation and general consensus regarding the value in signage on a trail such as this, in communicating the level of difficulty of the trail as well as the restriction to the use of the trail by hikers.

**Motion to support: The APC supports this proposal, recognizing the value of signage to indicate the level of difficulty of the trail, and further that support is contingent on it remaining a hiking trail only, at no more than 2m wide.**

**M: Behrens S: Wheaton.**

B. **BC Timber Sales**

**RE: Operating Plan 12 for Cut Blocks**

**North Granby, Rock Candy, & North Gloucester geographical areas in Area D**

**RDKB File: B-54**

Discussion/Observations:

The committee appreciated the efforts of BCTS in extending the offer for input on these operational plans.

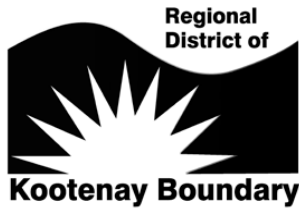
There was a general concern noted regarding the adherence to appropriate riparian buffer widths, especially, for specific example, along proposed blocks in the North Granby maps.

Likewise, there was a general concern noted for respect for and management practices that would be used within wildlife corridors (e.g. WTRA), specifically in the North Granby layouts.

There was some concern about the fact that the updated maps provided in our agenda (A93591 Cut Blocks 3 & 4 Amended) are not represented in either the kmz files nor the .pdf files currently online for input. The amended maps provided addressed a number of concerns that were noted in the original layouts.

It was noted that the provision of kmz files is an extremely helpful step, on behalf of BCTS, in efforts to decrease obstacles to genuine public consultation. This was appreciated.

7. **Adjournment:** the meeting was adjourned at 8:12, by Behrens.



**ELECTORAL AREA 'E'/WEST BOUNDARY**

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Monday, February 6, 2017 at the Rock Creek Medical Centre, commencing at 6:00 p.m.

**PRESENT:** Fred Marshall - Chair  
Harald Zinner - Secretary  
Michael Fenwick-Wilson, Grant Harfman, Jamie Haynes, Florence Hewer, Lynne Storm

**ABSENT** with  
notification:

**Absent** without  
notification

**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 and seconded (Michael/Florence) that the February 6, 2017 Electoral Area E' APC agenda as amended be adopted. It was carried.

Amendments were four additions to the 'Old Business':

- Update on the Vaagen/additional dry kiln proposal of January 17, 2017.
- Ministry/BCTS representation to RDKB on Williamson Lake.
- Additional information regarding the Gary Sigmund, re; ALC Non-farm Use, 3255 Highway 3 property provided by Director to Council.
- Selection of a vice-chair.

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Electoral Area E' APC Minutes  
February 6, 2017  
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**3. ADOPTION OF MINUTES**

It was moved and seconded (Harald/Lynn) that the January 3, 2017 Electoral Area E' APC minutes be adopted. It was carried.

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

**5. OLD BUSINESS**

1. Vaagen dry kiln proposal: The Director advised that the RDKB Board recommended that no permit to construct another dry kiln unit be approved until the old wood/dirt waste piles have been cleaned up and brought into compliance with the existing permit. Discussion was also around using these waste materials for co-gen electricity.
2. Representation to the District: It was noted that BCTS requested to meet with the RDKB Board to discuss proposed logging at Williamson Lake. Thone Lake was not discussed. BCTS brought a more conciliatory report to operate differently in future including developing an improved protocol regarding public/stakeholder involvement in their proposed operating plans.
3. Additional comments to the minutes: The director reported that she was requested by RDKB Board of why in the Gary Sigmund proposal area to the north of its current developed trailer park spots was not to be expanded. She reported that no information on how close to a river's edge had been provided. District staff advised Council that there could be no development within 30 metres of the river's edge.
4. Vice-chair: The APC asked Grant Harfman to be the vice-chair. He accepted.

**6. NEW BUSINESS**

**A. Roy & Violetta Neigum**

**RE: MOTI Subdivision**

5894 and 5888 Fifth Street, Beaverdell

RDKB File: E-1545-00119.010

Discussion/Observations:

There were no objections to this proposal.

Recommendation:

It was moved, seconded and carried that this proposal be supported. (Florence/Michael)

**B. Pamela Storie****RE: ALC Subdivision**

3215 Highway 3

RDKB File: E-514-03129.005

## Discussion/Observations:

- It was noted that this land is good/viable farmland and has recently been farmed for several years.
- It was noted if this parcel of land was to be subdivided, it would be very difficult to farm physically and economically. Also, allowing the subdivision would likely result in a large component of land being occupied by a large home site footprint with the inherent loss of a large portion of the farmable land.

## Recommendation:

It was moved, seconded and resolved (Jamie/Grant) that the APC recommends to the Regional District that the subject Development Application be not be supported as valuable farmland could be lost.

**C. Kettle River Concrete****RE: ALC Exclusion**

1575 Myers Creek West Road

RDKB File: E-2455-03065.050

## Discussion/Observations:

- This land had been used as a gravel pit for a concrete plant in the past. That owner went bankrupt.
- It was noted that the best use for this land was as a gravel pit.
- It was noted that although the ALC could approve the use of this land as a gravel pit. Once all the gravel has been removed, the ALC would require the land to be reclaimed.
- The owner of Cannon Excavation and Concrete located in Rock Creek supports this proposal as he indicated that he is about to retire and close his plant.
- It was noted that it would be valuable to have a concrete plant in the Rock Creek/Kettle Valley area as the nearest concrete plants are in Grand Forks and Osoyoos.
- Concern was raised about retaining the trees up to about 20 metres from the highway. This would provide a visual and sound barrier. It was further noted that there was a berm against the highway side that has the trees on it.

## Recommendation:

It was moved, seconded and resolved (Jamie/Michael) that the APC recommends to the Regional District that the subject Development Application be supported with the condition that a berm with the trees adjacent to the highway be retained.

**D. Brian & Donna Scott****RE: ALC Exclusion**

1775 Hulme Creek Road, Rock Creek  
 RDKB File: E-1145s-04621.200

## Discussion/Observations:

- It was noted that most of Hulme Creek road is already subdivided.
- It was also noted that all the agricultural land would be in the proposed parcel to be subdivided. Consequently, no agricultural land would be lost.
- It was noted that with no Official Community Plan, piecemeal approval of subdivisions could over time create a haphazard development 'plan'.
- Concerns were noted regarding more wells being developed in the Hulme Creek area that the aquifer could be depleted significantly.

## Recommendation:

It was moved, seconded and resolved (Florence/Jamie) that the APC recommends to the Regional District that the subject Development Application be supported as it is in an area that is already mainly subdivided and no farmland in the ALR will be lost.

**E. Regional District of Okanagan Similkameen****RE: OCP Bylaw Review**

RDKB File: O-2

## Discussion/Observations:

- It seemed that this item was for information purposes as five areas in the RDOS border RDKB.
- This proposal would not have any direct impact on RDKB.
- It was felt that the concept of its Biodiversity Development Strategy was worthwhile. However, it was noted that for implementation of such a strategy, a District should have a well-qualified staff person to oversee any such implementation as well as having an appeal process on any decision(s) made.

## Recommendation:

It was moved, seconded and resolved (by consensus) that the APC recommends to the Regional District that the subject Development Application be accepted as information as it appeared that it would not have any negative impact on RDKB.

**F. BC Timber Sales****RE: Operating Plan 12 for Cut Blocks**

Losthorse, Nevertouch, and Goatskin areas  
 RDKB File: B-54

## Discussion/Observations:

- It was noted that logging around Nevertouch Lake including up to the lakeshore had to be done as a fire had gone through the area and burnt all the trees. To have dead trees fall into the lake was not seen as a viable alternative. Currently, regeneration over the logged area around the lake is well established.
- Several concerns as follows were raised:
  - There was no total road plan including inbloc, out of bloc and total plan including length and width of all roads, existing and planned. This would include permanent, temporary and spur proposed roads. It appears that the road plan may be developed by private contractors.
  - There was no plan of what would happen to the proposed roads upon logging completion such as maintaining, deactivating and/or rehabilitating roads and a timeline to do this.
  - There was no mention of the volume of logs to be harvested within the plan period of four years.
  - Concern was raised about the proposal giving contractors four years to complete the logging. It was felt that there should be a maximum of only two years.
  - It appeared that road construction and disposition would be left up to private contractors.
- It was also suggested that in future submissions, BCTS provide RDKB with the following information by Sale:
  - Road lengths
    - Outside of block
    - Inside of block
    - Total lengths
  - Road standards (width, ditch or not, drainage structures, etc.)
  - Which roads are to be permanent and a firm statement regarding who will maintain them – ad infinitum.
  - Which roads are to be temporary and fully rehabilitated.
  - When would the rehabilitation be done.
  - An electronic google earth map of the proposed development including existing roads and planned new roads etc. as was recently done.
  - One hard copy of the relevant maps at a scale of 1:15,000 be provided to the RDKB prior to the regular APC meetings as was recently done.

## Recommendation:

It was moved, seconded and resolved (Jamie/Florence) that the APC recommends to the Regional District that the subject Development Application not be supported as there is insufficient information as follows:

- Need a total road plan including inbloc and out of bloc roads their length and final disposition upon completion of logging. This would include which roads would remain permanent and which could be deactivated and rehabilitated and over what timeframe.
- The time frame should be no more than two years not four years.
- Provide information of approximately total volume of logs to be harvested.



- Clearly indicate that the road plan will be developed, implemented and administered by BCTS not private contractors.

It was noted that the principles in the above recommendation should apply to any company planning to do logging operations in the Regional District Kootenay/Boundary not just BCTS.

#### **G. Golden Dawn Minerals Inc.**

##### **RE: Ministry of Environment Permit Referral**

Lexington-Grenoble Mine, southeast of Greenwood

RDKB File: E-1161-04634.000

##### Discussion/Observations:

- Concern was raised about the volume of water that would be discharged. This could create a situation of potentially creating unstable terrain with subsequent landslides.
- Concern was raised about the potentially negative impact of residents in the USA downstream from the discharge area.
- It was not clear what the level of contaminants would be once the discharge would be in full production and how this would be monitored.
- Would there be contingency plans to mitigate unsafe levels of contaminants especially the heavy and toxic substances such as mercury and lead.
- It was noted that BC Environment would be monitoring the mine activities.

##### Recommendation:

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

- Ensure that clean water be discharged. This would mean have an independent third party test the water discharge at least once every month and more often if deemed necessary.
- Develop a contingency plan to 'clean' and or stop the discharge in the event of high levels of contaminants are detected.
- Ensure that with a large volume of discharge no dangerous environmental situation like landslides could occur.
- Hire a geotechnical engineer to evaluate the downstream terrain and determine the risk of a landslide occurring with the added volume of water to be discharged.

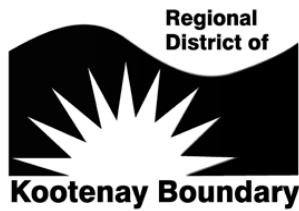
It is assumed that appropriate communications will occur between Canada and the USA regarding this new water flow.

#### **7. FOR INFORMATION**

No additional information was provided.

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 8:07 pm.



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

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Tuesday, February 7, 2017 at the Big White Ski Patrol Hut, commencing at 5:00 p.m.

**PRESENT:** Deb Hopkinson, Jude Brunt, Gerry Molyneaux, John Lebrun, Cat Schierer

**ABSENT:** Paul Sulyma

**RDKB DIRECTOR:** Vicki Gee, by telephone

**RDKB STAFF:**

**GUESTS:** Dennis Skuter applicant, by telephone re Strata Conversion

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**1. CALL TO ORDER**

The meeting was called to order at 4:08 p.m.

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

It was moved and seconded that the February 7, 2017 Electoral Area 'E' APC agenda be adopted, with the addition of LCB process to New Business

**3. ADOPTION OF MINUTES**

It was moved and seconded that the January 3, 2017 Electoral Area 'E' Big White Advisory Planning Commission minutes be adopted.

**4. DELEGATIONS**

**5. OLD BUSINESS**

Question from John Lebrun re: status of Sessions LCB application, Vicki Gee answered that it was not approved by the RDKB board.

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Electoral Area Big White APC Minutes  
February 7, 2017  
Page 1 of 3

## 6. **NEW BUSINESS**

### A. **Mountain Sky Properties (Stonegate Resort and Spa)**

#### **RE: Strata Conversion**

Lot A, DL 4109S & 4203, SDYD, Plan KAP 72031

RDKB File: BW-4109s-07909.051

#### Discussion/Observations:

Why is it necessary to have a strata conversion, what triggered it?

Answer from Mr. Skuter, it is a timing issue after Phase 1 and Phase 2 the economic climate caused the development to put Phase 3 on hold. So with the restart of Phase 3 it was necessary to come back to the strata process.

The APC supports the strata conversion.

#### Recommendation:

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

### B. **BC Timber Sales**

#### **Re: Operating Plan #12**

#### **Nevertouch Lake area**

RDKB File: BW-B-54

#### Discussion/Observations:

We understand that there are some significant wetland areas in the Nevertouch Site location, so we have concerns for the watershed.

The Nevertouch area is visible to Big White riding Bullet Chair looking to the riders right. One of our concerns is for the viewscape.

Secondly Big White Ski Resort should be consulted as it might impact future development in this area, as we believe that this area is included in the resorts Master Plan.

Vicki Gee explained that the Timber companies and Ministry of Forests are making an effort to develop processes for better public consultation, and we appreciate that.

Recommendation:

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

1. Not Supported (Concern for Watershed protection, the view from the ski resort, and it will be necessary for BC Timber Sales to consult with Big White Ski Resort)

**C. Provincial Referral – LCLB**

**RE: Permanent change to Liquor License for Black Diamond Bar & Grill**

Discussion:

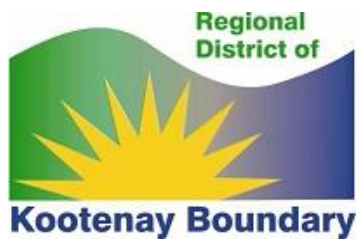
The change from 11:00 am to 9:00am will not negatively affect the community as this license is already in place in most of the other restaurants in the community.

Recommendation:

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

**7. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 5:00 p.m.



## STAFF REPORT

**Date:** 26 May 2016 **File**

**To:** **Chair Rotvold and Members of the Protective Services Committee**

**From:** Dan Derby, Deputy Regional Fire Chief/Emergency Program Coordinator

**Re:** Regional District Kootenay Boundary Fire Departments Service Level Policy

### Issue Introduction

A staff report from Dan Derby, Deputy Regional Fire Chief/Emergency Program Coordinator regarding a new policy establishing Regional District Kootenay Boundary fire departments service levels.

### History/Background Factors

The British Columbia *Structure Firefighter Competency and Training Playbook* (the Playbook) requires Authorities Having Jurisdiction (AHJ) over fire services to declare its firefighting service level(s), which in turn determines the training competencies that must be met by the fire services for which it is responsible.

### Implications

The Playbook standard outlines the minimum competencies which are drawn from the NFPA standards. The declared service level must be established as formal policy for departments (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate service level for its fire service should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;
- the realities of the community in terms of demographics, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen service level.

**Advancement of Strategic Planning Goals**

Exceptional cost effective and efficient services - ensure responsible and proactive funding for core services.

**Background Information Provided**

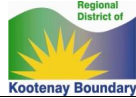
NA

**Alternatives**

1. Forward to the Policy, Executive and Personnel Committee for approval.
2. Provide staff direction.

**Recommendation(s)**

That the Committee of the Whole (Protective Services Committee) forward the Fire Department Service Levels Policy to the Policy, Executive and Personnel Committee for approval.



**POLICY TITLE: Fire Departments Service Levels**

**APPROVAL DATE:**

**DATE OF REVIEW:**

**Authority and Application**

This Service Level Policy has been established by the Regional District Kootenay Boundary (RDKB) in accordance with the requirements of the Office of the Fire Commissioner of British Columbia *Structure Firefighter Competency and Training Playbook* (the Playbook), pursuant to the Regional District's authority under the necessary service establishment bylaws. This Service Level Policy applies to and is binding on the Regional District's fire departments and their individual members. It shall form the basis of each department's training of its members and related operational planning for fire suppression and emergency response activities.

The RDKB authorizes fire protection services within the Regional District's specified fire protection service areas. These are essential public safety services that make provision for responding to fire, rescue, emergency situations and the delivery of fire prevention and public education.

This policy applies to Beaverdell Fire Department, Big White Fire Department, Christina Lake Fire Rescue and Kootenay Boundary Regional Fire Rescue.

**Definitions**

**Exterior Operations** – where a fire department does not undertake interior attack or rescue operations on a fire-involved structure or object, or operate in an environment that is “immediately dangerous to life and health”.

**Interior Operations** – where a fire department, in appropriate circumstances, will enter a fire-involved structure or object to undertake fire suppression activities or conduct rescue operations. Interior operations by these departments are generally to be limited to smaller structures, such as single family dwellings and vehicles, except where specific hazard assessments and planning have been undertaken in respect of more complex risks.

**Full Service** – a full service department is equipped, staffed and trained to provide a full spectrum of fire suppression services.



**Guideline**

The British Columbia Fire Service Minimum Training Standards identifies three service level options that fire departments may provide, which are: Exterior Operations Level; Interior Operations Level; and Full Service Operations Level. Further, it requires that each authority having jurisdiction must carefully examine what level of service its fire departments are mandated to provide, and then meet the appropriate training and operations identified for that level. The Regional District, as the authority having jurisdiction, is responsible for ensuring compliance with the minimum standards established by the provincial standard.

The Regional District authorizes its fire departments to provide the following levels of service.

- |  |                                 |
|--|---------------------------------|
| • Beaverdell Fire Department             | - Exterior Operations Level     |
| • Big White Fire Department              | - Full Service Operations Level |
| • Christina Lake Fire Rescue             | - Interior Operations Level     |
| • Kootenay Boundary Regional Fire Rescue | - Full Service Operations Level |

**Responsibilities**

The Regional District's Fire Chiefs will ensure levels of service are adhered to and that the fire fighters providing the services are competent. The Regional District Board will review and approve service levels periodically. This policy is required to meet the intent of Worksafe BC Occupational Health and Safety requirements and Office of the Fire Commissioner Fire Service training standards, pursuant to the Fire Services Act of British Columbia as they are updated from time to time.

It should be noted that this policy does not require that fire departments have every member trained up to the stipulated service level. There always will be situations where new members either are not considered qualified by the particular department (i.e., are undergoing recruit training, even if they are fully NFPA 1001 FFII qualified) or are starting off as new recruits requiring training. Additionally, in some departments, certain members provide only support services or otherwise limit their emergency scene activities.

**Limitations on Services Provided**

- a) In relation to any particular incident response, the department shall undertake only those emergency response activities for which it's responding. Members at the incident are properly trained and equipped; and
- b) The Fire Chief may determine to limit the fire suppression activities of the department to a lower Service Level in circumstances where, because of turn-over in Members or for other reasons, in the Fire Chief's view the department should suspend undertaking interior fire attack or rescue operations.

- c) Where the Fire Chief has made a determination as identified above, he or she shall immediately inform the Regional District, including the reasons for the decision. The Fire Chief may elect to recommence providing their authorized level of service when he or she considers it warranted, and shall inform the Regional District when making such decision.

Extra training and certification may be required over and above the requirements of the British Columbia Fire Service Minimum Training Standards. Depending on the public safety services the fire departments provide, training and certification may be required in the following;

- Emergency Medical Services
- Technical Rescue Services (i.e. Auto Extrication, Water/Ice Rescue and High/Low Angle Rope Rescue...)
- Wildland/Urban Interface Firefighting
- Hazardous Materials Response
- Confined Space Rescue

#### **Operational Guidelines, Records and Compliance**

The departments shall:

- a) develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
  - i. which set out the conditions to be considered by an incident commander before an interior attack or rescue is undertaken; and
  - ii. which identify any hazards within the department's fire suppression area in respect of which the department will not undertake interior operations;
- b) maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained and otherwise as required by the Workers Compensation Act (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
- c) Report annually to the Regional District on the department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.

#### **Policy Amendment**

This Service Level Policy shall be reviewed as required by the Regional District with the Fire Chiefs. It will be amended as determined appropriate by the Regional District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.



**POLICY TITLE: Fire Departments Service Levels**

**APPROVAL DATE:**

**DATE OF REVIEW:**

**Authority and Application**

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**Full Service** – a full service department is equipped, staffed and trained to provide a full spectrum of fire suppression services.

## ITEM ATTACHMENT # C)

**Guideline**

The British Columbia Fire Service Minimum Training Standards identifies three service level options that fire departments may provide, which are: Exterior Operations Level; Interior Operations Level; and Full Service Operations Level. Further, it requires that each authority having jurisdiction must carefully examine what level of service its fire departments are mandated to provide, and then meet the appropriate training and operations identified for that level. The Regional District, as the authority having jurisdiction, is responsible for ensuring compliance with the minimum standards established by the provincial standard.

The Regional District authorizes its fire departments to provide the following levels of service.

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| • Kootenay Boundary Regional Fire Rescue | - Full Service Operations Level |

**Responsibilities**

The Regional District's Fire Chiefs will ensure levels of service are adhered to and that the fire fighters providing the services are competent. The Regional District Board will review and approve service levels periodically. This policy is required to meet the intent of Worksafe BC Occupational Health and Safety requirements and Office of the Fire Commissioner Fire Service training standards, pursuant to the Fire Services Act of British Columbia as they are updated from time to time.

It should be noted that this policy does not require that fire departments have every member trained up to the stipulated service level. There always will be situations where new members either are not considered qualified by the particular department (i.e., are undergoing recruit training, even if they are fully NFPA 1001 FFII qualified) or are starting off as new recruits requiring training. Additionally, in some departments, certain members provide only support services or otherwise limit their emergency scene activities.

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- c) Where the Fire Chief has made a determination as identified above, he or she shall immediately inform the Regional District, including the reasons for the decision. The Fire Chief may elect to recommence providing their authorized level of service when he or she considers it warranted, and shall inform the Regional District when making such decision.

Extra training and certification may be required over and above the requirements of the British Columbia Fire Service Minimum Training Standards. Depending on the public safety services the fire departments provide, training and certification may be required in the following;

- Emergency Medical Services
- Technical Rescue Services (i.e. Auto Extrication, Water/Ice Rescue and High/Low Angle Rope Rescue...)
- Wildland/Urban Interface Firefighting
- Hazardous Materials Response
- Confined Space Rescue

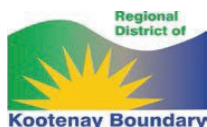
#### **Operational Guidelines, Records and Compliance**

The departments shall:

- a) develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
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  - ii. which identify any hazards within the department's fire suppression area in respect of which the department will not undertake interior operations;
- b) maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained and otherwise as required by the Workers Compensation Act (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
- c) Report annually to the Regional District on the department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.

#### **Policy Amendment**

This Service Level Policy shall be reviewed as required by the Regional District with the Fire Chiefs. It will be amended as determined appropriate by the Regional District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.



## Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	School District #20		
Address	2001 Third Avenue Trail BC		
Phone No.	250-368-2226	Fax No.	250-364-2470
Email Address	natalieverigin@sd20.bc.ca		

Director(s) in Support  
Of Project

Area

Amount Required

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

- ☒ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

Do you have the land owner's written approval to complete the works on the land(s)?

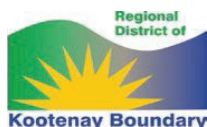
- ☒ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: admin@rdkb.com · web: rdkb.com





**Application Contents – must include all of the following:**

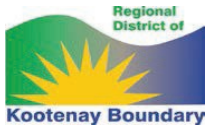
1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

FES PAC is excited to announce a new school ground improvement project. The project name is "LEAP" – Learn, Explore, Active, Play. The project will encompass all aspects of this theme. The vision is to not only replace some of the existing play structures but also to create a school ground with input from the student body, parents, teaching staff and community. The LEAP project will look at all aspects of the school grounds to enhance the daily school experience for children during school and afterschool hours. Another major target would be providing students that have disabilities at our school or in the community, now or in the future, an accessible and inclusive playground that will give them the opportunity to participate in play with their peers, creating social and physical benefits. FES is located centrally in our community and the intent is to create a special outdoor space to be used to promote outdoor play and learning.

The LEAP Project is the installation of a new schoolyard playground for FES students and children in the surrounding community. Currently, the only year round accessible park, is located at Fruitvale Elementary school. There are no other year round, accessible or inclusive playgrounds for children and their families; our local parks close down for the fall, winter and spring months. Due to current safety standards, the entrance of the school (student bus drop off), staff parking was relocated to a 3000sq ft portion of student playground. Two playground structures that were deemed unsafe by the school district (through an audit) were removed and a chain link fence was installed for the new parking area. As a result, students of FES lost not only play structures but also an area that was used for play. The primary playground at FES is now being used by 150 students. The foundation of the playground structure is not up to current safety standards.

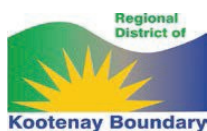
In working with SD #20 Maintenance, we are approved for a structure installation for the Summer of 2017. The installation will take place upon the summer closure, approximately July 2017. There will be a 3-4 day ground preparation, followed by 3-4 day community installation with Habitat playground systems and SD #20.



#### 1.1 Project Impact:

Currently FES is the second largest elementary school in the district. It is centrally located in the village of Fruitvale and the school yard is used year round by members of the community. The new playground area would enhance the village by having a safe, accessible, nature inspired, multi-age play structure. A place for friends and families to gather in a safe environment year round. The real impact would be the sustainability of this project for the school and entire community which would be a hub for the educational and social start to our children's lives. This would be a place where the students want to be to learn, explore, be active and play hard. High quality schoolyards contribute to community vitality. They provide readily available green space, encourage active play and an enjoyable gathering space for residents within our community.





### 1.2 Project Outcomes:

As of the 2011 Census there were 315 children under the age of 14 living in the community. Since then, School District 20 has indicated that district student population numbers are on the rise and this can be seen in the increase in the FES student population (310 students in 2015/2016) as compared to 346 students at the start of the 2016 school year. This will be the major target demographic in our community.

Another major target would be providing students that have disabilities at our school or in the community, now or in the future, an accessible and inclusive playground that will give them the opportunity to participate in play with their peers, creating social and physical benefits. In addition to wanting to provide an inclusive playground, the school grounds are a gateway to the downtown area as well as the other side of the valley. Many members of the community pass through the school to access downtown core, other recreational facilities, churches, library and senior facilities. Improvement to the grounds such as proper pathways, safe and secure accessibility would benefit ALL members of the community.

In terms of sustainability, high quality schoolyards contribute to community vitality. They provide readily available green space, sun, shade and enjoyable natural habitats for residents within walking distance. Schools are important as community parks, community gardens and neighbourhood gathering places. Elementary schoolyards are a feature of most neighbourhoods. They often serve as centers for civic life and can be valuable community assets. They invite use after school and weekends, providing public outdoor space for children, teenagers and neighbours of all ages.

### 1.3 Project Team and Qualifications:

Natalie Verigin: School District 20 Secretary-Treasurer (Western Safety Rep)  
Heather Simm: Manager of Operations School District 20(FES PAC)  
School District 20 Maintenance Team (FES and Community Volunteers)  
Steve Doyle: Habitat Playground Systems - Building Development Manager  
Habitat Playground System Installer Representative

## 2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

Items	Details	Cost (\$)
Habitat Playground Equipment	as per quote received and dated November 1, 2024	\$ 107, 517.76
Supervision of Installation	as per quote received and dated November 1, 2024	\$ 6, 285.30
Supply and Install of Poured Concrete	as per quote received and dated November 1, 2024	\$ 47, 628.00
SD 20 Maintenance prep	removal of old structure and prep of site	\$ 15, 000.00
	<b>Total</b>	<b>\$ 176, 431.06</b>

## Additional Budget Information

Current FES PAC Anticipated Fundraising Amounts \$15, 000.00  
 Pending Grant Applications \$138, 814.00  
 ATCO Corporate Donor \$20, 000.00  
 GST Rebate \$5, 009.39

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

## Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
<i>N. Verigin</i>	<i>Natalie Verigin</i> <i>Secretary Treasurer</i>	<i>Jan. 19, 2017</i>

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
 Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
 Email: admin@rdkb.com · web: rdkb.com

## Additional Budget Information

Current FES PAC Anticipated Fundraising Amounts \$15, 000.00  
 Pending Grant Applications \$138, 814.00  
 ATCO Corporate Donor \$20, 000.00  
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In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date

## **SCHEDULE B- Eligible Costs for Eligible Recipients**

### **1. Eligible Costs for Eligible Recipients**

#### **1.1 Project Costs**

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. training directly related to asset management planning; and,
  - iii. long-term infrastructure plans.

##### **1.1.1 Employee and Equipment Costs**

Employee or equipment may be included under the following conditions:

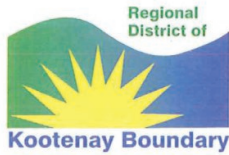
- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Costs for Eligible Recipients**

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.



From the desk of:  
 Ali Grieve,  
 Director-Electoral Area 'A'  
 2057 Old Salmo Road  
 Fruitvale, BC V0G 1L1  
 250-367-6521  
 aligrieve@telus.net



January 12, 2017

Tire Stewardship BC  
 Community Grant Program

**Re: School District #20-Fruitvale Elementary School Parents Advisory  
 Learn, Explore, Active, Play (LEAP) Project**

As the Director for the Regional District of Kootenay Boundary, Electoral Area 'A', I am pleased and excited to write this letter in support of School District's 20 application to Tire Stewardship BC's Community Grant program for a grant that if successful, would assist with the Fruitvale Elementary School Parents Advisory's LEAP school ground improvement project.

Upon completion, the project will improve daily school experiences and enhance involvement in recreational activities for children during school hours and afterschool hours. Further, by incorporating wheelchair accessibility this project will also provide not only students, but all other playground users with disabilities an accessible and embracing playground environment that will allow them to participate in activities and recreate with their peers thus creating social and physical benefits.

This is a critically needed new playground for Beaver Valley children who have already demonstrated their own commitment with the fundraising that they have undertaken to date.

Thank you for your consideration.

Yours truly, -

A handwritten signature in black ink that reads "A. Grieve".

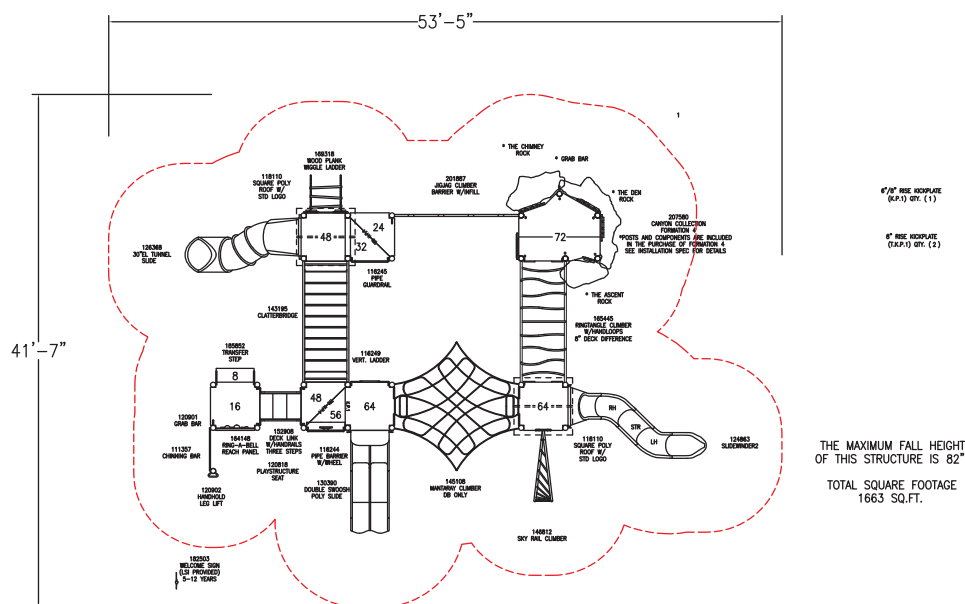
Ali Grieve,  
 Director, RDKB Electoral Area 'A'

"The contents of this correspondence and any views presented are those of the writer and may not reflect the positions of the Regional District of Kootenay Boundary"









TOTAL ELEVATED PLAY COMPONENTS	13		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	8	REQUIRED	7
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED	4

THE MAXIMUM FALL HEIGHT  
OF THIS STRUCTURE IS 82"

TOTAL SQUARE FOOTAGE  
1663 SQ.FT.



The play components identified on this plan are IPED® certified. (Unless model number is preceded with \*) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit [www.ipeds.org](http://www.ipeds.org)

THIS PLAY AREA & PLAY EQUIPMENT IS  
DESIGNED FOR AGES 5-12 YEARS  
UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISIONS). THE SURFSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY, IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

DESIGNED BY:

COPYRIGHT: 7/7/16  
LANDSCAPE STRUCTURES, INC.  
801 7th STREET SOUTH - P.O. BOX 106  
DELAKE, MINNESOTA 56328  
PH: 1-800-338-0035 FAX: 1-763-872-8081

Date	Previous Drawing #	Initials
------	--------------------	----------



PlayBooster®  
(5-12 years)

Fruitvale Elementary School

## Landscape Structures

SYSTEM TYPE:

## Playbooster

DRAWING #:  
85580-1-2



**FES 2017 Playground Project  
Budget  
as of November 30, 2016**

<u>Anticipated Project Costs:</u>		<u>GST @ 5%</u>	<u>PST @ 7%</u>	<u>TOTALS</u>
1 Habitat Playground Equipment (as per quote received dated Nov 7 2016 # 85580-1-2)	\$ 95,998.00	\$ 4,799.90	\$ 6,719.86	\$ 107,517.76
2 Supervision of install (by Habitat, same quote as above)	\$ 5,986.00	\$ 299.30	\$ -	\$ 6,285.30
3 Supply and Install Pour In Place Rubber (WSSI) (on same quote supplied by Habitat)	\$ 45,360.00	\$ 2,268.00	\$ -	\$ 47,628.00
	<u>\$ 147,344.00</u>	<u>\$ 7,367.20</u>	<u>\$ 6,719.86</u>	\$ 161,431.06
4 Local Volunteers with installer from Habitat				
5 SD20 Operations estimated costs to prep grounds Heather to provide details				\$ 15,000.00
<b>Total Anticipated Project costs</b>				<u><u>\$ 176,431.06</u></u>
<u>Anticipated Fundraising:</u>				
1 FES PAC Fundraising	\$ 3,760.00			
2 LeRoI Grant	\$ 750.00			
<b>Subtotal of funds in bank for this project as of Nov 25 2016</b>	<u>\$ 4,510.00</u>			\$ 4,510.00
3 RDKB AREA A Community Fund	\$ 20,000.00			
TSBC Grant (Funds to be received upon completion) Up to half of cost Max				
4 30,000.00	\$ 30,000.00			
5 Corporate Donor - Atco	\$ 20,000.00			
6 SD20 AFG Grant	\$ 10,000.00			
7 CBT Grant	\$ 65,000.00			
8 KSCU Grant	\$ 10,000.00			
9 Fruitvale Western Financial Group Grant	\$ 5,000.00			
10 SD20 GST Rebate on playground equipment order	\$ 3,263.93			
11 SD20 GST Rebate on install supervision	\$ 203.52			
12 SD20 GST Rebate on Supply & Install Pour In Place Rubber	\$ 1,542.24			
<b>Subtotal of funds committed but not yet received</b>	<u>\$ 165,009.70</u>			\$ 165,009.70
13 FES-Spell A Thon	\$ 7,000.00			
14 FES-Pac Fundraising Jan-June	\$ 5,000.00			
<b>Subtotal of estimated funds not yet received</b>	<u>\$ 12,000.00</u>			\$ 12,000.00
<b>Total Anticipated Project revenues</b>				<u><u>\$ 177,009.70</u></u>
(Shortfall)/Surplus				578.64



# Fruitvale Elementary

Fruitvale, BC      November 7th 2016      85580-1-2



### Pricing

Supply Playground Equipment (Landscape Structures)	\$95,998.00
Supply Supervised Install (Habitat Systems)	\$5,986.00
Supply & Install Pour-in-Place Rubber (WSSI)*	<u>\$45,360.00</u>

<b>Subtotal</b>	<b>\$147,344.00</b>
GST @ 5%	\$7,367.20
PST @ 7%	\$6,719.86
<b>Total</b>	<b>\$161,431.06</b>

Listed taxes (GST & PST) are applicable and need to be paid by purchaser.

\*TSBC Grant Information: Total Rubber - 24,948lbs; Recycled BC Rubber – 20,412 lbs

Better playgrounds.  
Better world.™  
playlsi.com

Proudly presented by:





# Fruitvale Elementary

Fruitvale, BC

November 7th 2016

85580-1-2

Pricing includes freight to site. Pricing is valid for 30 days. Terms are net 30 days from shipment of product from factory.  
A Credit application may be required. Standard terms & conditions are attached.

## COMMITMENT TO THE ENVIRONMENT

Long before it was fashionable, Landscape Structures built a culture of sustainability, designing products that keep kids active, while going far beyond what was required to protect the environment during manufacturing processes. They were the first playground manufacturer in North America to receive their certification to the ISO 14001 of environmental responsibility standard nearly a decade ago.

If you wish to place an order, please sign where indicated below and fax back to our office toll free to 1 (866) 422-4828.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Acceptance: \_\_\_\_\_ Title: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Installation Address: \_\_\_\_\_

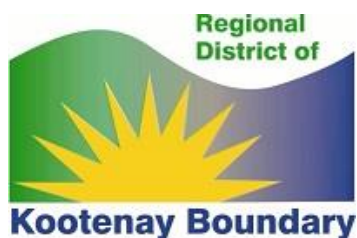
### *Habitat Systems Inc. – Terms & Conditions*

Please note: The following terms and conditions are standard construction industry practices. All installation prices are quoted for normal ground conditions. Habitat Systems reserves the right to renegotiate contracts if abnormal ground conditions are determined during the course of an installation. Customer is responsible for detailing all underground encumbrances one week prior to installation. Habitat is not responsible for damages incurred during installation due to incorrect or incomplete site information. All prices are based on a clear, clean, and level site, prepared to recommended space requirements. Habitat reserves the right to renegotiate contracts if additional site preparation is required, unless otherwise agreed upon in the quotation. Vehicle and heavy equipment access must be provided to job site as required. Habitat is not responsible for damage to site and surrounding area while delivering and installing material. Habitat Systems is not responsible for any charges resulting from vandalism. Installation will be provided in accordance with manufacturer's specifications and CSA standards. Habitat Systems will invoice for equipment and installation on the pre-arranged installation date. If installation is postponed, the customer will be invoiced for equipment only and this amount is payable net 30 days. The installation will be invoiced upon project completion. Pricing includes freight costs to site. Pricing is valid for 30 days, unless otherwise stated in the proposal. Terms are net 30 days from shipment of product from factory.

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 Better world.™**  
 playlsi.com

Proudly presented by:





## STAFF REPORT

**Date:** 11 Jan 2017

**File**

Admin-Wood Stove  
Exchange - 2230-10

**To:** Chair McGregor and Board of  
Directors

**From:** Maureen Forster, Executive Assistant

**Re:** 2017 Wood Stove Exchange Program

### Issue Introduction

A staff report from Maureen Forster, Executive Assistant, regarding a proposal for RDKB participation in the 2017 Provincial Wood Stove Exchange Program (WSEP) is presented.

### History/Background Factors

The Provincial WSEP is designed to encourage BC residents to upgrade their wood stoves to low-emission appliances including new CSA/EPA certified clean-burning wood stoves. Communities benefit from better air quality and individuals benefit from increased efficiency, saving money and reducing pollution.

John Vere, RDKB WSEP Coordinator has advised that the Province is renewing its commitment to fund successful air quality programs and is releasing funding for the 2017 WSEP. The Program is facilitated and financially supported by the Ministry of Environment and the BC Lung Association. The Province has approved funding to the RDKB in the amount of \$6,500 to administer the WSEP.

### Implications

There are no financial costs to the RDKB other than in-kind services from the Administration and Finance Departments. Most of the work is initiated and completed by John Vere as Program Coordinator.

### Advancement of Strategic Planning Goals

This initiative would meet the RDKB Strategic Plan Goals of environment stewardship/climate preparedness.

**Background Information Provided**

Provincial Wood Stove Exchange Program Grant Agreement.

**Alternatives**

1. Receipt
2. Approve the Agreement with BC Lung Association in the amount of \$6,500 for a twelve (12) month term and authorize the RDKB's signatory to endorse the Agreement.
3. Not to approve the Agreement with BC Lung Association in the amount of \$6,500 for a twelve (12) month term and authorize the RDKB's signatory to endorse the Agreement.

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors Approve the Agreement with BC Lung Association in the amount of \$6,500 for a twelve (12) month term and authorize the RDKB's signatory to endorse the Agreement.



## PROVINCIAL WOOD STOVE EXCHANGE PROGRAM GRANT AGREEMENT

(Note: agreement can be faxed back to the BC Lung and a copy of the signed agreement should be made available to the recipient once the cheque is issued)

January 5, 2017

### RECIPIENT OF THE GRANT

The Regional District Kootenay Boundary  
202 - 843 Rossland Avenue  
Trail, BC, V1R 4S8

#### Attention:

Mr. John Vere  
Coordinator  
250.442.3856  
[woodstove@telus.net](mailto:woodstove@telus.net)

---

### RE: AMENDED WOOD STOVE EXCHANGE PROGRAM, THE REGIONAL DISTRICT KOOTENAY BOUNDARY

Thank you for your proposal requesting financial assistance for community-based wood stove exchange program.

***I am pleased to advise that under the Provincial Wood Stove Exchange Program (facilitated and financially supported by the Ministry of Environment), the BC Lung Association, is able to provide funding of \$6,500.00 (the "Grant"). The total funding will be allocated as follows: \$5000 to support 20 exchanges, \$1000 to support a part time salary for the program coordination role, and \$500 to support other coordinator expenses.***

### PURPOSE

The BC Lung Association's payment is to provide funds for: *A region wide Wood Stove Exchange Program to run from January, 2017 to December 31, 2017* (the "Project").

This reflects the description of the project as set out in The Regional District Kootenay Boundary's grant application dated September 18, 2016 (the "Application").

### TERMS

The Ministry of Environment and BC Lung Association's support of the above project is subject to the following conditions:

1. The Regional District Kootenay Boundary must complete a program evaluation and submit it to the BC Lung Association no later than January 31, 2018 (30 days after finish date). The evaluation template is and a guide to evaluation is available online at [http://www.env.gov.bc.ca/epd/bcairquality/reports/pdfs/tools\\_tips.pdf](http://www.env.gov.bc.ca/epd/bcairquality/reports/pdfs/tools_tips.pdf).

2. The Regional District Kootenay Boundary must incorporate "Burn It Smart" education and workshops in the Project.
3. The Regional District Kootenay Boundary must follow the program guidelines that is available [http://www.env.gov.bc.ca/epd/bcairquality/reports/pdfs/implementation\\_info\\_woodstove\\_exchange.pdf](http://www.env.gov.bc.ca/epd/bcairquality/reports/pdfs/implementation_info_woodstove_exchange.pdf)
4. The Grant must only be spent on the project, as specified in this Agreement.
5. If The Regional District Kootenay Boundary is unable to spend the entire Grant on or before December 31, 2017, then The Regional District Kootenay Boundary may either carry over and apply the remaining Grant to the budget of a future Wood Stove Exchange Program (if applicable) or return the remaining funds to the BC Lung Association.
6. This Agreement will be effective on the later of the date that is executed by The Regional District Kootenay Boundary and when a copy is received by the BC Lung Association (the "effective date").
7. The BC Lung Association will provide the Grant to The Regional District Kootenay Boundary on or soon after the Effective Date.
8. Subject to the Freedom of Information and Protection of Privacy Act, The Regional District Kootenay Boundary will permit representatives from the BC Lung Association to inspect records relating to the project at any reasonable time.
9. The BC Lung Association may audit, at its expense, the books, records and accounts of The Regional District Kootenay Boundary that pertain to its operation of the Project at any reasonable time.
10. The Regional District Kootenay Boundary will acknowledge support provided by the Ministry of Environment and the BC Lung Association in any written reports or promotional materials that result from the Project.
11. The BC Lung Association and the Ministry of Environment assumes no liability for any loss, injury or damage suffered or caused as a result of this project.

#### PROJECT DATES

The Recipient will commence the Project by January, 2017 with completion on or before December 31, 2017. Nothing in this agreement will commit the BC Lung Association to provide funding for any project works not completed prior to the completion date.

#### TRAINING SESSION (To be filled by the Recipient)

The Regional District Kootenay Boundary appoints Mr. John Vere as its Project Coordinator. The Project Coordinator's contact information is as follows:

Mr. John Vere  
Coordinator  
202 - 843 Rossland Avenue  
Trail, BC, V1R 4S8  
250.442.3856  
[woodstove@telus.net](mailto:woodstove@telus.net)



**LIASION**

Unless advised to the contrary, our BC Lung Association contact in whom we ask you to speak to about foregoing matters is:

**Menn Biagtan, MD, MPH**  
Program Manager  
2675 Oak Street,  
Vancouver, BC V6H 2K2  
P: 604.731.5864  
F: 604.731.5810  
E-mail: [biagtan@bc.lung.ca](mailto:biagtan@bc.lung.ca)

**ACCEPTANCE**

Upon the acceptance of this Agreement, please arrange to make a second copy of the agreement to be retained for The Regional District Kootenay Boundary's records and the other to be returned to the BC Lung Association.

***The BC Lung Association***

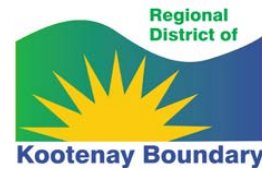
Per: \_\_\_\_\_  
Scott McDonald  
President and CEO  
The Lung Association of British Columbia

\_\_\_\_\_  
Date

***The Regional District Kootenay Boundary***

Per: \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
Date



**Memorandum of Understanding  
Between  
The Regional District of Kootenay Boundary  
and  
The Federation of Canadian Municipalities**

---

This Memorandum of Understanding (MOU) is signed between the:

The Regional District of Kootenay Boundary.

.....

.....

Tel/Fax: .....

E-mail:

www.....

(hereinafter referred to as ".....")

and:

The Federation of Canadian Municipalities

24 Clarence, Ottawa, Ontario K1N 5P2

Tel: 613-241-5221

Fax: 613-241-7117

www.fcm.ca

(hereinafter referred to as "**FCM**")

**Article 01: Purpose of This Memorandum**

The Regional District of Kootenay Boundary and the Federation of Canadian Municipalities have agreed to establish a formal relationship to support the implementation of the Programme de coopération municipal-Phase 2, hereinafter referred to as the "CISAL" Program.

This Memorandum of Understanding is intended to formalize the principles of cooperation between the Regional District of Kootenay Boundary and FCM, as outlined below.

**Article 02: Parties**

*Memorandum of Understanding: Regional District of Kootenay Boundary / Federation of Canadian Municipalities*

Page 1 of 5

The **Regional District of Kootenay Boundary** is an .....  
 ..... (general profile).

The **Federation of Canadian Municipalities** (FCM) has been the national voice of municipal governments in Canada since 1901. The FCM is dedicated to improving the quality of life and sustainability of local communities by promoting strong, effective and accountable municipal government. Its members include more than 2,000 municipal governments, which represent over 90 per cent of Canada's population, and 19 major provincial and territorial municipal associations. FCM has delivered international programs to support partnerships and exchanges between municipal governments in Canada and other countries since 1987.

FCM's strength is its ability to draw upon its municipal members, a network of consultants specialized in municipal development, its corporate partners and civil society networks for the technical and professional expertise required in its international and domestic programs. At the local level, FCM programs aim to help strengthen local democratic and good governance, economic development including poverty reduction and private sector development, environmental sustainability, gender equality, and peace and security. FCM programs also concentrate on supporting other local governance enabling institutions including relevant national or sub-national government agencies but especially national associations of local government and their support networks at global and regional levels as well as the creation and dissemination of knowledge about municipal governance and services.

#### **Article 03: Program Description**

*Sustainable and Inclusive Communities in Latin America* (CISAL, for its Spanish acronym), is a new program implemented by FCM's International department in Colombia and Peru. The goal of CISAL is to strengthen the capacity of local governments (LGs) of these two countries to leverage the presence of mining development in order to achieve long-term benefits for their communities. The program aims to increase the local government's ability to effectively manage resources, to improve dialogue and transparency, and to promote sustainable local economic development. This program will support the establishment of learning and the sharing of best municipal practices across mining regions within these focus countries, and across the Americas. CISAL is a five-year program (2014-19) funded by the Department of Foreign Affairs, Trade, and Development (DFATD) with a total budget of \$20.5 million. This includes \$19 million contributed by the DFATD and \$1.5 million of in-kind time and resources contributed by municipal professionals, elected officials and staff from participating Canadian municipalities who can provide technical assistance to their peers abroad.

#### **Article 04: Principles of Cooperation**

The parties accept that the following principles are essential to the effective implementation of and achievement of results in the CISAL program and commit themselves to adhering to these principles in their relationship:

- Commitment to build the capacity of municipal governments as the preferred means to achieve effective governance and sustainable development.
- Openness, honesty transparency and professionalism in the working relationship between the Regional District of Kootenay Boundary and FCM program management and delivery teams.

- Seeking to be collectively effective, a commitment to coordination and mutual accountability between the parties.
- Cooperation in the planning and implementation of joint areas of work as outlined in CISAL annual work plans.
- Commitment to share and use information confidentially and to share other resources as applicable to achieve the desired results in the areas of joint work.
- Commitment to the development of local-level institutions as key agents of change, knowledge and expertise.
- Recognition that accountable municipal service delivery, regardless of gender, ethnicity, sexual orientation, religion, language, disability, age, political and/or social status, is at the core of sustained improvements in diverse and inclusive local governance, and in the quality of community life as a whole.
- Commitment to work within a model that integrates the social, economic, environmental, and cultural dimensions of development.
- Commitment to share information on communication activities related to the cooperation between parties, this includes acknowledging of the contribution of the Canadian government in communication materials.

#### **Article 05: Objectives and Scope of Cooperation**

- 5.1. For the successful mobilization of Canadian municipal expertise program, the Regional District of Kootenay Boundary and FCM agree to work as partners for the duration of .....
- 5.2. The main objective of the cooperation between FCM and the Regional District of Kootenay Boundary is to engage Canadian municipal expertise to assist in the provision technical assistance, advice, training and sharing of best practices with partner municipalities in Colombia and Peru. This Memorandum provides an umbrella for the cooperation between the two organizations.
- 5.3. The parties recognize that they are organizations that represent different constituencies and that each has particular strengths and insights to contribute to the implementation of CISAL.
- 5.4. Under this Memorandum, **Regional District contributions** could take the form of :
  - Sourcing of its municipal practitioners (elected officials and staff members) on a volunteer basis for technical assistance missions to Colombia and Peru
  - Hosting delegations from Colombia and Peru
  - Assigning a lead Canadian coordinator to:
    - facilitate the interphase between the CISAL program manager and other members of the municipal team
    - assist in the recruitment of other sources of expertise in their communities
    - monitor the progress of partnership objectives as set out in Article 7 of this agreement

- 5.5. Under this Memorandum, the **individual local government expert** contributions include:
- Delivering specific CISAL project objectives and reporting on said objectives as specified in their individual mission plans and/or terms of reference
  - Providing technical advice and coaching as needed to project partners in the Caribbean
  - Identifying and participating in community outreach activities to promote the contributions of their municipality in the CISAL project
  - Demonstrate high level of work ethics and respect to local partners and their personnel
  - Committing to learn and adapt interventions to the local context
  - Committing to share their experience with their organization
  - Committing to share communication materials with CISAL program and acknowledge the contribution of the Canadian government in all communication activities
  - Perform one or several technical assistance assignment with high level of integrity, professionalism and behavior
  - Adhere to all safety and security guidelines of the program
- 5.4 Under this Memorandum, **FCM and CISAL** contributions include:
- Pre-deployment orientation and post-deployment briefings
  - Travel support (flights, hotels, insurance, per diems)
  - Local field support during deployment
  - Setting objectives and work planning for volunteers
  - Monitoring and reporting for the overall program
  - Project management advice and coaching
  - Assisting with knowledge sharing events
  - Ensuring all measures are in place to minimize security risks

**Article 06: Financial arrangements**

- 6.1 The Regional District of Kootenay Boundary will provide an in-kind salary contribution for the volunteer time of their local government staff.
- 6.2 FCM and the CISAL program will cover participant travel, accommodation, insurance, and meal expenses through funding from DFATD. FCM will also cover any expenses related to the volunteer's CISAL work (including local transportation, training material, communication products, etc.) as per Treasury Board of Canada guidelines.

**Article 07: Canadian Partner Objectives**

The Regional District of Kootenay Boundary would like to achieve the following objectives by the end of the partnership:

- .....
- .....
- .....
- .....

■ .....

**Article 08: Amendments**

This Memorandum of Understanding may be amended or altered at any time with the consent of both parties and shall be effected through exchange of correspondence between the two parties.

**Article 09: Representatives**

For matters related to this Memorandum of Understanding, the Regional District of Kootenay Boundary delegates Mr/s. .... as its representative, and FCM delegates Mr. Christopher Yeomans, CISAL Program Director, as its representative.

**Article 10: Effective Date**

This Memorandum of Understanding shall be considered to be in effect and binding on both parties from the date of the last signature, and will remain in effect until termination of the CISAL program or by either party on the issuance of written notice of six months or by mutual consent. Any modification pertaining to any section in this Memorandum requires concurrence by both parties.

**Signatories**

*For the Regional District of Kootenay Boundary      For the Federation of Canadian Municipalities*

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

## **PROPOSED RESOLUTION RE: COMMUNITY ADVISORY COMMITTEES**

### **Empowering Community and Stakeholder Engagement on Advisory Committees**

#### **WHEREAS**

1. The Regional District of Kootenay Boundary is committed to engaging residents, and soliciting their ideas, input and creative energy;
2. Over recent years, the RDKB has been fundamental in establishing a number of committees that are intended to advise elected leaders from member local governments and add value to local government decision-making;
3. More of these advisory groups are expected in the future;
4. The Implementation Advisory Committee of the Kettle River Watershed Plan has recently recommended that the advisory committee for the implementation of that plan be increased in size and potential impact;
5. The Boundary Agricultural and Food Advisory Council has been identified as a similar advisory committee but is currently in its nascent stages;

#### **THEREFORE BE IT RESOLVED**

- A. THAT the Board establish the following Type A committees as advisory to the Board and staff with mandates and terms of reference as outlined in Appendix A:
  - a. Boundary Area Food and Agriculture Advisory Council
  - b. Kettle River Watershed Authority
  - c. Forestry advisory
- B. THAT the Board renew the following Type B committees as advisory to the Board and staff and that their mandates and terms of reference remain unchanged:
  - a. Solid Waste Management Plan Technical and Stakeholder Advisory Committee
  - b. Liquid waste?

- C. THAT the Board appoint a non-voting Board liaison to each of the committees listed in A and B above, and reserve the right to invite other agencies or organization to send a non-voting liaison.
- D. THAT the Board direct the CAO to assign at least one staff liaison to each committee listed in A and B above for the purpose of providing information and advice on RDKB programs and work that is relevant to the mandate and workplan of the assigned advisory body.
- E. THAT the Board direct staff to proceed with advertising for any committees requiring appointment, where deemed appropriate.
- ~~F. THAT the Board decided annually whether to direct staff to organize an annual "Council of Councils" starting in 2018. This facilitated meeting shall be: expected for chairs of all committees, and yet open to all members of Type A advisory committees; include information on roles, responsibilities and rights; allow each advisory committee to briefly present their priorities/workplans for the year; provide best practices; and provide information on effective meeting facilitation and follow up.~~
- G. THAT the Board acknowledge the dedication of all outgoing committee members and thank them for their service to the Regional District of Kootenay Boundary.

#### COMMON STRUCTURES

Terms of Reference	<p>Policy Advice</p> <ul style="list-style-type: none"> <li>x Provide input to elected officials and RDKB staff about issues of concern</li> <li>x Consider any matters which may be referred to the Committee by the Board or staff</li> <li>x May take positions on policy initiatives from other levels of government within the mandate of the Committee</li> </ul> <p>Collaboration</p> <ul style="list-style-type: none"> <li>x Work co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects</li> <li>x Act as a resource for staff doing public involvement processes and/or civic events</li> </ul> <p>Awareness &amp; Outreach</p> <ul style="list-style-type: none"> <li>x Exchange information with the constituent communities and the general public about relevant programs and issues of interest</li> <li>x Engage in outreach to disseminate information and encourage participation from constituent communities</li> </ul> <p>Voting will be by consensus where possible</p>
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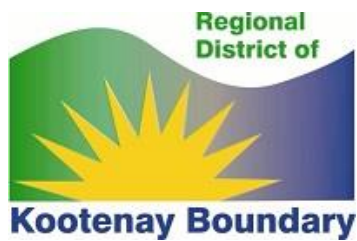


Planning & Reporting	<p>Produce an annual work plan with specific objectives by no later than April of each year, in consultation with appropriate steering committees, as well as the Council and staff liaisons, for distribution to the Board and staff for information.</p> <p>Submit an annual report to the Board describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the Committee has responded.</p>
Meeting venue	Meetings will be expected to take place in various venues across the area of jurisdiction of the committee. Meeting times, locations, and agendas will be communicated well in advance to members (e.g. one month for time and date).
Membership	<p>x Committee members are selected through an open process of application and appointment by the RDKB board, except where noted below.</p> <p>x The Committee Chair is selected by the members at the first meeting of each year.</p>
Length of Term	Committee members are appointed until December 31, 2017, unless otherwise specified below.

Committee	Mandate	Additional Terms of Reference	Membership
<b>Kettle River Watershed Authority</b>	<p>To guide implementation of the Kettle River Watershed Management Plan (KRWMP) to fulfill the four strategies identified in the Plan including:</p> <ol style="list-style-type: none"> <li>1. Increasing community understanding, support and capacity for stewardship of the Kettle River Watershed;</li> <li>2. Improving the quality, reliability and security of water supplies through sustainable management of water</li> </ol>	<p>The Authority will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to the project coordinator on plan implementation priorities.</li> <li>• Provide or recommend specialized expertise for technical working groups.</li> <li>• Work with or provide advice to all levels of government (local, provincial, federal and First Nations) and other decision-makers or influencers to ensure that recommendations</li> </ul>	<p>Up to 28 voting members (8 is quorum), appointed for two years terms.</p> <p>At least two members will represent each sector listed here; members can represent more than one sector:</p> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Forestry – Large Tenure Holders</li> <li>• Forestry – Small Business</li> <li>• Industry</li> <li>• Mining</li> <li>• Environmental/Conservation Groups</li> <li>• Tourism and Recreation</li> <li>• Water Purveyors</li> </ul>

	<p>resources;</p> <p>3. Improving watershed health and function in the Kettle River Watershed; and</p> <p>4. Maintaining or enhancing recreational, cultural and amenity values.</p>	<p>from the plan are considered and/or implemented.</p> <ul style="list-style-type: none"> <li>• Provide advice to the KRWMP Steering Committee on strategic directions based on learning and feedback during plan implementation.</li> <li>• Contribute to the review and update of the Plan.</li> </ul>	<p>Members-at-large (two)</p> <p>Government Representatives with decision-making authority, externally appointed:</p> <ul style="list-style-type: none"> <li>• Electoral Area Directors (3)</li> <li>• Municipal representatives (3)</li> <li>• ONA (1)</li> <li>• Splatso'n (1)</li> <li>• Sinixt (1)</li> <li>• Colville Federated Tribes (1)</li> </ul> <p>Selection of Authority members will ensure geographical representation across the Boundary.</p> <p>Government Staff and consultants (non-voting), externally appointed or invited:</p> <p>KRWMP Plan Coordinator  RDKB  FLNRO (Ecosystems)  FLNRO (Licensing)  MoE (Water Sustainability Act Implementation)  MoE (Environmental Enforcement)  MoA  Ministry of Health/Interior Health  Ferry County Representative</p>
<b>Boundary Area Food and Agriculture Advisory Council</b>	<p>To support the development of an agricultural plan, a food security plan, and to support a food system where food is:</p> <ul style="list-style-type: none"> <li>• Safe and nutritious,</li> <li>• Affordable, available, and accessible to all</li> <li>• Produced, processed, marketed, consumed, and waste products reused or managed in a manner that is:</li> </ul>	<p>This group will form a liaison between the Steering Committee, the consultant and the various stakeholders of the Boundary Area Agricultural Plan update, and Food Security plan. Further to ensure the process of revising the Plan is inclusive and meets the needs of the Boundary Area.</p>	<p>Up to 29 voting members (the majority of appointees is quorum) including 15 that can represent the following food system areas (at least two members from each area):</p> <ul style="list-style-type: none"> <li>• Production - livestock</li> <li>• Production – nursery</li> <li>• Production – field crops</li> <li>• Production - other</li> <li>• Processing and Distribution</li> <li>• Retail</li> <li>• Access and Nutritional needs</li> <li>• Waste Management</li> </ul>

	<ul style="list-style-type: none"><li>○ Financially viable</li><li>○ Protects the health and dignity of people</li><li>○ Minimally impacting the environment</li></ul>		<p>The council also has six at-large members.</p> <p>First Nations groups (e.g. ONA and Sinixt), and Métis will each be able to appoint a representative to the Council.</p> <p>Selection of committee members will ensure geographical representation across the Boundary. Specific regions may be designated a seat on the council, where not otherwise represented (that is remote communities, such as Beaverdell or Big White).</p> <p>Working groups will be identified for specific topical or geographical areas. For example, for the agricultural plan revision working group.</p> <p>Interior health (1, to be appointed by IHA). [OTHERS TO ADD HERE?] Ministry of Agriculture ()</p>

**STAFF REPORT**

**Date:** 08 Feb 2017 **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 as:

**245 Wapiti Creek Road, Mt. Baldy, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 023-635-126**

**Strata Lot 129, D.L. 100S, SDYD, Strata Plan KAS1840**

**Owners: Donald and Bernice Cook**

**History/Background Factors**

The owners, Donald and Bernice Cook, have constructed a single family dwelling on the above referenced property for which no final inspection or granted occupancy has been issued.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner

10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws of the authority having jurisdiction or the provisions of any Provincial or Federal statutes.

**Implications**

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

- History/Background Factors;
- Registered letter dated October 28, 2016;
- Registered letter dated July 15, 2016;
- Building Permit 06-0755E.

**Alternatives**

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Donald and Bernice Cook, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 129, District Lot 100S, Similkameen Division Yale District, Strata Plan KAS1840.

**STAFF REPORT ATTACHMENT**

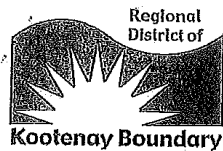
<b>Date:</b>	<b>February 8, 2017</b>	<b>File:</b>	
<b>To:</b>	<b>Chair McGregor and Board of Directors</b>		
<b>From:</b>	<b>Mark Andison, General Manager of Operations / Deputy CAO</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>245 WAPITI CREEK ROAD, MT. BALDY, B.C.</b> <b>ELECTORAL AREA 'E' / WEST BOUNDARY</b> <b>PARCEL IDENTIFIER: 023-635-126</b> <b>STRATA LOT 129, D.L. 100S, SDYD, STRATA PLAN KAS1840</b> <b>OWNERS: DONALD AND BERNICE COOK</b>		

**History/Background Factors**

The owners, Donald and Bernice Cook, have constructed a single family dwelling on the above referenced property for which no final inspection or granted occupancy has been issued.

July 24, 2006	Application and documentation received to construct a single family dwelling;
July 25, 2006	Building permit 06-0755E issued to construct a single family dwelling;
Aug. 8, 2006	Footing inspection conducted;
Aug. 22, 2006	Underslab plumbing inspection conducted;
Nov. 10, 2006	Above grade plumbing and framing inspections conducted;
Dec. 15, 2006	Insulation and vapour barrier inspection conducted;
June 26, 2006	Final inspection conducted and 3-month temporary occupancy granted;
Feb. 21, 2014	Letter to owners requesting a response by March 21, 2014;
Aug. 13, 2015	Letter to owners requesting a response by September 14, 2015;
Aug. 25, 2015	Telephone call from owner stating project near completion;
Nov. 2, 2015	Email sent to owners requesting update on project;
Nov. 2, 2015	Response email from owners stating project will hopefully be complete in 30 days;
Dec. 21, 2015	Email sent to owners requesting update on project;
July 15, 2016	<b>First registered letter</b> to owners requesting a response by August 16, 2016;
July 21, 2016	Canada Post confirmation that the letter was successfully delivered;
Oct. 27, 2016	Site inspection conducted noting deck railing still not completed;
Oct. 28, 2016	<b>Second registered letter</b> to owners requesting a response by November 28, 2016;
Nov. 8, 2016	Canada Post confirmation that the letter was successfully delivered;
Dec. 7, 2016	Telephone call to owner advising recommendation of Notice on Title;

Feb. 8, 2017      To date, we have had no further contact from the owners.



October 28, 2016

Donald & Bernice Cook  
11744 Harris Rd  
Pitt Meadows, B.C.  
V3Y 1Y6

REGISTERED

**RE: Building Permit #06-0755E – Single Family Dwelling**  
**Strata Lot 129, DL 100s, Plan KAS1840**  
**245 Wapiti Crk Rd., Mt. Baldy, B.C.**

A review of the above referenced file indicates that a final inspection has not been booked to update or close your file as requested in our letters dated February 21, 2014, August 13, 2015 and July 15, 2016.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by **November 28, 2016**.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,

*R. Silva*

Robert Silva, RBO  
Building & Plumbing Official

Attachment

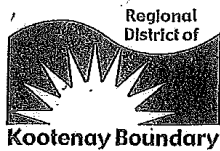
RS:rt

CANADA POST / POSTES CANADA		REGISTERED DOMESTIC	RECOMMANDÉ RÉGIME INTÉRIEUR
CUSTOMER RECEIPT		REÇU DU CLIENT	
To / À destination: Donald & Bernice Cook Name / Nom: 11744 Harris Rd Address / Adresse: Pitt Meadows BC City / Prov. / Postal Code: V3Y 1Y6 Declared Value / Valeur déclarée: \$ 140		FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON www.canadapost.ca / www.postescanada.ca 1 888 550-6333 CPO Tracking Number / Numéro de suivi de la BCP: RN 152 598 499 CA	

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: building-gi@rdkb.com • web: www.rdkb.com







July 15, 2016

REGISTERED

Donald & Bernice Cook  
11744 Harris Rd.  
Pitt Meadows, B.C.  
V3Y 1Y6

**RE: Building Permit #06-0755E – Construct Single Family Dwelling  
245 Wapiti Creek Rd., Mount Baldy, B.C.  
Strata Lot 129, DL 100s, Strata Plan KAS1840**

A recent review was carried out on the above mentioned building permit file which indicates that an inspection has not been carried out since June 26, 2007.

As required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 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.

It is required that an Occupancy Permit be obtained prior to moving into a building. An Occupancy Permit may be issued if all building code requirements have been met.

Please contact our Building Department at 1-877-520-7352 by August 16, 2016 and make arrangements to update or close your file. Thank you.

Respectfully,

Robert Silva, RBO  
Building & Plumbing Official

RS:rt  
Attachment

CANADA POSTES POSTES CANADA		REGISTERED DOMESTIC	RECOMMANDÉ RÉGIME INTÉRIEUR	<b>R</b>
CUSTOMER RECEIPT		REÇU DU CLIENT		
To: Donald & Bernice Cook		\$10.50		
Name: 11744 Harris Rd		FOR DELIVERY CONFIRMATION		
Address: Pitt Meadows BC		CONFIRMATION DE LA LIVRAISON		
City / Prov. / Postal Code: V3Y 1Y6		www.canadapost.ca www.postescanada.ca		
Declared Value: \$		1888 550-6333		
33-096-594 (14-06)		RN 152 598 366 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  
email: building-gf@rdkb.com • web: www.rdkb.com

07/27/2006 THU 9:34 FAX 250/2688 RDKB GRAND FORKS

002/003

No. 06-0755E

INSPECTION CALLS (250) 268-2700 or (250) 268-2701

DATE PERMIT  
GRANTED:

Jul 25, 06

**Regional District of Kootenay Boundary**

BUILDING INSPECTION DEPT.

2140 Central Ave., Box 1965, Grand Forks, B.C. V0H 1H0

PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PERMIT TO THE APPLICABLE REGULATIONS		ADDRESS: PITT MEADOWS, B.C.		TELEPHONE:	
DON COOK					
PERMIT TO THE APPLICABLE REGULATIONS					
A PERMIT TO: CONSTRUCT SINGLE FAMILY DWELLING					
AT: 245 WAPITI CRK RD		FOLIO: 713		01400.640	
LOT: 129	BLOCK:	RANGE:	D.L. 100S	PLAN: KAS1840	L.D.
OWNER: DON COOK		ADDRESS:		TELEPHONE:	
CONTRACTOR:		ADDRESS:		TELEPHONE:	
PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:					
<p>ALL WORK TO CONFORM TO THE 1998 B.C. BUILDING CODE AND ALL RELEVANT AREA BYLAWS.</p> <p>BUILDING PERMIT RESTRICTIONS FORM PART OF THIS PERMIT.</p> <p>MINIMUM SETBACKS: FRONT &amp; EXTERIOR SIDE, INTERIOR SIDE &amp; REAR 1.5M. PROPERTY LINES TO BE IDENTIFIABLE.</p> <p>SEE NOTES ON PLANS.</p> <p>MECHANICAL VENTILATION CHECKLIST "A" TO BE SUBMITTED PRIOR TO THE FRAMING INSPECTION.</p> <p>STAMPED ENGINEERED TRUSS DESIGNS AND LAYOUT FOR 165 PSF GROUND SNOW LOAD TO BE SUBMITTED PRIOR TO FRAMING INSPECTION.</p> <p>CALL FOR ALL INSPECTIONS (SEE STAGES LISTED BELOW).</p> <p>SECTION 190 LETTER FROM LOCAL GOVERNMENT ACT FORMS PART OF THIS PERMIT.</p> <p>PRIOR TO OCCUPANCY PERMIT, PROOF OF LEGAL DISPOSITION OF CONSTRUCTION WASTE IS REQUIRED. CONTACT RESOURCE RECOVERY PERSONNEL.</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION.</p> <p>SCHEDULE C-11 TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.</p> <p>SUBMIT COMPLETED "CERTIFICATE OF PLUMBING INSTALLATION" FORM (COPY ATTACHED).</p>					

		FEES
AREA OF LIVING SPACE	1104 SQ. FT.	
CONSTRUCTION VALUE	\$ 150000	
BUILDING PERMIT FEE		\$ 1200
PLUMBING FIXTURES	13	\$ 130
DEMOLITION		
OTHER	SECTION 290 LETTER	-\$ 120
SUB-TOTAL		\$ 1210
TITLE SEARCH		\$ 23
TOTAL		\$ 1233
LESS DEPOSIT		
BALANCE OWING		\$ 1233

**WAIVER OF INDEMNITY**

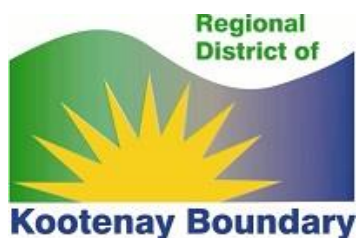
In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit by the undersigned or any agent or employee of the Regional District of Kootenay Boundary; (b) releases the Regional District of Kootenay Boundary from all claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters. The owner or contractor must give 72 hours notice upon completion of the work.

*Don LePitre*  
Owner's Signature

*Don LePitre*  
DON LEPTRE  
BUILDING INSPECTOR'S SIGNATURE

DATE PAID July 27, 06 Jsa

Before placing concrete footings and foundations, the following must be completed: (a) backfilling of the framing completed; (b) insulation and vapour barrier completed; (c) before the final plumbing system is tested, the final inspection. An occupancy permit is required prior to occupancy of building.

**STAFF REPORT**

**Date:** 14 Feb 2017  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Andison, General Manager, Operations / DCAO  
**Re:** Big White Security Contract - Proposed Amendment

**File** Big White Security

**Issue Introduction**

A staff report from Mark Andison, General Manager, Operations / Deputy CAO regarding a proposed amendment to the current Big White security contract which would add two hours of security coverage daily during the winter season.

**History/Background Factors**

On July 1, 2016 a new contractor began providing security service to Big White, with a revised schedule from that which applied under the previous contract. Under the current contract, Paladin Security Group Ltd. provides 24-hour security coverage, seven days per week from April 16th to October 31st during each year of the three-year contract. From November 1st to October 15th, the contractor is required to provide coverage eight hours per day, from 7:00 PM to 3:00 AM, seven days per week.

Community members have asked the Regional District to consider extending the hours of coverage during the winter months by 2 hours per day to 5:00 AM, considering some community disturbances during the winter months occur during the early hours of the morning. Further to this request, staff has asked the security contractor to provide a price quote with respect to the additional 2 hours of coverage suggested. Paladin has responded that the cost of the additional coverage would be \$57 per day.

**Implications**

Under the current contract, the annual cost of the service to the Regional District is \$178,524 for 2017 and 2018. For a half-year of service in 2019, the contract cost is

\$77,292. The proposed extension of service by 2 hours daily during the winter months would cost the Regional District an additional: \$6,099 in 2017 (from Mar. 1); \$9,462 in 2018; and \$5,985 in 2019.

	Original Contract Cost	Proposed Contract Cost
2017	\$178,524	\$184,623
2018	\$178,524	\$187,986
2019	\$77,292	\$83,277

The contract that was in place prior to July 1, 2016 with a different contractor, cost the Regional District \$226,167 annually and included a significantly different coverage schedule than the current contract. The new coverage schedule appears to be an improvement over the previous contract arrangement, however could be improved with the proposed additional 2 hours of daily winter coverage. Improved security could be achieved for Big White during the busy winter months for a relatively minor cost increase, maintaining a lesser contract cost than that which was expended under the previous contract.

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

This proposal is seen to advance the Board of Directors' strategic goal to provide exceptional cost effective and efficient services.

#### **Background Information Provided**

N/A

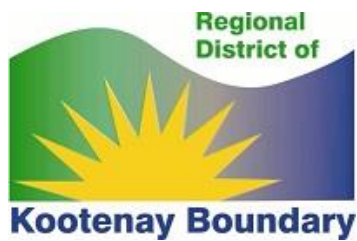
#### **Alternatives**

1. Amend the service contract with Paladin Security Group Ltd. by adding two additional hours per day of security coverage during the winter months; or
2. Maintain the status quo of 8 hours per day of security coverage during the winter months.

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

That the Board of Directors authorize an amendment to the current contract with Paladin Security Group Ltd. to include an additional two hours per day of security coverage at Big White from November 1st to April 15th for the remainder of the term of the contract, beginning March 1, 2017.





## STAFF REPORT

**Date:** 06 Feb 2017 **File**  
**To:** Chair McGregor and Members of the RDKB Board of Directors  
**From:** Beth Burget, General Manager of Finance  
**Re:** Equipment Financing - Emergency Preparedness

### Issue Introduction

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve equipment financing with the Municipal Finance Authority (MFA) to finance Command Vehicle for Service 012 Emergency Preparedness.

### History/Background Factors

The 2016 Financial Plan included the purchase of a Command Vehicle which was to be funded from MFA Equipment Financing over a five year period. The capital procurement process was completed late in 2016 with a total cost of \$68,132.71 which was below the budgeted amount of \$73,000. Financing for this vehicle is under Section 175 of the Community Charter.

### Implications

Approval to make application to the Municipal Finance Authority for this proposed financing under Section 175 of the Community Charter is requested for this project as approved within the 2016 Financial Plan. The 2017 - 2021 Financial Plan provides for the financing costs within this service.

### Advancement of Strategic Planning Goals

Not Applicable

### Background Information Provided

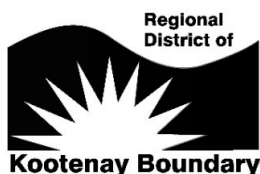
No additional information is provided.

**Alternatives**

No alternative is provided for the Board's consideration, as previous direction for the purchase/financing was provided in the 2016 Financial Plan.

**Recommendation(s)**

That the Board of Directors approve application be made to the Municipal Finance Authority for equipment financing pursuant to Section 175 of the Community Charter for a Command Vehicle for Service 012 Emergency Preparedness in the amount of \$68,132.71.



## STAFF REPORT

<b>Date:</b>	February 21, 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>Ministry Referral - BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'C'/Christina Lake</b>		

### ISSUE INTRODUCTION

BC Timber Sales (BCTS) has invited the Regional District to provide comments regarding 11 proposed cut blocks near the Stewart Creek geographic area within Electoral Area 'C'/Christina Lake on unsurveyed and surveyed Crown land (*see BCTS Referral Package; Electoral Area 'C'/Christina Lake OCP Map; Electoral Area 'C'/Christina Lake Zoning Map; BCTS Referral Stewart Creek Map*).

### PROPOSAL

BC Timber Sales proposes to sell the license to harvest primarily fir, larch, spruce, pine and cedar within the Stewart Creek geographical area, west of Christina Lake located in Electoral Area 'C'/Christina Lake.

The area of each of the proposed cut blocks and roads in Electoral Area 'C'/Christina Lake are as follows:

License #	Block Number	Area (hectares)	Road Length (proposed new) (km)
A94327	Stewart		
	1	4.5	
	2	10.2	
	3	9.5	
	4	38.3	
	5	15.5	0.1
	6	8.3	
	7	32.1	

	8	26.2	0.2
	9	34.7	
	10	12.3	
	11	2.2	
<b>Total</b>	<b>11</b>	<b>193.8</b>	<b>0.3</b>

BC Timber Sales anticipates to advertise the license in 2017/2018. Whoever purchases the licenses will then have up to 4 years to harvest the cut blocks.

The proposed cut blocks would be accessed via the existing series of Forest Service Roads shown on the BCTS Referral Map. There are also sections of proposed roads outside of the cut blocks, totaling 0.3 km, which are shown in red on the Referral Maps, and are noted in the table above.

### IMPLICATIONS

The proposed development is on unsurveyed and surveyed Crown land. The proposed cut blocks are designated as 'Natural Resource' in the Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250 and zoned 'Natural Resource 1' in the Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300 (*see Electoral Area 'C'/Christina Lake OCP Map and Electoral Area 'C'/Christina Lake Zoning Map*). Forestry, logging and silviculture are among the principal permitted uses in the 'Natural Resource 1' Zone.

All forest operations on Crown land in BC are governed by the *Forest and Range Practices Act (FRPA)* and the *Forest Planning and Practices Regulation*.

All of the cut blocks are within or partially within a domestic watershed boundary, with the exception of cut block 3 which is partially within the Moody Creek community watershed. Those license holders within the Moody Creek community watershed were notified in late December, and have been given the opportunity to comment until late February. It was determined that the equivalent clear-cut area (ECA) is less than the 20% threshold, and therefore is seen as 'low risk' to water quality. As such, it is not deemed necessary to be assessed by a professional hydrogeologist.

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 forestry license holder must protect water quality and not create any source of sediments which could enter the water courses. Forestry License holders are to closely monitor the harvesting activities, especially occurring near watercourses, to ensure development activities aren't adversely affecting the watershed. Practices to reduce the impact on watersheds including machine free zones along streams and riparian zone setbacks are assumed to be standard practice.

Streams run through several of the proposed cut blocks. License holders are required to follow the *Forest Planning and Practices Regulation* Section 47, 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.

Cut block 3 has a recreational trail running through the south end of the polygon. BCTS staff have referred the Operating Plan to the Recreation Sites and Trail Branch of the Ministry of Forest, Lands and Natural Resource Operations (FLNRO) for comment.

Cut block 9 abuts Gladstone Provincial Park. BC Timber Sales staff noted that they are able to harvest up to the boundary of the park. They have referred the Operating Plan to the Planning Section Head of the BC Parks and Conservation Officer Service Division for further comment.

The *Forest Planning and Practices Regulation* notes the different categories for an altered forest landscape. Polygons noting R, PR and M area requirements can be seen on the BCTS Referral Map.

Retention (R): consisting of an altered forest landscape in which the alteration, when assessed from a significant public viewpoint, is;

- difficult to see,
- small in scale, and
- natural in appearance.

Partial Retention (PR): consisting of an altered forest landscape in which the alteration, when assessed from a significant public viewpoint, is;

- easy to see,
- small to medium scale, and
- natural and not rectilinear or geometric in shape.

Modification (M); consisting of an altered forest landscape in which the alteration, when assessed from a significant public viewpoint, is;

- is very easy to see, and
- large in scale and natural in its appearance, or
- small to medium in scale but with some angular characteristics.

#### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'C'/Christina Lake Advisory Planning Commission supported the referral subject to being informed as to who is responsible for monitoring erosion and setbacks from streams, watercourses, rec sites, lakes and silviculture.

## **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

The Practice of Forestry is regulated by the BC Association of Forest Professionals (ABCFP). This is similar to the practice of Engineering which is regulated by the Association of Professional Engineers and Geoscientists of BC (APEGBC). This means that Registered Professional Foresters (RPF) and Certified Forest Technicians (CFT) plan, design and monitor compliance with legislation and regulation. BCTS is voluntarily certified by the Sustainable Forest Initiative (SFI) and ISO 14001 (an Environment Management System Standard). These certifications require commitment to and compliance with legislation and certification requirements, planning, design and monitoring are done by staff or contractors who are members of ABCFP or APEGBC. Periodic internal and external audits are done to ensure compliance. The Forest Practices Board conducts periodic audits throughout the Province.

## **BACKGROUND INFORMATION**

*BC Timber Sales Referral Package*  
*Electoral Area 'C'/Christina Lake OCP Map*  
*Electoral Area 'C'/Christina Lake Zoning Map*  
*BCTS Referral Stewart Map*

## **RECOMMENDATION**

That the report 'Ministry Referral - BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'C'/Christina Lake', be received.

RDKB Planner

[crimell@rdkb.com](mailto:crimell@rdkb.com)

### **BC Timber Sales Operating Plan 12 in Boundary Timber Supply Area**

BC Timber Sales, Kootenay Business Area, wishes to proceed with final cutblock and road development leading to harvesting of timber and construction of access roads. The cutblocks and roads presented in this referral will be authorized under a Forest Stewardship Plan (FSP). Since a FSP does not authorize harvesting, it is necessary to refer the location and some detail of our plans to Stakeholders, Interest groups, and the Public who may be affected by the development.

- GoogleEarth KML files and 1:15,000 scale maps showing the general location of the proposed development can be viewed on the Web at:  
[https://www.for.gov.bc.ca/ftp/TKO/external/!publish/FSP/Operating-Plans/Operating\\_Plan12\\_Boundary/](https://www.for.gov.bc.ca/ftp/TKO/external/!publish/FSP/Operating-Plans/Operating_Plan12_Boundary/)
- The Development List attached to this letter lists the Mapsheet Name for each Timber Sale location. Find the corresponding name in the file name for each PFD File.
- Double clicking the KML files will open GoogleEarth and load the proposed development.
- The Maps Files are best viewed by right clicking and choosing "save as...." to save the file to your computer.

This development proposal is available for review and comment (viewing by appointment only) during regular business hours (Monday to Friday, 8:30 AM – 4:30 PM).

Written comments must be received at the following address on or before **February 24, 2017**.

Earlier submissions are appreciated. To arrange a viewing, or for more information, please contact the undersigned.

Yours truly,



Rick Mazzocchi, RPF  
Planning Forester  
BC Timber Sales, Kootenay Business Area  
Email [rick.mazzocchi@gov.bc.ca](mailto:rick.mazzocchi@gov.bc.ca)

Boundary Field Office  
7290-2<sup>nd</sup> St, Box 850  
Grand Forks, BC, V0H 1H0  
Telephone: 250-442-4302

An alternate contact person is Scott Leslie, Woodlands Supervisor, Phone 250-442-5429 or email [scott.leslie@gov.bc.ca](mailto:scott.leslie@gov.bc.ca)

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### Operating Plan 12 Development List

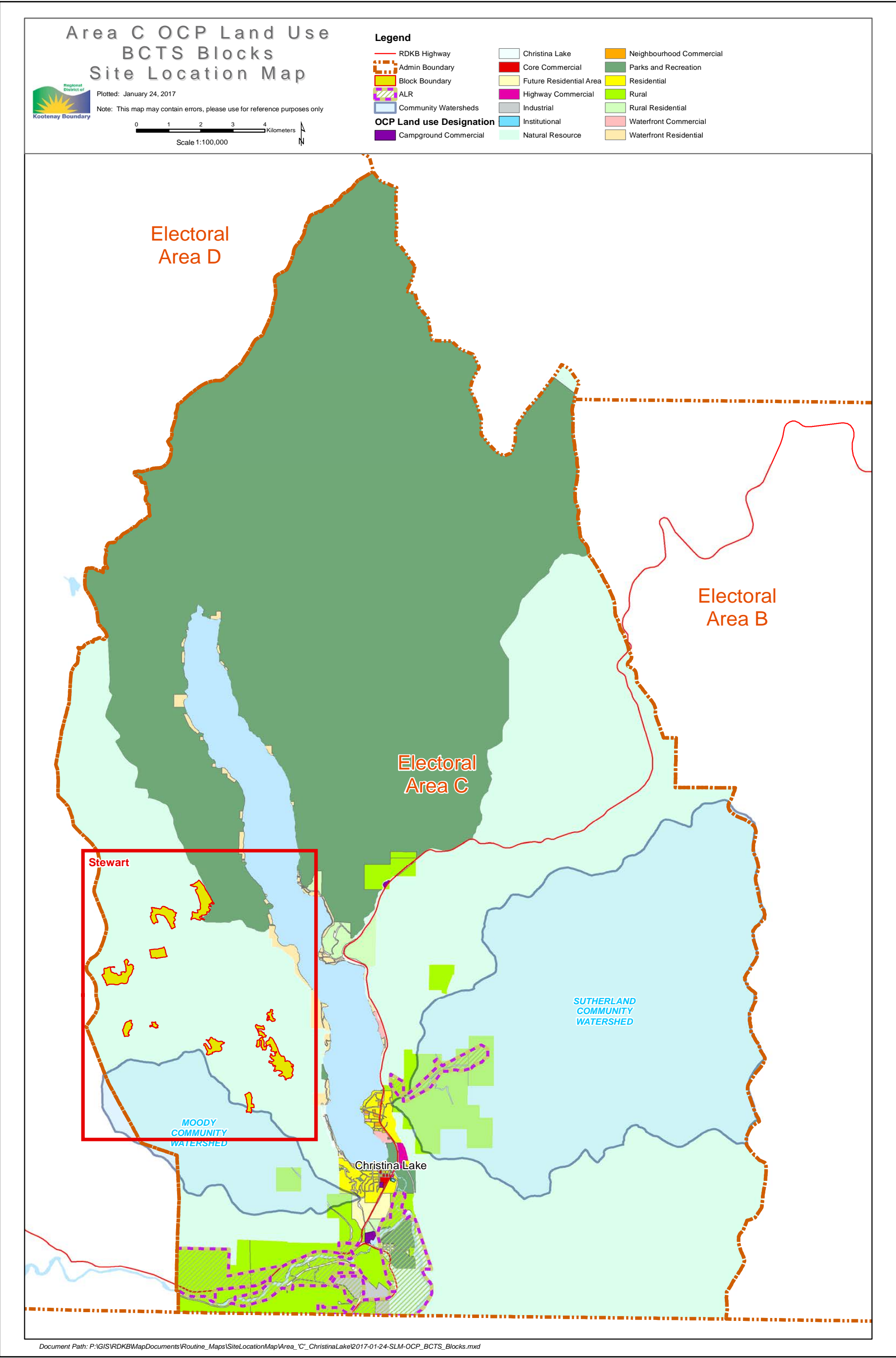
Note: Only roads that are outside of blocks are listed.

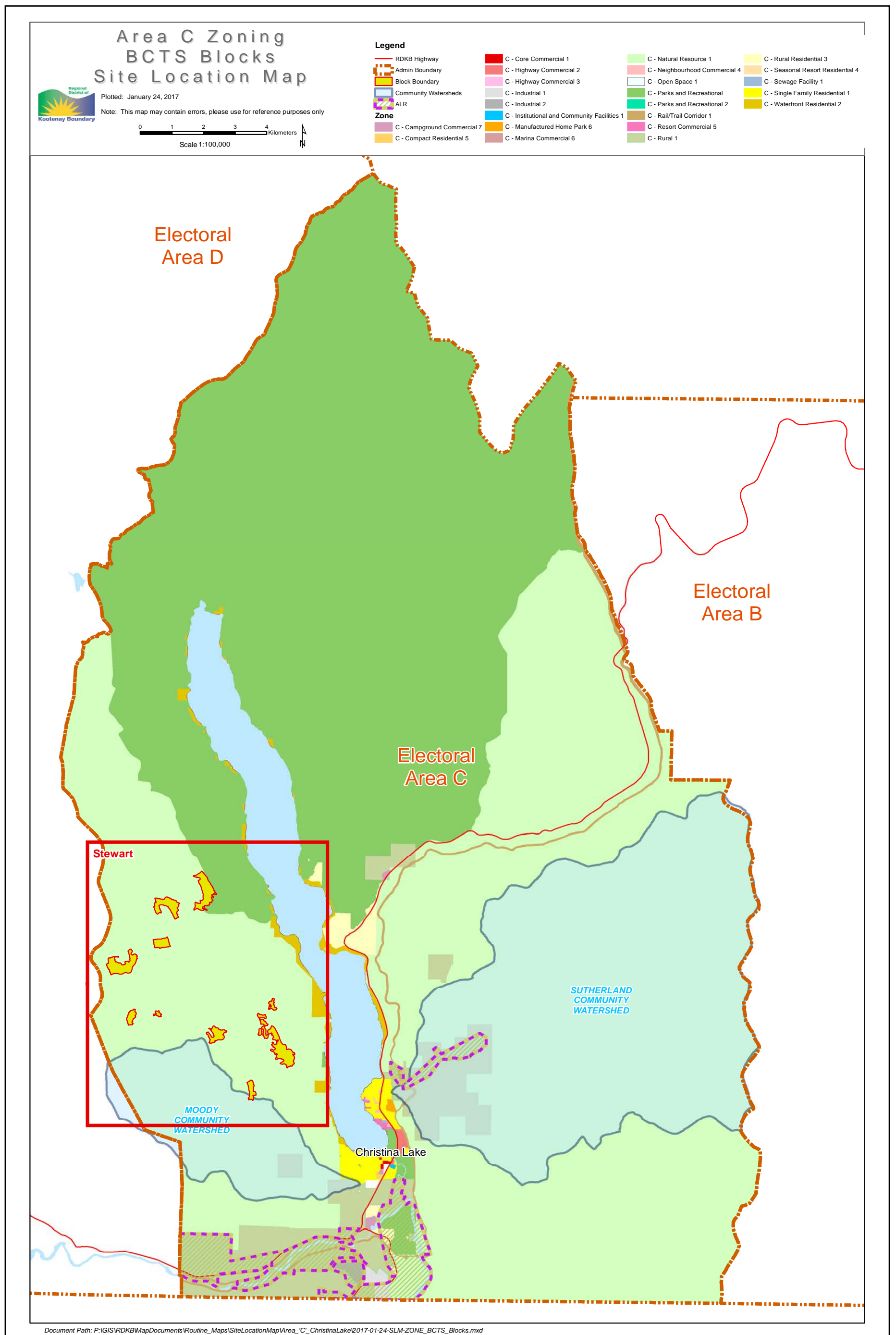
(Map & KML show all roads)

Map Sheet	LICENCE#	BLOCK ID	BLOCK NBR	Area (ha) or Length (Km)	Dev. Type	Comment
Goatskin	A94487	1	E78-001	69.5	Block (ha)	
Goatskin	A94487	2	E78-009	59.9	Block (ha)	
Goatskin	A94487	3	E78-004	53.1	Block (ha)	
Goatskin	BD9267.04GoatskinEast			8.3	Road (km)	Road to A94487-3
Goatskin	BD9267.41GoatskinEast7800			0.6	Road (km)	Road to A94487-3
Goatskin	A94487	4	E78-001	43.0	Block (ha)	
Goatskin Creek	BDA94487BLK4SPUR1			0.4	Road (km)	Road to A94487-4
Losthorse	A93705	1	E37-008	0.0	Block (ha)	
Losthorse	A93716	1	E47-036	20.2	Block (ha)	
Losthorse	A93716	2	E47-037	14.3	Block (ha)	
Losthorse	A93716	3	E37-019	32.6	Block (ha)	
Losthorse	A93716	4	E37-018	85.6	Block (ha)	
Losthorse	BD0136.16LostHorse14000			0.7	Road (km)	Road to A93716-4
Losthorse	BDA93716BLK4SPUR1			0.1	Road (km)	Road to A93716-4
Nevertouch	A94296	1	E77-049	19.1	Block (ha)	
Nevertouch	A94296	2	E77-044	27.7	Block (ha)	
Nevertouch	BDA94296BLK2SPUR2			0.6	Road (km)	Road to A94296-2
Nevertouch	BDA94296BLK2TRAIL1			0.2	Road (km)	Road to A94296-2
Nevertouch	A94296	3	E77-048	10.0	Block (ha)	
Nevertouch	A94296	4	E77-046	8.2	Block (ha)	
Nevertouch	A94296	5	E77-039	8.6	Block (ha)	
Nevertouch	A94296	6	E77-047	100.2	Block (ha)	

Nevertouch	BDA94296BLK6Trail1			0.4	Road (km)	Road to A94296-6
Nevertouch	A94296	7	E76-004	4.4	Block (ha)	
Nevertouch	A94296	8	E77-041	15.9	Block (ha)	
StateRoad	BD0073.10 State24000			0.3	Road (km)	Road to A93520-2. TSL A93520-2 was contained in Operating Plan 11
North Gloucester	A94326	1	E59-003	12.6	Block (ha)	
North Gloucester	BDUnionMine1300			0.2	Road (km)	Road to A94326-1
North Gloucester	A94326	2	E59-003B	22.3	Block (ha)	
North Gloucester	A94326	3	E59-003A	34.1	Block (ha)	
North Gloucester	BD8973.08Union2200			1.4	Road (km)	Road to A94326-2&3
North Gloucester	A94326	4	E09-034	12.5	Block (ha)	
North Gloucester	BDUnionMine5500			0.4	Road (km)	Road to A94326-4
North Gloucester	A94326	5	E58-026A	17.4	Block (ha)	
North Gloucester	BDMtMcKinley1300			0.4	Road (km)	Road to A94326-5
North Gloucester	A94326	6	E58-026	30.0	Block (ha)	
North Gloucester	BDMtMcKinley1200			0.5	Road (km)	Road to A94326-6
North Gloucester	A94326	7	E58-026	24.0	Block (ha)	
North Gloucester	A94326	8	E58-026	19.6	Block (ha)	
North Gloucester	BDMtMcKinley3000			0.2	Road (km)	Road to A94326-8
North Gloucester	A94326	9	E59-004F	25.6	Block (ha)	

North Gloucester	A94326	10	E59-004E	3.2	Block (ha)	
North Gloucester	A94326	11	E59-004C	24.3	Block (ha)	
North Gloucester	BDFrankinMtn8000			0.1	Road (km)	Road to A94326-11
North Granby	A93591	1	E48-026	22.9	Block (ha)	
North Granby	A93591	2	E58-027	87.7	Block (ha)	
North Granby	A93591	3	E48-029,030	24.2	Block (ha)	
North Granby	A93591	4	E58-031	59.3	Block (ha)	
North Granby	BD0018.110Bluejoint L/O 2500			2.0	Road (km)	Road to A93591-4
Rock Candy	A94325	1	E28-057	39.5	Block (ha)	
Rock Candy	A94325	2	E28-054	68.4	Block (ha)	
Rock Candy	A94325	3	E28-053	20.0	Block (ha)	
Rock Candy	BDRockCandyWest8000			0.2	Road (km)	Road to A94325-3
Rock Candy	A94325	4	E28-061	39.0	Block (ha)	
Rock Candy	BDA94325Blk4Spur1			0.1	Road (km)	Road to A94325-4
Rock Candy	A94325	5	E28-060	14.2	Block (ha)	
Rock Candy	BDRockCandyEast7400			0.8	Road (km)	Road to A94325-5
Rock Candy	A94325	6	E28-045	17.1	Block (ha)	
Rock Candy	A94325	7	E28-057A	1.4	Block (ha)	
Stewart	A94327	1	E09-032	4.5	Block (ha)	
Stewart	A94327	2	E09-033	10.2	Block (ha)	
Stewart	A94327	3	E09-037	9.5	Block (ha)	
Stewart	A94327	4	E09-034	38.3	Block (ha)	
Stewart	A94327	5	E09-035	15.5	Block (ha)	
Stewart	BDStewart1301			0.1	Road (km)	Road to A94327-5
Stewart	A94327	6	E09-042	8.3	Block (ha)	
Stewart	A94327	7	Stewart 11	32.1	Block (ha)	
Stewart	A94327	8	E19-047	26.2	Block (ha)	
Stewart	BDStewart16010			0.2	Road (km)	Road to A94327-8
Stewart	A94327	9	E19-046	34.7	Block (ha)	
Stewart	A94327	10	E19-052	12.3	Block (ha)	
Stewart	A94327	11	E09-038	2.2	Block (ha)	







RDKB Planner

[crimell@rdkb.com](mailto:crimell@rdkb.com)

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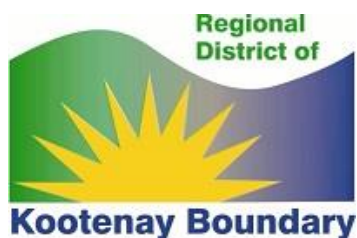
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Nevertouch	BDA94296BLK2SPUR2			0.6	Road (km)	Road to A94296-2
Nevertouch	BDA94296BLK2TRAIL1			0.2	Road (km)	Road to A94296-2
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North Granby	A93591	2	E58-027	87.7	Block (ha)	
North Granby	A93591	3	E48-029,030	24.2	Block (ha)	
North Granby	A93591	4	E58-031	59.3	Block (ha)	
North Granby	BD0018.110Bluejoint L/O 2500			2.0	Road (km)	Road to A93591-4
Rock Candy	A94325	1	E28-057	39.5	Block (ha)	
Rock Candy	A94325	2	E28-054	68.4	Block (ha)	
Rock Candy	A94325	3	E28-053	20.0	Block (ha)	
Rock Candy	BDRockCandyWest8000			0.2	Road (km)	Road to A94325-3
Rock Candy	A94325	4	E28-061	39.0	Block (ha)	
Rock Candy	BDA94325Blk4Spur1			0.1	Road (km)	Road to A94325-4
Rock Candy	A94325	5	E28-060	14.2	Block (ha)	
Rock Candy	BDRockCandyEast7400			0.8	Road (km)	Road to A94325-5
Rock Candy	A94325	6	E28-045	17.1	Block (ha)	
Rock Candy	A94325	7	E28-057A	1.4	Block (ha)	
Stewart	A94327	1	E09-032	4.5	Block (ha)	
Stewart	A94327	2	E09-033	10.2	Block (ha)	
Stewart	A94327	3	E09-037	9.5	Block (ha)	
Stewart	A94327	4	E09-034	38.3	Block (ha)	
Stewart	A94327	5	E09-035	15.5	Block (ha)	
Stewart	BDStewart1301			0.1	Road (km)	Road to A94327-5
Stewart	A94327	6	E09-042	8.3	Block (ha)	
Stewart	A94327	7	Stewart 11	32.1	Block (ha)	
Stewart	A94327	8	E19-047	26.2	Block (ha)	
Stewart	BDStewart16010			0.2	Road (km)	Road to A94327-8
Stewart	A94327	9	E19-046	34.7	Block (ha)	
Stewart	A94327	10	E19-052	12.3	Block (ha)	
Stewart	A94327	11	E09-038	2.2	Block (ha)	



## STAFF REPORT

**Date:** 15 Feb 2017 **File**  
**To:** Chair McGregor and Members of  
the RDKB Board of Directors  
**From:** Beth Burget, General Manager of  
Finance  
**Re:** Equipment Financing - Regional Fire  
Rescue

### Issue Introduction

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve equipment financing with the Municipal Finance Authority (MFA) to finance 2017 Spartan Gladiator Pumper/Rescue 1500 Imperial Gallon Per Minute Pump, 1000 Imperial Gallon Tank up to \$564,227.17.

### History/Background Factors

The 2017 Financial Plan includes the purchase of the 2017 Spartan Gladiator Pumper/Rescue equipment in the amount of 764,227.17 which is to be funded with a \$200,000 contribution from reserve and the balance from MFA Equipment Financing over a five year period. Financing for this vehicle is pursuant to Section 175 of the Community Charter.

### Implications

Approval to make application to the Municipal Finance Authority for this proposed financing under Section 175 of the Community Charter is requested for this project as proposed in the 2017 Financial Plan. The 2017 - 2021 Financial Plan provides for the financing costs within this service.

### Advancement of Strategic Planning Goals

Not Applicable

**Background Information Provided**

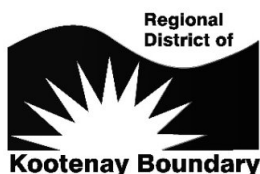
No additional information is provided.

**Alternatives**

No alternative is provided for the Board's consideration.

**Recommendation(s)**

That the Board of Directors approve application be made to the Municipal Finance Authority for equipment financing pursuant to Section 175 of the Community Charter for 2017 Spartan Gladiator Pumper/Rescue 1500 Imperial Gallon Per Minute Pump, 1000 Imperial Gallon Tank up to \$564,227.17.



## ***STAFF REPORT***

<b>Date:</b>	February 21, 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>Ministry Referral - BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'D'/Rural Grand Forks</b>		

### **ISSUE INTRODUCTION**

BC Timber Sales (BCTS) has invited the Regional District to provide comments regarding 22 proposed cut blocks in 3 geographical areas within Electoral Area 'D'/Rural Grand Forks on unsurveyed and surveyed Crown land (*see BCTS Referral Package; Electoral Area 'D'/Rural Grand Forks OCP Map; Electoral Area 'D'/Rural Grand Forks Zoning Map; BCTS Referral North Granby Map; BCTS Referral Rock Candy Map; BCTS Referral Map North Gloucester*).

### **PROPOSAL**

BC Timber Sales proposes to sell the license to harvest primarily lodge pole pine within the 3 geographical areas located in Electoral Area 'D'/Rural Grand Forks.

The area of each of the proposed cut blocks and proposed roads in Electoral Area 'D'/Rural Grand Forks are as follows:

<b>License #</b>	<b>Block Number</b>	<b>Area (hectares)</b>	<b>Road Length (proposed new) (km)</b>
A93591	North Granby		2.0
	1	22.9	
	2	87.7	
	3	24.2	
	4	59.3	
A94325	Rock Candy		1.1
	1	39.5	
	2	68.4	
	3	20	

	4	39	
	5	14.2	
	6	17.1	
	7	1.4	
A94326	North Gloucester		3.2
	1	12.6	
	2	22.3	
	3	34.1	
	4	12.5	
	5	17.4	
	6	30	
	7	24	
	8	19.6	
	9	25.6	
	10	3.2	
	11	24.3	
<b>Total</b>	<b>22</b>	<b>619.3</b>	<b>6.3</b>

BC Timber Sales anticipates to advertise the licenses in 2017/2018. Whoever purchases the licenses will then have up to 4 years to harvest the cut blocks.

The proposed cut blocks would be accessed via the existing series of Forest Service Roads shown on the BCTS Referral Maps. There are also sections of proposed out of block roads, totaling 6.3 km, which are shown in red on the Referral Maps, and are noted in the table above.

### IMPLICATIONS

The proposed development is on unsurveyed and surveyed Crown land. The proposed cut blocks are designated as 'Rural Resource 2' in the Electoral Area 'D'/Rural Grand Forks Official Community Plan Bylaw No. 1555 and zoned 'Rural Resource 1' in the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 (*see Electoral Area 'D'/Rural Grand Forks OCP Map and Electoral Area 'D'/Rural Grand Forks Zoning Map*). Forestry, logging and silviculture are among the principal permitted uses in the 'Rural Resource 1' Zone.

All forest operations on Crown land in BC are governed by the *Forest and Range Practices Act (FRPA)* and the *Forest Planning and Practices Regulation*.

Cut block 2 in the North Granby development area has proposed roads bordering near the Granby River. The *Forest Planning and Practices Regulation* Section 70.1-84 dictates road regulations. Depending on whether this area would be considered a riparian management area, which is done in the field, Section 50 could also apply.

Cut block 3 in the North Granby development area shows the cut block extending past the forest development unit (FDU). BCTS staff contacted land titles regarding the area



of the park and confirmed the park area and boundaries were smaller than depicted on the original referral map (*see Amendment Map Development Area North Granby Cut Block 3 and 4*). The amended map shows the area of cut block 3 is outside of the Section 16 reserve or park boundary. This updated map also depicts an unlogged corridor along each side of the Granby River, which is the riparian management area of the river.

Cut block 4 in the North Granby development area shows the cut block encroaching into Rec Site 2316. The map amendment noted above also addresses this concern, as the amendment noted the cut block is no longer proposed to encroach into Rec Site 2316.

Cut blocks 1 and 3 in the North Gloucester development area abuts private property. There are no legislative requirements to notify property owners within a certain radius of forestry development, although BCTS Staff notified the private property owners in December 2016 and have provided them the opportunity to comment until the end of February 2017. To date they have not received a response from these owners regarding the development proposal.

Cut blocks 3 and 6 in the North Gloucester development areas have Wildlife Habitat Areas (WHA). The habitat area is intended for Grizzly Bear. Setback distances and timing for harvesting in these WHAs are dictated by a Government Actions Regulation (GAR). GAR are able to dictate the requirements of special management of certain forest values such as wildlife habitat. These WHA are also wetlands. Management practices for wetlands are dictated within the *Forest Planning and Practices Regulation* Section 48.

Several of the cut blocks are within a domestic watershed boundary. Practices to reduce the impact on a watershed including machine free zones along streams and riparian zone setbacks are assumed to be standard practice.

Objectives regarding 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 Planning and Practices Regulation* Section 47, 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.

## **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission provided the following comments regarding the referral;

*"The APC appreciated the efforts of BCTS in extending the offer for input on these operational plans.*

*There was a general concern noted regarding the adherence to appropriate riparian buffer widths, especially, for specific example, along proposed blocks in the North Granby maps.*

*Likewise, there was a general concern noted for respect for and management practices that would be use within wildlife corridors (e.g. WTRA), specifically in the North Granby layouts.*

*There was some concern about the fact that the updated maps provided in our agenda (A93591 Cut Blocks 3 & 4 Amended) are not represented in either the .kmz files nor the .pdf files currently online for input. The amended maps provided addressed a number of concerns that were noted in the original layouts.*

*It was noted that the provision of .kmz files is an extremely helpful step, on behalf of BCTS, in efforts to decrease obstacles to genuine public consultation. This was appreciated."*

#### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

The Practice of Forestry is regulated by the BC Association of Forest Professionals (ABCFP). This is similar to the practice of Engineering which is regulated by the Association of Professional Engineers and Geoscientists of BC (APEGBC). This means that Registered Professional Foresters (RPF) and Certified Forest Technicians (CFT) plan, design and monitor compliance with legislation and regulation. BCTS is voluntarily certified by the Sustainable Forest Initiative (SFI) and ISO 14001 (an Environment Management System Standard). These certifications require commitment to and compliance with legislation and certification requirements, planning, design and monitoring are done by staff or contractors who are members of ABCFP or APEGBC. Periodic internal and external audits are done to ensure compliance. The Forest Practices Board also conducts periodic audits throughout the Province.

BCTS staff are responsible for updating the materials to apply amendments to the Operating Plan, RDKB staff assume they will update the online Operating Plan Materials as soon as they are finalized.

#### **BACKGROUND INFORMATION**

*BC Timber Sales Referral Package*

*Electoral Area 'D'/Rural Grand Forks OCP Map*

*Electoral Area 'D'/Rural Grand Forks Zoning Map*

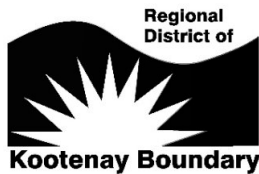
*Amendment Map Development Area North Granby Cut Block 3 and 4*

*BCTS Referral North Granby Map*

*BCTS Referral Rock Candy Map*

*BCTS Referral North Gloucester Map***RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors advise staff to forward this staff report 'BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'D'/Rural Grand Forks' which includes the comments of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission for consideration and that the BCTS Development Proposal for the licenses for 22 proposed cut blocks in the 3 geographical areas of North Granby, Rock Candy and North Gloucester noted within Operating Plan #12 in the Boundary Timber Supply Area within Electoral Area 'D'/Rural Grand Forks, be received.



## STAFF REPORT

<b>Date:</b>	February 21, 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>Ministry Referral - BC Timber Sales Development Proposal – Operating Plan #12 Boundary Timber Supply Area – Electoral Area 'E' / West Boundary</b>		

### ISSUE INTRODUCTION

BC Timber Sales (BCTS) has invited the Regional District to provide comments regarding 17 proposed cut blocks in 3 geographical areas within Area 'E'/West Boundary on unsurveyed and surveyed Crown land (*see BCTS Referral Package; Electoral Area 'E' / West Boundary Site Location Map; BCTS Referral Losthorse Map; BCTS Referral Nevertouch Map; BCTS Referral Goatskin Map*).

### PROPOSAL

BC Timber Sales proposes to sell the license to harvest primarily lodge pole pine within the Losthorse, Nevertouch and Goatskin geographical areas located in Electoral Area 'E' / West Boundary.

The area of each of the proposed cut blocks in Electoral Area 'E' / West Boundary are as follows:

License #	Block Number	Area (hectares)	Road Length (proposed new) (km)
A93705	Losthorse		
	1	71	
A93716	Losthorse		0.8
	1	20.2	
	2	14.3	
	3	32.6	
	4	85.6	
A94296	Nevertouch		1.2
	1	19.1	

	2	27.7	
	3	10	
	4	8.2	
	5	8.6	
	6	100.2	
	7	4.4	
	8	15.9	
A94487	Goatskin		9.3
	1	69.5	
	2	59.9	
	3	53.1	
	4	43	
	<b>Total</b>	<b>643.3</b>	<b>11.3</b>

BC Timber Sales anticipates to advertise the licenses in 2017/2018. Whoever purchases the licenses will then have up to 4 years to harvest the cut blocks.

The proposed cut blocks would be accessed via the existing series of Forest Service Roads shown on the BCTS Referral Maps. There are also sections of proposed roads outside of the cut blocks totaling 11.3 km, which are shown in red on the Referral Maps, and are noted in the table above.

### IMPLICATIONS

The proposed development is on unsurveyed and surveyed Crown land. The proposed cut blocks are in a portion of Electoral Area 'E' West Boundary which does not have an Official Community Plan and Zoning Bylaw.

All forest operations on Crown land in BC are governed by the *Forest and Range Practices Act (FRPA)* and the *Forest Planning and Practices Regulation*.

Several of the cut blocks are within a domestic watershed boundary. Practices to reduce the impact on a domestic watershed are machine free zones along streams and riparian zone setbacks are assumed to be standard practice.

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 Planning and Practices Regulation* Section 47, 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.

Cut block 1 within Losthorse License #A93705 and Nevertouch Block 1 have wetlands within the boundaries. Management practices for wetlands are dictated within the *Forest Planning and Practices Regulation* Section 48. 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 these portions of the cut block.

Cut blocks 1, 6 and 7 within Nevertouch License #A94296 are near the Kettle River and Damfino Creek. License holders are required to follow the *Forest Planning and Practices Regulation* Section 50-52 which speak to restrictions within riparian areas.

Cut Blocks 1 and 2 within Goatskin License #A94487 abut Wildlife Habitat Areas (WHA). The habitat areas are intended for the Grizzly Bear. Setback distances and timing for harvesting in these WHAs are dictated by a Government Actions Regulation (GAR). GAR are able to dictate the requirements of special management of certain forest values such as wildlife habitat.

Cut block 3 within the Goatskin License #A94487 abuts Granby Provincial Park. BC Timber Sales staff noted that they are able to harvest up to the boundary. BC Timber Sales staff mentioned that there is not a lot of opportunity to buffer this area as it has been greatly affected by Mountain Pine Beetle and the risk of blowdowns are high. They have referred the Operating Plan to the Planning Section Head of the BC Parks and Conservation Officer Service Division for comment.

### **ADVISORY PLANNING COMMISSION COMMENTS**

#### *Electoral Area 'E' / West Boundary Advisory Planning Commission*

The Electoral Area 'E' / West Boundary Advisory Planning Commission had a fulsome discussion regarding this development referral. Based on the original wording of the recommendation and follow up discussions with the APC Chair for clarification the Planning and Development staff have summarized their concerns and formulated the following recommendation.

It was moved, seconded and resolved (Jamie/Florence) that the APC recommends to the Regional District that the subject Development Application not be supported as there is insufficient information as follows:

- Layout plan should detail which roads are to be permanent and temporary and details as to the quality of road (ie width and drainage structures) and be accompanied by a detailed road deactivation and rehabilitation plan.
- The time frame should be no more than two years, not four years.
- Provide information of approximate total volume of logs to be harvested and proposed new roads both in block and out of block.

- All permanent roads must have a long-term maintenance plan in place prior to construction.

#### *Big White Advisory Planning Commission*

Planning and Development Department staff provided the referral to the Big White APC as the Nevertouch development area is within  $\pm 11$ km of Big White Ski Resort. As the other development areas are further from Big White they were not provided for review.

The Big White Advisory Planning Commission did not support the subject referral as they were concerned about watershed protection, the impact on the viewscape from Big White Ski Resort as well as they felt it necessary the BCTS consult directly with Big White Ski Resort regarding this development proposal.

#### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

The issues of road construction, riparian areas, wetland and environmental impact raised by the APCs are regulated by the *Forests Range and Practices Act* and *Forests Range and Practices Regulation*. The Development Proposal is all on Crown land, which the Regional District has no authority over.

The Practice of Forestry is regulated by the BC Association of Forest Professionals (ABCFP). This is similar to the practice of Engineering which is regulated by the Association of Professional Engineers and Geoscientists of BC (APEGBC). This means that Registered Professional Foresters (RPF) and Certified Forest Technicians (CFT) plan, design and monitor compliance with legislation and regulation. BCTS is voluntarily certified by the Sustainable Forest Initiative (SFI) and ISO 14001 (an Environment Management System Standard). These certifications require commitment to and compliance with legislation and certification requirements, planning, design and monitoring are done by staff or contractors who are members of ABCFP or APEGBC. Periodic internal and external audits are done to ensure compliance. The Forest Practices Board conducts periodic audits throughout the Province.

Finally, BCTS staff are Public Servants, as such they are motivated to ensure compliance and find a balance between competing values.

#### **BACKGROUND INFORMATION**

*BC Timber Sales Referral Package*  
*Area 'E'/West Boundary Site Location Map*  
*BCTS Referral Losthorse Map*  
*BCTS Referral Nevertouch Map*  
*BCTS Referral Goatskin Map*

**RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors advise staff to forward this staff report 'BC Timber Sales Development Proposal: Operating Plan #12: Boundary Timber Supply Area – Electoral Area 'E'/West Boundary' along with the Electoral Area 'E'/West Boundary and Big White Advisory Planning Commission Minutes for consideration and that the BCTS Development Proposal for the licenses for 17 proposed cut blocks noted within the Operating Plan #12 in the Boundary Timber Supply Area within Electoral Area 'E'/West Boundary, be received.



RDKB Planner

[crimell@rdkb.com](mailto:crimell@rdkb.com)

### **BC Timber Sales Operating Plan 12 in Boundary Timber Supply Area**

BC Timber Sales, Kootenay Business Area, wishes to proceed with final cutblock and road development leading to harvesting of timber and construction of access roads. The cutblocks and roads presented in this referral will be authorized under a Forest Stewardship Plan (FSP). Since a FSP does not authorize harvesting, it is necessary to refer the location and some detail of our plans to Stakeholders, Interest groups, and the Public who may be affected by the development.

- GoogleEarth KML files and 1:15,000 scale maps showing the general location of the proposed development can be viewed on the Web at:  
[https://www.for.gov.bc.ca/ftp/TKO/external/!publish/FSP/Operating-Plans/Operating\\_Plan12\\_Boundary/](https://www.for.gov.bc.ca/ftp/TKO/external/!publish/FSP/Operating-Plans/Operating_Plan12_Boundary/)
- The Development List attached to this letter lists the Mapsheet Name for each Timber Sale location. Find the corresponding name in the file name for each PFD File.
- Double clicking the KML files will open GoogleEarth and load the proposed development.
- The Maps Files are best viewed by right clicking and choosing "save as...." to save the file to your computer.

This development proposal is available for review and comment (viewing by appointment only) during regular business hours (Monday to Friday, 8:30 AM – 4:30 PM).

Written comments must be received at the following address on or before **February 24, 2017**.

Earlier submissions are appreciated. To arrange a viewing, or for more information, please contact the undersigned.

Yours truly,



Rick Mazzocchi, RPF  
Planning Forester  
BC Timber Sales, Kootenay Business Area  
Email [rick.mazzocchi@gov.bc.ca](mailto:rick.mazzocchi@gov.bc.ca)

Boundary Field Office  
7290-2<sup>nd</sup> St, Box 850  
Grand Forks, BC, V0H 1H0  
Telephone: 250-442-4302

An alternate contact person is Scott Leslie, Woodlands Supervisor, Phone 250-442-5429 or email [scott.leslie@gov.bc.ca](mailto:scott.leslie@gov.bc.ca)

Toll Free Telephone: dial Service BC at 1-800-663-7867 and provide one of the above phone number to the operator.

### Operating Plan 12 Development List

Note: Only roads that are outside of blocks are listed.

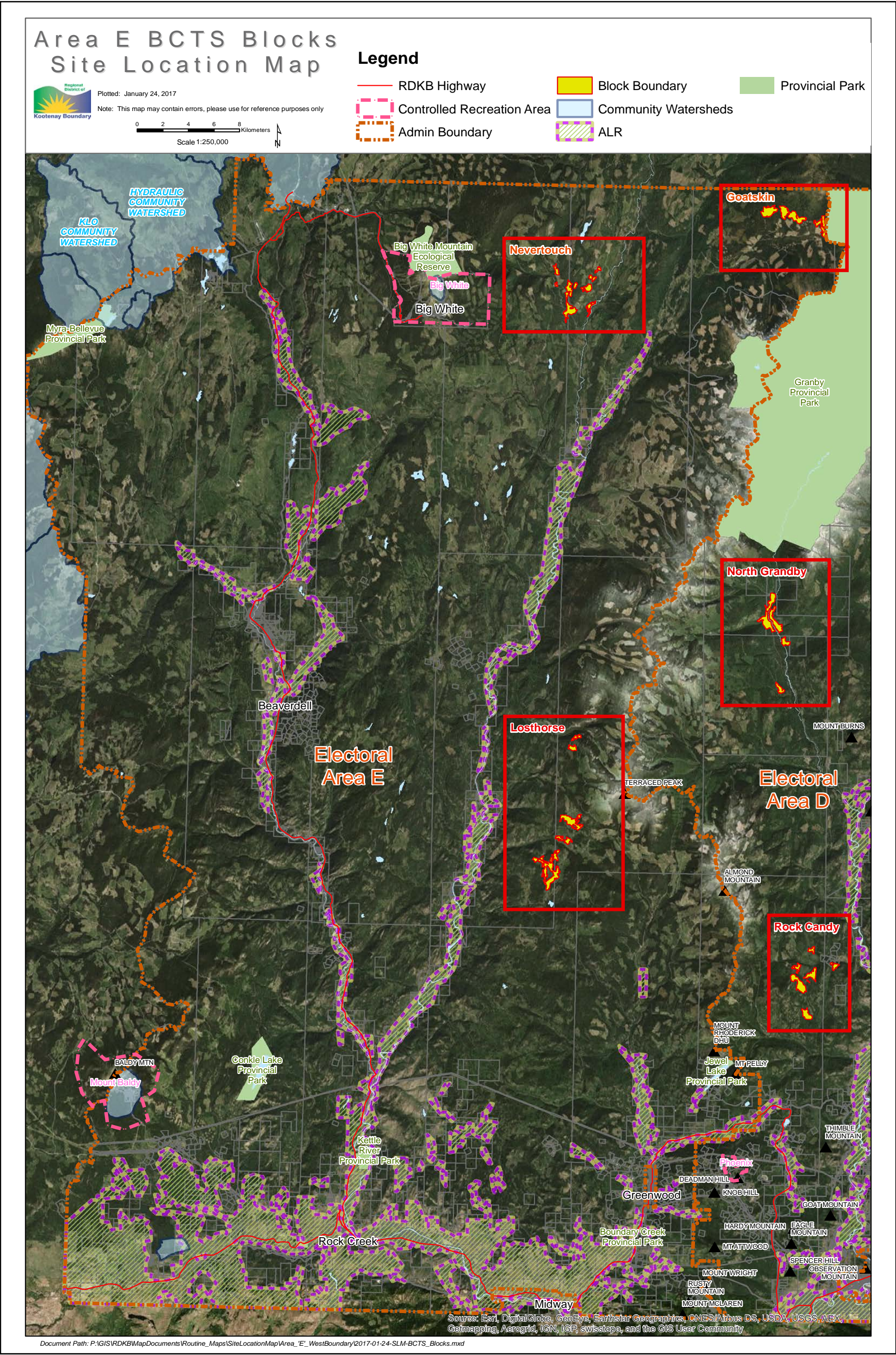
(Map & KML show all roads)

Map Sheet	LICENCE#	BLOCK ID	BLOCK NBR	Area (ha) or Length (Km)	Dev. Type	Comment
Goatskin	A94487	1	E78-001	69.5	Block (ha)	
Goatskin	A94487	2	E78-009	59.9	Block (ha)	
Goatskin	A94487	3	E78-004	53.1	Block (ha)	
Goatskin	BD9267.04GoatskinEast			8.3	Road (km)	Road to A94487-3
Goatskin	BD9267.41GoatskinEast7800			0.6	Road (km)	Road to A94487-3
Goatskin	A94487	4	E78-001	43.0	Block (ha)	
Goatskin Creek	BDA94487BLK4SPUR1			0.4	Road (km)	Road to A94487-4
Losthorse	A93705	1	E37-008	0.0	Block (ha)	
Losthorse	A93716	1	E47-036	20.2	Block (ha)	
Losthorse	A93716	2	E47-037	14.3	Block (ha)	
Losthorse	A93716	3	E37-019	32.6	Block (ha)	
Losthorse	A93716	4	E37-018	85.6	Block (ha)	
Losthorse	BD0136.16LostHorse14000			0.7	Road (km)	Road to A93716-4
Losthorse	BDA93716BLK4SPUR1			0.1	Road (km)	Road to A93716-4
Nevertouch	A94296	1	E77-049	19.1	Block (ha)	
Nevertouch	A94296	2	E77-044	27.7	Block (ha)	
Nevertouch	BDA94296BLK2SPUR2			0.6	Road (km)	Road to A94296-2
Nevertouch	BDA94296BLK2TRAIL1			0.2	Road (km)	Road to A94296-2
Nevertouch	A94296	3	E77-048	10.0	Block (ha)	
Nevertouch	A94296	4	E77-046	8.2	Block (ha)	
Nevertouch	A94296	5	E77-039	8.6	Block (ha)	
Nevertouch	A94296	6	E77-047	100.2	Block (ha)	

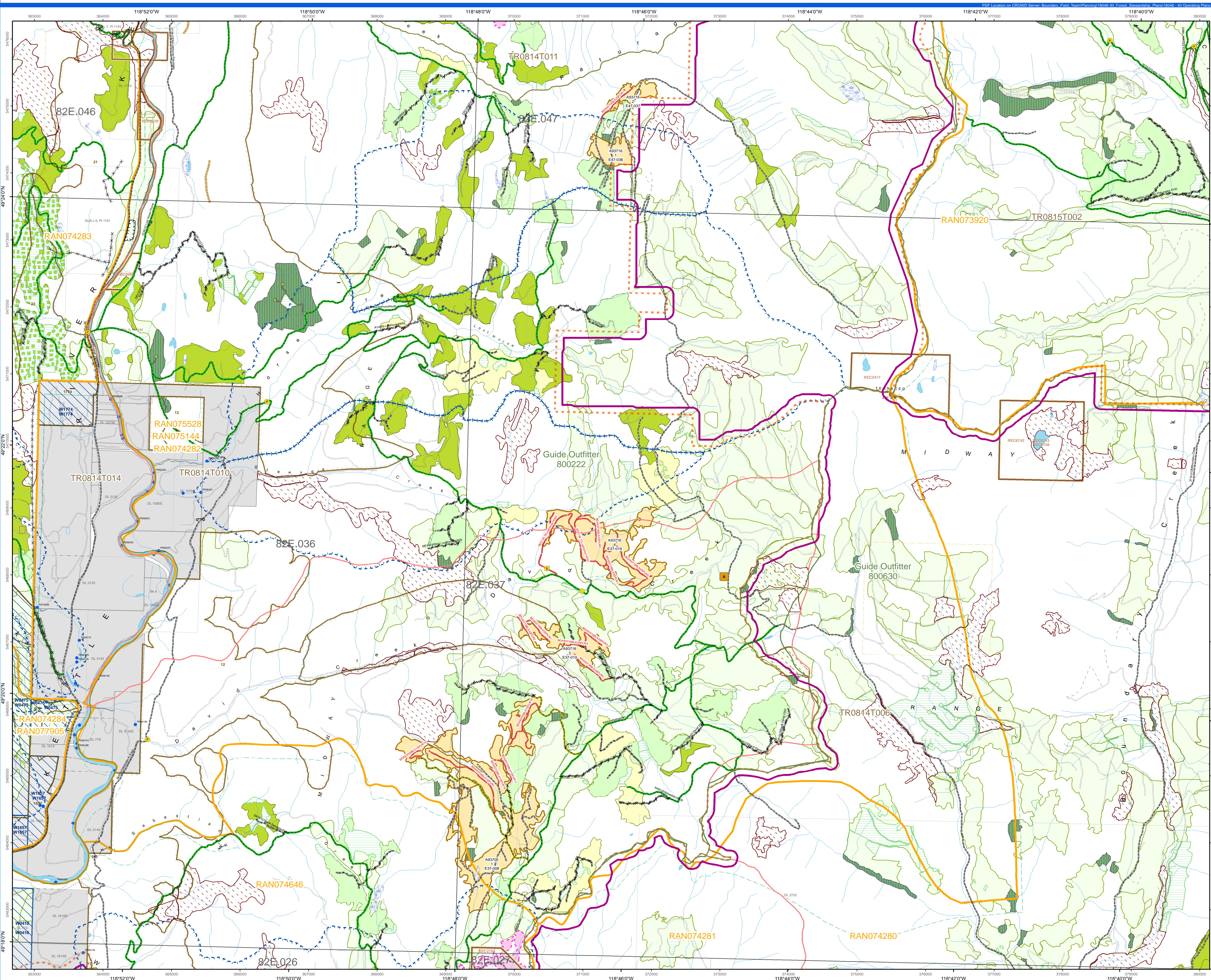
Nevertouch	BDA94296BLK6Trail1			0.4	Road (km)	Road to A94296-6
Nevertouch	A94296	7	E76-004	4.4	Block (ha)	
Nevertouch	A94296	8	E77-041	15.9	Block (ha)	
StateRoad	BD0073.10 State24000			0.3	Road (km)	Road to A93520-2. TSL A93520-2 was contained in Operating Plan 11
North Gloucester	A94326	1	E59-003	12.6	Block (ha)	
North Gloucester	BDUnionMine1300			0.2	Road (km)	Road to A94326-1
North Gloucester	A94326	2	E59-003B	22.3	Block (ha)	
North Gloucester	A94326	3	E59-003A	34.1	Block (ha)	
North Gloucester	BD8973.08Union2200			1.4	Road (km)	Road to A94326-2&3
North Gloucester	A94326	4	E09-034	12.5	Block (ha)	
North Gloucester	BDUnionMine5500			0.4	Road (km)	Road to A94326-4
North Gloucester	A94326	5	E58-026A	17.4	Block (ha)	
North Gloucester	BDMtMcKinley1300			0.4	Road (km)	Road to A94326-5
North Gloucester	A94326	6	E58-026	30.0	Block (ha)	
North Gloucester	BDMtMcKinley1200			0.5	Road (km)	Road to A94326-6
North Gloucester	A94326	7	E58-026	24.0	Block (ha)	
North Gloucester	A94326	8	E58-026	19.6	Block (ha)	
North Gloucester	BDMtMcKinley3000			0.2	Road (km)	Road to A94326-8
North Gloucester	A94326	9	E59-004F	25.6	Block (ha)	

North Gloucester	A94326	10	E59-004E	3.2	Block (ha)	
North Gloucester	A94326	11	E59-004C	24.3	Block (ha)	
North Gloucester	BDFrankinMtn8000			0.1	Road (km)	Road to A94326-11
North Granby	A93591	1	E48-026	22.9	Block (ha)	
North Granby	A93591	2	E58-027	87.7	Block (ha)	
North Granby	A93591	3	E48-029,030	24.2	Block (ha)	
North Granby	A93591	4	E58-031	59.3	Block (ha)	
North Granby	BD0018.110Bluejoint L/O 2500			2.0	Road (km)	Road to A93591-4
Rock Candy	A94325	1	E28-057	39.5	Block (ha)	
Rock Candy	A94325	2	E28-054	68.4	Block (ha)	
Rock Candy	A94325	3	E28-053	20.0	Block (ha)	
Rock Candy	BDRockCandyWest8000			0.2	Road (km)	Road to A94325-3
Rock Candy	A94325	4	E28-061	39.0	Block (ha)	
Rock Candy	BDA94325Blk4Spur1			0.1	Road (km)	Road to A94325-4
Rock Candy	A94325	5	E28-060	14.2	Block (ha)	
Rock Candy	BDRockCandyEast7400			0.8	Road (km)	Road to A94325-5
Rock Candy	A94325	6	E28-045	17.1	Block (ha)	
Rock Candy	A94325	7	E28-057A	1.4	Block (ha)	
Stewart	A94327	1	E09-032	4.5	Block (ha)	
Stewart	A94327	2	E09-033	10.2	Block (ha)	
Stewart	A94327	3	E09-037	9.5	Block (ha)	
Stewart	A94327	4	E09-034	38.3	Block (ha)	
Stewart	A94327	5	E09-035	15.5	Block (ha)	
Stewart	BDStewart1301			0.1	Road (km)	Road to A94327-5
Stewart	A94327	6	E09-042	8.3	Block (ha)	
Stewart	A94327	7	Stewart 11	32.1	Block (ha)	
Stewart	A94327	8	E19-047	26.2	Block (ha)	
Stewart	BDStewart16010			0.2	Road (km)	Road to A94327-8
Stewart	A94327	9	E19-046	34.7	Block (ha)	
Stewart	A94327	10	E19-052	12.3	Block (ha)	
Stewart	A94327	11	E09-038	2.2	Block (ha)	

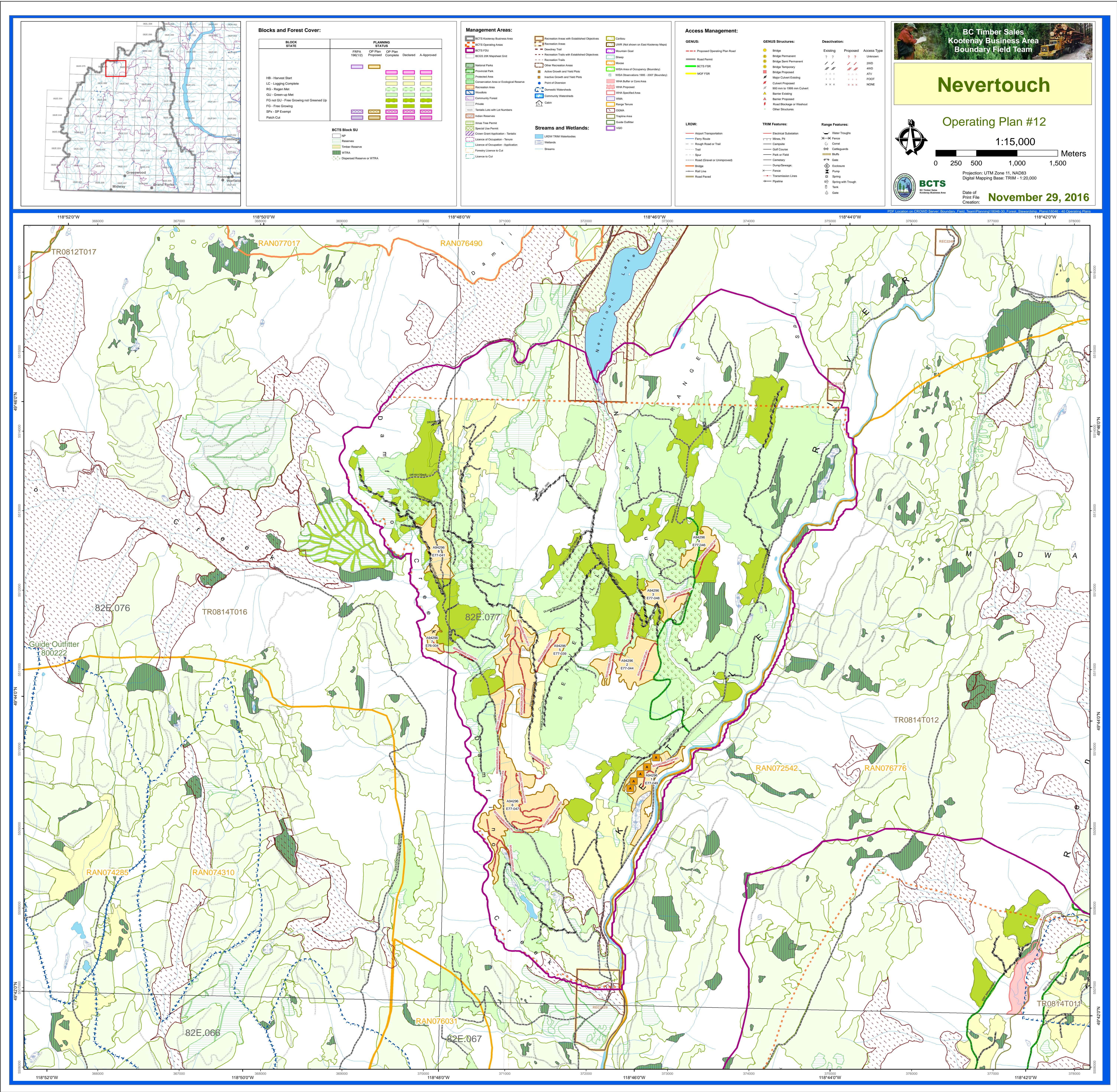




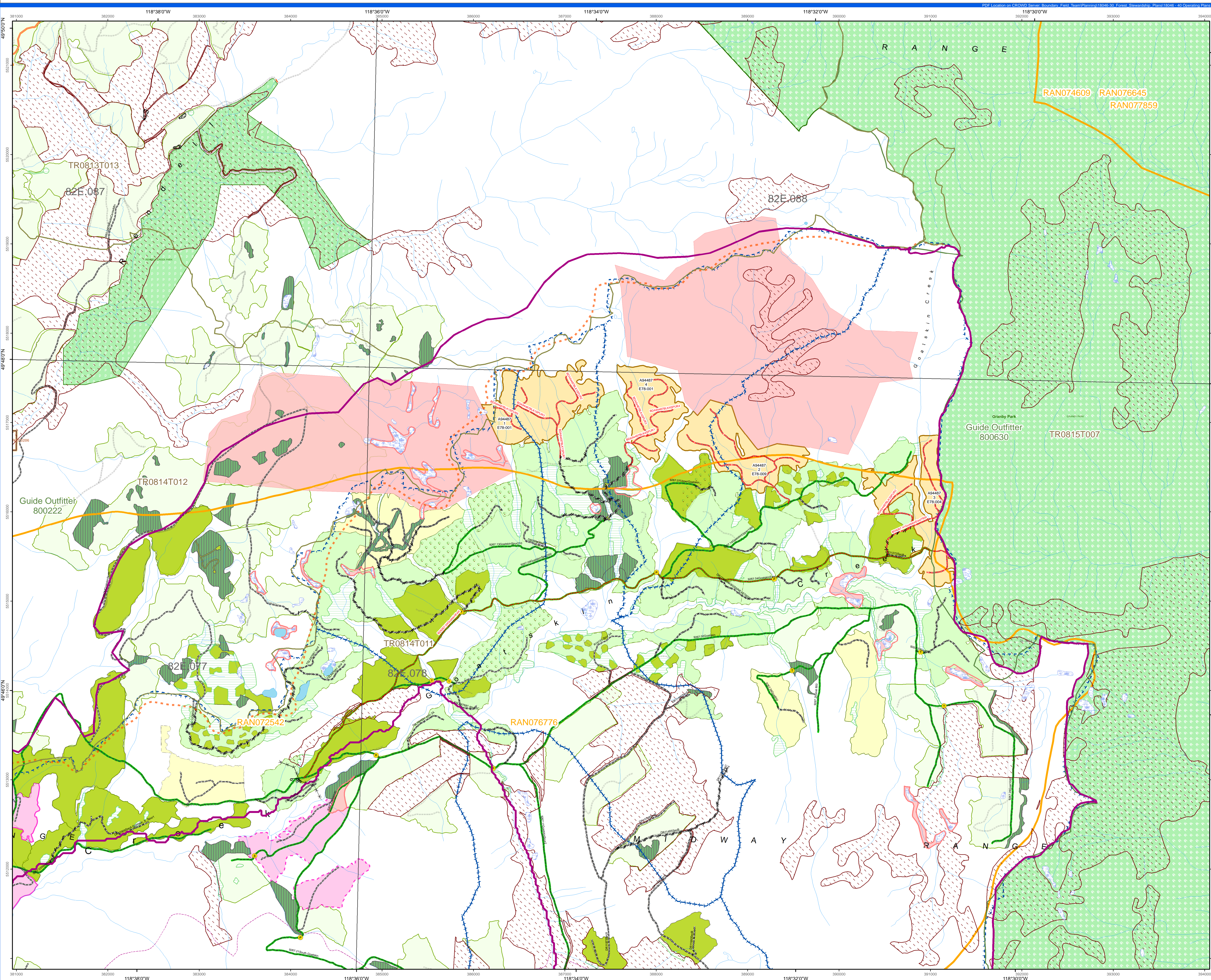




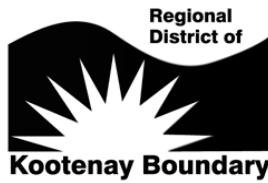












## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	B-24
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>FrontCounter BC Referral</b> – License of Occupation for Annual Footrace Event		

### ISSUE INTRODUCTION

FrontCounter BC has invited the Regional District of Kootenay Boundary to comment on an application submitted to the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) by Rene Unser, on behalf of the Broken Goat Trail Race, for a License of Occupation for a special event for an annual foot race to include 12km, 25km, and 50km routes on the trails and roads north and west of Red Mountain Resort (*see Site Location Map; Management Plan*).

### HISTORY / BACKGROUND FACTORS

A similar application was made in January 2016 for the event which was held on July 15<sup>th</sup> and 16<sup>th</sup>, 2016.

The application area covers unsurveyed Crown land which is designated as 'Rural Resource 3' in the Electoral Area 'B'/ Lower Columbia-Old Glory Official Community Plan and zoned 'Rural Resource 3' in the Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw.

### PROPOSAL

The Broken Goat Trail Foot Race is proposed to take place on July 15<sup>th</sup>, 2017 and offer 12km, 25km, and 50km courses. The courses would take place on already existing trails. The 12 km race will take place entirely within the jurisdiction of the City of Rossland. The organizers of the Broken Goat Trail Foot Race have received approval from Red Mountain Resort, Selkirk Mountain Forest, and Kootenay Columbia Trail Society who are the stakeholders affected within their area of application. It should be noted that area of application extends beyond the actual trails which will be used in the 25km and 50km courses. The section of these courses within Electoral Area 'B'/ Lower Columbia-Old Glory are entirely on unsurveyed Crown land. The total application area is 15 ha and the term of the proposal is for up to 10 years.

## IMPLICATIONS

In the Management Plan it describes the staging area as Red Mountain Resort. Washrooms will be provided there as well as porta-potties available at the start area for racers.

The Management Plan also acknowledges limited parking and notes that they will provide shuttles for the runners partaking in the 25km and 50km course.

The Management Plan elaborates on where the First Aid stations will be located on each of the courses. Safety is further considered by the course director who is a member of the RCMP and is responsible for communication with Search and Rescue. There will also be additional volunteers for first aid stations, as first aid attendants and course marshals. There will also be radios provided to ensure proper communication between the crews and coordinator.

The trails will be well marked with pin flags, arrows and biodegradable chalk. There will be a team specifically dedicated to remove all course markings as well as any garbage or debris left behind by the race.

The organizers have obtained event insurance in the sum of 3 million liability. They have also included the following under additional insured:

- Red Resort Limited Partnership
- Selkirk Mountain Forest
- Ministry of Forests
- Kootenay Columbia Trail Society
- Rossland Range (REC20321)
- Seven Summits Trail (REC16200)
- Old Glory Trail (REC203218)
- Record Ridge Trail (REC2433)

## ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'B' / Lower Columbia-Old Glory Advisory Planning Commission provided the following comments;

- They noted a discrepancy in the dates provided on the applicant's submission of July 15<sup>th</sup> or July 16<sup>th</sup>
- The Chair of the APC received an email from Rick Fillmore on behalf of the Trail Wildlife Association. They oppose the number of runners taking part in this event as it disturbs the flora and fauna of the area. They are encouraging an environmental review be conducted at the Provincial level.
- The APC does not support the request of a 10-year term, they would like to see a shorter term and more consultation
- The APC also questioned if there should be additional porta-potties and trash receptacles than noted in the applicant's submission

The Electoral Area 'B'/ Lower Columbia-Old Glory Advisory Planning Commission supported the referral subject to the conditions of an environmental review, additional consultation, a shorter term and additional waste receptacles and porta-potties.

#### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

Planning and Development Staff received a copy of the email submitted to the Chair of the APC from the Trail Wildlife Society. The email indicated it had already been submitted directly to the Land Officer responsible for processing this application through FrontCounter BC at the Ministry of Forests, Lands and Natural Resource Operations.

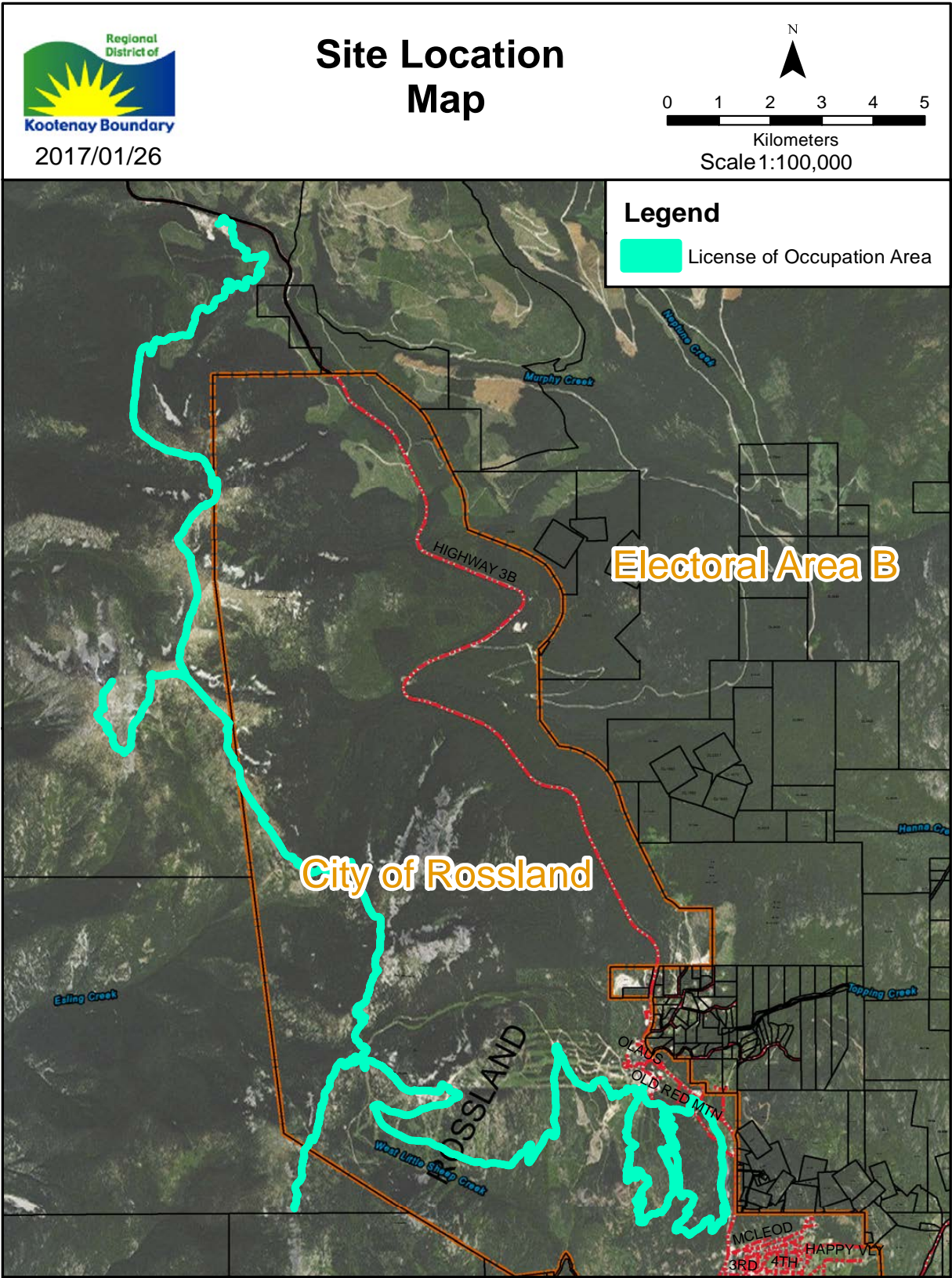
The comments regarding the proposed term and additional waste receptacles and porta-potties can be forwarded to FrontCounter BC and subsequently to the applicant.

#### **BACKGROUND INFORMATION**

*Site Location Map  
Management Plan*

#### **RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'License of Occupation for Annual Footrace Event' which includes the recommendations of the Electoral Area 'B'/ Lower Columbia-Old Glory Advisory Planning Commission to FrontCounter BC for the Broken Goat Trail Race, for a License of Occupation for a Special Event, on the trails and roads north and west of Red Mountain Resort and on Unsurveyed Crown Land, in Electoral Area 'B'/ Lower Columbia-Old Glory, for consideration.



Document Path: P:\GIS\RD\KB\MapDocuments\Routine\_Maps\SiteLocationMap\Area\_B\_LowerColumbia-OldGlory\2017-01-26-\_SLM\_brokenGoat.mxd

## Broken Goat Trail Running Race 2017 Management Plan

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Event Date: July 15 - 12k/25k/50k  
Event Location: Rossland, British Columbia  
Event Time: 6am to 5pm  
Event Options: 12k, 25k, 50k  
Number of Participants: Maximum 350 runners, broken down into the following:  
12k – 75 participants  
25k – 125 participants  
50k – 150 participants

**Staging Area**

The staging area is from Red Mountain Resorts. Although the 25k & 50k runners are shuttled to Nancy Green Summit where they are dropped off at the start area. The 12k & vertical climb start & finish at Red Mountain.

**Washrooms**

Red Mountain Resorts facilities are open for racers during the weekend.

We also have porta potties available at the start areas for racers.

Most guests stay at the resort which is within a short walking distance to the staging area.

**Shuttles**

Due to limited parking and remoteness of the start, we provide shuttles for the 25k & 50k racers and take them to the start area from Red Mountain Resort.

**First Aid & Evacuation Plan**

We have a course director who also works for the RCMP and is responsible for communications with SAR (Search & Rescue), aid station volunteers, first aid attendants and course marshals. We have Red Mountain radios that we equip our team with in various areas along the race course and use to communicate.

We have radios at the following locations:

1. Race HQ w/ our course director.
2. Start area.
3. Mount Plewman.
4. Unnecessary Ridge.
5. Old Glory Summit.
6. Granite Mountain
7. Record Ridge.

Our aid stations & course marshals also have a list of all runners' names & bib numbers. They check off all racers as they come through and communicate any with race HQ at the start/finish.

We have volunteers that check in racers the morning of the run and a mandatory gear check with a list of items that racers must carry with them during the race. Failure to produce items off the list results in denial of starting the race.

We have a sweep team that leaves with the last runner. Part of our safety protocol is to ask racers to leave their pack at the side of the trails should they have to leave the course to use the washroom. It is an extra precautionary measure to keep track of everyone on course.

We have an online waiver that is mandatory for all race participants to complete before proceeding with their registration. We also have individual waivers & PAR-Q forms that our racers must complete prior to picking up their race bibs and checking in race morning.

### **Trail Marking**

We have branded trail markers with PACE Sports Fitness on the arrows. We use irrigation flags to pin the arrows in place. We add a pin flag every 200m as a confidence marker for our racers. At key junctions (and only where necessary) we will spray biodegradable chalk spray on the ground only, avoiding any natural wood or rocks and keeping this to a minimum.

The pin flags, arrows and chalk is all cleaned by a sweep crew, who leave with the last runner and clear all course markings same day. This team also cleans up any garbage or debris that may have been accidentally dropped on course. We have a very firm "leave no trace" policy in our race.

### **Permitting & Permissions**

The follow is a list of land owners and/or managers that have provided us with land use permissions:

1. Red Mountain Resorts/Property (PO Box 670 4300 Mountain Road Rossland, V0G 1Y0)
2. Record Ridge, Selkirk Mountain Forest (PO Box 758 Fruitvale, BC V0G 1L0)
3. KCTS (Kootenay Columbia Trail Society) PO Box 1179, Rossland, BC, V0G 1Y0

We put posters at the trail entrances to the park so locals and trail users are aware of the event and the dates the events are happening. We post these 3 days before the event date.

### **Insurance**

We obtain event insurance from Western Financial with a minimum of \$3 million liability. We list the following under additional insured's:

Red Resort Limited Partnership (PO BOX 670 4300 Mountain Rd, Rossland, BC V0G 1Y0),  
Record Ridge, Selkirk Mountain Forest (PO BOX 758, Fruitvale, BC V0G 1L0), Ministry Of  
Forest British Columbia, Kootenay Columbia Trail Society KCTS (PO BOX 1179, Rossland,  
BC V0G 1Y0), Rossland range (REC20321) Including 7 Summits Trail, (REC16200) Old  
Glory Trail, (REC203218) and Record Ridge Trail(REC2433) Authorization is pursuant to  
Forest Range Practices Act (FRPA) Forest Recreation Regulation Sec 16 (a)

### **Race Rules**

We have the rules our race on our website [HERE](#). The rules are also gone over in full detail at a mandatory race briefing that all racers must attend. The rules cover the following topics:

1. Participants.
2. Race Day.
3. Trail Etiquette.
4. Infractions.
5. Disqualifications.
6. Future Entry Denial.

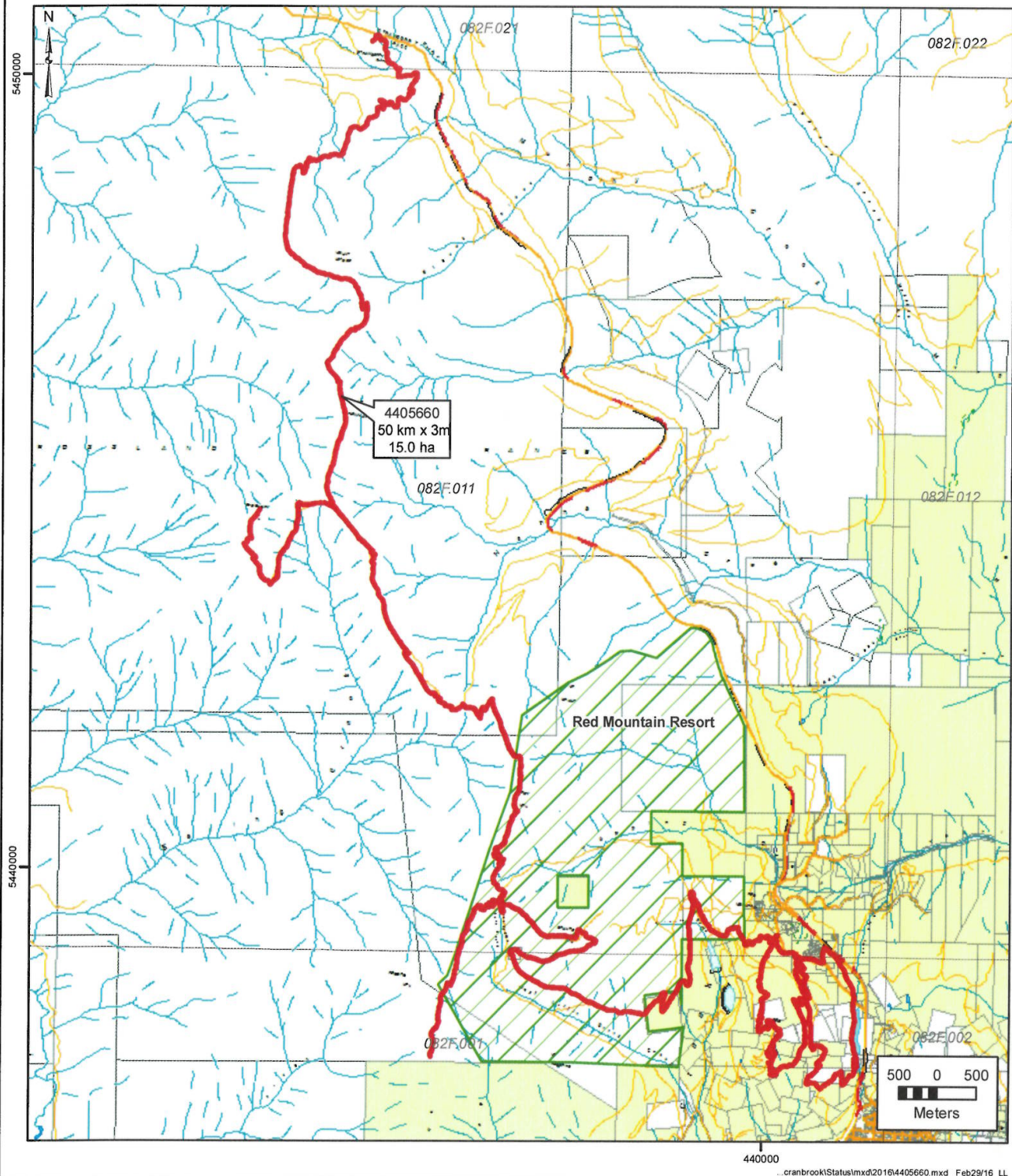


Licence

Legal Description Schedule

File No: 4405660  
Disposition: 924140

All that unsurveyed Crown land situated between Rossland and Strawberry Pass, Kootenay District, more particularly shown outlined in red and containing 15.0 hectares, more or less



Scale 1:65,000

BCGS Mapsheet(s): 82F.001/11/21

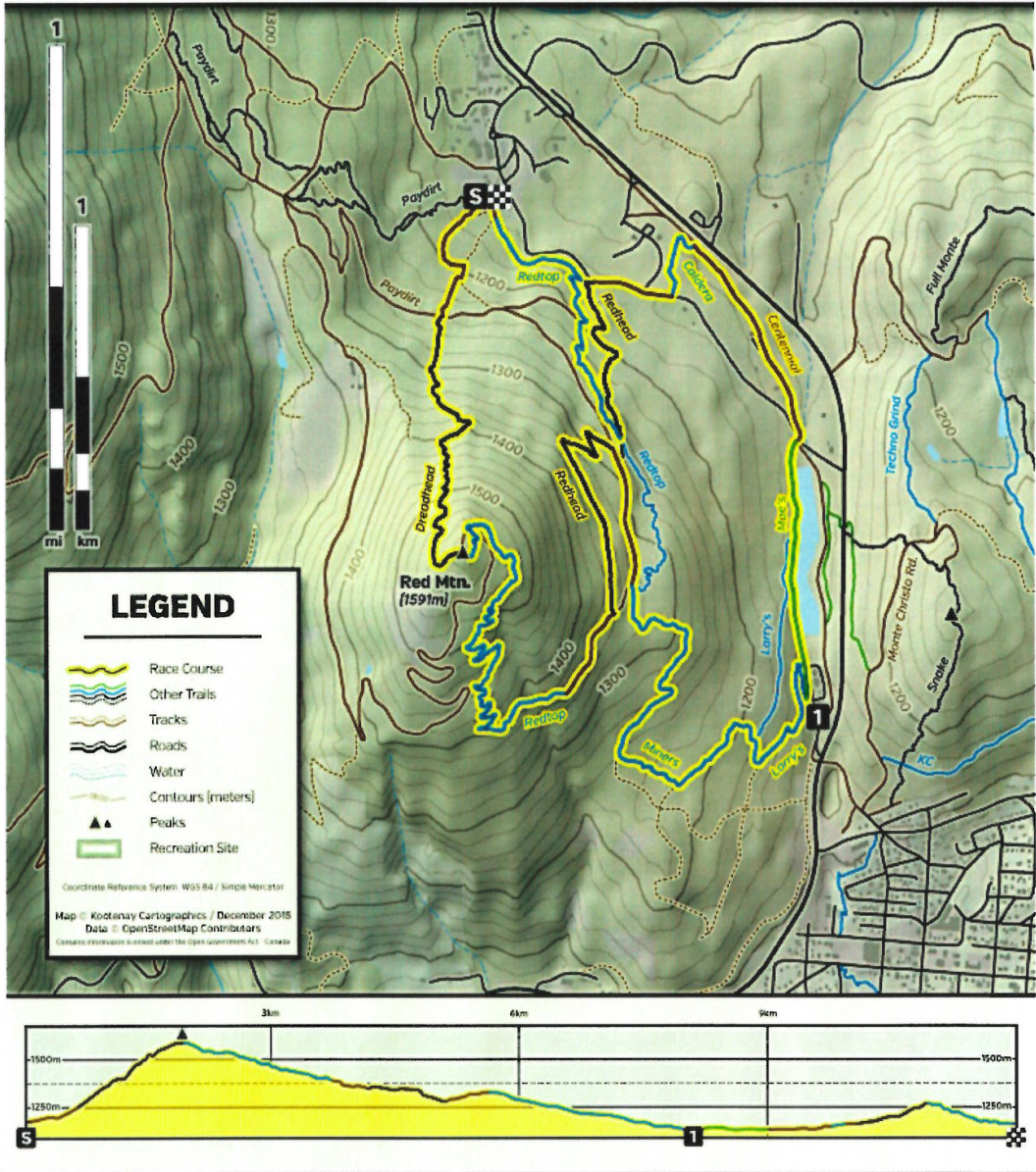
Application

Page \_\_\_\_ of \_\_\_\_



Saturday July 16, 2016: 12k Route Description

**Broken Goat 12k Course**

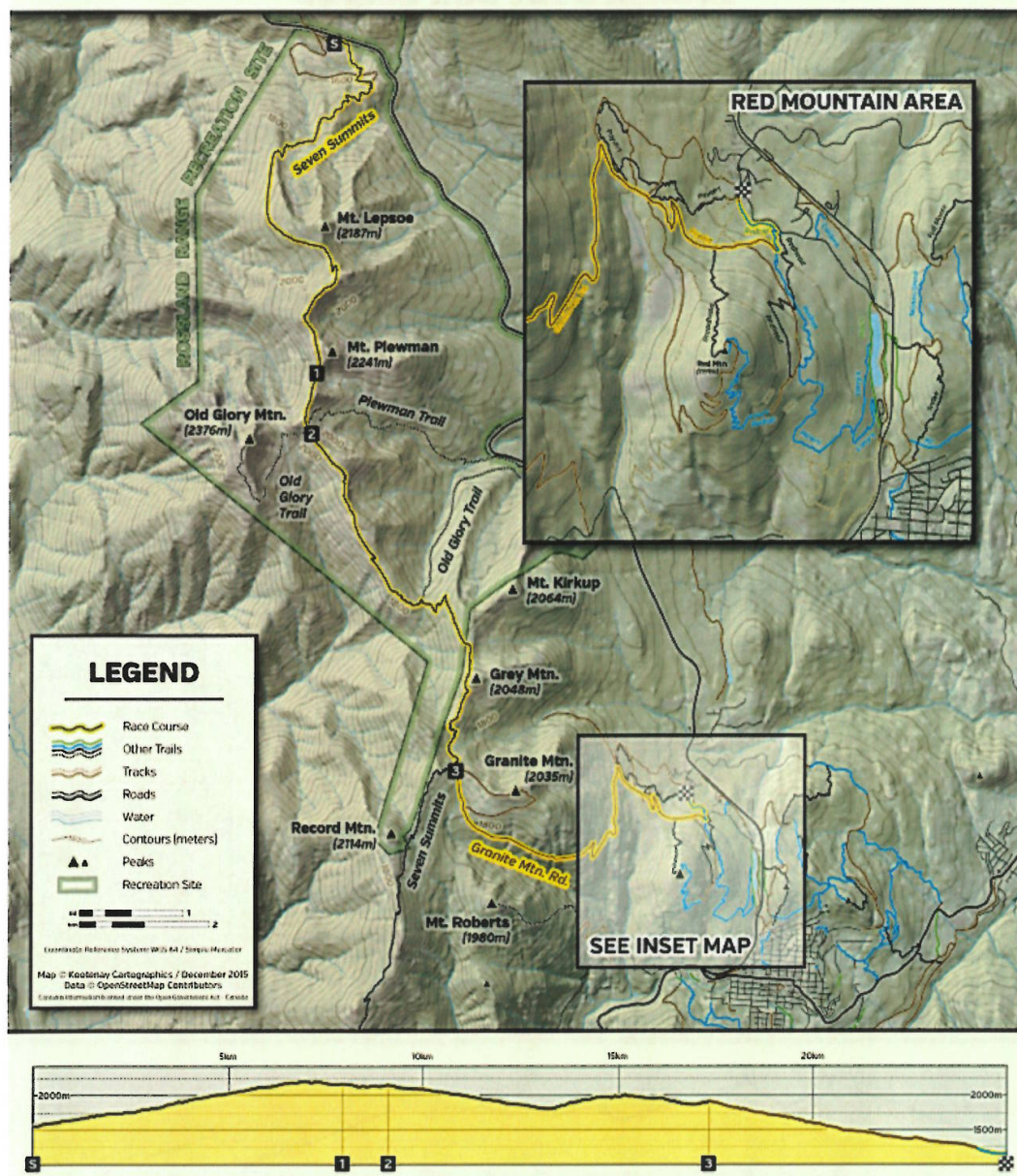


The Broken Goat 12km course starts off at the base of Red Mountain Resort and takes dread head trail to the summit. From the summit of Red Mountain, the course follows a series of designated trails on Red Mountain including Redhead, Redtop, Miners, Larrys, Centennial trail & Caldera.



Saturday July 16<sup>th</sup>: 25k Route Description

## Broken Goat 25k Course

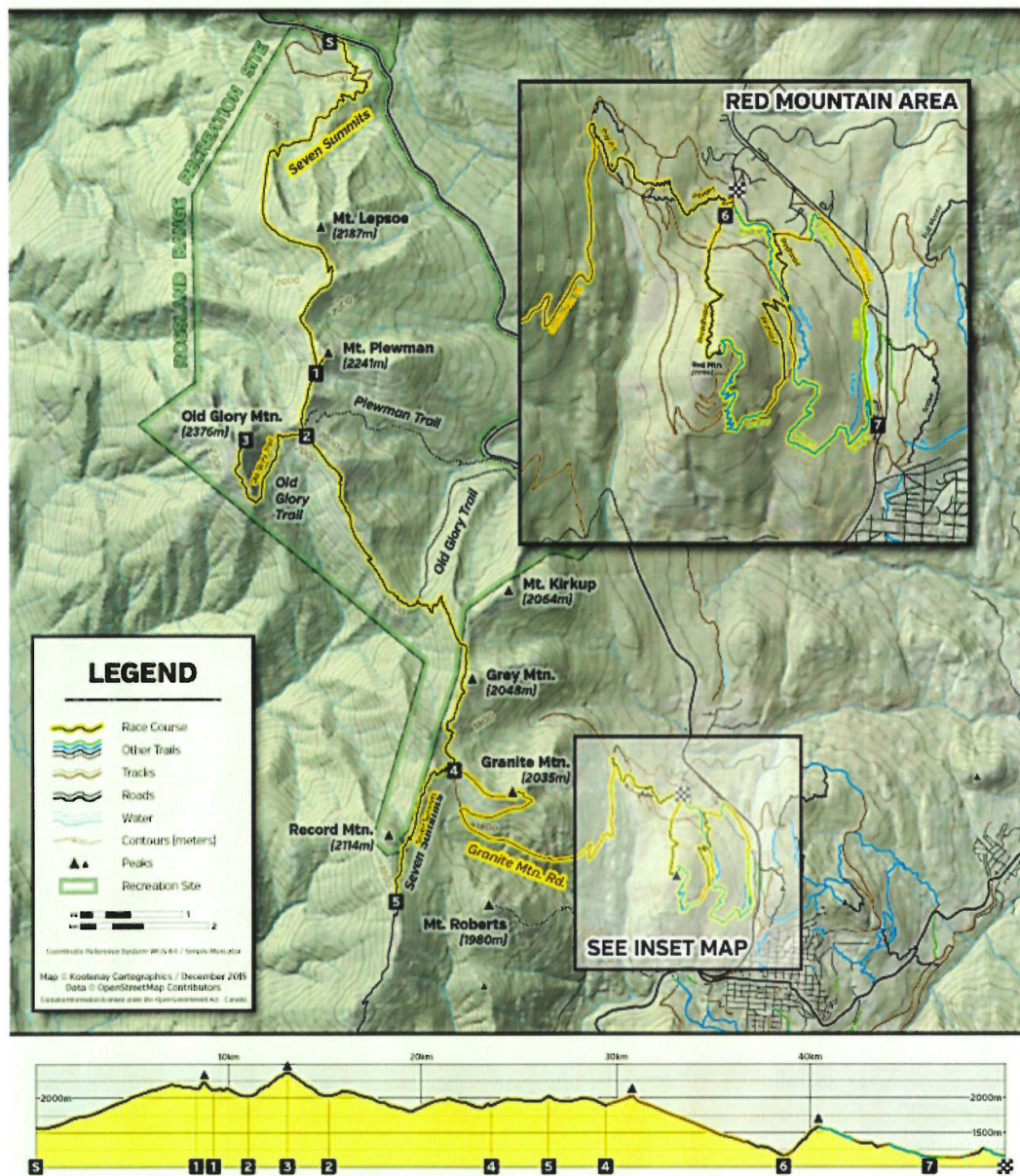


The Broken Goat 25k course follows the same route as the 50k course, only it doesn't include any of the side trips/summits along the way. It is a point to point race that traverses along the beautiful "7 Summits" high alpine ridge trail within the Rossland Range. The 25k course starts from the Nancy Greene Summit, traverses along the 7 Summits trail and then heads down Southside road to Pay dirt trail where it links into the 12k course and shares the same finish.

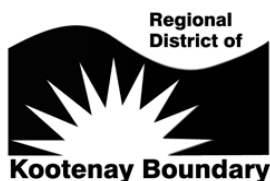


Saturday July 16<sup>th</sup>: 50km Route Description

## Broken Goat 50k Course



The 50k route takes place on the "7 Summits" high alpine ridge trail while accessing side trails and peaks along the way. The race proceeds along the peaks and ridges in the following order: Mt Plewman, Unnecessary Ridge, Old Glory Mtn, Record Ridge, Granite Mtn and finishes by climbing the Broken Goat Vertical Climb on Red Mountain and following the 12k course to the finish.



## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	D-6
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>FrontCounter BC Referral</b> - Section 56 and 57 Authorization under the <i>Forest and Range Practices Act</i>		

### ISSUE INTRODUCTION

FrontCounter BC has invited the Regional District of Kootenay Boundary to comment on an application for authorization under Section 57 of the *Forest and Range Practices Act* (FRPA) to construct and maintain a trail on Crown land, and to legally designate Crown land for a recreation trail or recreation site, under Section 56 of the *Act*. The application was submitted by Ed Mathews, to the Ministry of Forests, Lands and Natural Resource Operations (FLNRO). The proposed trail would provide scenic hiking access to Goat Mountain, which is  $\pm 5$  km north of Grand Forks, Electoral Area 'D'/Rural Grand Forks (*see Site Location Map; Applicant's Submission*).

### BACKGROUND

The proposed trail is on unsurveyed Crown land. These parcels are designated as 'Rural Resource 2' in the Electoral Area 'D'/Rural Grand Forks Official Community Plan No. 1555 and 'Rural Resource 1' in the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299. Passive recreation areas and activities are permitted within all zones.

The applicant speculates that logging occurred around 80 years ago near the Trans Canada Trail (TCT) portion of the proposed trail. The applicant also speculates some mining activity occurred around the 1900s, but that no modern mining interest is evident.

### PROPOSAL

The applicant seeks authorization under Section 57 of the *Forest and Range Practices Act* to construct a new trail on Crown land, and to legally designate Crown land for a recreation trail, under Section 56 of the *Act*. The application proposes a 2.5 kilometer trail at 2 meters wide which will total an area of 0.5 ha. The proposed term is indefinite.

The intent is to provide a scenic hiking access to Goat Mountain with a particular focus on wild flowers and views of the North Fork Valley and Grand Forks.

## IMPLICATIONS

The applicant notes previous experience with building and maintaining trails within Electoral Area 'D'/Rural Grand Forks and Grand Forks such as the Lower Granby trail, Observation Mountain trail and Saddle Mountain trail. The applicant notes that they would focus to minimize disruption of the land and vegetation when constructing the proposed trail. When possible existing trails such as a portion of the TCT, old railroad, mining and logging access roads and trails would be used.

The applicant notes that the trail crosses over one seasonal stream on an old logging road and that the culvert system is still functioning and that they have not observed water running over the road. The applicant notes the stream dries up in May.

The applicant Ed Mathews would likely be responsible for maintaining the trail but that is to be determined and arranged by FLNRO. The applicant notes if the proposal is supported the trail could be publicized locally, and should result in greater use by the local hiking community. The applicant anticipates that little maintenance would be required due to the nature of the terrain.

## ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission provided the following recommendation;

*"The APC supports this proposal, recognizing the value of signage to indicate the level of difficulty of the trail, and further that support is contingent on it remaining a hiking trail only, at no more than 2m wide."*

## BACKGROUND INFORMATION

*Site Location Map*

*Applicant's Submission*

## RECOMMENDATION

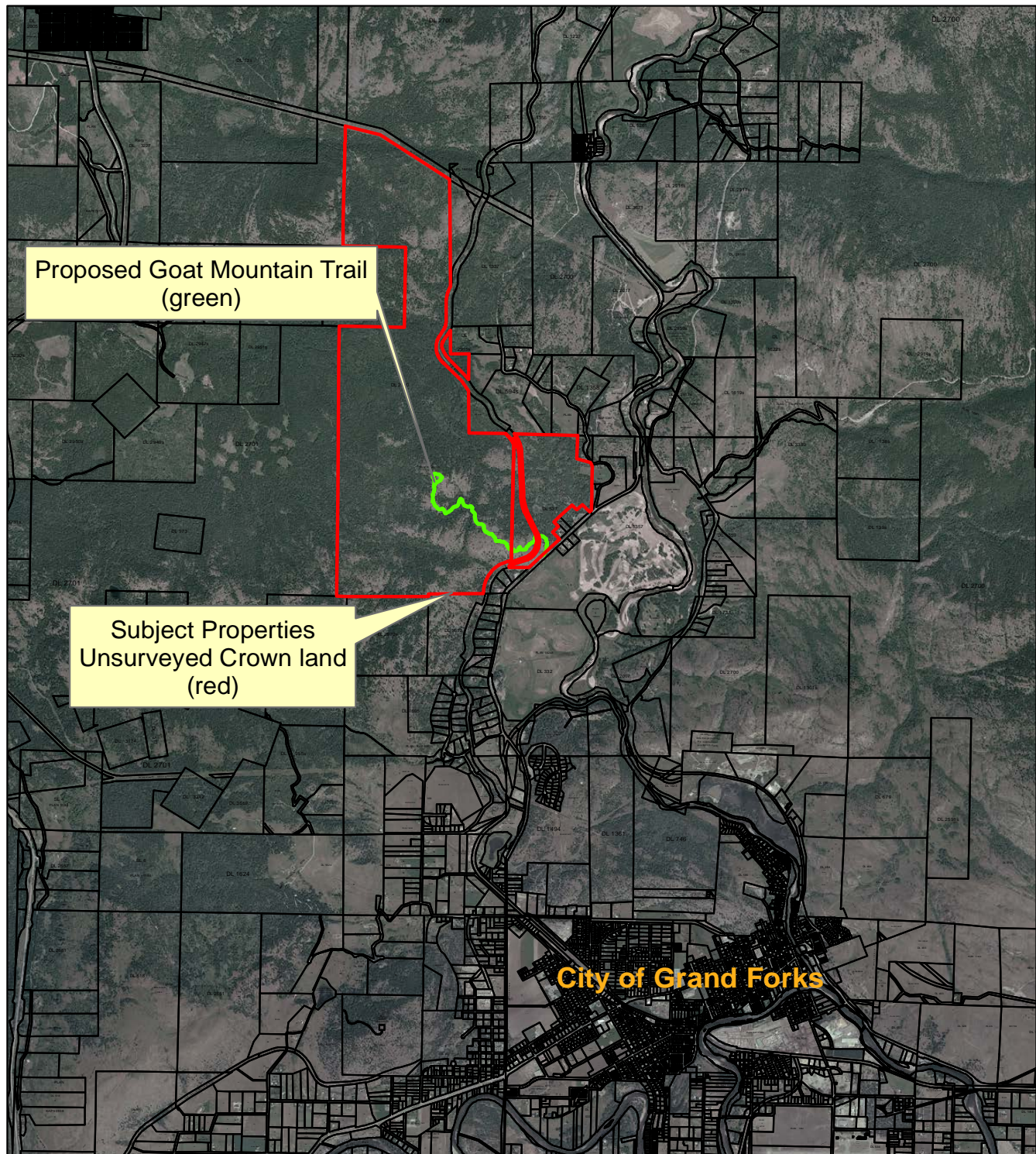
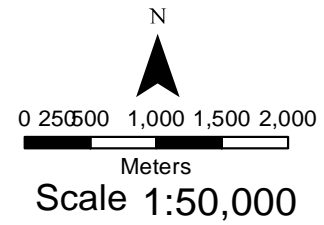
That the application submitted to the Ministry of Forests, Lands and Natural Resource Operations by Ed Mathews for authorization under Section 57 and under Section 56 of the *Forest and Range Practices Act* for a 2.5 kilometer trail by 2 meter wide trail on Crown land near Goat Mountain in Electoral Area 'D'/Rural Grand Forks, be supported. AND FURTHER that the comments of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission be forwarded to FrontCounter BC for consideration.





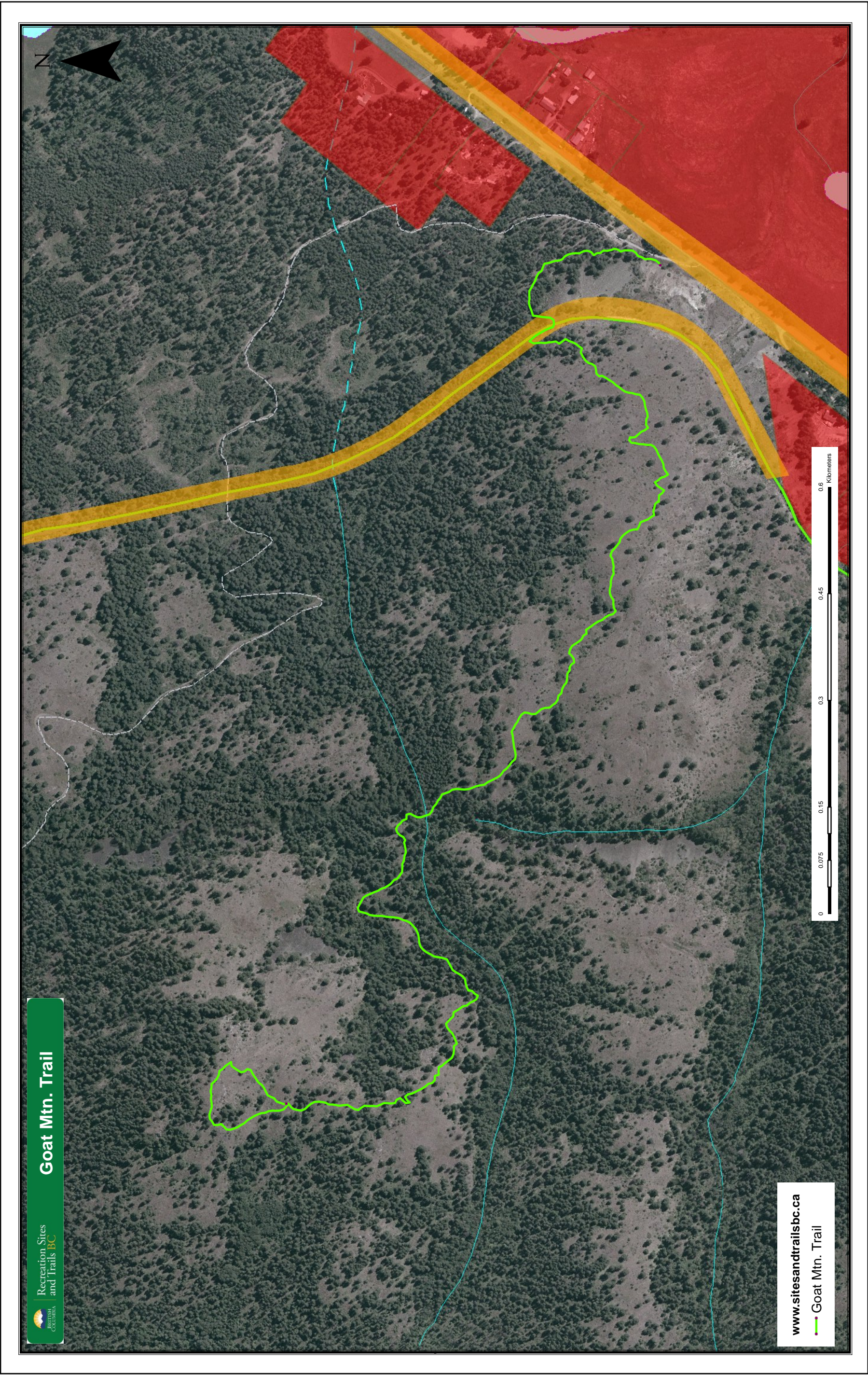
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# Site Location Map

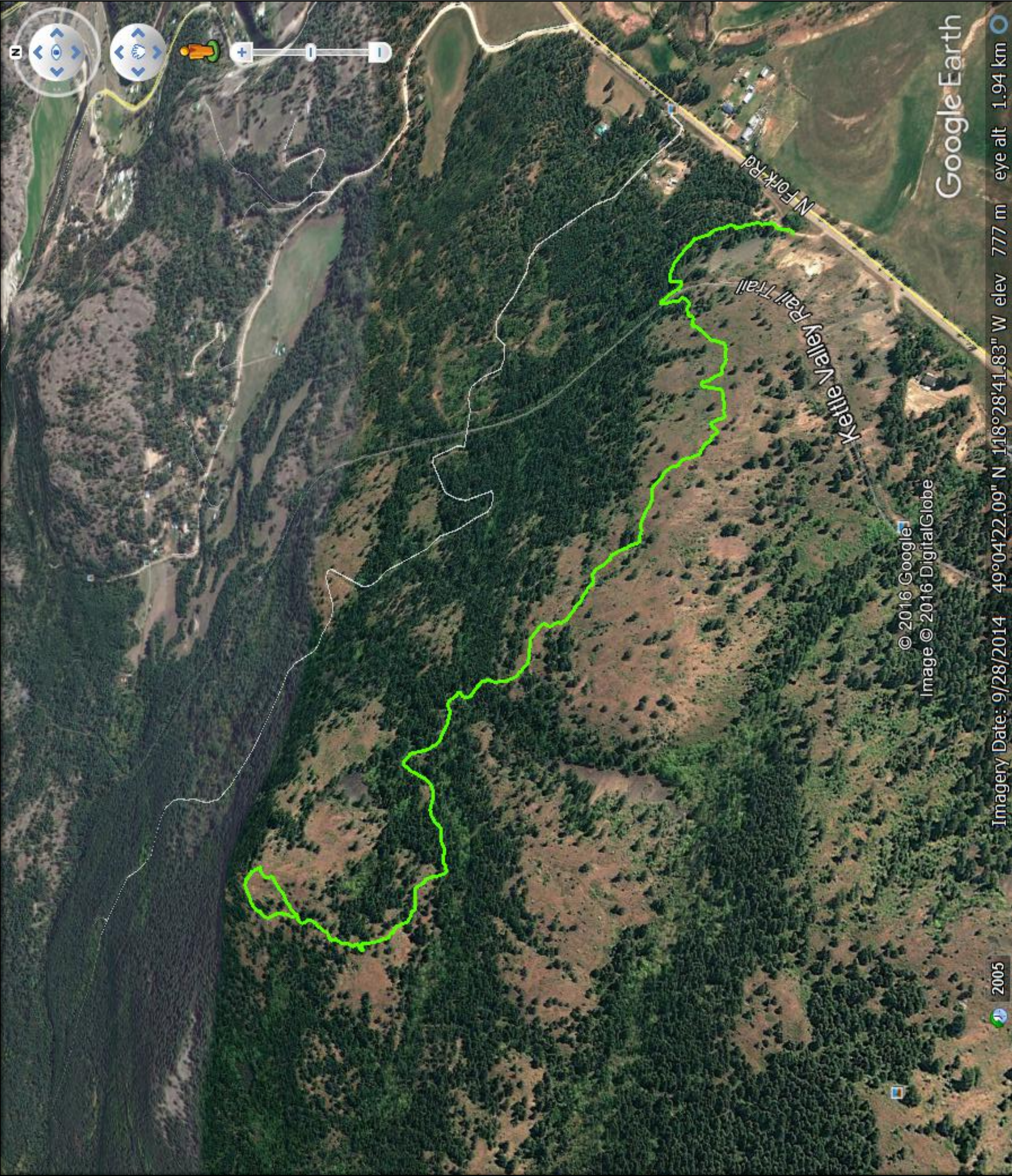


P:\GIS\VRDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2016-05-17-SLM\_Mitchell\_MoTI



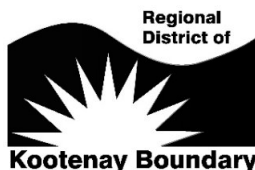












## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	E-1161-04634.000
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>Permit Referral – Ministry of Environment</b>		

### ISSUE INTRODUCTION

The Regional District received a referral regarding an application by Golden Dawn Minerals Inc. for a Permit under the Provisions of the *Environmental Management Act* to authorize the discharge of water from the underground mine workings of the Lexington-Grenoble Mine (Lexington Crown Grant L645), which is located approximately 11.5 km southeast of Greenwood.

### HISTORY / BACKGROUND FACTORS

The subject property is located approximately 11.5 km southeast of Greenwood close to the Canada-US border. Drainage from the area flows into Goosmus Creek, which flows in a southerly direction into the US.

There is no land use planning (Official Community Plan or Zoning Bylaw) for the area, which if in affect could provide guidance on the referral.

The mine was dewatered in 2008. Since the drainage water was tested at that time, Golden Dawn Minerals has a reasonable idea of what the mineral content of the water will be. According to the information provided, it is anticipated that the total selenium concentration of the discharge water will exceed the Approved Water Quality Guidelines for British Columbia (BCAWQG). The discharge water is expected to have a selenium concentration of 0.003 mg/L while the BCAWQG is 0.002 mg/L.

Selenium is a metallic element required in small amounts for human health, but which in large quantities can be toxic. Very few cases of selenium poisoning in humans have been reported, and those are mainly from regions of the world where selenium in the soil reaches high concentrations (*Toxics A to Z: A Guide to Everyday Pollution Hazards*).

### PROPOSAL

Golden Dawn Minerals proposes to drain the mine to enable mineral extraction. The drainage water will flow to Goosmus Creek via both overland flow and groundwater seepage. There are two stages to the permit, initial short-term dewatering of accumulated groundwater to a maximum rate of 1000 m<sup>3</sup>/day for a maximum of 30

days. The second stage includes ongoing operational dewatering of accumulated water in the underground mine workings with a maximum rate of 50 m<sup>3</sup>/day for the duration of facility operation. The operating period for this facility will be 24 hours per day, seven days per week. The proponent will be required to carry out ongoing monitoring of the discharge water.

### **IMPLICATIONS**

Local governments have little authority over mining activities in the Province since the *Mines Act* supersedes local government's authority on both public and private lands.

The potential for human health impacts appear to be low since the area is not inhabited and there are no community watersheds in the vicinity. The closest drinking water source on the Canadian side of the border would be Covert Irrigation District, which is in a separate watershed to the east in Electoral Area 'D'/Rural Grand Forks. Google Earth images indicate there is a ranch located approximately 4 km south of the Canadian-US border.

The Ministry of Environment would take into consideration potential impacts on people and wildlife as part of their decision making process.

### **ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'E'/ West Boundary Advisory Planning Commission has concerns regarding the rate and volume of water which would be discharged and that it could potentially lead to unstable terrain. They also noted concerns of the potential negative impact on residents downstream of the discharge area. The APC speculated on the level of contaminants and the associated contingency plans which would be implemented to mitigate if unsafe levels are detected.

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 referral be supported with the following conditions:

- Ensure that clean water be discharged. This would mean have an independent third party test the water discharge at least once every month and more often if deemed necessary.
- Develop a contingency plan to 'clean' and or stop the discharge in the event of high levels of contaminants are detected.
- Ensure that with a large volume of discharge no dangerous environmental situation like landslides could occur.
- Hire a geotechnical engineer to evaluate the downstream terrain and determine the risk of a landslide occurring with the added volume of water to be discharged."

## **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

As previously mentioned Local governments have little authority over mining activities in the Province since the *Mines Act* supersedes local government's authority on both public and private lands. The Ministry of Environment is responsible for considering potential impacts on people and wildlife as part of their decision making process.

## **BACKGROUND INFORMATION**

*Site Location Map*

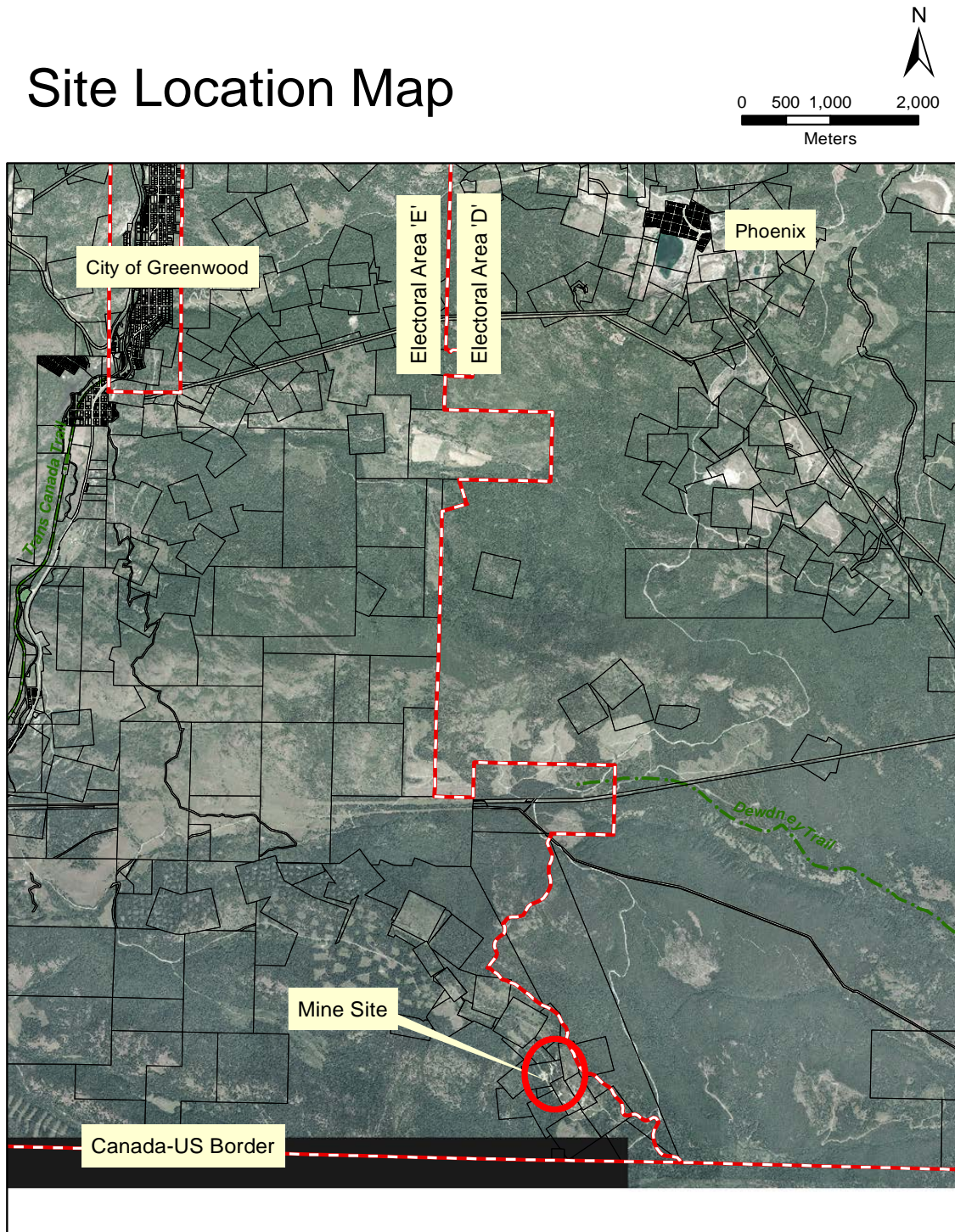
*Subject Property Map*

*Referral Letter from Golden Dawn Minerals Inc. – January 6, 2017*

## **RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this Staff Report regarding a referral for a major permit amendment under the provisions of the *Environmental Management Act* submitted by 1086359 BC Ltd., a subsidiary of Golden Dawn Minerals Inc., to authorize the discharge of water from the underground mine workings of the Lexington-Grenoble Mine, which is located approximately 11.5 km southeast of Greenwood, Electoral Area 'E' / West Boundary, be received.

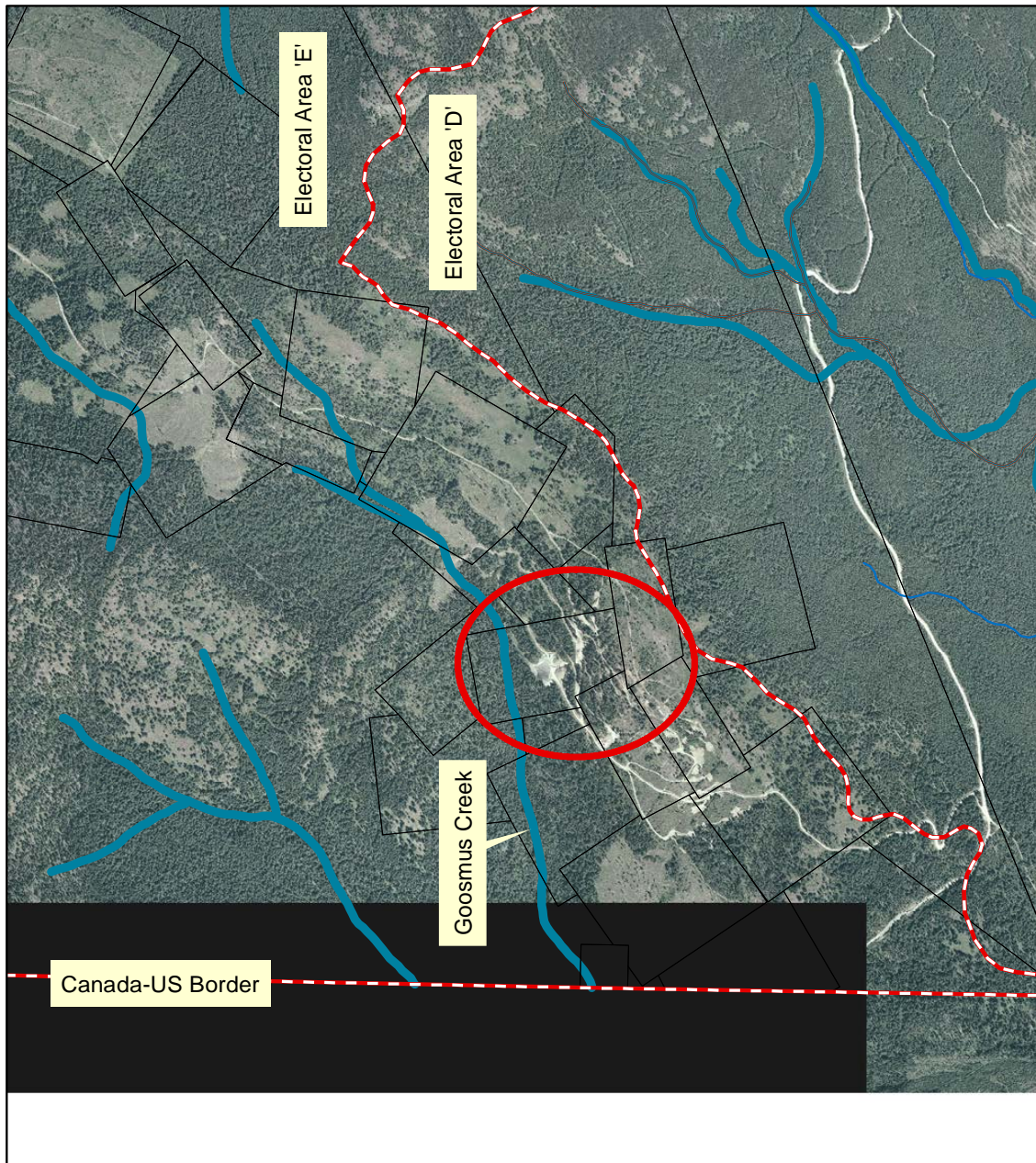
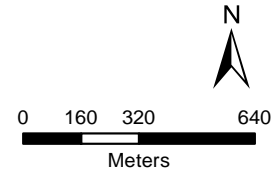
# Site Location Map



Projected Coordinate System:  
NAD 83 UTM Zone 11N



# Subject Property Map



Projected Coordinate System:  
NAD 83 UTM Zone 11N

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	JAN 11 2017
DOC #	.....
REF. TO:	G.D.
CC:	



D-1161-04634.000  
Feb.

**GOLDEN DAWN MINERALS INC.**

January 6, 2017

Authorization Number: 107783

Regional District of Kootenay Boundary  
202-834 Rossland Avenue  
Trail, BC  
V1R 4S8

**Attn: Goran Denkovski**  
**Manager of Infrastructure and Sustainability**

**Re: Application Pursuant to the *Environmental Management Act* on behalf of 1086359 BC Ltd. a Subsidiary of Golden Dawn Minerals Inc., Tracking Number: 338651.**

We enclose, for your information, a copy of the above referenced application for a Permit under the provisions of the *Environmental Management Act*.

It is our intention to complete the consultation process for this application as expeditiously as possible. Accordingly, if you wish to comment or make recommendations with respect to this application, you are requested to do so within 30 days of the date of this letter. Please forward a copy of all correspondence to Tomesine Gulbaek-Pearce, Environmental Protection Officer via email at: [Tomesine.GulbaekPearce@gov.bc.ca](mailto:Tomesine.GulbaekPearce@gov.bc.ca) or by telephone at (250) 354-6389.

Our staff contact for this particular application is Dr. Matt Ball, Chief Operating Officer. Should you require additional time it will be necessary for you to contact us at the below noted address or telephone number. Additional time may be given if the circumstances warrant it.

Sincerely,

*M. Ball*

Dr. Matt Ball, P. Geo  
Chief Operating Officer  
1086359 BC Ltd. a Subsidiary of Golden Dawn Minerals Inc.

(604) 221-8936  
[drmattball@yahoo.ca](mailto:drmattball@yahoo.ca)  
318-1199 W Pender Street  
Vancouver BC  
V6E 2R1

318-1199 West Pender Street Vancouver, BC Canada V6E 2R1  
P. 604.221.8936 F. 604.336.1490

Tracking Number: 338651  
 Authorization Number: 107783

## ENVIRONMENTAL PROTECTION NOTICE

### Application for a Permit under the Provisions of the *Environmental Management Act*

We, Golden Dawn Minerals Inc., intend to submit this application to the Director to authorize the discharge of water from the underground mine workings of the Lexington-Grenoble Mine.

The land upon which the facility will be situated is legally described as Lexington Crown Grant L645, located approximately 11.5 km southeast of Greenwood, British Columbia (BC), which is within the Regional District of Kootenay Boundary. The approximate coordinates of the discharge are Latitude: 49.0092397, Longitude: 118.613883. Proposed works include a pump, a 75 mm diameter discharge pipe, a 203 mm diameter, and a 30 m long horizontal discharge pipe with discharge to ground. The discharged water will report to Goosmus Creek via both overland flow and groundwater seepage.

There are two stages to the permit, initial short-term dewatering of accumulated groundwater to a maximum rate of 1,000 m<sup>3</sup>/day for a maximum of 30 days. The second stage includes ongoing operational dewatering of accumulated water in the underground mine workings with a maximum rate of 50 m<sup>3</sup>/day for the duration of facility operation. The operating period for this facility will be 24 hours per day, seven days per week. The characteristics of the undiluted, untreated effluent are as follows:

Parameter	Units	Discharge Quality	BCAWQG (max)	Parameter	Units	Discharge Quality	BCAWQG (max)
Nitrate (as Nitrogen (N))	mg/L	0.026	32.8	Selenium, Dissolved	mg/L	0.0030	-
Ammonia, Total (as N)	mg/L	<0.020	-	Aluminum, Total	mg/L	0.028	-
Total Suspended Solids	mg/L	<2	25	Arsenic, Total	mg/L	0.0013	0.005
Lethal Concentration 50%, 48 hr Daphnia	%	>100	-	Cadmium, Total	mg/L	0.00006	-
Aluminum, Dissolved	mg/L	<0.005	0.1	Copper, Total	mg/L	0.0317	0.033
Arsenic, Dissolved	mg/L	0.0012	-	Iron, Total	mg/L	0.07	1.00
Cadmium, Dissolved	mg/L	0.00006	1.95	Mercury, Total	mg/L	<0.00002	0.0001*
Copper, Dissolved	mg/L	0.0216	-	Molybdenum, Total	mg/L	0.104	2
Iron, Dissolved	mg/L	<0.010	0.35	Selenium, Total	mg/L	<b>0.003</b>	<b>0.002</b>
Mercury, Dissolved	mg/L	<0.00002	-	pH, Field	-	7.90	6.5-8.5
Molybdenum, Dissolved	mg/L	0.0939	-	Hardness (as CaCO <sub>3</sub> )	mg/L	334	-

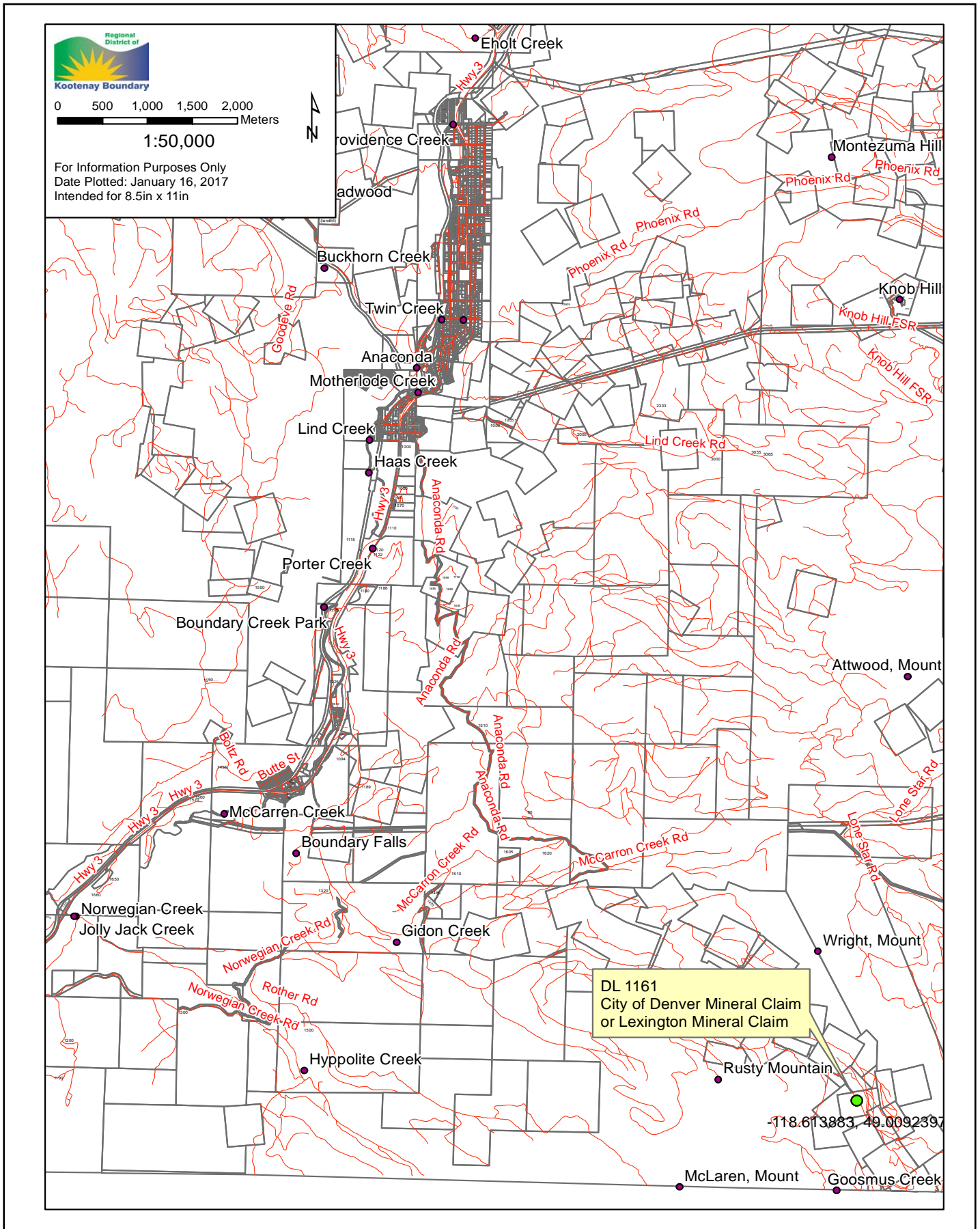
BCAWQG = British Columbia Approved Water Quality Guidelines (maximum allowable concentration)

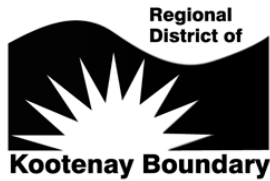
A rigorous monitoring program will be undertaken which will include daily monitoring of both the discharge and Goosmus Creek during the initial dewatering stage. Any person who may be adversely affected by the proposed discharge and wishes to provide relevant information may, within 30 days after the last date of posting, publishing, service or display, submit comments to the applicant contact person, with a copy to Tomesine Gulbaek-Pearce, Environmental Protection Officer via e-mail at: [Tomesine.GulbaekPearce@gov.bc.ca](mailto:Tomesine.GulbaekPearce@gov.bc.ca) or by telephone at (250) 354-6389. 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 6<sup>th</sup> day of January, 2017

Contact Person:  
 Dr. Matt Ball  
 (604) 221-8936  
[drmmattball@yahoo.ca](mailto:drmmattball@yahoo.ca)  
 1086359 BC Ltd. A Subsidiary of Golden Dawn Minerals Inc.  
 318-1199 W Pender Street  
 Vancouver BC  
 V6E 2R1







## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	E-2455-03065.050
<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 - Exclusion</b>		

### ISSUE INTRODUCTION

Sage Bookkeeping Ltd., as agent for Kettle River Concrete Ltd., has submitted an application to exclude the subject property from the Agricultural Land Reserve (ALR). The subject parcel is located at 1575 Myers Creek Road, off Highway 3, in Electoral Area 'E' / West Boundary (*see Site Location Map; Subject Property Map; Applicants' Submission*).

### HISTORY / BACKGROUND FACTORS

The subject property, which is 7.05 hectares in size, is entirely within the Agricultural Land Reserve and is within a portion of Electoral Area 'E' / West Boundary which does not have an Official Community Plan or Zoning Bylaw which could have directly affected this proposal.

The subject parcel was part of the original Lot C (22 hectares) of the 'Kettle Valley Irrigated Fruit Lands Co. Ltd.', which was created early in the 1900s. Subdivision of the subject parcel was approved by the Agricultural Land Commission in 1977 and finalized by the Ministry of Transportation a year later. An air photo from 1977 (BC77021 No. 99) shows that mining of gravel had not taken place on the parcel by that time.

#### *Current Land Use*

The applicant describes that the property was previously used as a cement batch plant and gravel pit, but does not indicate when those activities took place. The land has been contoured and graded for aggregate extraction (*see Applicant's Submission*). Planning and Development Department files do not include any reference to a gravel pit operation, although the 2005 orthophoto indicates that gravel extraction had taken place on the parcel.

The applicant lists the following structures on the property: a 4,000 ft<sup>2</sup> industrial shop, a 2,000ft<sup>2</sup> office, and a 1,200ft<sup>2</sup> cabin used as a caretaker's residence. Building permit records indicate that the buildings were constructed in the early 1980s.

The applicant, Kettle River Concrete Ltd. purchased the property in October 2016; they have yet to conduct business on the parcel.

#### *Adjacent Land Uses*

The applicant lists the adjacent land uses as:

North:	Rural residential; Single Family Dwelling
East:	Undeveloped; Crown Land
South:	Agricultural; Farm and Orchard
West:	Agricultural; Farm, Orchard and Forested Area

While not noted by the applicant, the two parcels to the east are gravel pits operated by the Ministry of Transportation and Infrastructure.

#### *Agricultural Capability Mapping*

The Agricultural Capability Mapping<sup>1</sup> for the parcel is split into 3 portions, running horizontally across the parcel.

The smallest, most northern portion, runs along Highway 3, is 100% Class 5 with soil moisture deficiency as a limiting factor. This portion is improvable to 60% Class 3 and 40% Class 2 with special management practices.

The largest middle portion of the parcel is 100% Class 6 with topography as a limiting factor, it is not improvable with special management practices.

The southernmost portion is 100% Class 5 with soil moisture deficiency as a limiting factor. This portion of the parcel is improvable to 60% Class 3 and 40% Class 2 with special management practices (*see Agricultural Capability Map*).

### **PROPOSAL**

The applicants propose to exclude the 7.05 ha parcel from the Agricultural Land Reserve. If supported the applicants propose to operate a ready mix concrete plant that would service the local areas of Rock Creek, Midway, Bridesville, Westbridge and Greenwood.

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<sup>1</sup> This agricultural land capability information and the map were prepared from information generated by Herb Luttmerding, 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.

## IMPLICATIONS

### *Notification Requirements*

The applicants submitted proof of sign posting, proof of delivery of notification to adjacent landowners, and copies of the newspaper advertisements in accordance with the requirements under Section 16(1) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*. Notification is posted on Highway 3 along the property line.

Advertisements were placed in the Boundary Creek Times on December 1, 2016 and December 8, 2016. This meets the requirement of publishing a notice of exclusion application in at least 2 issues of newspaper published or circulated not less than 7 days and not more than 14 days apart. The RDKB received no comments from the public from these advertisements.

There were 6 notices sent out to surrounding property owners which were sent on November 29, 2016. The applicant has met all the notification requirements of the Agricultural Land Commission (ALC).

### *Agricultural Land Commission Review Criteria*

The Agricultural Land Commission has 2 zones within the ALR. The Regional District of 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 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;
  - 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 to remove a 7.05 ha portion of land from the ALR, therefore a loss of agricultural land due to this proposal cannot be avoided. However, this parcel has previously operated as the proposed use and the landscape has been manipulated and excavated in accordance. Due to these past operations the agricultural potential of the property has been reduced.

The agent stated that the other concrete company currently operating in Rock Creek is scheduled to retire this year. The agent mentioned if this application is supported they will be able to continue to supply concrete and gravel to the surrounding communities.

If this application is supported the business could potentially employ several local area residents.

Social and cultural values are not directly addressed within 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 which 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 previous use of parcel as a gravel pit and felt this was the most appropriate use for the parcel at this point in time. The APC confirmed the applicant's statement that the existing gravel and concrete business in Rock Creek (Cannon Excavation and Concrete) has indicated that they are planning stop operating, and that they are in support of the proposal. As such it would valuable to continue to have access to a concrete plant in the Rock Creek and Kettle Valley areas. The APC also mentioned that the existing berm which fronts the highway on the northern flank provides a visual and sound barrier.

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 condition that a berm with the trees adjacent to the highway be retained."

### **BACKGROUND INFORMATION**

*Site Location Map*

*Subject Property Map*

*Applicant's Submission*

*Agricultural Capability Map*

### **RECOMMENDATION**

That the Agricultural Land Commission exclusion application, submitted by Sage Bookkeeping Ltd., acting as agent for Kettle River Concrete Ltd., for the property at 1575 Myers Creek Road, off Highway 3, legally described as Lot 2, DL 2455, Plan KAP29379, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.



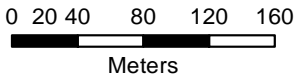




2017/01/24

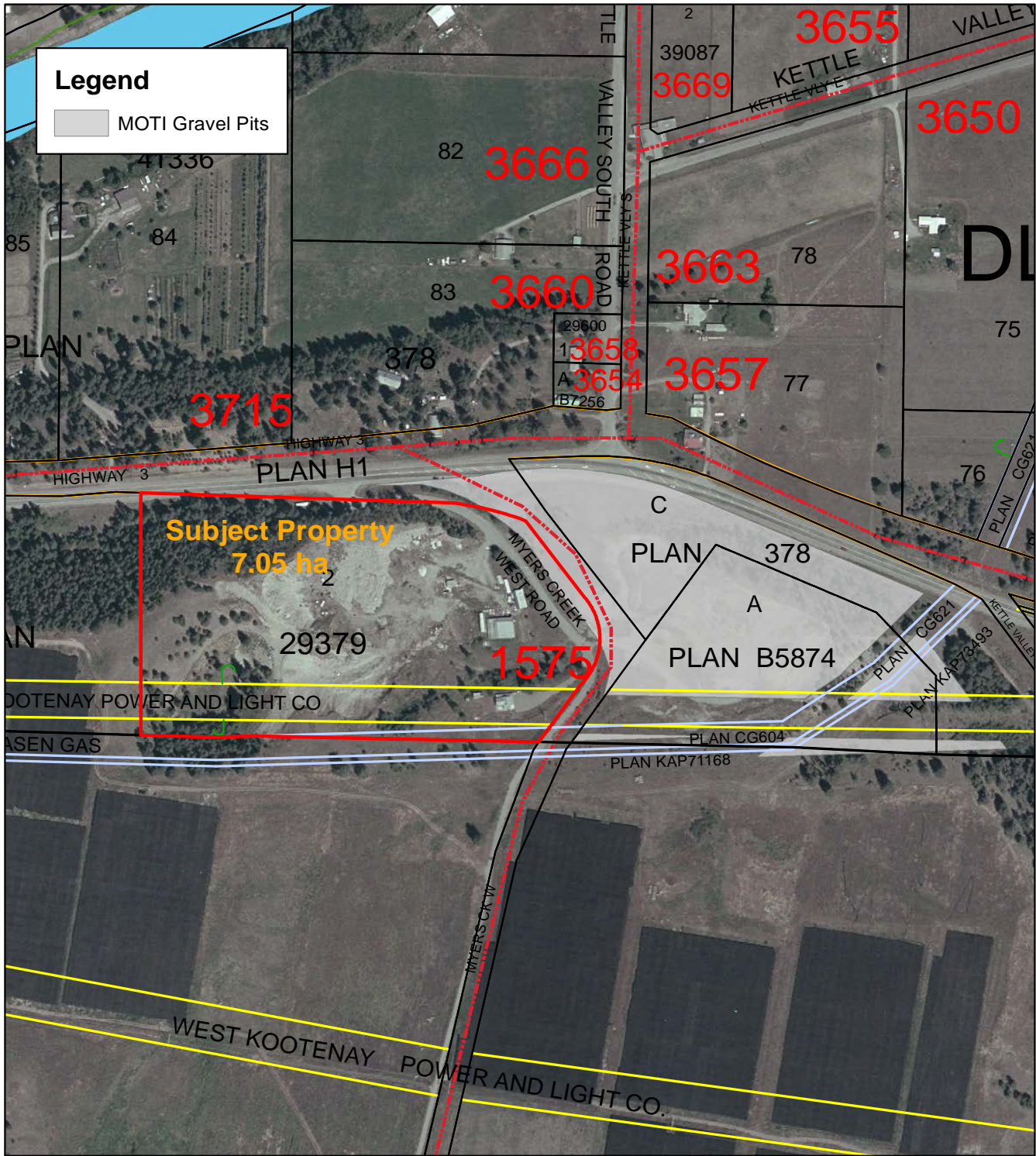
# Subject Property Map

Scale 1:4,000



## Legend

MOTI Gravel Pits



Document Path: P:\GIS\RD\B\MapDocuments\Routine\_Maps\SiteLocationMap\Area\_'D'\_RuralGrandForks\2017-01-24-SPMKettleRiverConcrete.mxd



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 55909

**Application Status:** Under LG Review

**Applicant:** Kettle River Concrete Ltd.

**Agent:** Sage Bookkeeping Inc.

**Local Government:** Kootenay-Boundary Regional District

**Local Government Date of Receipt:** 01/09/2017

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Exclusion

**Proposal:** We wish to have the proposed property removed from the ALR in order to operate a ready mixed concrete plant that would service the local areas of Rock Creek, Midway, Bridesville, Westbridge, and Greenwood areas. If successful, we would install a new batch plant for supplying customers in the local area with concrete and aggregate products. The business would employ several local area residents.

## Agent Information

**Agent:** Sage Bookkeeping Inc.

**Mailing Address:**

[REDACTED]

**Primary Phone:** [REDACTED]

**Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 004-339-711

**Legal Description:** Lot 2, District Lot 2455, SDYD, Plan 29379

**Parcel Area:** 7 ha

**Civic Address:** 1575 Myers Creek West Road, Rock Creek, BC

**Date of Purchase:** 10/14/2016

**Farm Classification:** No

**Owners**

1. **Name:** Kettle River Concrete Ltd.

**Address:**

[REDACTED]

**Phone:** [REDACTED]

**Applicant:** Kettle River Concrete Ltd.

Cell: [REDACTED]

Email: [REDACTED]

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### **Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*No agriculture.*

**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).**

*This property was previously used as cement batch plant/gravel pit. On the property is a 4,000 square foot industrial shop; 2,000 square foot office; 1,200 square foot cabin used as a caretaker's residence. The land has been contoured and graded for aggregate extraction used in the cement batch plant/gravel pit.*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Residential

**Specify Activity:** single-family dwelling

#### **East**

**Land Use Type:** Unused

**Specify Activity:** vacant land/crown land

#### **South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** orchard

#### **West**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** orchard/forested area

### **Proposal**

**1. How many hectares are you proposing to exclude?**

*7 ha*

**2. What is the purpose of the proposal?**

*We wish to have the proposed property removed from the ALR in order to operate a ready mixed concrete plant that would service the local areas of Rock Creek, Midway, Bridesville, Westbridge, and Greenwood areas. If successful, we would install a new batch plant for supplying customers in the local area with concrete and aggregate products. The business would employ several local area residents.*

**3. Explain why you believe that the parcel(s) should be excluded from the ALR.**

**Applicant:** Kettle River Concrete Ltd.

*The property was previously a cement plant /gravel pit. There is no usable top soil on the property in which to have a viable farming operation. The property is also very steep in sections due to previous aggregate extractions that have taken place on the site.*

**Applicant Attachments**

- Agent Agreement - Sage Bookkeeping Inc.
- Other correspondence or file information - Corporate Registry
- Other correspondence or file information - BC Assessment Roll Rpt
- Proposal Sketch - 55909
- Site Photo - Photo 1
- Site Photo - Photo 2
- Site Photo - Photo 3
- Site Photo - Photo 4
- Proof of Signage - 55909
- Proof of Advertising - 55909
- Proof of Serving Notice - 55909
- Certificate of Title - 004-339-711

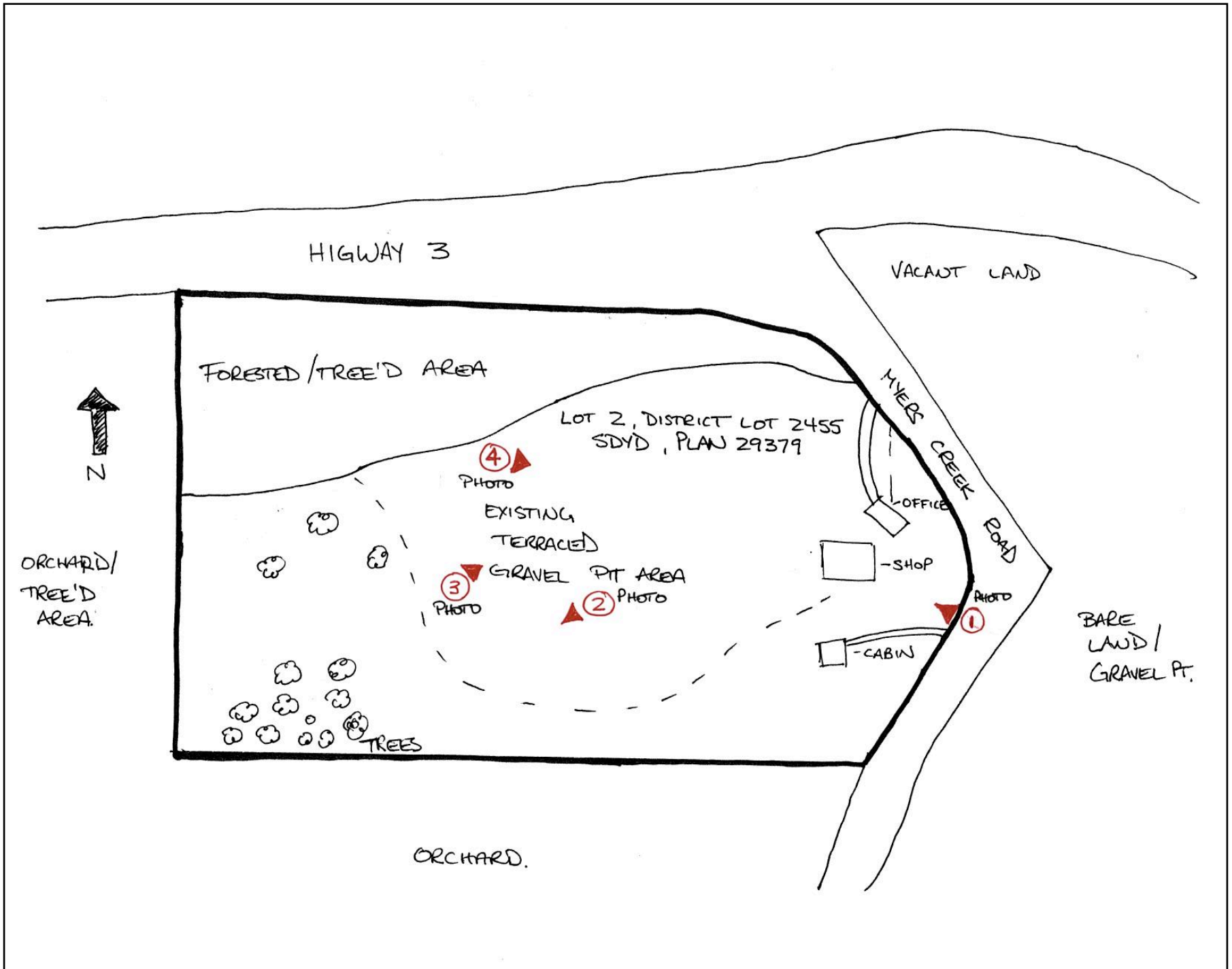
**ALC Attachments**

None.

**Decisions**

None.

**Applicant:** Kettle River Concrete Ltd.





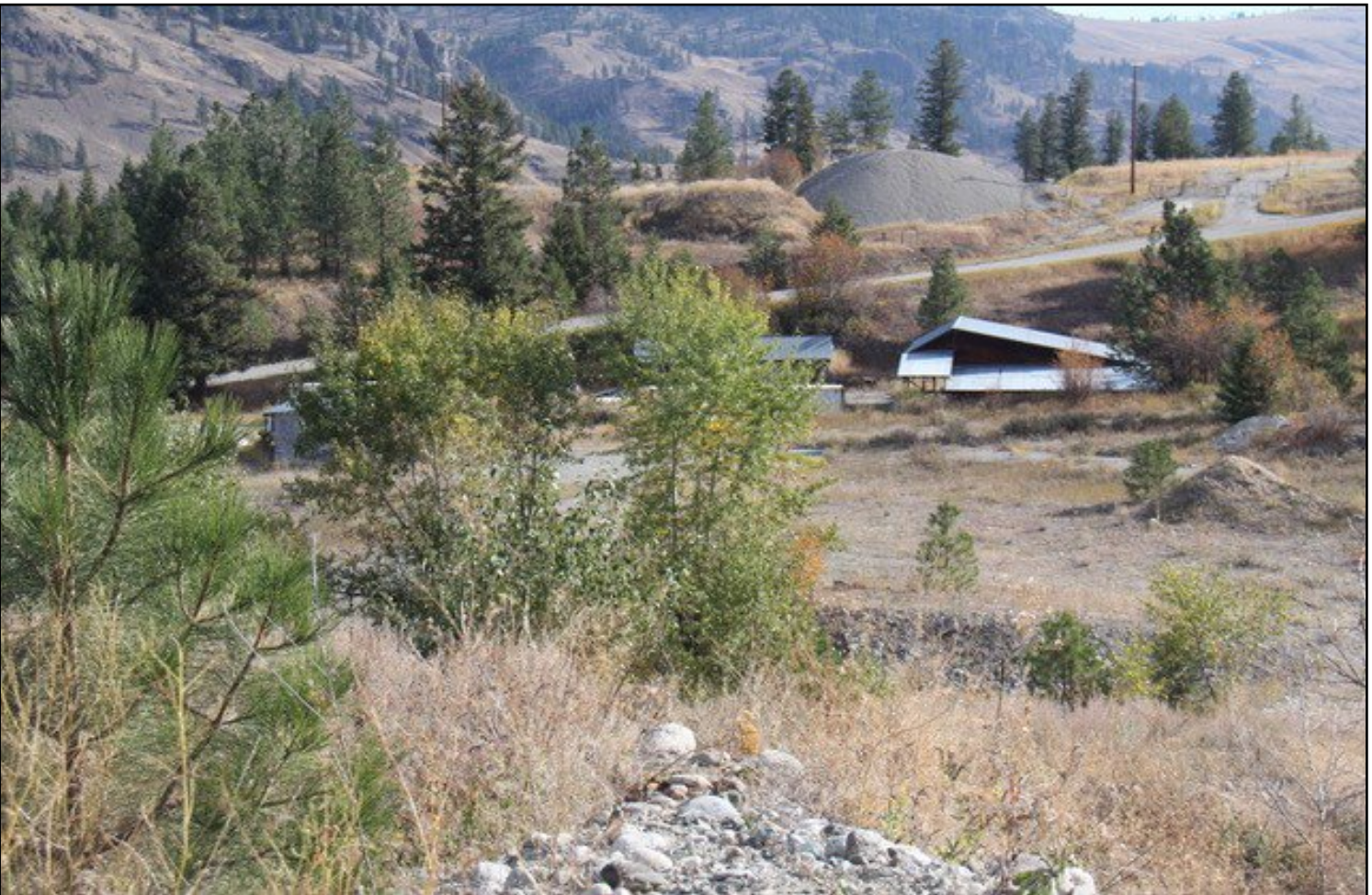














2017/01/20

# Agricultural Capability Map

Scale 1:3,000

0 15 30 60 90 120  
Meters



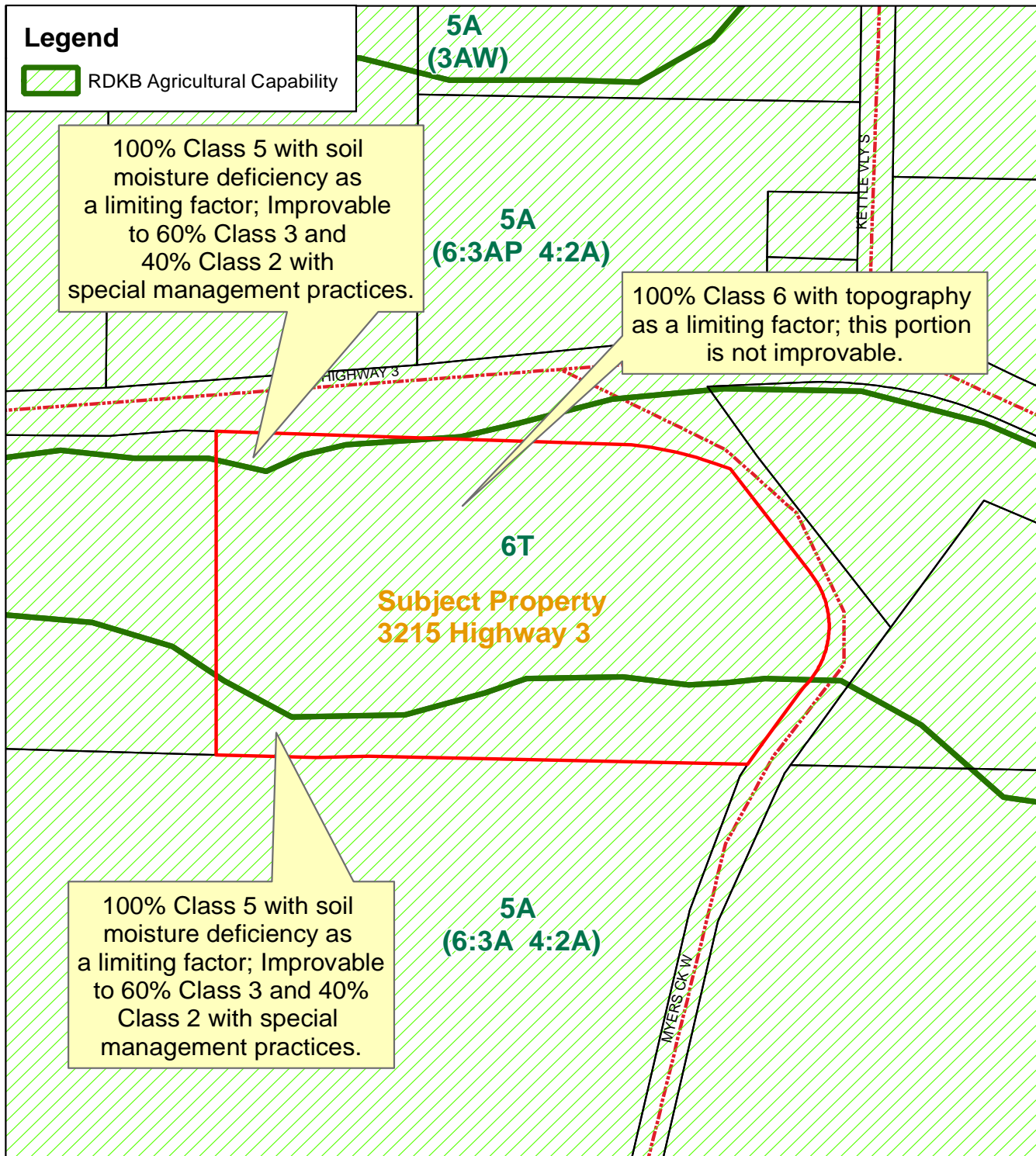
## Legend

RDKB Agricultural Capability

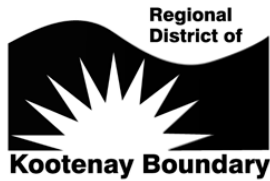
100% Class 5 with soil moisture deficiency as a limiting factor; Improvable to 60% Class 3 and 40% Class 2 with special management practices.

100% Class 6 with topography as a limiting factor; this portion is not improvable.

100% Class 5 with soil moisture deficiency as a limiting factor; Improvable to 60% Class 3 and 40% Class 2 with special management practices.



P:\GIS\IRDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2017-01-20-KettleRiverConcrete



## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	O-2
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>Adjacent Local Government Referral - RDOS Bylaw No. 2710</b>		

### ISSUE INTRODUCTION

The Regional District of Okanagan Similkameen (RDOS) has referred proposed Bylaw No. 2710 which will update their Environmentally Sensitive Development Permit Area designations for several of their Electoral Areas (*see Bylaw No. 2710 Referral Cover Sheet*). The RDOS is giving an opportunity for the RDKB to provide comments regarding whether the changes will have an impact on our interests.

### BACKGROUND

In adopting the South Okanagan Regional Growth Strategy (RGS) Bylaw in 2010 the RDOS committed to the 'development of an inter-regional Biodiversity Conservation Strategy by collaborating with ecosystem experts, including those with traditional ecological knowledge, and to balance ecosystems interests with economic and social sustainability.' As part of this initiative RDOS is reviewing the Environmentally Sensitive Development Permit (ESDP) Areas.

The bylaw proposes textual and mapping amendments to the RDOS's OCP and Zoning Bylaws for Area 'A' (Osoyoos), Area 'C' (Oliver), Area 'D' (OK Falls, Kaleden, Apex) Area 'E' (Naramata) and Area 'F' (West Bench, Faulder). All of the previous mentioned Electoral Areas within the RDOS border RDKB's Electoral Area 'E' / West Boundary except for Area 'F' (*see Bylaw Referral No. 2710; RDOS Map; Site Location Map*). The entire referral package has not been included here, however the bylaw referral form includes a link to Bylaw 2710 and the schedules and provides more details regarding the map and text changes.

The RDOS staff commenced with public consultation in 2015 including referrals to their APCs, government agency, discussion with First Nations, and public information meetings held within each Electoral Area.

## PROPOSAL

RDOS is proposing this bylaw amendment to make text and mapping amendments to the Official Community Plan Designations and Zones to create consistency within their land use bylaws, as well as updating their ESDP guidelines and exemptions. The following changes are included in the bylaw, as listed on the attached referral form:

- incorporate new mapping associated with Keeping Nature in our Future for ESDP Areas that will identify lands with “high” and “very high” values, and to introduce a new Important Ecosystem Area layer is to be applied to Crown land, lands in the ALR and small lots zoned for residential development.
- introduce standardized policy sections and text related to “Parks, Recreation and Trails” and “Natural Environmental & Conservation” in the Okanagan Electoral Area OCP Bylaws.
- updating existing OCP and Zoning Bylaw Map Schedules to ensure lands designated for Parks and Recreation (PR) and Conservation Area (CA) and treated consistently across the Okanagan Electoral Areas.
- update the guidelines used by QEPs (qualified environmental professionals) when preparing assessments in support of ESDP applications:
- replacing the Regional District’s current Terms of Reference (ToR) with application requirements in the Regional District’s Development Procedures Bylaw outlining assessment requirements for QEPs;
- requiring that reports be signed by a Registered Biologist (RPBio);
- modifying existing residential exemptions and introducing a new Expedited ESDP Process based on the completion of a “Rapid Environmental Assessment” (REA) checklist by QEPs;
- modifying exemptions for subdivision; and
- allowing for joint Watercourse DP and ESDP applications.
- updating the Okanagan Electoral Area boundaries on all OCP and Zoning Bylaw Schedules (by repealing and replacing these) based upon new information provided to the RDOS by the provincial government.
- addressing a number of errors that were introduced into the Okanagan Electoral Area OCP & Zoning Map Schedules at the time of the Repeal and Re-enactment (R&R) Process that was applied to all RDOS land use bylaws in 2008.
- colour-coding the various OCP designations and zones found within the Okanagan Electoral Area OCP & Zoning Map Schedules.

## IMPLICATIONS

Proposed Bylaw 2710 was referred to the RDKB as Electoral Area 'E'/West Boundary of the RDKB borders Electoral Areas 'A' (Osoyoos), Area 'C' (Oliver), Area 'D' (OK Falls, Kaleden, Apex) Area 'E' (Naramata) of the RDOS. The proposed bylaw amendments should not have any direct impact on the RDKB.

As the Rural Bridesville planning process proceeds, the Steering Committee may want to look at the bylaws for the adjacent areas in the RDOS more closely. However, the level of detail and development requirements may be beyond what could be considered at this early stage in land use planning for the rural Bridesville area.

**ADVISORY PLANNING COMMISSION COMMENTS**

The Electoral Area 'E'/West Boundary Advisory Planning Commission discussed that the Biodiversity Development Strategy seemed worthwhile. However, they noted that the Regional District should have a well-qualified staff member to oversee the implementation and appeal process of any decisions made.

The Electoral Area 'E'/West Boundary supported the referral as it appeared it would not have any negative impact on the RDKB.

**BACKGROUND INFORMATION**

*Bylaw Referral No. 2710 Cover Sheet*

*RDOS Map*

*Site Location Map*

**RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors advise the Regional District of Okanagan Similkameen that the Regional District of Kootenay Boundary's interests are unaffected by amendment Bylaw No. 2710





# Bylaw Referral

**Regional District of Okanagan-Similkameen**  
101 Martin Street, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 / Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)

OFFICE USE ONLY	
Date:	December 23, 2016
Bylaw:	2710
File:	X2015.100-ZONE

**You are requested to comment on the attached bylaw for potential effect on your agency's interests. We would appreciate your response WITHIN 6 WEEKS. If no response is received within that time, it will be assumed that your agency's interests are unaffected.**

**Please email your reply to [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca) or fax to 250-492-0063 by February 2, 2016.**

**PURPOSE OF THE BYLAWS:** To update the Regional District’s Environmentally Sensitive Development Permit (ESDP) Area designations by, amongst other things, undertaking the following:

- incorporate new mapping associated with *Keeping Nature in our Future* for ESDP Areas that will identify lands with “high” and “very high” values, and to introduce a new Important Ecosystem Area layer is to be applied to Crown land, lands in the ALR and small lots zoned for residential development.
- introduce standardised policy sections and text related to “Parks, Recreation and Trails” and “Natural Environmental & Conservation” in the Okanagan Electoral Area OCP Bylaws.
- updating existing OCP and Zoning Bylaw Map Schedules to ensure lands designated for Parks and Recreation (PR) and Conservation Area (CA) and treated consistently across the Okanagan Electoral Areas.
- update the guidelines used by QEPs (qualified environmental professionals) when preparing assessments in support of ESDP applications:
  - replacing the Regional District’s current Terms of Reference (ToR) with application requirements in the Regional District’s Development Procedures Bylaw outlining assessment requirements for QEPs;
  - requiring that reports be signed by a Registered Biologist (RPBio);
  - modifying existing residential exemptions and introducing a new Expedited ESDP Process based on the completion of a “Rapid Environmental Assessment” (REA) checklist by QEPs;
  - modifying exemptions for subdivision; and
  - allowing for joint Watercourse DP and ESDP applications.
- updating the Okanagan Electoral Area boundaries on all OCP and Zoning Bylaw Schedules (by repealing and replacing these) based upon new information provided to the RDOS by the provincial government.
- addressing a number of errors that were introduced into the Okanagan Electoral Area OCP & Zoning Map Schedules at the time of the Repeal and Re-enactment (R&R) Process that was applied to all RDOS land use bylaws in 2008.
- colour-coding the various OCP designations and zones found within the Okanagan Electoral Area OCP & Zoning Map Schedules.


**LEGAL DESCRIPTION:**  
Electoral Areas “A” (Osoyoos), “C” (Oliver), “D” (OK Falls, Kaleden, Apex), “E” (Naramata) & “F” (West Bench, Faulder)

**GENERAL LOCATION:**  
Okanagan Electoral Areas of the Regional District of Okanagan-Similkameen (“A”, “C”, “D”, “E” & “F”)

AREA OF PROPERTY AFFECTED:	ALR STATUS:	OCP DESIGNATION:	ZONING DISTRICT:
Okanagan Electoral Areas	YES	[ALL]	[ALL]

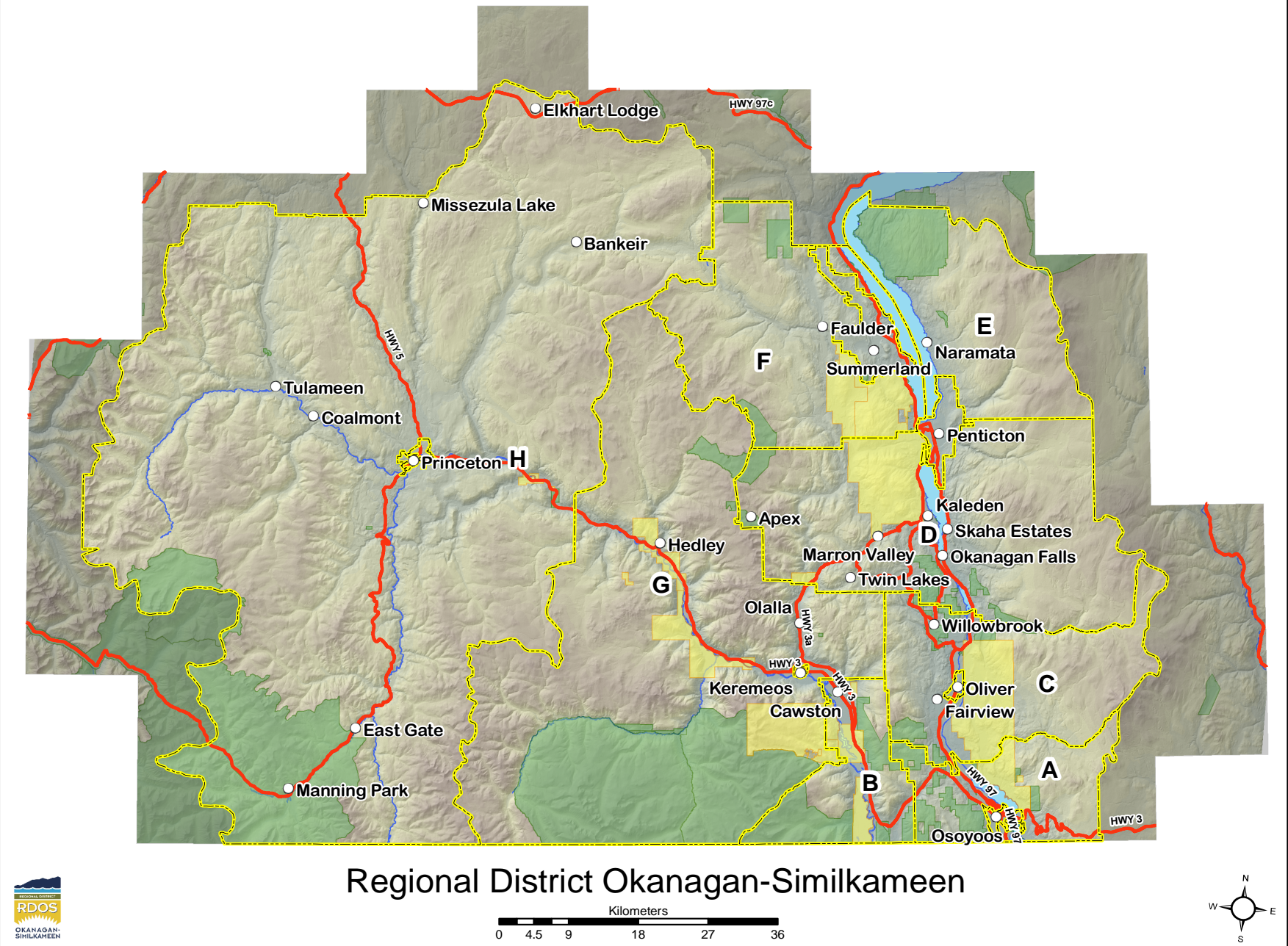
**OTHER INFORMATION:**  
Additional information, **including copies of the schedules to Bylaw 2710**, can be found at the following location:  
<http://www.rdos.bc.ca/departments/development-services/planning/strategic-projects/esdp-area-update/>

**Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.**

  
Christopher Garrish, MCIP RPP

Agency Referral List					
<input checked="" type="checkbox"/>	Agricultural Land Commission (ALC)	<input checked="" type="checkbox"/>	BC Parks	<input checked="" type="checkbox"/>	City of Penticton
<input checked="" type="checkbox"/>	Interior Health Authority (IHA)	<input checked="" type="checkbox"/>	Central Okanagan Regional District	<input checked="" type="checkbox"/>	District of Summerland
<input checked="" type="checkbox"/>	Ministry of Agriculture	<input checked="" type="checkbox"/>	Kootenay Boundary Regional District	<input checked="" type="checkbox"/>	Town of Oliver
<input checked="" type="checkbox"/>	Ministry of Energy & Mines	<input checked="" type="checkbox"/>	Canadian Wildlife Services	<input checked="" type="checkbox"/>	Town of Osoyoos
<input checked="" type="checkbox"/>	Ministry of Environment	<input checked="" type="checkbox"/>	Fisheries and Oceans Canada	<input checked="" type="checkbox"/>	Penticton Indian Band (PIB)
<input checked="" type="checkbox"/>	Archaeology Branch	<input checked="" type="checkbox"/>	School District #67 (Okanagan Skaha)	<input checked="" type="checkbox"/>	Osoyoos Indian Band (OIB)
<input checked="" type="checkbox"/>	Ministry of Transportation and Infrastructure	<input checked="" type="checkbox"/>	School District #53 (Okanagan Similkameen)	<input checked="" type="checkbox"/>	Lower Similkameen Indian Bands (LSIB)
		<input checked="" type="checkbox"/>	Fortis	<input checked="" type="checkbox"/>	Okanagan Nation Alliance (ONA)







2017/01/24

# Site Location Map

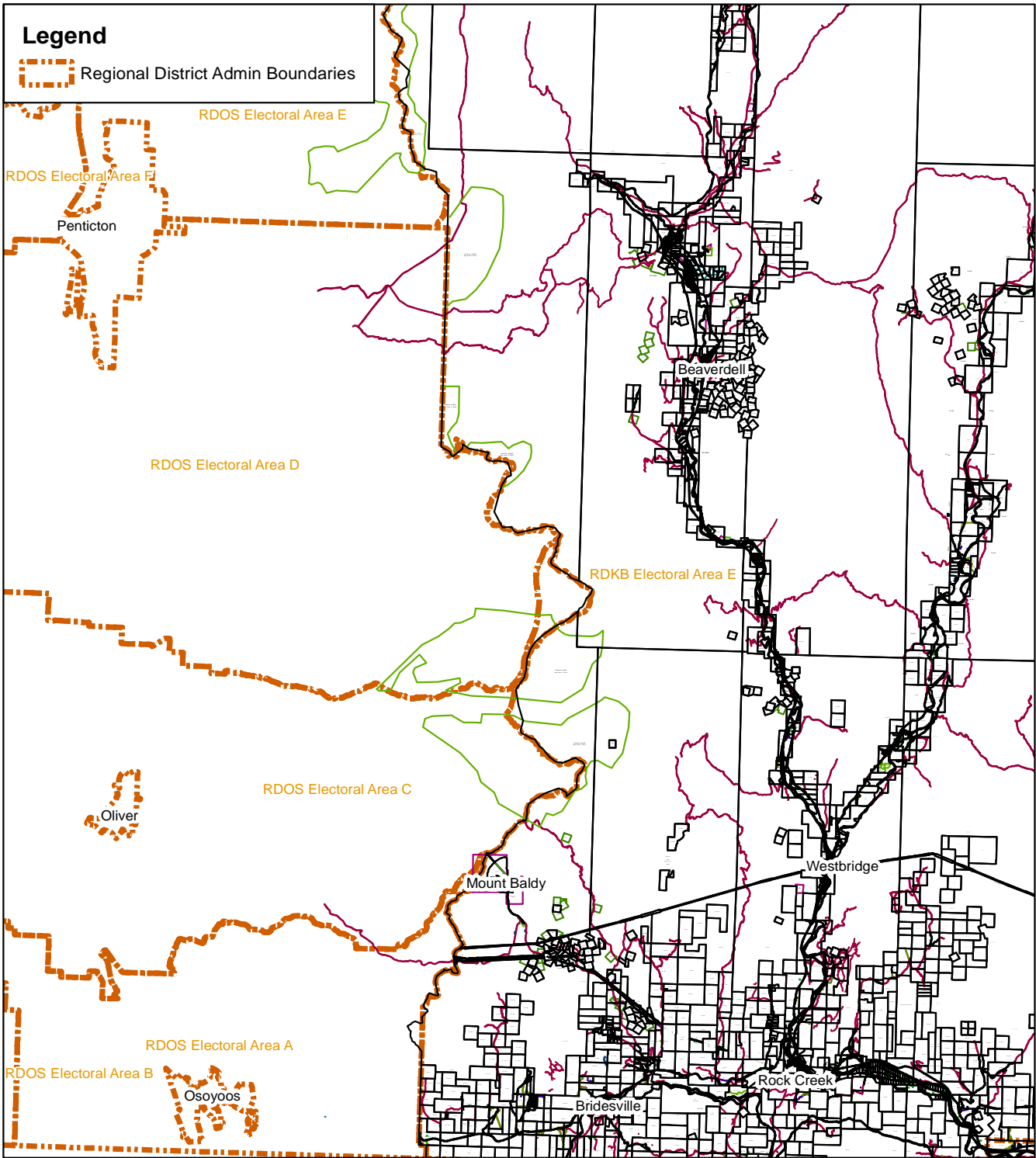
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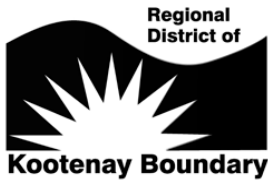
0 1 2 4 6 8 10  
Kilometers

## Legend

Regional District Admin Boundaries



Document Path: P:\GIS\RDKBMapDocuments\Routine\_Maps\SiteLocationMap\Area\_'E'\_WestBoundary\2017-01-17-SLM\_RDOSBylaw2710.mxd



## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	E-1145s-04621.200
<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 - Exclusion</b>		

### ISSUE INTRODUCTION

Brian and Donna Scott, have submitted an application to exclude a  $\pm 3.1$  hectare portion of the subject property from the Agricultural Land Reserve (ALR). The subject property, which is located at 1775 Hulme Creek Road, is in Electoral Area 'E'/ West Boundary (*see Site Location Map; Subject Property Map; Applicants' Submission*).

### HISTORY / BACKGROUND FACTORS

The 11.4 ha subject property is located in Electoral Area 'E'/West Boundary. This portion of Electoral Area 'E'/ West Boundary currently has no Official Community Plan or Zoning Bylaw which may have directly affected this proposal.

The owners submitted an application to the Ministry of Transportation and Infrastructure (MoTI) for a 1 lot subdivision with a remainder in January 2014. The proposal was to subdivide along the ALR Boundary, therefore they were not required to submit an application for subdivision to the ALC. The proposed access to the proposed parcels was through an existing easement through the parcel immediately to the north. MoTI was not satisfied with the proposed access and the subdivision was not approved.

The owner of the parcel to the north, which hosts the easement noted above, submitted an application for exclusion of the 7.4 ha ALR portion of the property in January of 2014. The ALC noted in a site inspection report that the ALR portion of the property had minimal to no agricultural utility. The ALC approved the exclusion of the 7.4 ha portion in Resolution #279/2015.

#### *Current Land Use*

The applicant lists the current uses as residential. While the parcel has not been used for agriculture for some years, previously it was used as cattle pasture. The applicant notes that the only agricultural improvement is fencing of the property. The applicant describes the land as steep and rocky.

### *Adjacent Land Uses*

The applicant lists the adjacent land uses:

North:	Residential
East:	Residential
South:	Residential; some cultivation; range
West:	Residential; range land

### *Agricultural Capability Mapping*

The Agricultural Capability Mapping<sup>1</sup> for the parcel is split into two portions (*see Agricultural Capability Map*).

The north eastern portion is 80% Class 5 with soil moisture deficiency, stoniness and topography as limiting factors and 20% Class 6 with topography and stoniness as limiting factors; it is improvable with special management practices.

The south western corner is Class 6 with topography and bedrock as limiting factors; it is not improvable.

## **PROPOSAL**

The exclusion application is for a  $\pm 3.1$  ha portion of the subject property from the ALR. The applicant proposes the land excluded from the ALR would be for residential use. The applicant's submission requests exclusion of 2.5ha; however the estimate of the area based on the RDKB mapping suggests it is closer to 3.1ha.

## **IMPLICATIONS**

### *Notification Requirements*

The applicant submitted proof of sign posting, proof of delivery of notification to adjacent landowners, and copies of the newspaper advertisements in accordance with the requirements under Section 16(1) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*. Notification was posted along the property line fronting Hulme Creek Road.

Advertisements were placed in the Boundary Creek Times on May 19th, 2016 and May 26th, 2016. This meets the requirement of publishing a notice of exclusion application in at least 2 issues of newspaper published or circulated not less than 7 days and not

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<sup>1</sup> This agricultural land capability information and the map were prepared from information generated by Herb Luttmerding, 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.

more than 14 days apart. The RDKB received no comments from the public from these advertisements.

There were 6 notices sent out to surrounding property owners which were sent in May and June of 2016.

All notification requirements in accordance with Section 16(1) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation* appear to be satisfied.

#### *Agricultural Land Commission Criteria*

The ALC has now established 2 zones within the ALR. The Regional District of 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:

- 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 to remove a  $\pm 3.1$  ha portion of land from the ALR, therefore a loss of agricultural land due to this proposal cannot be avoided.

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 Area 'E' which foster respect of agricultural lands within the ALR and otherwise".

#### **ADVISORY PLANNING COMMISSION**

The Electoral Area 'E'/ West Boundary Advisory Planning Commission discussed that if the exclusion was supported there was a likelihood for the applicants to apply for subdivision. The associated implications of subdivision were discussed, and that it could potentially lead to haphazard development and additional demand on the aquifer in the Hulme Creek Road 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 as it is in an area that is already mainly subdivided and no viable farmland will be lost."

#### **BACKGROUND INFORMATION**

*Site Location Map*

*Subject Property Map*

*Applicant's Submission*

*Agricultural Capability Map*

#### **RECOMMENDATION**

That the Agricultural Land Commission exclusion application for a  $\pm 3.1$  ha portion of the parcel from the ALR, submitted by Donna and Brian Scott, for the property at 1775 Hulme Creek Road, legally described as Lot A, DL 1145s Plan KAP42188, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.





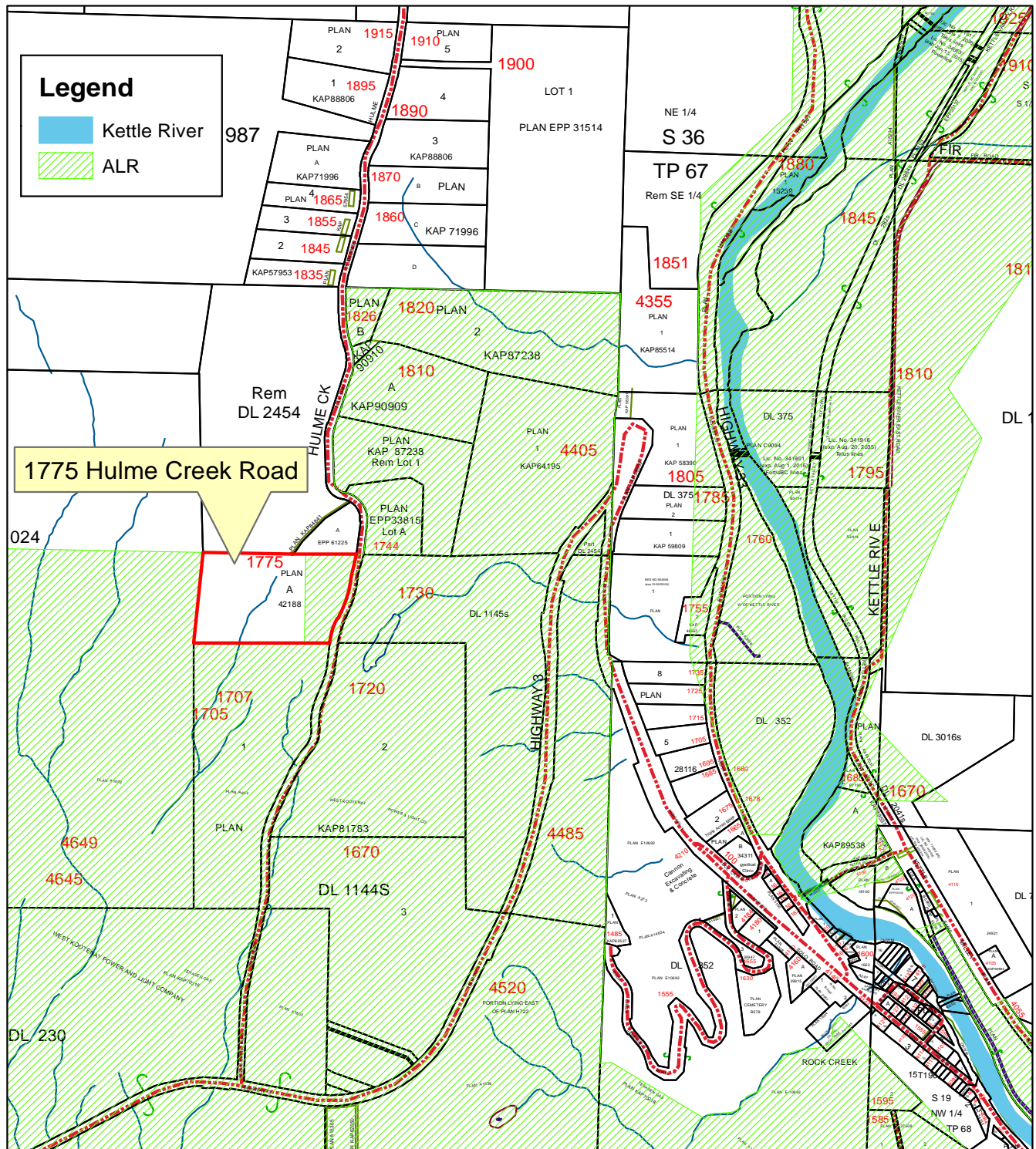
2017/01/24

# Site Location Map

Scale 1:15,000

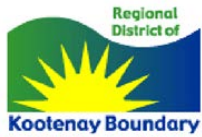
0 75 150 300 450 600

Meters



P:\GIS\IRDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2017-01-23-SLM\_Scott





2017/01/23

# Subject Property Map

Scale 1:3,651

0 1530 60 90 120

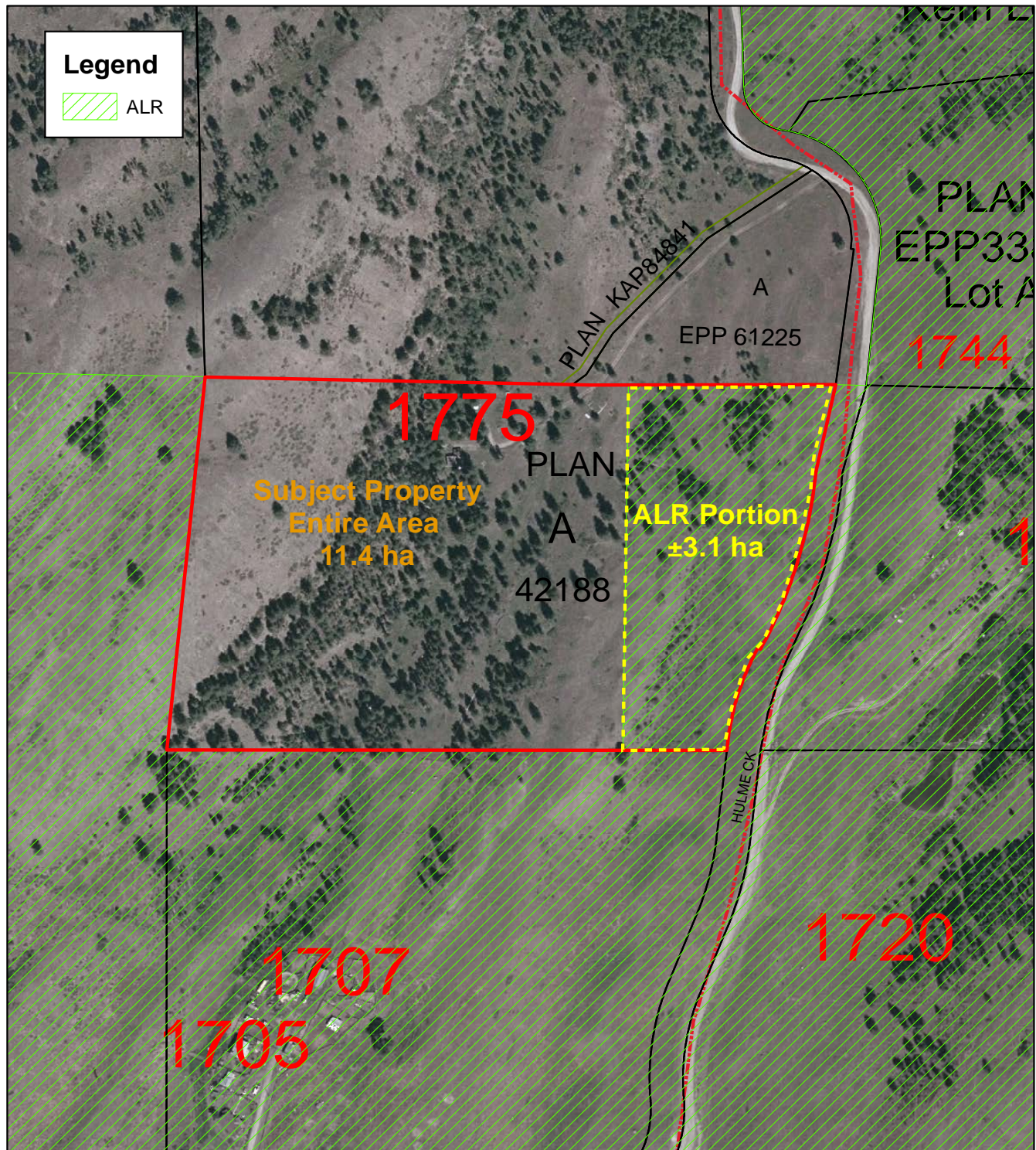
Meters



## Legend



ALR



Document Path: P:\GIS\RDKB\MapDocuments\Routine\_Maps\SubjectPropertyMap\Area\_'E'\_WestBoundary\2017-01-23-SPM-Scott.mxd

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 55244

**Application Status:** Under LG Review

**Applicant:** Brian Scott , Donna Scott

**Local Government:** Kootenay-Boundary Regional District

**Local Government Date of Receipt:** 01/09/2017

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Exclusion

**Proposal:** Residential site

**Mailing Address:**

1775 Hulme cCreek Road  
Rock Creek, BC  
V0H 1Y0  
Canada

**Primary Phone:** [REDACTED]

**Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 015-285-685

**Legal Description:** Lot A, DL 1145s SDYD, Plan 42188

**Parcel Area:** 12.4 ha

**Civic Address:** 1775 Hulme Creek Road

**Date of Purchase:** 04/15/1973

**Farm Classification:** No

**Owners**

1. **Name:** Brian Scott

**Address:**

1775 Hulme Creek Road  
Rock Creek, BC  
V0H 1Y0  
Canada

[REDACTED]  
[REDACTED]  
[REDACTED]com

2. **Name:** Donna Scott

**Address:**

1775 Hulme Creek Road  
Rock Creek, BC  
V0H 1Y0  
Canada

**Phone:** [REDACTED]

**Applicant:** Brian Scott , Donna Scott

Cell: [REDACTED]

---

### **Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*This parcel of land is zoned or taxed as residential land, no agricultural use is in place*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*It has been fenced*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*The parcel has been fenced for many years, prior to this it was used as cattle pasture. That useage as with most surrounding properties has long ceased to occur.*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Residential

**Specify Activity:** subdivided re; residential

#### **East**

**Land Use Type:** Residential

**Specify Activity:** homesite

#### **South**

**Land Use Type:** Residential

**Specify Activity:** some cultivation, 4-6 cows

#### **West**

**Land Use Type:** Residential

**Specify Activity:** range?

### **Proposal**

**1. How many hectares are you proposing to exclude?**

*2.5 ha*

**2. What is the purpose of the proposal?**

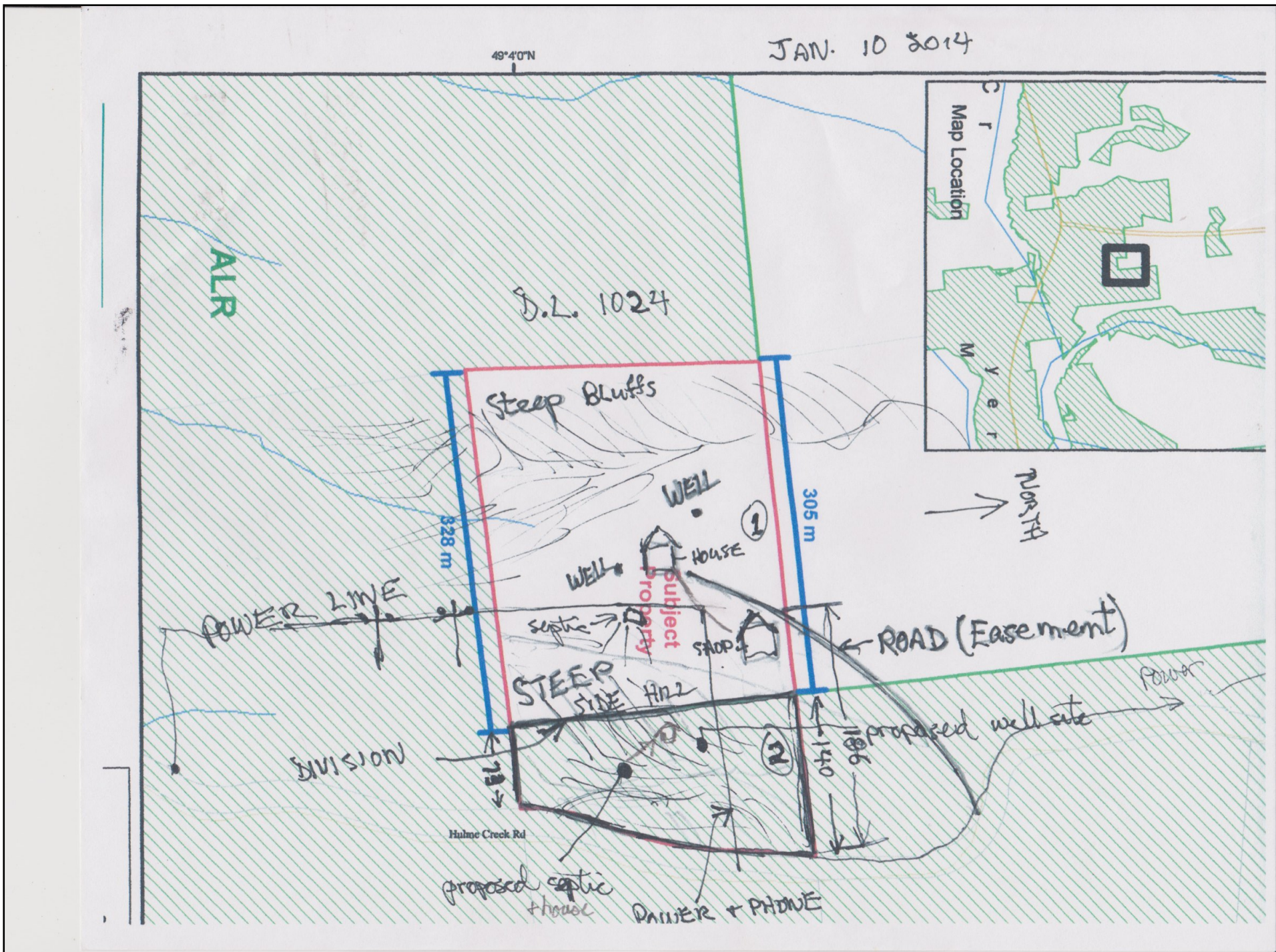
*Residential site*

**3. Explain why you believe that the parcel(s) should be excluded from the ALR.**

*The adjacent properties to the north have been excluded from the ALR for purpose of subdivision. The property has no agricultural use or potential: is very steep and rocky*

**Applicant:** Brian Scott , Donna Scott









2017/01/23

# Agricultural Capability Map

Scale 1:3,000

0 12.5 25 50 75 100

Meters



## Legend

RDKB Agricultural Capability

80% Class 5 with soil moisture deficiency, stoniness and topography as limiting factors and 20 % Class 6 with topography and stoniness as limiting factors; Improvable with special mangement practices.

**Subject Property**  
**1775 Hulme Creek Road**

7:6TR 3:7TR

100% Class 6 with topography and bedrock as limiting factors, it is not improvable.

6TR

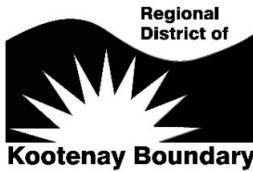
7:6T 3:7TR

8:5APT 2:6TR  
(8:5TP 2:6TR)

7:6T 3:7TR

P:\GIS\VRDKB\MapDocuments\Routine Maps\Subject Property Maps\Area 'E'\West Boundary\2017/01/23-Scott





## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	BW-4109s-07909.051
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	<b>Strata Conversion – Big White Ski Resort</b>		

### ISSUE INTRODUCTION

Mountain Sky Properties Inc. has submitted a request to the Regional District of Kootenay Boundary for strata conversion of the westerly portion of the subject parcel so the existing building can form part of Phase 3 of Strata Plan KAS2604 (*see Site Location Map, and Subject Property Map*). The development is otherwise known as Stonegate Resort and located at 375 Raven Ridge Road, Big White Ski Resort.

### HISTORY / BACKGROUND FACTORS

The subject property is located on the south side of Big White Road in the Village Core. Phases 1 and 2 of the Stonegate Resort form Strata Plan KAS2604. Phases 1 and 2 each have 24 condo units. The subject property currently has a parking level and an amenity level, which includes a swimming pool.



The OCP designation for the subject parcel is a combination of 'Village Core', 'Recreational Resource', 'High Density Residential', and 'Medium Density Residential',

while the subject parcel and Phase 1 and 2 are entirely in the 'Village Core 6' Zone. The 'Village Core 6' Zone permits, but is not limited to:

- Multiple family dwellings,
- Health salon and fitness centre,
- Personal services establishment, and
- Recreation and entertainment facilities.

The subject property is within the Commercial and Multiple Family Development Permit Area and the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area as designated in the Big White OCP. The subject development, Stonegate received a Development Permit (251-03D) in May 2003.

### PROPOSAL

The owner is applying for a strata conversion for Phase 3 of the development (*see attached Preliminary Phased Strata Plan*) pursuant to Section 242 of the *Strata Property Act* (*attached*). The approving authority for strata conversions is the Board of Directors of the Regional District.

Phase 3 of the Stonegate Resort development would include four storeys of condos above the amenity level with a total of 32 additional condos. The strata conversion is required before the units can be marketed.

### IMPLICATIONS

Strata conversion of previously occupied buildings must receive approval of the Regional District Board since the existing parkade and amenities are occupied.

The Board must not approve the strata plan unless the building substantially complies with the following:

The applicable bylaws of the Regional District.	The subject property is zoned Village Core 6, and the existing and proposed uses are permitted.  A development permit was obtained for the development was issued in May 2013. The development permit is still active since the original construction was initiated within two years of the permit being issued. Proposed Phase 3 is appears to be in substantial compliance with the existing development permit.
The building regulations within the meaning of the <i>Building Act</i> .	The subject parcel has an existing parkade and amenity level, which form the lower two levels of Building B (Phase 3). The RDKB's Building and Plumbing official confirmed that "the existing portion of Building B was constructed with a valid building permit being in place and all work occurred in conformance

	with the British Columbia Building Code and applicable RDKB bylaws. The Building Department of the RDKB is satisfied that all requirements were met.
The priority of rental accommodation over privately owned housing in the area.	This is not applicable since it is not a conversion of existing rental units to private ownership.
Any proposals for the relocation of persons occupying a residential building.	This is not applicable since no one is being displaced.
The life expectancy of the building	This is a relatively new building so this is not a concern.
Projected major increases in maintenance costs due to the condition of the building.	This is a relatively new building so this is not a concern.

### ADVISORY PLANNING COMMISSION COMMENTS

The Big White Advisory Planning Commission recommends to the Regional District that the subject referral be supported.

### BACKGROUND INFORMATION

*Site Location Map*

*Subject Property Map*

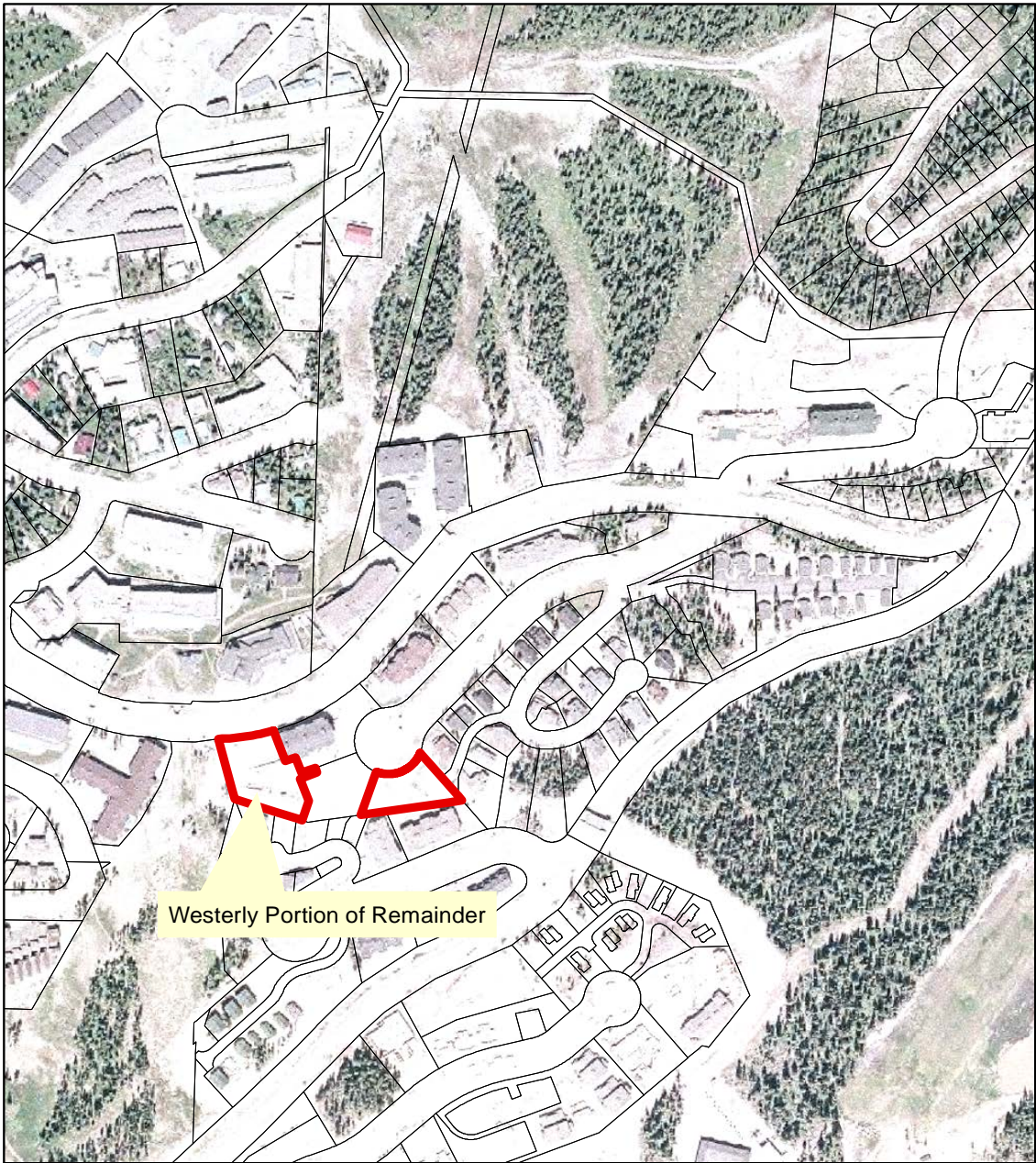
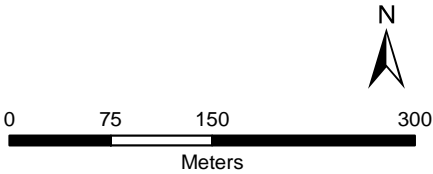
*Draft Strata Plan Phase 3*

*Section 242 of the Strata Property Act*

### RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors approves the strata conversion of the existing building on the westerly portion of Lot A, DL 4109s and 4203 Except Plan KAS2604 (Phase 1&2) to enable the construction of the balance of the strata lots that will form Phase 3, Strata Plan KAS2604.

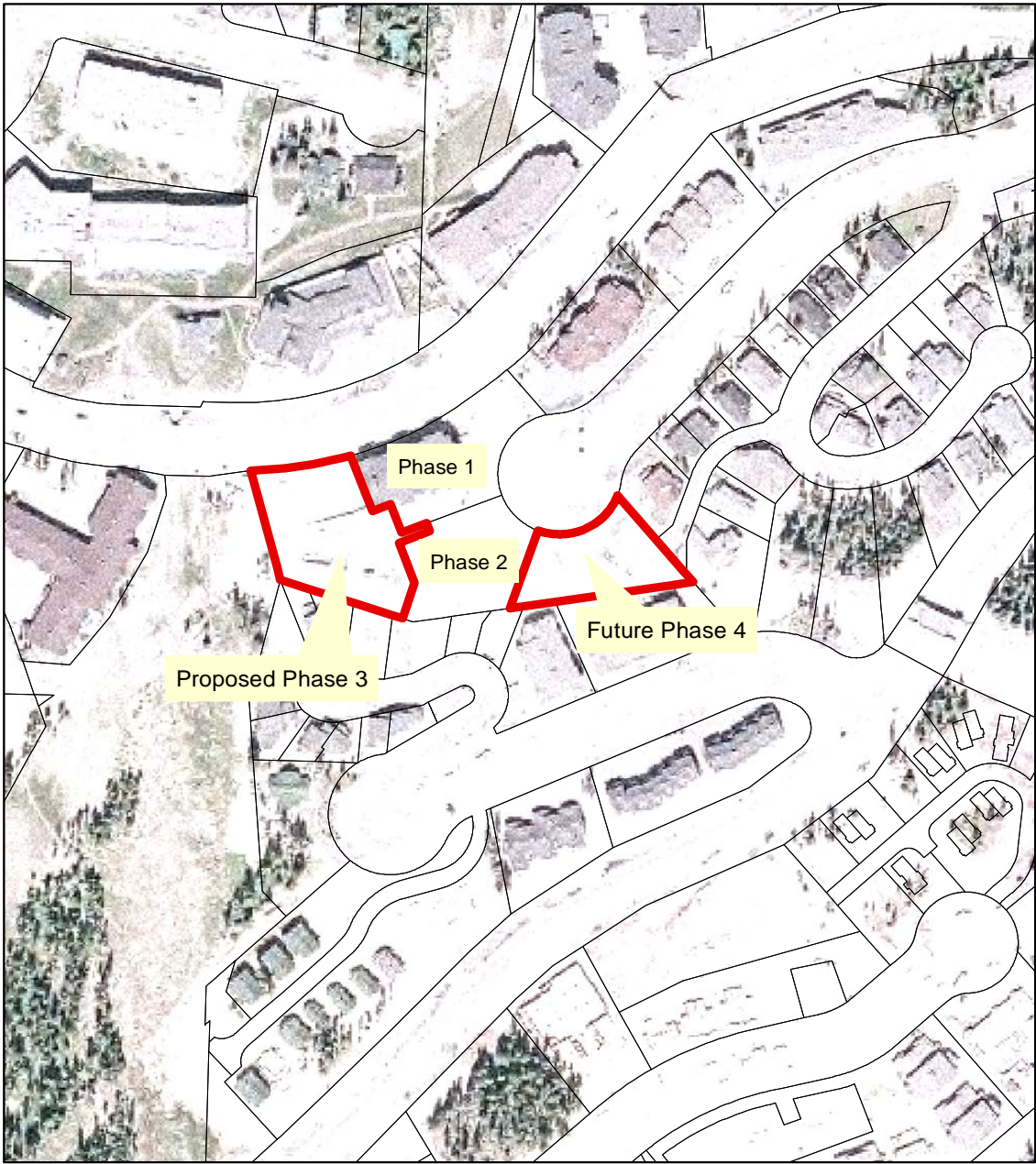
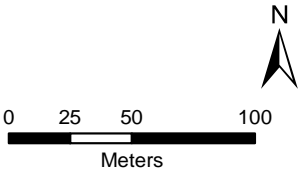
# Site Location Map



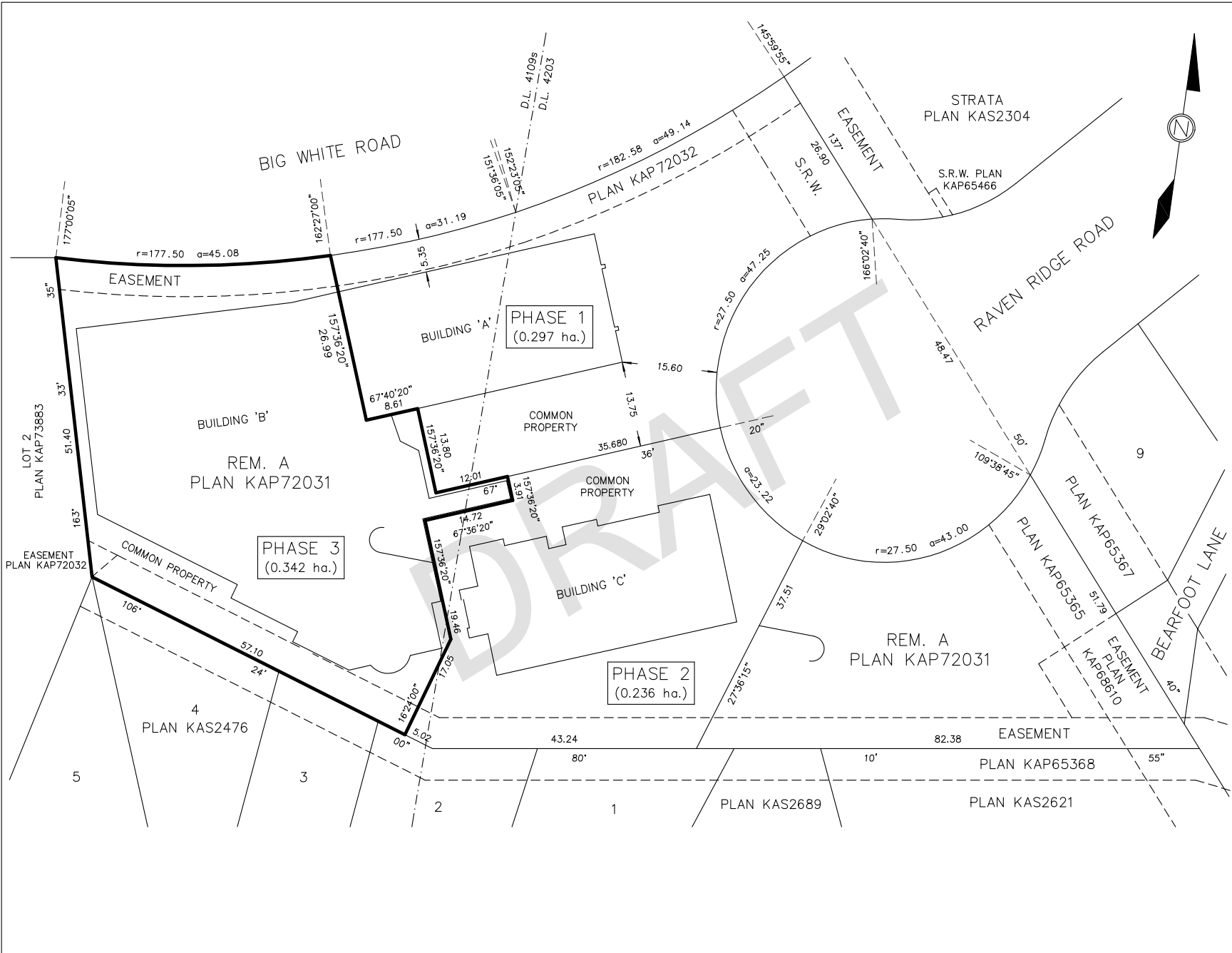
Projected Coordinate System:  
NAD 83 UTM Zone 11N



# Subject Property Map



Projected Coordinate System:  
NAD 83 UTM Zone 11N



DRAFT DATE: December 15, 2016

**PRELIMINARY PHASED  
STRATA PLAN**

LOT A, PLAN KAP72031,  
D.L.'s 4109s & 4203, S.D.Y.D.  
EXCEPT STRATA PLAN KAS2604  
(PHASES 1 AND 2)

**PHASE 3**

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

**RUNNALLS DENBY**

*british columbia land surveyors*

259A Lawrence Avenue Phone (250) 763-7322  
Kelowna, B.C. V1Y 6L2 Fax (250) 763-4413  
Email neil@runnallsdenby.com

CLIENT:

MOUNTAIN SKY PROPERTIES INC.

SCALE: 1:750 (8½" x 14")

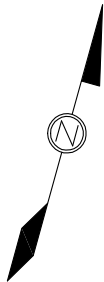
DATE: December 15, 2016

DWG: 14720 Pre-Strata

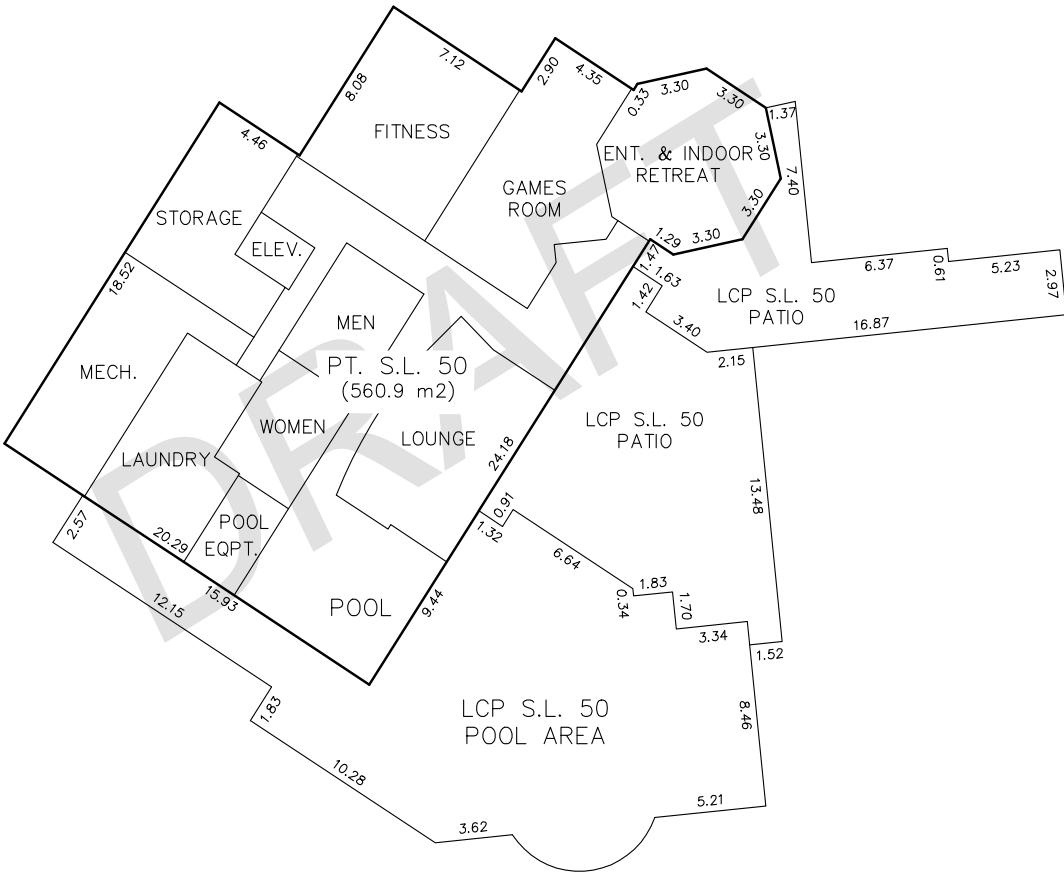
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**SHEET 1 OF 7**





S.L. STRATA LOT  
(C) COMMON PROPERTY  
LCP LIMITED COMMON PROPERTY



DRAFT DATE: December 15, 2016

# LOWER AMENITY LEVEL

BUILDING 'B'

## PHASE 3

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

**RUNNALLS DENBY**  
*british columbia land surveyors*  
259A Lawrence Avenue Phone (250) 763-7322  
Kelowna, B.C. V1Y 6L2 Fax (250) 763-4413  
Email neil@runnallsdenby.com

CLIENT:  
  
MOUNTAIN SKY PROPERTIES INC.

SCALE: 1: 300 (8½" x 14")

DATE: December 15, 2016

DWG: 14720 Pre-Strata

FILE: 14720

SHEET 2 OF 7

S.L. STRATA LOT  
(C) COMMON PROPERTY  
LCP LIMITED COMMON PROPERTY



DRAFT DATE: December 15, 2016

PARKING LEVEL

BUILDING 'B'

PHASE 3

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

**RUNNALLS DENBY**  
*british columbia land surveyors*  
259A Lawrence Avenue Phone (250) 763-7322  
Kelowna, B.C. V1Y 6L2 Fax (250) 763-4413  
Email neil@runnallsdenby.com

CLIENT:  
  
MOUNTAIN SKY PROPERTIES INC.

SCALE: 1: 300 (8½" x 14")

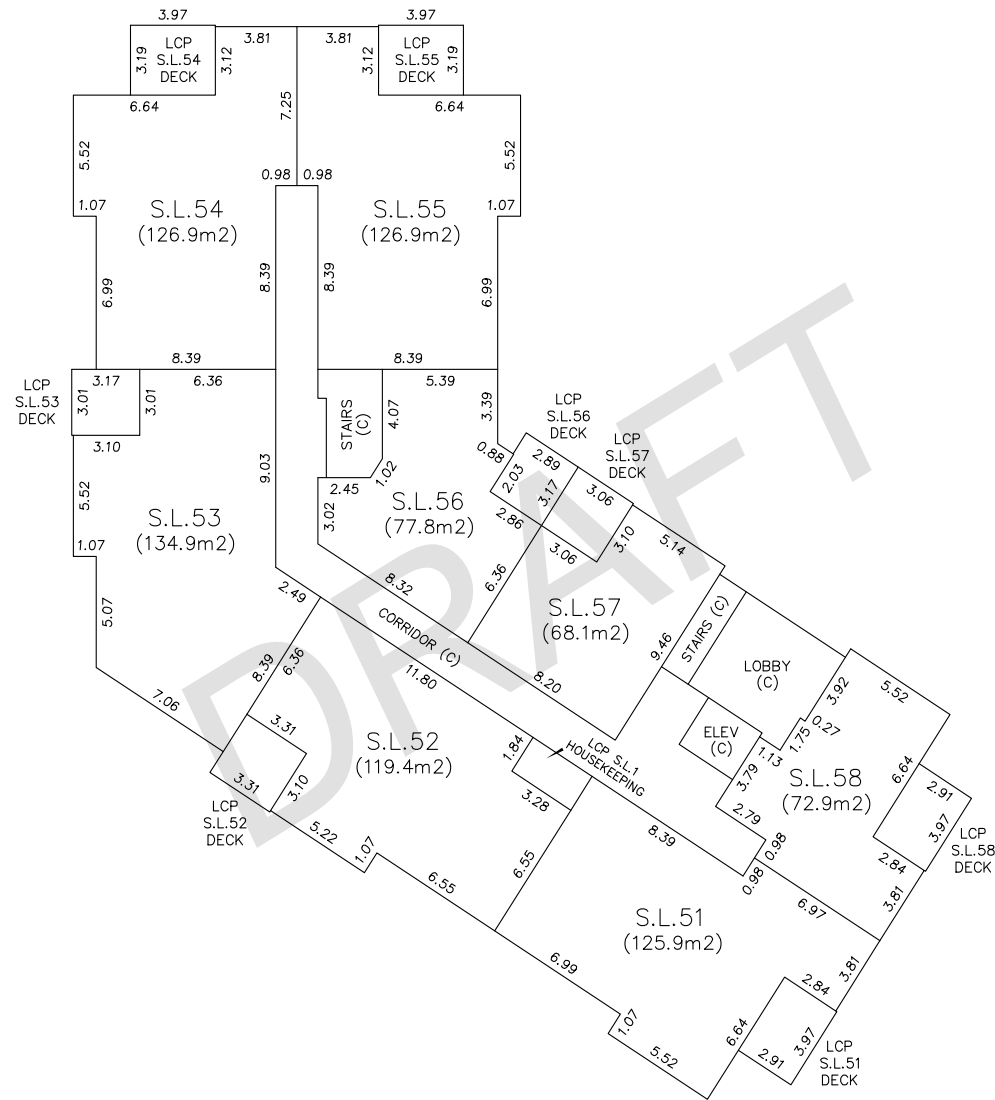
DATE: December 15, 2016

DWG: 14720 Pre-Strata

FILE: 14720

SHEET 3 OF 7

S.L. STRATA LOT  
(C) COMMON PROPERTY  
LCP LIMITED COMMON PROPERTY



DRAFT DATE: December 15, 2016

GROUND LEVEL

BUILDING 'B'

PHASE 3

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

**RUNNALLS DENBY**  
*british columbia land surveyors*  
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Kelowna, B.C. V1Y 6L2 Fax (250) 763-4413  
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CLIENT:  
  
MOUNTAIN SKY PROPERTIES INC.

SCALE: 1: 300 (8½" x 14")

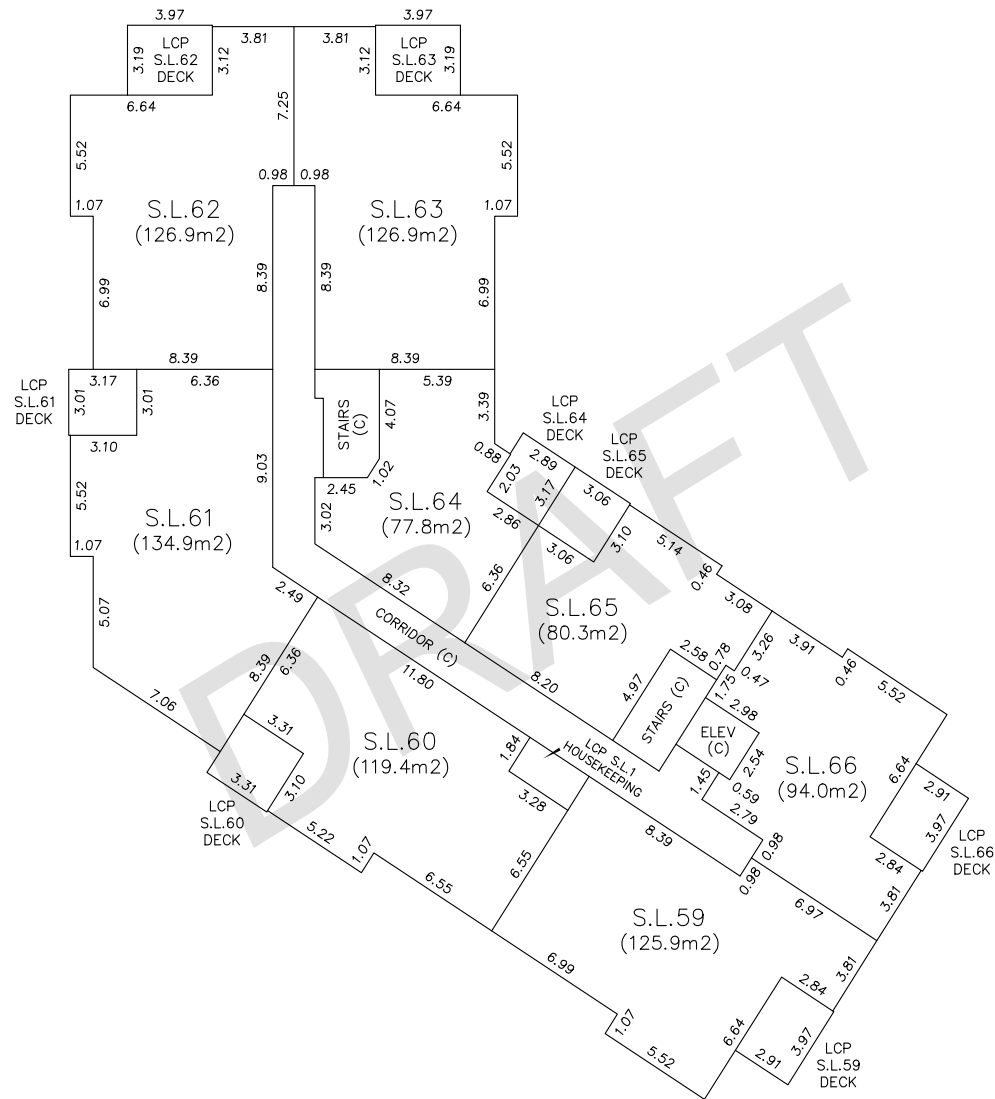
DATE: December 15, 2016

DWG: 14720 Pre-Strata

FILE: 14720

SHEET 4 OF 7

S.L. STRATA LOT  
(C) COMMON PROPERTY  
LCP LIMITED COMMON PROPERTY



DRAFT DATE: December 15, 2016

SECOND LEVEL

BUILDING 'B'

PHASE 3

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

RUNNALLS DENBY

british columbia land surveyors

259A Lawrence Avenue  
Kelowna, B.C. V1Y 6L2

Phone (250) 763-7322  
Fax (250) 763-4413  
Email neil@runnallsdenby.com

CLIENT:

MOUNTAIN SKY PROPERTIES INC.

SCALE: 1: 300 (8½" x 14")

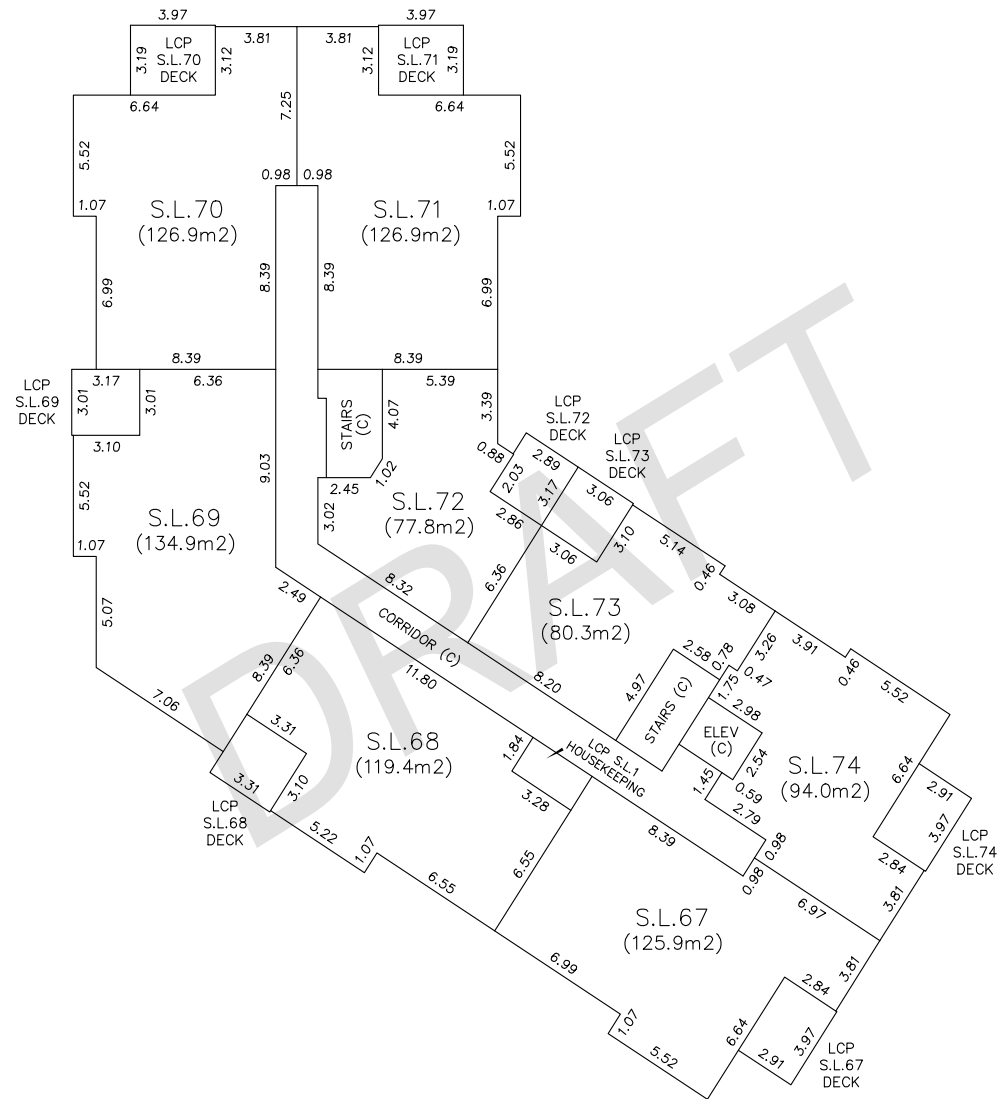
DATE: December 15, 2016

DWG: 14720 Pre-Strata

FILE: 14720

SHEET 5 OF 7

S.L. STRATA LOT  
(C) COMMON PROPERTY  
LCP LIMITED COMMON PROPERTY



DRAFT DATE: December 15, 2016

## THIRD LEVEL

BUILDING 'B'

### PHASE 3

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

#### RUNNALLS DENBY

*british columbia land surveyors*

259A Lawrence Avenue  
Kelowna, B.C. V1Y 6L2

Phone (250) 763-7322  
Fax (250) 763-4413  
Email neil@runnallsdenby.com

CLIENT:

MOUNTAIN SKY PROPERTIES INC.

SCALE: 1: 300 (8½" x 14")

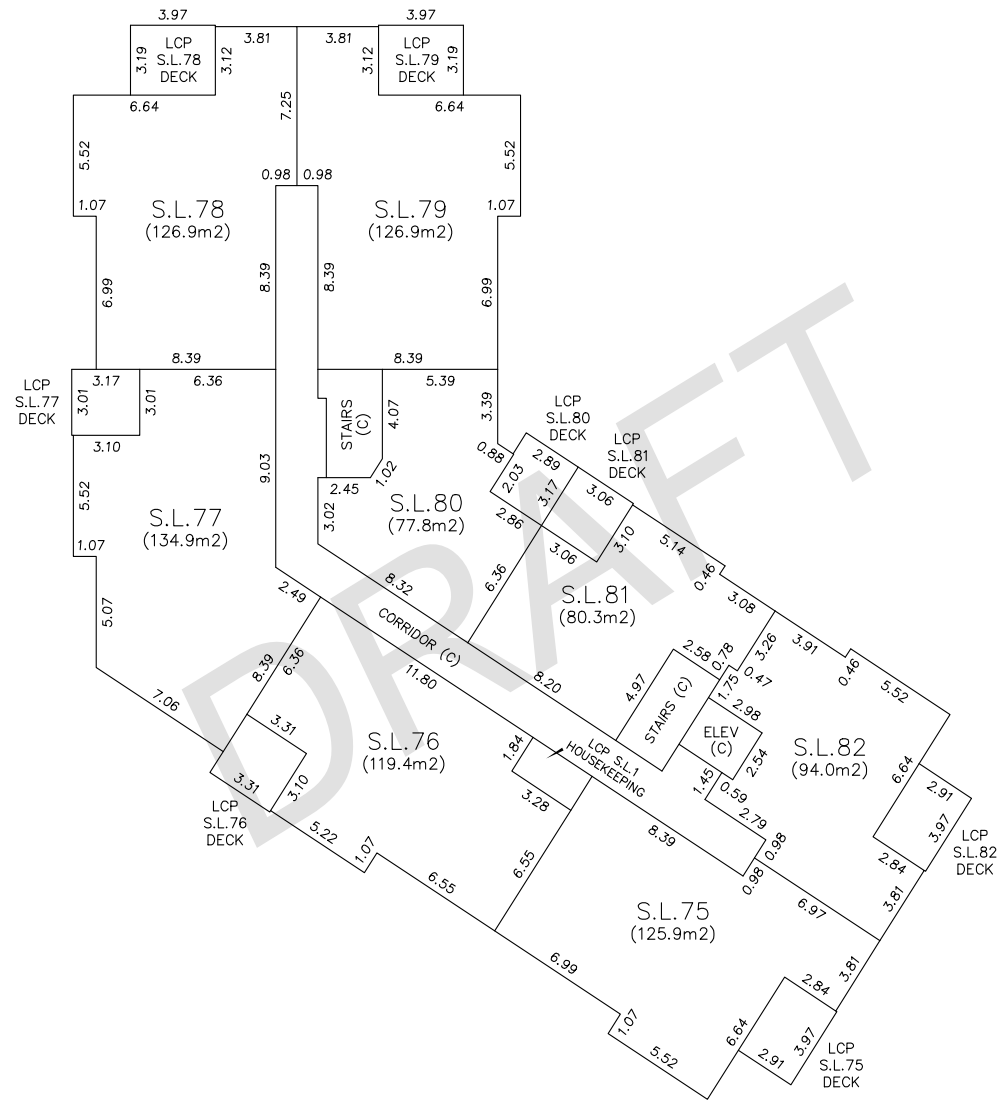
DATE: December 15, 2016

DWG: 14720 Pre-Strata

FILE: 14720

SHEET 6 OF 7

S.L. STRATA LOT  
(C) COMMON PROPERTY  
LCP LIMITED COMMON PROPERTY



DRAFT DATE: December 15, 2016

FOURTH LEVEL

BUILDING 'B'

PHASE 3

BUILDING DIMENSIONS ARE TAKEN FROM DIGITAL  
DRAWINGS PROVIDED BY GBL ARCHITECTS INC.  
RECEIVED SEPTEMBER, 2016

RUNNALLS DENBY

british columbia land surveyors

259A Lawrence Avenue  
Kelowna, B.C. V1Y 6L2

Phone (250) 763-7322  
Fax (250) 763-4413  
Email neil@runnallsdenby.com

CLIENT:

MOUNTAIN SKY PROPERTIES INC.

SCALE: 1: 300 (8½" x 14")

DATE: December 15, 2016

DWG: 14720 Pre-Strata

FILE: 14720

SHEET 7 OF 7



## Excerpt from the Strata Property Act:

### Approval for conversion of previously occupied buildings

**242** (1) For the purposes of this section, "**approving authority**" means

- (a) the municipal council of the municipality if the land is located in a municipality,
- (b) the regional board of the regional district if the land is located in a regional district but not in a municipality and is neither Nisga'a Lands nor treaty lands of a treaty first nation,
- (c) the Nisga'a Village Government if the land is located within Nisga'a Village Lands,
- (d) the Nisga'a Lisims Government if the land is Nisga'a Lands other than Nisga'a Village Lands, or
- (e) the governing body of the treaty first nation if the land is located within the treaty lands of that treaty first nation.

(2) If a person applying to deposit a strata plan wishes to include in the strata plan a previously occupied building, the person must submit the proposed strata plan to the approving authority.

(3) The approving authority may

- (a) approve the strata plan, or approve the strata plan subject to terms and conditions, or
- (b) refuse to approve the strata plan, or refuse to approve the strata plan until terms and conditions imposed by the approving authority are met.

(4) The decision of the approving authority under subsection (3) is final and may not be appealed.

(5) The approving authority must not approve the strata plan unless the building substantially complies with the following:

- (a) the applicable bylaws of the municipality or regional district;
- (b) applicable Nisga'a Government laws;
- (b.1) the applicable laws of the treaty first nation;
- (c) the building regulations within the meaning of the *Building Act*, except, in relation to a treaty first nation that has entered into an agreement described in section 6 of that Act, to the extent that the agreement enables the treaty

first nation to establish standards that are different from those established by the building regulations.

(6) In making its decision, the approving authority must consider

- (a) the priority of rental accommodation over privately owned housing in the area,
- (b) any proposals for the relocation of persons occupying a residential building,
- (c) the life expectancy of the building,
- (d) projected major increases in maintenance costs due to the condition of the building, and
- (e) any other matters that, in its opinion, are relevant.

(7) If the approving authority approves the strata plan without terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations.

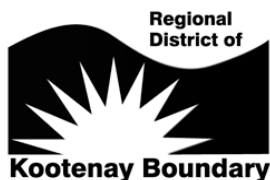
(8) If the approving authority approves the strata plan subject to terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations once the terms and conditions have been met.

(9) The endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.

(10) The approving authority may, by resolution, with respect to a specified type of previously occupied building,

- (a) delegate to an approving officer or other person designated in the resolution the exercise of the powers and performance of the duties of the approving authority under this section, and
- (b) impose limits or conditions on the exercise of the powers and performance of the duties delegated by the resolution.

(11) This section does not apply to a strata plan that includes a previously occupied building if the person applying to deposit the strata plan is the government or the Crown in right of Canada.



## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	E-514-03129.005
<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

Pamela Storie has submitted an application for a 1 lot subdivision with a remainder. The parcel, which is entirely in the Agricultural Land Reserve (ALR), is located at 3215 Highway 3, along the Kettle River, beside Ingram Bridge, in Electoral Area 'E'/ West Boundary (*see Site Location Map; Subject Property Map*).

### HISTORY / BACKGROUND FACTORS

The 5.3 ha parcel is located within Electoral Area 'E'/West Boundary. It is entirely within the ALR. The subject property is within a portion of Electoral Area 'E'/ West Boundary which does not have an Official Community Plan or Zoning Bylaw, which may have directly affected this proposal.

#### *Current Uses and Improvements on the Parcel:*

Since the applicants purchased the parcel in 2008 they have made the following improvements; they have cultivated the land and reseeded with barley, grass and alfalfa, fenced and gated the property, upgraded the irrigation system, planted trees, upgraded the animal's facilities and introduced livestock. The parcel now has farm status.

#### *Adjacent Land Uses:*

The applicant lists the adjacent land uses as:

North:	Undeveloped; Kettle River, Ingram Mountain
East:	Transportation; Ingram Bridge
South:	Transportation; Highway 3
West:	Agricultural; Farm

*Agricultural Capability Mapping:*

The Agricultural Capability Mapping<sup>1</sup> shows two separate ratings for the parcel. The portion which follows the bend of the river is 100% Class 5 with soil moisture deficiency as the limiting factor. It is improvable to Class 3 with special management practices.

The remaining portion in the south west corner is 100% Class 5 with soil moisture deficiency as a limiting factor. This portion is improvable to 60% Class 3 with and 40% Class 2 with special management practices.

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.

**PROPOSAL**

The applicant proposes a 1 lot subdivision with remainder. Proposed Lot A is 2.6 hectares, while the remainder is 2.7 hectares. The applicant asserts that the additional lot would allow for another opportunity for a small acreage.

**IMPLICATIONS**

The property borders the Kettle River along the northern and eastern flanks. The entire parcel is within the 200-year floodplain of the Kettle River. If subdivision is supported, any additional development would be subject to the RDKB Floodplain Bylaw No. 677.

*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, 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.

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<sup>1</sup> This agricultural land capability information and the map were prepared from information generated by Herb Luttmerding, 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.

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.

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 which 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 the subject property has been farmed for several years and that they believe it to be valuable farmland. The APC discussed the implications of a subdivision and that smaller agricultural parcels have physical and financial constraints when it comes to agricultural production. The APC also noted that subdivision would likely result in a home site footprint on the proposed parcel and ultimately the loss of that portion of farmable land.

The Electoral Area 'E'/ West Boundary Advisory Planning Commission provided the following recommendation;

"It was moved, seconded and resolved (Jamie/Grant) that the APC recommends to the Regional District that the subject Development Application not be supported as valuable farmland could be lost."

### **PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

As the APC discussed, if subdivision was supported there would be an opportunity for construction of a single family dwelling on the new parcel. However, since the entire property is within the 200-year floodplain an application to the Planning and Development Department for a site specific exemption to the Floodplain Bylaw may be required.

### **BACKGROUND INFORMATION**

*Site Location Map; Subject Property Map; Agricultural Capability Map; Applicant's Submission*

### **RECOMMENDATION**

That the Agricultural Land Commission subdivision application for a 1 lot subdivision with remainder, submitted by Pamela Storie, beside Ingram Bridge, at 3215 Highway 3, legally described as Lot 1, DL 514, Plan KAP72886, SDYD, Electoral Area 'E'/ West Boundary be forwarded to the Agricultural Land Commission without a recommendation.



2017/01/20

## Site Location Map

Scale 1:20,000



0 100 200 400 600 800

Meters

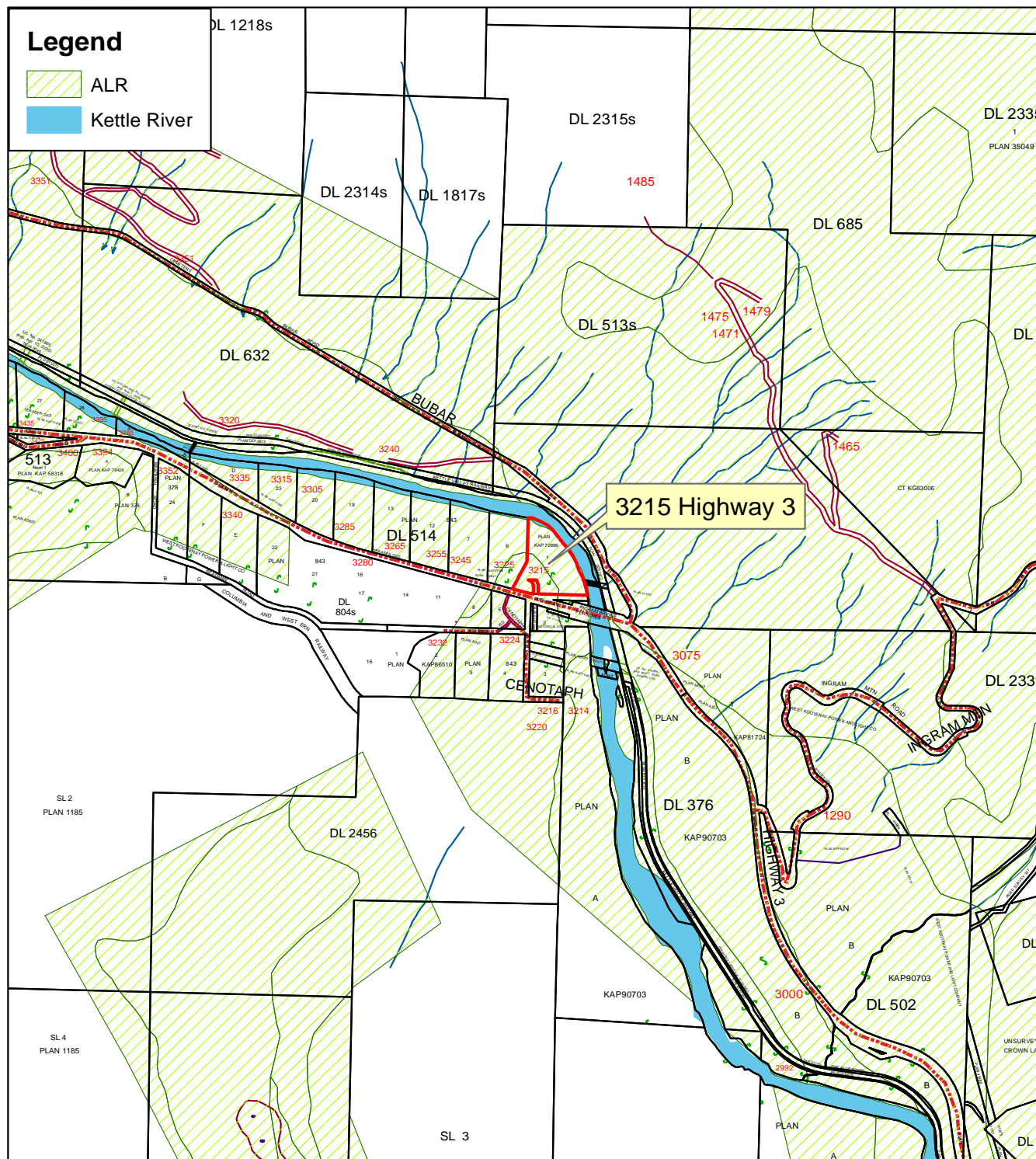
### Legend



ALR



## Kettle River



P:\GIS\RDKB\MapDocuments\Routine Maps\Site Location Map\Area 'E'\West Boundary\2017-01-20-SLM\_Storie





2017/01/20

# Subject Property Map

Scale 1:2,000

0 10 20 40 60 80  
Meters



P:\IG\SRDKB\MapDocuments\Routine Maps\Subject Property Map\Area 'E'\West Boundary\2017-01-20-SPM\_Storie





2016/12/12

# Agricultural Capability Map

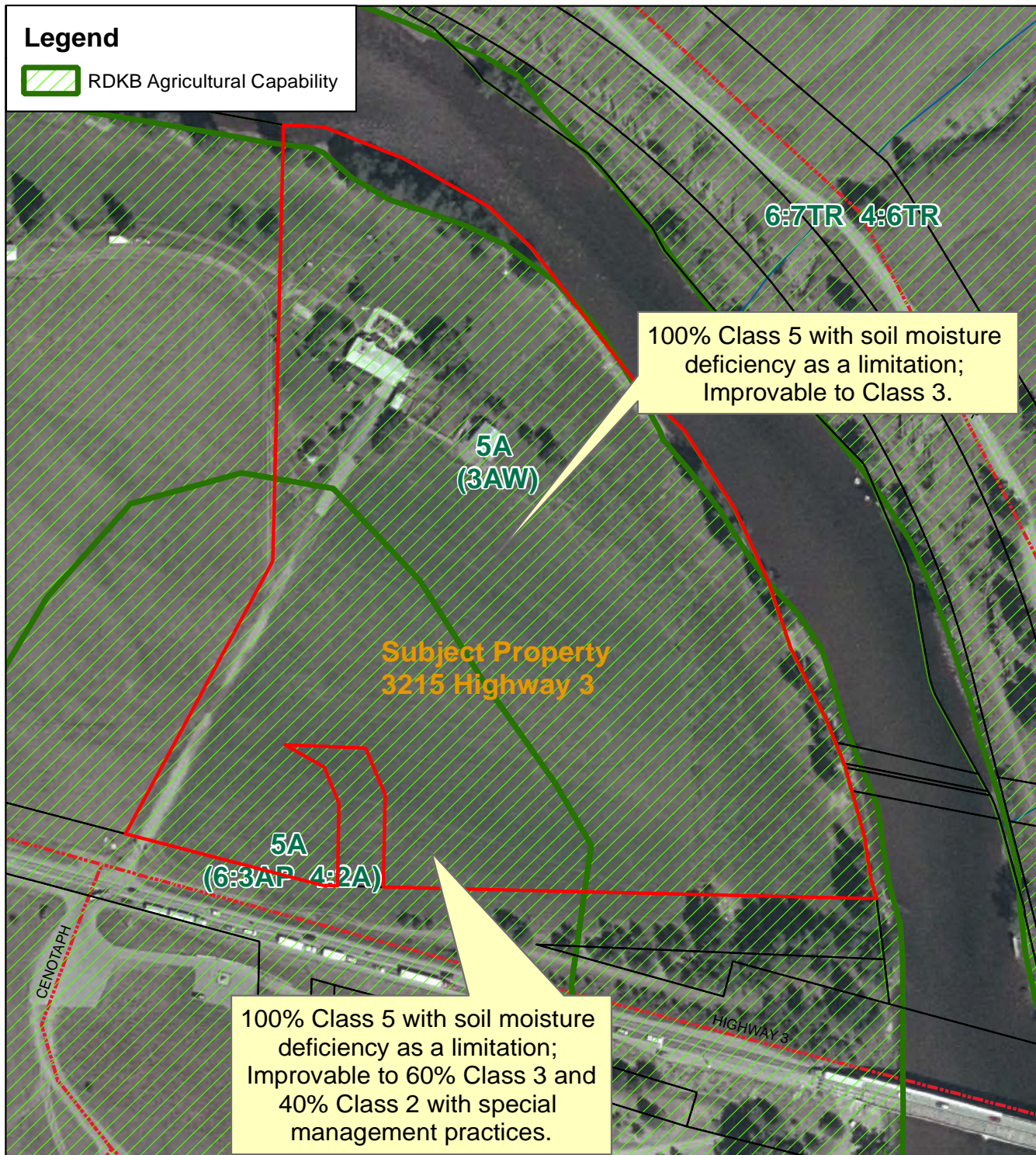
Scale 1:2,000

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

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 56011

**Application Status:** Under LG Review

**Applicant:** Pamela Storie , Donald Storie

**Local Government:** Kootenay-Boundary Regional District

**Local Government Date of Receipt:** 12/29/2016

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** The purpose of this proposal is to divide a large irregularly shaped property, into two farmable parcels, with each one being suitable for viable agriculture activities. Our parcel is currently the largest on the corridor, and this proposal will create two parcel sizes which would be consistent with some other properties between Granton Motors and Ingram Bridge, North of the highway. We are proposing the thirteen + acre parcel be divided into two relatively equal sized portions. This would provide an opportunity to increase economic and social well being in the community by creating a well situated hobby farm. These two smaller acreages could have the potential to be used more efficiently by utilizing modern farming practices. (Instead of producing just hay and livestock grazing) An advantage could be realized through an increased production and higher efficiency levels. Two, 6.5 acre hobby farms would be a positive move; providing another family the opportunity to manage a small acreage, and it welcomes a new neighbor. Dividing this property into 2 equal sized farming parcels is a sound agricultural and economic decision.

**Mailing Address:**

[REDACTED]

**Primary Phone:**

**Email:** [REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 025-600-605

**Legal Description:** lot:1 pl: kap72886 dl: 514

**Parcel Area:** 5.4 ha

**Civic Address:** 3215 highway 3 Rock Creek, BC Canada

**Date of Purchase:** 10/31/2008

**Farm Classification:** Yes

**Owners**

1. [REDACTED]

**Applicant:** Pamela Storie , Donald Storie

2.

### **Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*9 acres of planted hay and alfalfa, including grazing land for cattle and horses.*

*.5 acres - variety of fruit trees.*

*.5 acres vegetables, seedlings, saplings*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*We purchased this property in 2008. At that time it did not have farm status. We have demonstrated our commitment to farm and agricultural practices by working the property, regaining farm status, and making the following improvements:*

*Cultivated land, reseeded with barley, grass and alfalfa*

*Fenced, cross fenced and gated property*

*Upgraded irrigation system, pipes, and sprinklers*

*Planted buffers such as trees and shrubs bordering neighbor, highway and fence lines, a variety of fruit trees, cedar and spruce trees, as well as ornamentals. This reseeded effort helps the soil to retain moisture and the trees provide many environmental benefits.*

*Upgraded chicken, horse, cattle, and canine facilities to provide runs and water*

*Purchased hay and cultivating equipment*

*Supplied power and lighting to barn*

*Introduced livestock*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*Currently there are no non-agricultural activities, however during July and August, when our son and daughter return from university, they offer dog sitting, and dry camping.*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Unused

**Specify Activity:** Ingram Mountain, Kettle River

#### **East**

**Land Use Type:** Transportation/Utilities

**Specify Activity:** Ingram Bridge

**Applicant:** Pamela Storie , Donald Storie

**South****Land Use Type:** Transportation/Utilities**Specify Activity:** Highway 3**West****Land Use Type:** Agricultural/Farm**Specify Activity:** non farm classification agricultural**Proposal****1. Enter the total number of lots proposed for your property.**

2.5 ha

2.9 ha

**2. What is the purpose of the proposal?**

*The purpose of this proposal is to divide a large irregularly shaped property, into two farmable parcels, with each one being suitable for viable agriculture activities. Our parcel is currently the largest on the corridor, and this proposal will create two parcel sizes which would be consistent with some other properties between Granton Motors and Ingram Bridge, North of the highway. We are proposing the thirteen + acre parcel be divided into two relatively equal sized portions. This would provide an opportunity to increase economic and social well being in the community by creating a well situated hobby farm. These two smaller acreages could have the potential to be used more efficiently by utilizing modern farming practices. (Instead of producing just hay and livestock grazing) An advantage could be realized through an increased production and higher efficiency levels. Two, 6.5 acre hobby farms would be a positive move; providing another family the opportunity to manage a small acreage, and it welcomes a new neighbor. Dividing this property into 2 equal sized farming parcels is a sound agricultural and economic decision.*

**3. Why do you believe this parcel is suitable for subdivision?**

*This parcel is well suited for subdivision because it is the largest parcel of land on the Northern stretch between Ingram Bridge and Granton Motors. There is no negative impact on neighboring properties nor the community. The proposed lot is surrounded by natural and man made barriers such as Ingram Mountain, Ingram Bridge, the Kettle River, and the Crowsnest Highway # 3. There are already a number of commercial properties nearby such as an RV Park, a nursery, a Golf course, a mechanics shop , a gravel pit, a driving range, the cenotaph, and some hotel type units. The local community can benefit from the additional family , and economic trends that are associated with it. It will not diminish the agricultural potentials on the land. The proposed access road is situated parallel to the highway on poorer, rockier soil. (We are flexible with the road location if adjustment is needed) Utilities and services are immediately accessible and preliminary site tests have been positive. By dividing the property into 2 smaller hobby farms, we attempt to increase the agricultural appreciation and production. In Rock Creek Zone 2 Regional District of Kootenay Boundary, there are no minimum lot sizes or zoning. Two properties each around 6.5 acres, would be ideal. Farming activities will continue on both parcels, and there will be an increased opportunity for specialization in a specific agricultural trade ( beyond hay and grazing). By creating two parcels, more time can be devoted on more productive, and resourceful farming practices. At an altitude of 2100 feet, the growing season is short. It is important to recognize that more efficient agricultural practices can be met with smaller parcels of land. In the surrounding area, there are a limited number of small, well maintained hobby farms available, and this hinders the economic, educational, and social prosperity in the district. By adding the proposed lot, these core communal values can be realized while maintaining or increasing the agricultural intent of the land. It is a perfect parcel for two families to enjoy and work the land, with no negative impact to agriculture or neighbors. There will be economic, social, cultural and agricultural benefits that will result from the approval of this application. The parcel is very well suited to support a division into two.*

**4. Does the proposal support agriculture in the short or long term? Please explain.****Applicant:** Pamela Storie , Donald Storie

*Yes this proposal definitely supports agriculture in the short term and the long run. Currently used for hay and grazing, this land could be maximized as two 6 acre farms, and could support a variety of new agricultural produce and practices. The land use will not change - it will still be used for agricultural. By allowing new residents to live on the proposed land, we expect the result will be a more efficient, higher production yield. Because of our short growing season, we need to be creative; therefore, new ideas should be explored and implemented to not only sustain but increase the potential of current farming practices. This proposal will enhance agriculture in the short term as it will provide an opportunity for another family to enhance the farming practices on this parcel of land.*

*Yes, the proposal will support agriculture in the long run by increasing the efficiency, and equity, of farming in the area. Present needs will be met, without compromising the ability of future generations to meet their needs. Through sustainable agriculture, environmental health will be preserved. Small footprint farms are a welcome addition to our community. We support inviting more people to participate in the rural farm life, where the ability to grow and eat ones own food is becoming increasingly appreciated. It is also important to encourage younger residents to remain in the area, and to become part of our active farming community. Smaller, more easily managed farms, can be economically feasible therefore encouraging families to stay in the area and participate in the local farming and social events. With the addition of a productive and efficiently farmed parcel, the community will enjoy benefits through agricultural advancement and community participation, which leads to greater local economic and social gains. An invested farmer or family will increase the social prosperity in the area by contributing in everyday communal environments such as schools, shopping, banking, rodeos, fairs, 4H groups and other recreational activities . This proposal would also provide an opportunity to increase the cultural diversity by growing the size of the local community. Approval of this proposal will strive to improve the current agricultural methods on the land. Hobby farms are sought after by people wanting to invest in our agricultural future. It is a positive, progressive and agriculturally sound decision to allow two families to have a vested interest in their farming future. In summary, agriculture will continue to be supported.*

**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**

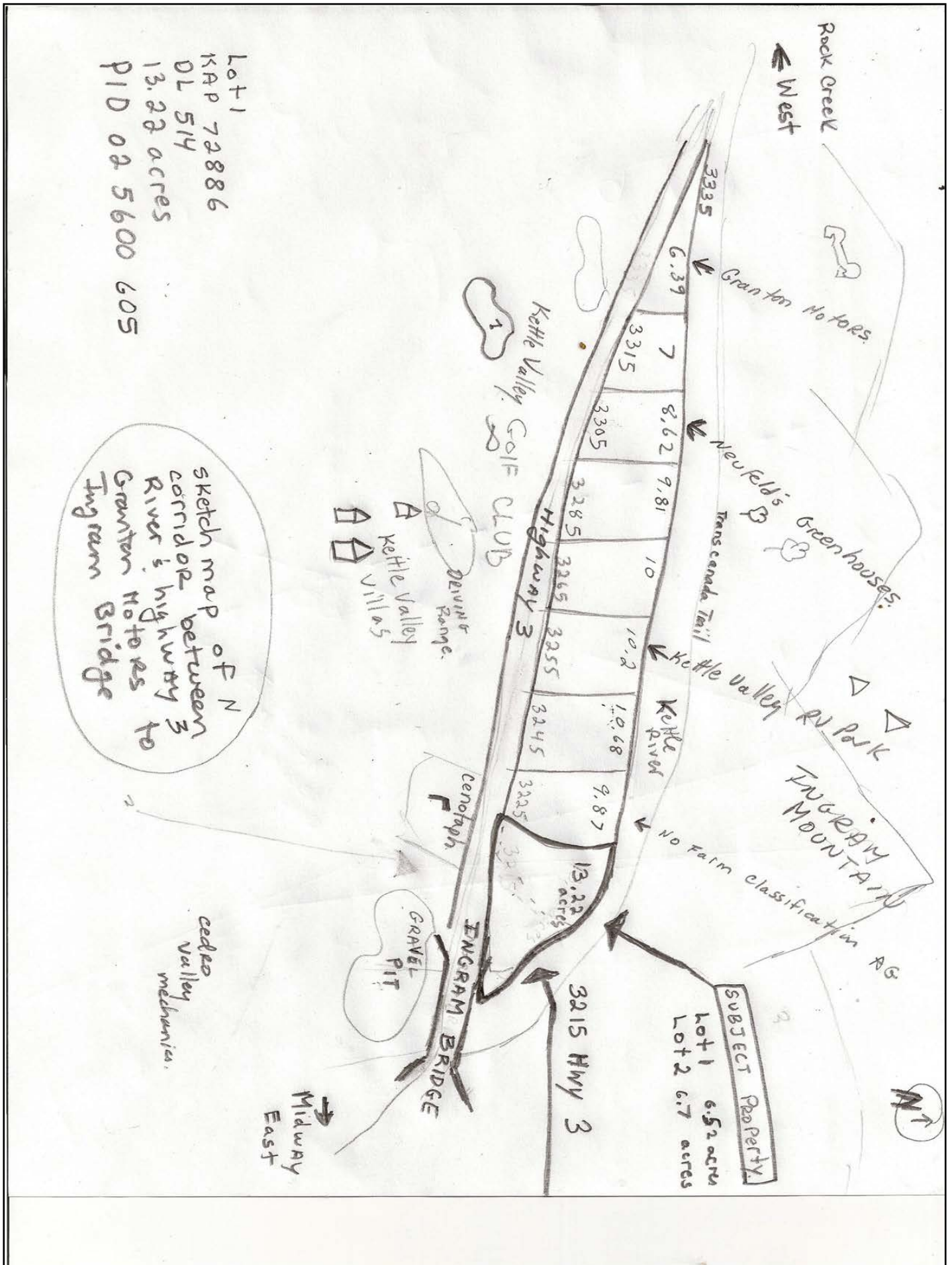
- Proposal Sketch - 56011
- Site Photo - proposed access road
- Site Photo - east towards ingram bridge
- Site Photo - facing east parallel to highway
- Site Photo - south towards highway
- Site Photo - facing west
- Site Photo - facing north ingram mt
- Other correspondence or file information - title of certificate when purchased 2008
- Other correspondence or file information - assesment notice 2016
- Site Photo - facing west to neighbour
- Site Photo - facing south to highway along proposed boundary
- Site Photo - facing east towards Ingram bridge and highway
- Site Photo - facing north back to barn
- Certificate of Title - 025-600-605

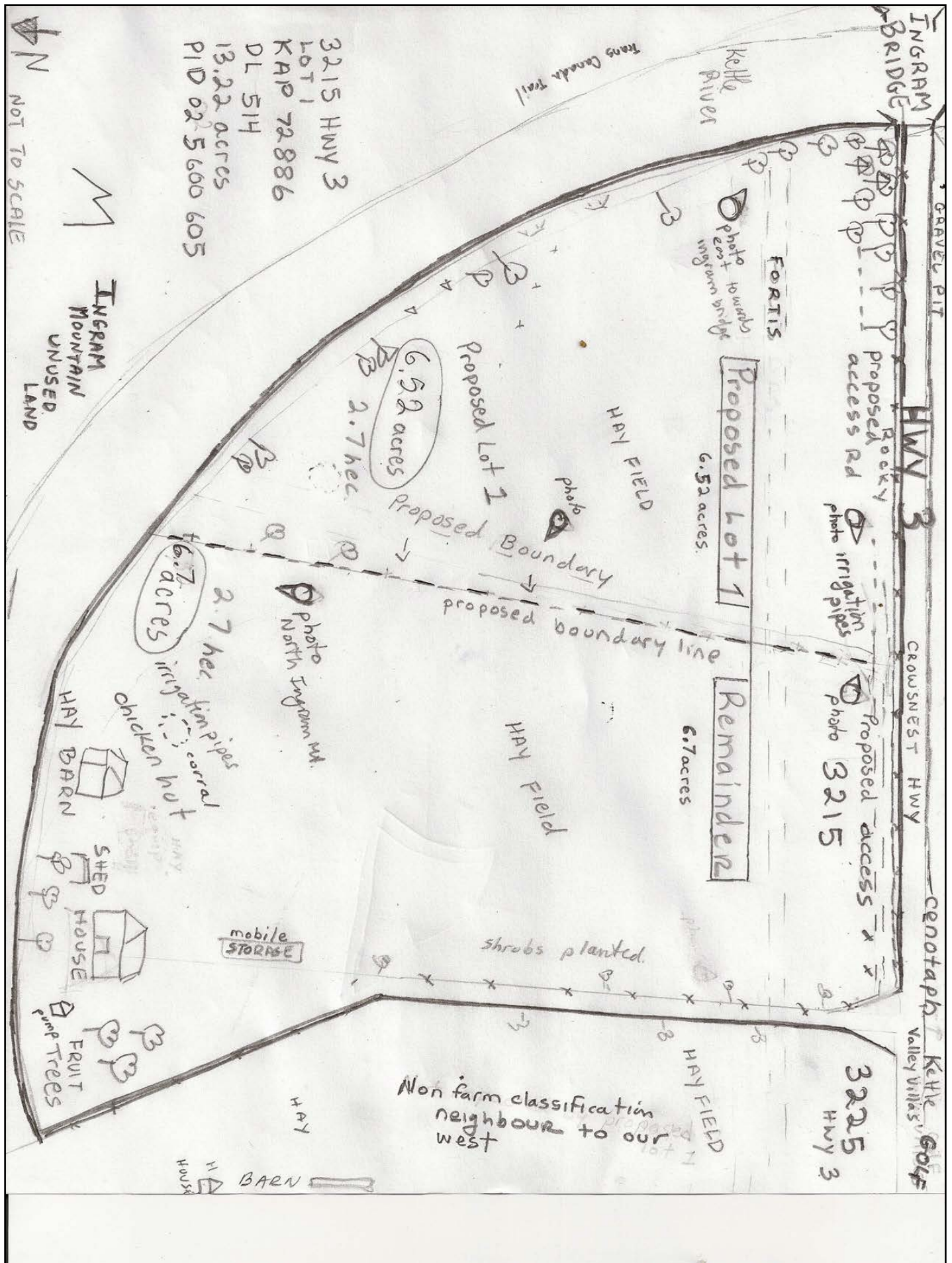
### **ALC Attachments**

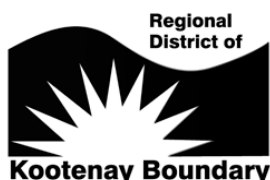
None.

**Applicant:** Pamela Storie , Donald Storie









## STAFF REPORT

<b>Date:</b>	February 21, 2016	<b>File #:</b>	BW-4109s-07445.575
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Planner		
<b>RE:</b>	Provincial Referral – LCLB Permanent Change to Liquor Licenses (Liquor Primary and Food Primary)		

### ISSUE INTRODUCTION

Don Hickson, as agent for Black Diamond Bar and Grill is applying to the Liquor Control Licensing Branch (LCLB) for a Permanent Change to the Liquor Licenses (Liquor Primary License No. 202510 and Food Primary No. 201097) to change the hours for liquor sales. The request is to modify the hours of sale to commence liquor service at 9 am as opposed to 11am 7 days a week (*see Applicant's Submission; Site Location Map*).

As part of the process, the LCLB seeks comments from the Regional District regarding the proposed change.

### HISTORY / BACKGROUND FACTORS

The Black Diamond Bar and Grill is located within the Chateau Big White building at 5335 Big White Road. The parcel designated as 'Village Core' in the Big White Official Community Plan and zoned 'Village Core 6' in the Big White Zoning Bylaw. The Black Diamond Bar and Grill (Strata Lot 56) is on the main level of the building. It is a 4 level, mixed use building with 57 units, several of them residential.

Presently the Black Diamond Bar and Grill offers breakfast, beginning to be served at 8:00am, although their existing licenses do not permit them to serve alcohol until 11 am.

### PROPOSAL

The applicant proposes to modify both the Food Primary and Liquor Primary Liquor Licenses to commence liquor sales at 9 am, every day of the week, at the Black Diamond Bar and Grill (*see **bold** for proposed hours in tables below*).

#### Current Hours of Operation for Food Primary License No. 201097

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	11 am	11 am	11 am	11 am	11 am	11 am	11 am



Close	1 am	1 am	1 am	1 am	1 am	1 am	1 am
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**Proposed Hours of Operation for Food Primary License No. 201097**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9 am	9 am	9 am	9 am	9 am	9 am	9 am
Close	1 am	1 am	1 am	1 am	1 am	1 am	1 am

**Current Hours of Operation Liquor Primary License No. 202510**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	11 am	11 am	11 am	11 am	11 am	11 am	11 am
Close	1 am	1 am	1 am	1 am	1 am	1 am	1 am

**Proposed Hours of Operation for Liquor Primary License No. 202510**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9 am	9 am	9 am	9 am	9 am	9 am	9 am
Close	1 am	1 am	1 am	1 am	1 am	1 am	1 am

## IMPLICATIONS

If the RDKB wants to provide comments on a permanent change to a liquor license application<sup>1</sup>, Section 11.3 of *The Liquor Control and Licensing Act* requires the local government to consider the following criteria:

- the potential for noise if the amendment is approved;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner contrary to its primary purpose.

If the amendment may affect nearby residents, the local government must gather the views of residents in accordance with provisions of the Act. The options for this are:

- (i) receiving written comments in response to a public notice of the licence application,
- (ii) conducting a public hearing in respect of the licence application,
- (iii) holding a referendum, or
- (iv) any other similar method determined by the local government.

The RDKB solicits the views of nearby residents and the larger community by requiring the applicant to place signs on the property, visible at or near the front of the building,

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<sup>1</sup> Local government or First Nations can waive the opportunity to comment on these applications. However, if they elect to comment then they must comply with the prescribed criteria in the Liquor Control and Licensing Act and the implementing Regulation.

by the main entrance, and other conspicuous spots where residents, patrons and members of the community can easily see it and have an opportunity to comment. The RDKB has prepared signs for display and provided them to the applicant.

Any comments generated from residents, the community, and the APC will be provided to the Board for their consideration, as well as LCLB for their review.

### **ADVISORY PLANNING COMMISSION COMMENTS**

The Big White APC supported the referral as they determined it would not have negative impacts on the community and that other restaurants at Big White are already licensed to serve alcohol between the hours of 9am and 11am.

### **BACKGROUND INFORMATION**

*Applicant's Submission*

*Site Location Map*

### **RECOMMENDATION**

Be it resolved that:

- 1. The Board recommends the permanent amendment for the liquor primary liquor license and food primary liquor license for the Black Diamond Bar and Grill be supported for the following reasons:**

The modification to the liquor licenses should have no impact on the residents, community and neighbouring property owners if approved.

- 2. 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:*

It is anticipated that the proposal would not negatively impact the Big White community. The Big White Advisory Planning Commission also noted that there are other licensed establishments at Big White are currently licensed for the hours between 9am and 11am.

***c. Is the amendment contrary to 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. The amendment will not affect the primary purpose of the establishment.

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

The applicant was provided with two notice of the proposal signs. The applicant placed the sign in the window of the Black Diamond Bar and Grill on February 6<sup>th</sup>, 2017. No comments had been received by the Planning and Development Department at the time the staff report to the Board was prepared.

The undersigned hereby certifies that the above resolution is a true copy of the resolution passed by the Board of Directors of the Regional District of Kootenay Boundary on February 21<sup>st</sup>, 2017.

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Authorized Official



BRITISH  
COLUMBIA

# Application for a Permanent Change to a Liquor Licence

All Licence Types

Liquor Control and Licensing Form LCLB005b

**FILLING OUT THIS FORM:**

Complete all applicable fields then submit with payment as outlined in Part 10 of this application form.

- If you have any questions about this application, call Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.
- LCLB forms and supporting materials referred to in this document can be found at: [www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb)

**Application Contact Information**

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Don Hickson

Phone number: 250-870-4105

Fax number:

E-mail address: [blackdiamondbar\\_grill@hotmail.com](mailto:blackdiamondbar_grill@hotmail.com)**Licensee Information**

Licensee name [as shown on licence]: Black Diamond Bar

Establishment name [as shown on licence]: Chateau Big White

Establishment

Location address: 5335 Big White RD

Kelowna

BC

V1P 1P3

(as shown on licence):

Street

City

Province

Postal Code

Mailing address:

(All correspondence will go to this address)

Box 45042

Kelowna

BC

V1P 1P3

Street

City

Province

Postal Code

Business Tel with area code: 250-491-7750

Business Fax with area code:

Business e-mail: [blackdiamondbar\\_grill@hotmail.com](mailto:blackdiamondbar_grill@hotmail.com)

Contact Name: Peter Plimmer

Title/Position: President

last / first / middle

**Type of Change Requested**

Please check (☒) appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form. An incomplete application will be held for a maximum of thirty (30) days. If still incomplete after the thirty (30) day period, the application may be terminated. See Part 13 for the approval process for the change you have requested.

Type of change requested	Licence numbers affected MANDATORY	Job Number Office Use ONLY
<input type="checkbox"/> 1. Establishment/business or licence name change (p.2)		(C2-LIC) (sub)
<input type="checkbox"/> 2. Food-primary entertainment endorsement (p.2)	DEC 03 2016	(C2-LIC) (sub)
<input type="checkbox"/> 3. Request for change in terms and conditions (p.2)		(C3-LIC) (sub)
<input type="checkbox"/> 4. Live theatres requesting liquor service (p. 2)		(C3-LIC) (sub)
<input type="checkbox"/> 5. Request for tied house restrictions exemption (p. 3)		(C3-LIC) (sub)
<input checked="" type="checkbox"/> 6. Change to hours of sale (p.3)	202510, 201097	(C3-LIC) (sub) 812574-29
<input type="checkbox"/> 7. Catering endorsement (p.4)		(C3-LIC) (sub)
<input type="checkbox"/> 8. Temporary off-site sale endorsement (p.4)		(C2-LIC) (sub)

**Applying for other permanent changes to your licence?**

- To apply for alterations or additions to a licensed establishment (structural changes), use an *Application for a Structural Change*. For Liquor Primary and Liquor Primary Club, use form LCLB012a; for Food Primary, use LCLB012b; for Manufacturer and Winery Endorsements, use LCLB013; for Wine Store and Licensee Retail Store, use LCLB012c.
- To apply to have a third party management firm or lessee operate your licensed establishment, use the *Application to Add or Change a Licensee's Third Party Operator* (LCLB026) or to apply for a resident manager to operate your establishment, use the *Application to Add or Change a Licensee's Resident Manager* (LCLB025).
- To apply for a change to the shareholders, directors, licensee name or to add a receiver or executor, use the *Application for a Permanent Change to a Licensee* (LCLB005a).

**PART 1: Establishment or Business Name Change and/or Licence Name Change** **C2 - LIC**

To be completed when the licensee wishes to change the name of an establishment or business and/or licence.

Note: If a name change results in a change in exterior signs, the signs are subject to branch approval.

Fee: \$220 per licence x  licences = \$

**Establishment or business name change:**

Current establishment or business name as shown on licence:

Proposed name:

**Licence name changes:**

Licence #:  Current licence name:

Proposed licence name:

Licence #:  Current licence name:

Proposed licence name:

**Attach the following:**

☐ Sketch or picture of the proposed establishment or business signage.

**Also complete Parts 9 and 10**

**PART 2. Entertainment Endorsement (Food Primary licenses only)** **C2 - LIC**

According to the type of entertainment being applied for, complete either (A) or (B) below and attach required documents:

**A) Patron non-participation entertainment endorsement (e.g., musicians)**

Note: Patron non-participation entertainment must end by 1:00 a.m. Fee: \$220 per licence x  licences = \$

☐ Submit a letter of intent describing, in detail, the form of patron non-participation entertainment proposed and where it will take place in your restaurant.

**B) Patron participation entertainment endorsement (e.g., dance floor):**

Note: Patron participation entertainment must end by midnight. Fee: \$330 per licence x  licences = \$

☐ Submit a letter of intent describing, in detail, the form of patron participation entertainment proposed and where it will take place in your restaurant.

☐ Request a local government/First Nation resolution commenting on the application (local government must complete Part 12 of this form. For further information on local government resolutions, read Part 11).

There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, consult with licensing staff at LCLB in Victoria (see contact information on page 5 of this form).

NOTE – When relocating a Food-Primary establishment: An endorsement for patron participation entertainment cannot transfer location without local government/First Nations comment and LCLB approval. This is required because the local government/First Nation must be provided an opportunity to reconsider the impact of the endorsement on the community given the establishment's new location. Use this form to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food Primary licence with this application? ☐ Yes ☐ No

**Also complete Parts 9 and 10**

**PART 3. Request of Change in Terms and Conditions** **C3 - LIC**

This section may be used for requests to change the terms and conditions on a liquor licence including requests to the general manager for an exercise of discretion. Depending on the nature of the licence change requested, local government and public input may be required.

Fee: \$220 per licence x  licences = \$

**Attach:**

☐ A letter of intent describing, in detail, the proposed change to your licence and compelling reasons for your request. To request discretion, provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after a completed application is received. If a staff report is prepared in regards to your request, you will be provided with a copy and will have two weeks to provide any comment before the request for discretion is considered by the General Manager. For more information on requests for discretion, see section 4.1.2 of the Licensing Policy Manual (<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb207-policy-licensing.pdf>)

**Also complete Parts 9 and 10**

**PART 4. Live theatres requesting liquor service in conjunction with films/broadcasts** **C3 - LIC** **Fee: \$330**

Licensed live event theatres may apply for permission to serve liquor in conjunction with films and broadcasts. Please provide a written proposal detailing your request.

See Policy Directive 12-02 for the conditions that apply to liquor service at live theatres during films and broadcasts.

LCLB will forward your application to your local government for consideration. Consideration will also be given to the compliance history of the establishment.

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**Also complete Parts 9 and 10**

Application for Permanent Change to Liquor Licence



**PART 5. Request for Exemption from Tied House Restrictions (Manufacturers only)****C3 - LIC**

Fee: \$220 per affected licence x            licences = \$             
 (where you are adding or removing an exemption)

Small and medium manufacturers may apply to have a tied house association with up to 3 licensed establishments (LP, LRS, FP, Catering) that are not located on the same site as the manufacturer and where the manufacturer's products may be sold.

Attach a signed letter for each manufacturing licence that you are applying for above, stating the following:

- ☐ Identify the manufacturer (by licence name and licence number) applying for the exemption. If the manufacturer is not yet licensed, provide the proposed licence name, location address and the job number assigned to your file.
- ☐ Identify the liquor licences (by name and number) that you wish to have exempted from the tied house restrictions (maximum you can ever apply for is three) as well as any licence where you want the exemption removed
- ☐ Disclose the manufacturer's production amount (minus spillage) for the previous year.

For more information on requests for exemption, see [Policy Directive 13-03](#).

**Also complete Parts 9 and 10**

**PART 6. Change to Hours of Sale****C3 - LIC**

(Liquor Primary, Liquor Primary Club, Food Primary & Manufacturer endorsements)

Pursuant to Section 12(3) of the Liquor Control and Licensing Act, the general manager may limit the days and hours that an establishment is permitted to be open for the sale of liquor.

Hours of liquor sales for Food Primary establishments must meet with the dining habits of the clientele expected. Liquor must not be served unless the establishment is open for the service of a varied selection of menu items.

Licensees may apply to revise hours of sale, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing. In some instances, the general manager of the Liquor Control and Licensing Branch may require the licensee to post public notices before a decision to alter licence hours is considered.

Check ☒ the appropriate change, and provide the requested information and documents:

**A) Food Primary**

- ☒ (i) Request to change hours of liquor sales before midnight    Fee: \$220 per licence x 1 licences = \$ 220.
  - complete proposed hours of sale table below
- ☐ (ii) Request to extend hours of liquor sales later than midnight    Fee: \$330 per licence x            licences = \$           
  - complete proposed hours of liquor sale table below, and
  - request a local government/First Nation resolution commenting on the application (local government must complete Part 12 of this form; for further information on local government/First Nations resolutions, read Part 11).

**Note: if you have patron participation entertainment, it must end by midnight**

**B) Liquor-Primary, Liquor-Primary Club, Manufacturer Special Event Area or Manufacturer Lounge**

- ☒ (i) Request to change the hours of liquor sales within the hours currently approved:
  - complete proposed hours of sale table below    Fee: \$220 per licence x 1 licences = \$ 220.
- ☐ (ii) Request to change the hours of liquor sales outside the hours currently approved:
  - complete proposed hours of liquor sale table below, and    Fee: \$330 per licence x            licences = \$
  - request a local government/First Nation resolution commenting on the application (local government must complete Part 12 of this form; for further information on local government/First Nation resolutions, read Part 11).

Complete the table below, indicating proposed hours of liquor sales:

**Current Hours of Liquor Sale:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>OPEN</b>	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
<b>CLOSED</b>	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am

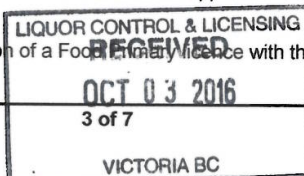
**Proposed Hours of Liquor Sale:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>OPEN</b>	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
<b>CLOSED</b>	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am

**NOTE – When relocating a Food-Primary establishment:** An endorsement for hours of liquor service after midnight cannot transfer location without local government/First Nations comment and LCLB approval. Use this form to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food-Primary licence with this application? ☐ Yes ☒ No

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**Also complete Parts 9 and 10**

Application for Permanent Change to Liquor Licence

**PART 7. Request for Catering Endorsement (Food Primary and Liquor Primary licences only)**

Food primary and liquor primary licensees (**excluding** liquor primary club licensees) may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the 'red-lined area' (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

Fee: \$330 per licence x  licences = \$

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

**NOTE:** If a licence is approved with a catering endorsement, the licensee must notify LCLB of all catered events (except in private residences) using OneStop ([www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

LCLB will review your application and if approved you will be required to arrange a final inspection. If the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2<sup>nd</sup>) inspection to confirm you meet the requirements of a catering endorsement. **A fee of \$200 will be charged if a second (2<sup>nd</sup>) inspection is required.**

**Also complete Parts 9 and 10**

**PART 8. Temporary Off-Site Sale Endorsement (Licensee Retail Store & Wine Store licences only)**

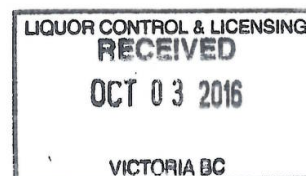
Licensee retail store (LRS) licensees and wine store (WS) licensees may apply for a temporary off-site sale endorsement to permit the sale of packaged liquor in conjunction with a Special Occasion Licensed (SOL) event that has a focus on food and/or beverage tasting (e.g., a wine festival).

A temporary off-site store can only operate during the festival days and hours but liquor sales cannot take place before 9am or after 11pm. The LRS or WS licensee must have an agreement with the SOL licensee and confirm with the SOL licensee that Local Government /First Nations permits the sale of packaged liquor products for off site consumption at the SOL event. Wine store licensees can only sell the range of products permitted by their store licence.

**No Fee**

**NOTE:** If a licence is approved with a temporary off-site sale endorsement, the licensee must notify LCLB for each temporary off-site store they will be operating by submitting a complete Temporary Off-site Sale Authorization form (LCLB 091) by fax or email 14 calendar days prior to the SOL event. A copy of LCLB 091 form can be found on our website at <http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB091.pdf>. An event specific authorization will be issued.

**Also complete Parts 9 and 10**





**PART 9: Declaration**

**My signature (the licensee's) below indicates that I understand and acknowledge:**

All of the information given is true and complete to the best of my knowledge. Section 15(2) of the *Liquor Control and Licensing Act* states, "A person applying for the issue, renewal, transfer or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application, commits an offence".

*Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below:*

**Note:** An agent, lawyer, resident manager or third party operator **may not** sign the declaration on behalf of the applicant.

Name of Official:	<u>Peter Aimmer</u>		
	(last / first / middle)		
Position:	<u>President</u>	Date:	<u>12 / 11 / 16</u>
		(Day/Month/Year)	Signature: <u>[Signature]</u>
Name of Official:			
	(last / first / middle)		
Position:		Date:	
		(Day/Month/Year)	Signature: _____
Name of Official:			
	(last / first / middle)		
Position:		Date:	
		(Day/Month/Year)	Signature: _____
Name of Official:			
	(last / first / middle)		
Position:		Date:	
		(Day/Month/Year)	Signature: _____

**PART 10: Application Fees**

TOTAL FEE Submitted: \$ \_\_\_\_\_

**In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.**

Payment is by (check (X) one):

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☒ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX

☒ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

**Liquor Control and Licensing Branch**

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Fax: 250 952-7066 Web: [www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb) E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)



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Application for Permanent Change to Liquor Licence

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):	_____		
Credit card number:	_____	Expiry date:	____ / ____
		(Month)	(Year)

Signature: \_\_\_\_\_

**PART 11: Local Government/First Nation Resolutions: (Information for the Applicant)**

For the following changes a resolution from your local government or First Nation, commenting on the application is required:

- Part 2(B): Food-primary patron participation entertainment endorsement, and
- Parts 5(A)(ii) and 6(B)(ii): Change to hours of sale

**Licensee responsibilities:**

- Fill out appropriate change application sections in this form.
- Request your local government/First Nation to sign and date Part 12 of this form.
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.

**PART 12: Local Government/First Nation Confirmation of Receipt of Application**

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for one or more of the following changes to a liquor licence has been made within your community:

- Hours of liquor service past midnight for a food primary licence.
- Change to hours of liquor service for a liquor primary, liquor primary club, winery lounge or winery special event endorsement
- Addition of patron participation entertainment endorsement for a food primary licence.

Local government/First Nation (name):

*Regional District of Kootenay Boundary*

Name of Official:

*Manager of Corporate Administration*

(last / first / middle)

Title/Position:

*Theresa Lenardon*

Date of receipt of application:

*31/Jan/2017*

(Day/Month/Year)

Phone Number

*250-368-0225*

Signature of Official:

*Theresa Lenardon*

The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt.

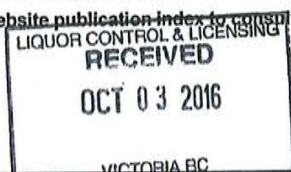
To comply with section 53 of the Liquor Control and Licensing Regulation, this resolution must:

- Comment on the following regulatory criteria:
  - the potential for noise if the application is approved;
  - the impact on the community if the application is approved; and
  - whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of liquor service past midnight or the addition of patron participation entertainment).
- Indicate whether or not the views of residents were gathered, and if not, provide reasons why they were not gathered (residents include residents and business owners).
- If the views of residents were gathered explain:
  - the views of the residents;
  - the method used to gather the views of the residents; and
  - comments and recommendations with respect to the views of residents.
- Provide recommendation as to whether the amendment should be approved.

You must refer to and attach any report presented by an advisory body or sub-committee to the council or board.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution and make a decision about the application.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.





## **PART 13: Application and Approval Process – What happens next?**

### **For the following change requests (all C2):**

- Part 1 Establishment or Licence Name Change
- Part 2 Food-Primary Entertainment Endorsement (may require local government/First Nations resolution).
- Part 8 Temporary Off-site Sale Endorsement

#### **The process is:**

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

### **For the following change requests:**

- Part 3 Change to Terms and Conditions (all C2)
- Part 4 Live theatres requesting liquor service (all C2)
- Part 5 Request for exemption from tied house restrictions (all C3)
- Part 6 Change to Hours of Sale (may require local government/First Nations resolution) (all C3)

#### **The process is:**

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff may request your local liquor inspector to provide comments regarding your application.
5. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

### **For the following change request:**

- Part 7 Catering Endorsement (all C1)

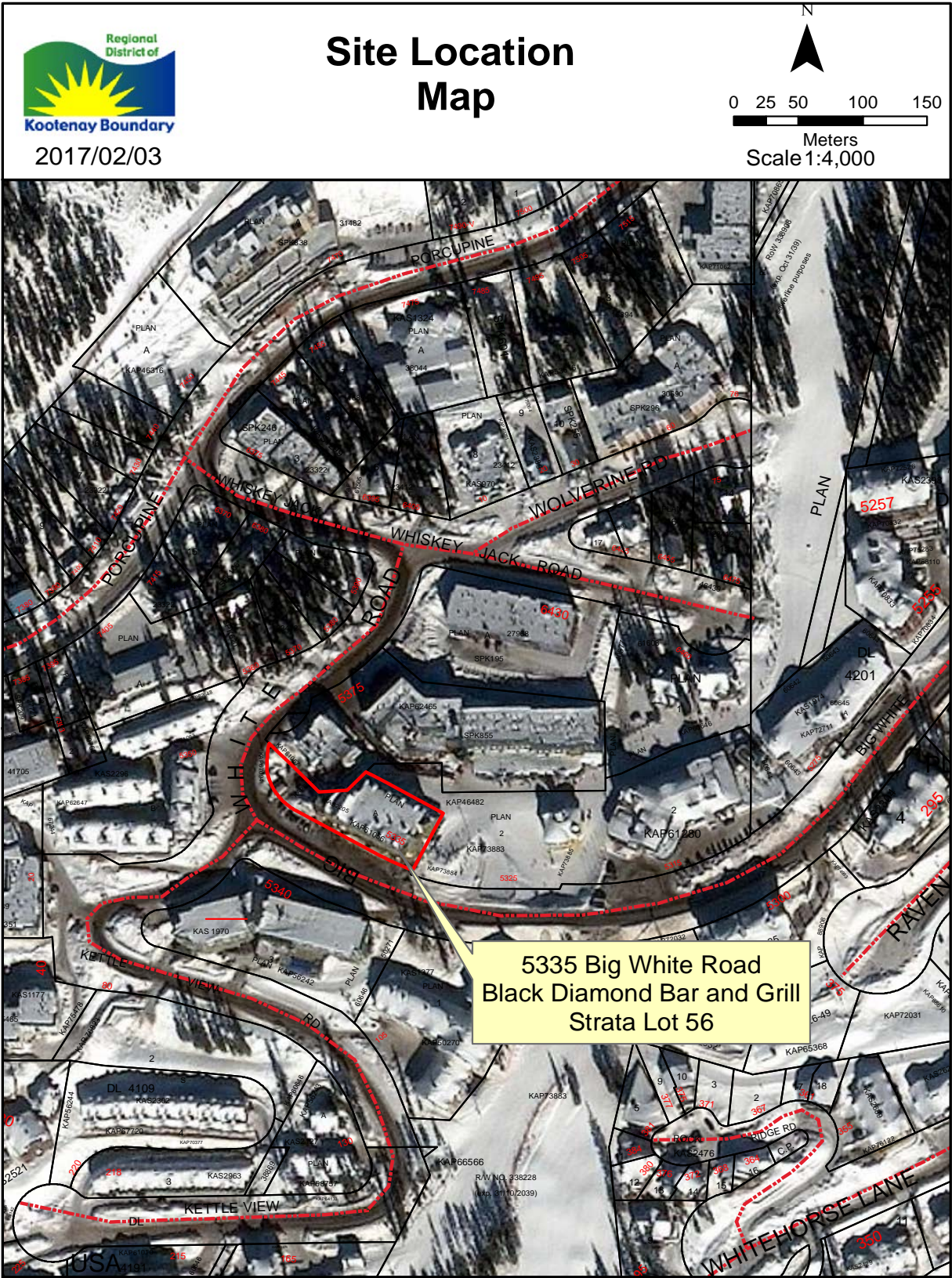
#### **The process is:**

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. If the application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.  
**Note:** The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.
5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business location meets the requirements of a catering licence you may be asked to make changes and schedule a second (2<sup>nd</sup>) inspection to confirm you meet the requirements of a catering licence. **A fee \$200 will be charged if a second (2<sup>nd</sup>) inspection is required**
6. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

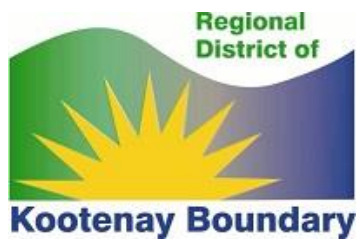


*Freedom of Information and Privacy Act* - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Phone - Victoria: 250 952-5787. Outside Victoria: 1-866 209-2111. Fax: 250 952-7066





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## STAFF REPORT

**Date:** 17 Feb 2017 **File**  
**To:** Chair McGregor and Directors,  
 RDKB Baord  
**From:** John M. MacLean, CAO  
**Re:** Christina Lake Fire Chief

### Issue Introduction

A staff report from John M. MacLean, CAO regarding the appointment of a new Fire Chief for the Christina Lake Volunteer Fire service.

### History/Background Factors

Late last year Chief Ken Gresley-Jones informed the Regional District that it was his intent to retire from the Fire Service in 2017. Chief Gresley-Jones graciously offered to stay to allow for the selection of a new Chief and to assist where he could with the transition.

Chief Gresley-Jones has served the community of Christina Lake for over 35 years, and 27 as Chief. He leaves a good, well resourced and enthusiastic department for his successor. We will plan and hold an appropriate event to celebrate and thank Chief Gresley-Jones for his service to the community.

The General Manager - Operations/Deputy CAO, Mr. Andison, led the effort to select a successor. The process included consultation with the Officers and Members of the Department, the solicitation of interest in the position and an interview of the interested candidates.

It was the unanimous agreement of the interview panel (Mr. Andison, Deputy Chief Derby and the writer) that Mr. Martin Christman, currently Deputy Chief of the Department, be recommended for appointment as Chief. This recommendation has been discussed with the Electoral Area Director and she supports the appointment.

### Implications

None.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

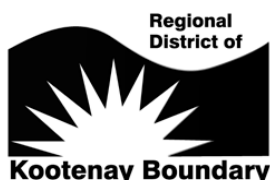
None

**Alternatives**

None

**Recommendation(s)**

That Mr. Martin Christman be appointed Chief of the Christina Lake Volunteer Fire Department effective March 13, 2017.



## STAFF REPORT

<b>Date:</b>	February 21, 2017	<b>File #:</b>	BW-4109s-07440.002
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Carly Rimell, Senior Planner		
<b>RE:</b>	Provincial Referral – LCLB Permanent Change to Liquor Licenses (Liquor Primary and Food Primary)		

### ISSUE INTRODUCTION

The numbered company 0985028 BC Ltd, dba Sessions Taphouse and Grill is applying to the Liquor Control Licensing Branch (LCLB) to cancel their food primary liquor license and amend their liquor primary liquor license (Liquor Primary License No. 121017) to apply to the entire establishment. The amendment would reduce capacity from 665 to 575 persons (*see Site Location Map; Applicant's Submission*).

As part of the process, the LCLB seeks comments from the Regional District regarding the proposed change.

### HISTORY / BACKGROUND FACTORS

Sessions Taphouse and Grill (Sessions) is located on the main floor of the Snow Ghost Inn, a three storey building located at 20 Kettle View Road. The Snow Ghost Inn is a mixed use building, with 49 residential units and 2 commercial units. The applicant owns the commercial units. Sessions has been operating under the food primary liquor license and liquor primary liquor license which was previously used for Raakel's Ridge Restaurant and Lounge. Sessions hours of operation are 11 am to 1 am Monday to Sunday.

The parcel is designated 'Village Core' in the Big White Official Community Plan Bylaw No. 1125. It is within the Alpine Environmentally Sensitive Landscape Reclamation and Commercial and Multiple Family Development Permit Area, however a development permit is not required for this application. The property is zoned 'Village Core 6' in the Big White Zoning Bylaw No. 1166, where an 'eating and drinking establishment' is a permitted use.

Historically there have been noise complaints about operations from this facility; however none of those complaints were received directly by the RDKB since the facility operated as Sessions. However, the signage required to be posted for this LCLB referral generated

nine submissions to the RDKB Planning and Development Department, which are summarized below.

## PROPOSAL

The applicant proposes to modify the liquor primary liquor license at Sessions to cancel their food primary liquor license and amend their liquor primary liquor license to apply to the entire establishment. The amendment would reduce overall capacity from 665 to 575 persons.

A food primary license is primarily focused on the service of food, as opposed to liquor, and focuses on seated customers as opposed to standing room with entertainment. Minors are allowed in all food primary establishments, whereas minors are generally not allowed in liquor primary establishments. Ski resorts are an exception however, since minors are allowed in liquor primary establishments until 8:00 pm when accompanied by an adult parent or guardian.

## IMPLICATIONS

If the RDKB wants to provide comments on a permanent change to a liquor license application<sup>1</sup>, Section 11. 3 of *The Liquor Control and Licensing Act* requires the local government to consider the following criteria:

- the potential for noise if the amendment is approved;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner contrary to its primary purpose.

If the amendment may affect nearby residents, the local government must gather the views of residents in accordance with provisions of the Act. The options for this are:

- (i) receiving written comments in response to a public notice of the licence application,
- (ii) conducting a public hearing in respect of the licence application,
- (iii) holding a referendum, or
- (iv) any other similar method determined by the local government.

The RDKB solicits the views of nearby residents and the larger community by requiring the applicant to place signs on the property, visible at or near the front of the building, by the main entrance, and other conspicuous spots where residents, patrons and members of the community can easily see it and have an opportunity to comment. The

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<sup>1</sup> Local government or First Nations can waive the opportunity to comment on these applications. However, if they elect to comment then they must comply with the prescribed criteria in the Liquor Control and Licensing Act and the implementing Regulation.



RDKB provided signs for display to the applicant. The applicant posted the signs on January 28<sup>th</sup>, 2017.

*RDKB Bylaw Contravention*

In Summer 2014, the owner, 0985028 BC Ltd., constructed an alteration to a commercial building without a final inspection. A Stop Work Order letter was mailed. A Building Permit application was then received by the RDKB Building Department, a permit was paid for and issued. A Notice was registered on title with the Land Titles Office regarding the bylaw contravention. A building permit has since been issued and the applicant has submitted all necessary documents to have the notice on title removed. The Regional District is in the process of removing the notice.

In Summer 2014, the owner, 0985028 BC Ltd., constructed an addition in the form of a deck, without first obtaining a permit. The deck is located on a separate, adjacent legal parcel. A Stop Work Order was posted and a registered letter was mailed. The registered letter was returned unclaimed. A Notice was registered on title with the Land Titles Office regarding the bylaw contravention. The owner submitted an application for a building permit for the deck on February 16<sup>th</sup>, 2017; however there are a number of outstanding schedules that have not been received.

**ADVISORY PLANNING COMMISSION COMMENTS**

The Big White Advisory Planning Commission had the following discussion in January 2017;

*"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 not be supported due to the outstanding building bylaw contraventions.*

**PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS**

The referral was received by the RDKB on December 5, 2016. The LCLB requests that a resolution be sent to them within 90 days of receipt by local government giving the RDKB until March 5, 2017 to respond.

The responses received as a result of the posting of signs were unanimous in that the

strata owners that submitted comments did support the LCLB license amendment proposal. Concerns cited include:

- noise extending past permitted hours of operation and quiet hours of building strata. Some argued that the building is of wood frame construction, which makes noise abatement difficult.
- congregation and creating disturbances outside the establishment inside the building in common areas (including the pool area), in the parkade and outdoors
- extension of disturbance beyond the subject property and onto adjacent residential properties
- noise vibration in residential units causing damage (e.g. dishes falling from cupboards)
- safety concerns regarding violent behavior by patrons, and vandalism.

Comments raised the concern that conversion to a liquor primary license would compound the noted concerns because the business would operate more like a night club rather than a restaurant, which would be considered more family friendly. Further, it was noted that there is not always a police presence at the resort to deal with the potential police matters that may arise.

## BACKGROUND INFORMATION

*Site Location Map*

*Applicant's Submission*

## RECOMMENDATION

Be it resolved that:

- 1. The Board recommends the permanent amendment for the liquor primary liquor license for Sessions Taphouse and Grill not be supported for the following reasons:**

Considering the outstanding building bylaw contravention with the deck, the RDKB cannot support the amendment.

In addition, the RDKB Planning Department received responses directly from community members. None of the strata owners that responded to the public notice support the proposed change to the license. The reasons are outlined below.

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

*a. The potential for noise:*

Noise was the most common concern documented within the responses received regarding Sessions LCLB license amendment. The Snow Ghost Inn has a building quiet time of 11 pm however the liquor license expires at 1 am. Despite these restrictions there were multiple complaints of noise and music persisting past this time. Some tenants describe the bass vibrating their units, shaking exterior windows, rattling dishes in the cupboard, and or off the counter. Residents noted that noise persists beyond 1am as patrons finish their drinks and music continues. The noise was documented to continue as patrons exit Sessions and loiter outside or in the general vicinity of the common areas of the Snow Ghost Inn.

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

The complainants allege that the impact of the loitering past bar close has led to vandalism, public intoxication, trespassing, littering and other negative effects on community members. A number of the residents expressed the difficulty in selling or renting their units specifically due to the noise and atmosphere created by Sessions. In conversations with the Strata Manager for the Snow Ghost Inn it was confirmed that the Strata has forwarded ±25 noise complaints to the owner of Sessions since late 2014.

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

The business operates as an 'eating and drinking establishment' which is a permitted use in the 'Village Core 6' Zone. The conversion of a strictly liquor primary liquor license could change the dynamic of the establishment which community members are concerned about.

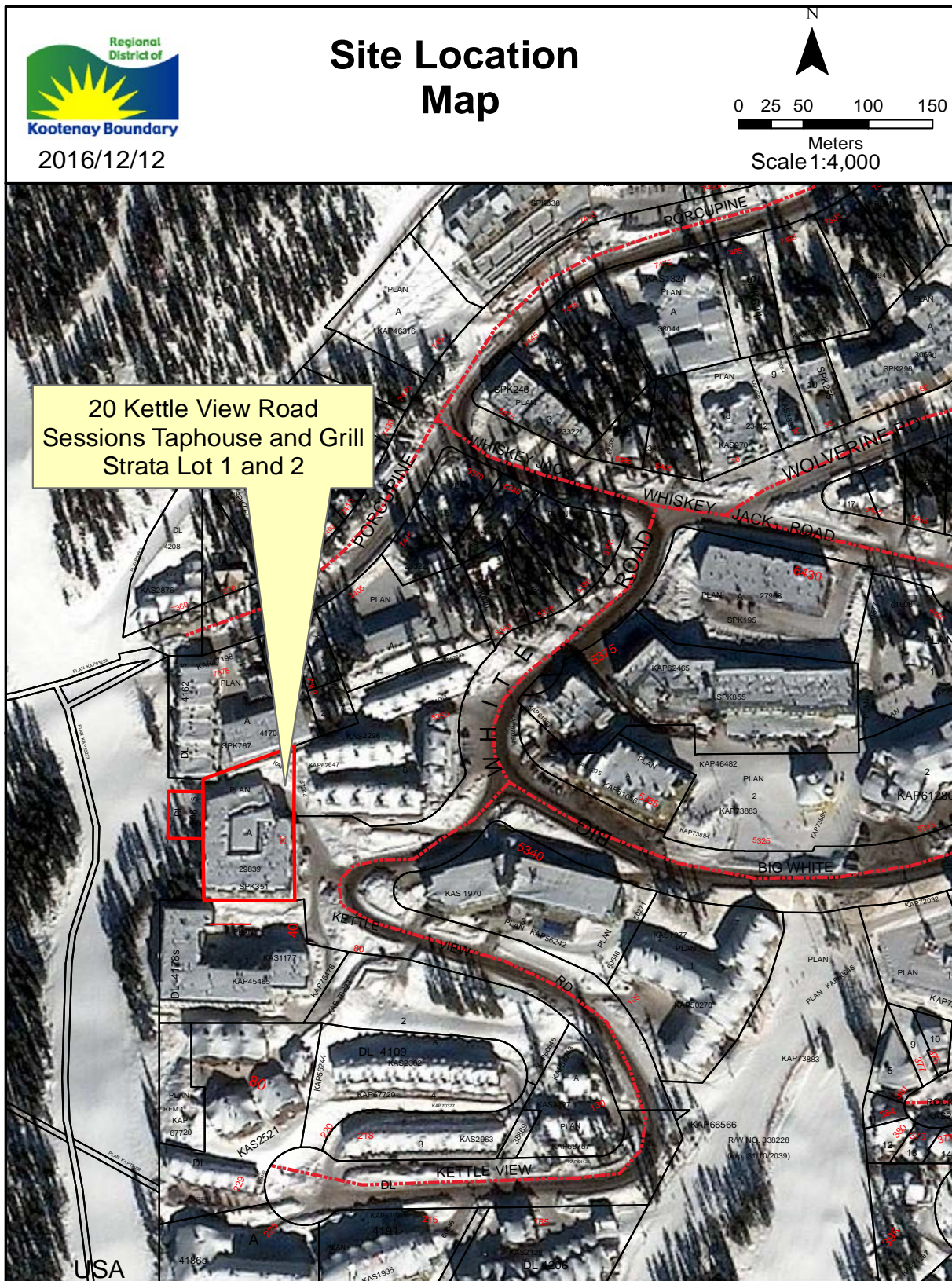
The residents who responded noted that the proposed change to cancel the food primary liquor license and amend the liquor primary liquor license to apply to the entire establishment would only exacerbate the existing issues which community members have experienced. The fact that there is not always police presence at the resort was also cited as a concern since response times to police matters could be long.

**3. 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 January 28<sup>th</sup>, 2017. As mentioned there was a response from 9 residential strata owner regarding this application, none of these community members supported the permit amendment application.

The undersigned hereby certifies that the above resolution is a true copy of the resolution passed by the Board of Directors of the Regional District of Kootenay Boundary on February 21<sup>st</sup>, 2017.

\_\_\_\_\_  
Authorized Official



Document Path: P:\GIS\RD\B\MapDocuments\Routine\_Maps\SiteLocationMap\BW\2016-12-12\_SLM\_DL4109S\_Sessions.mxd



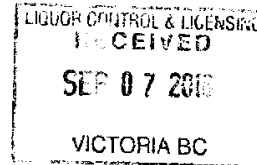
## Liquor Primary and Liquor Primary Club Structural Change Application

Liquor Control and Licensing Form LCLB 012a

### What is a Structural Change?

It is defined as a change to the existing approved licensed area(s), including but not limited to:

- a change in the position of a wall or partial height divider (pony wall) or fixed planters used as separation between/within a licensed area
- new construction
- the removal or addition of permanent display cabinets, stages or dance floors
- a change to the food and liquor service bar location or size
- in the position of access and exit points leading to or from a licensed area
- the removal of a licensed area from the liquor licence
- addition of a new outdoor patio or the removal or expansion of an existing patio
- increase to capacity (occupant load) of a licensed establishment with or without changes to the licensed area(s)
- such other construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the licensed area of the establishment.



If you are making changes to the current approved floor plan, other than cosmetic changes, a structural alteration application is required.

**Note:** This does not include cosmetic changes such as changes to existing flooring, wallpaper, reconfiguring tables and chairs, countertops, painting, or changing the type of material used in the perimeter bounding of an outdoor patio.

If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at 1 866 209-2111

### Licence Information

Licence # affected: 121017

☐ Please check if licence is currently dormant.

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? ☒ Food Primary 121022 (Licence #)  
☐ Liquor Primary \_\_\_\_\_ (Licence #) ☐ Licensee Retail Store \_\_\_\_\_ (Licence #) ☐ UBrew/UVin \_\_\_\_\_ (Licence #)  
 or Other \_\_\_\_\_

Licensee name [as shown on licence]: 0985028 BC Ltd.

Establishment name [as shown on licence]: Sessions

Establishment Location address: Whiskey Jack Road Big White BC V1X 6A5  
(as shown on licence) Street City Province Postal Code

Business Tel with area code: 250-765-1375 Business Fax with area code: \_\_\_\_\_

Business e-mail: event.execs@gmail.com

Business Mailing address: \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
(if different from above) Street

Contact Name: Marshall/Justin/Gai Title/Position: GM  
last / first / middle

### Type of Change Requested

Sub- Job Number  
Office Use ONLY

Please check ☒ appropriate box(es) below:

Part 1	<input type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC) _____
Part 2	<input type="checkbox"/> Alteration/Renovation	Structural - capacity change (C3-LIC) _____
	<input type="checkbox"/> Removal of an existing licensed area	Structural - no capacity change (C4-LIC) _____
	<input checked="" type="checkbox"/> Other	

Revised 01/01/00 09/07/2010



**Application Contact Information**

contact for the duration of the application process only.

Name: Justin Marshall

Phone number: 250-681-5559

Fax number:

E-mail address: eventexecs@gmail.com

**PART 1: Addition of New Outdoor Patio**

Fee: \$440

C3 - LIC

**Provide the following information:**

1. Attach one 11" x 17" copy of the proposed patio floor plan that shows furniture layout, entrance, exits, and abutting areas that may be licensed and/or unlicensed areas.

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated ON the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

**Note:** The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do not have jurisdiction or opt out of providing this calculation, provide written confirmation from that authority. You may then take your plan to an alternate qualified architect or design professional who will authorize the calculation.

2. What is the occupant load calculation for the new patio(s)?

Patio #1:

Patio #2:

Patio #3:

3. If the patio(s) is already constructed, attach a photo

4. Provide the height and composition of the patio perimeter or bounding that is designed to control patron entry/exit (i.e., railings, fencing, planters, hedging, etc.):

5. Describe the location of the patio in relationship to the licensed interior. The patio should be immediately adjacent or contiguous to the interior licensed area so that it does not appear to be a standalone patio.

6. Describe how patrons will access the patio.

7. Will servers have to carry liquor through any unlicensed areas to get to the patio? ☐ No ☐ Yes If yes, please explain:

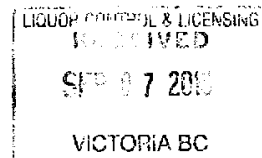
8. Describe how staff will manage and control the patio from the interior licensed area.

9. Is the patio located on: (a) grass, (b) earth, (c) gravel, (d) finished flooring, (e) cement sidewalk or (f) other (please specify below). If located on grass, earth or gravel, please make sure that you have local health authority approval.

10. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☐ No

11. If "No", will liquor be served from the interior service bar? ☐ Yes ☐ No

**Note:** A resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.



Processed at LICB 000720016

**PART 2: Structural Changes** (Excluding construction of new patios)Fee: \$440 C3 - Cap Ch.  
C4 - No Cap Ch.**Provide the following information:**

1. Describe in full detail the reason for this application and what the changes are that you want considered.

We currently hold an FP license and a LP license within a single open space. Following a recommendation by our local liquor control officer we are applying to remove the FP licensing and operate solely on the LP license. We do not intend to make any structural changes or changes to our current business model, however the double licensing limits how we use our space. The LP license would allow us to host family events and interactive activities like billiards and enable us to offer a more diverse resort experience at Big White.

2. Attach one 11" x 17" updated floor plan of the establishment which shows the changes proposed and has the determined occupant load calculations stamped on the plan. The floor plan is a view of the establishment as seen if you were to remove the roof or ceiling.

**Floor plans must**

- Show acceptable levels of detail
- Show the dimensions of rooms and provide labels for each room as well as identify unlicensed areas, partial height walls, full height walls, planters, doors and windows, stairs showing direction of travel and all entrances and exits, washrooms, kitchens, bar, patio(s), and furniture layout must be marked on the plan you submit

**Note:** The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do not have jurisdiction or opt out of providing this calculation, provide written confirmation from that authority. You may then take your plan to an alternate qualified architect or design professional who will authorize the calculation. Do not submit this application if you do not have updated floor plans with updated current occupant load.

3. Current total of all licensed areas (as shown on the liquor licence):

1882 145 LP

4. By making these alterations, the total occupant load will:

- ☒ Decrease to: 575 (patrons plus staff)
- ☐ Stay the same:          (patrons plus staff)
- ☒ Increase to: 575 (patrons plus staff)

combining FP and LP

If there is an increase, a resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.

**PART 3: Local Government/First Nation Resolutions: Information for the Applicant**

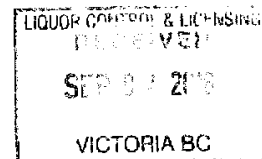
A resolution from your local government or First Nation commenting on the application is required for the following change types:

- Part 1: Addition of a new patio
- Part 2: Any alteration/addition, when the proposed change increases the occupant load calculation.

**Licensee responsibilities:**

1. Fill out applicable sections of this form.
2. Attach floor plan showing the proposed changes and stamped with an updated and current occupant load calculation.
3. Take your completed application, updated floor plan with updated occupancy load calculation to your local government/First Nation office. They will photocopy all of the documents and complete Part 4.
4. Request that a resolution be provided within 90 days and sent via email or post directly to the Liquor Control and Licensing Branch, Victoria.
5. Send the completed original form, floor plan and application fees to the branch.
6. The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution or letter stating this decision and submit it directly to the Liquor Control and Licensing Branch.



Revised 11/10/18 0007/0040

**PART 4: LOCAL GOVERNMENT/FIRST NATION COMMUNICATION OF RECEIPT OF APPLICATION**

This is to be filled out by your local government/First Nation office in relation to Parts 1 and 2. Applies to Liquor Primary and Liquor Primary Club licences.

Local government/First Nation (name): Regional District of Kootenay Boundary

Name of Official: Mark Anderson  
(last / first / middle)

Title/Position: GM, OPERATIONS/DCAO

Email: manderson@rdkcb.com

Phone: 250-368-9148

Signature of Official: [Signature]

Date of receipt of application: Dec. 5/16  
(day / month / year)

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for a permanent change to a liquor licence is being made within your community. LCLB requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution or letter indicating this decision must be provided to the branch.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.

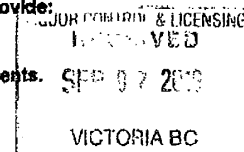
- o If the local government or first nation gathered the views of residents, they must provide:

- (i) the views of the residents
- (ii) the method used to gather the views of the residents, and
- (iii) its comments and recommendations respecting the views of the residents.

(Residents includes residents and business owners)

- o If the views of residents were not gathered, provide reasons.

- (d) Its recommendation with respect to whether the amendment should be approved.



For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pasg.gov.bc.ca/lclb> under "Publications, Legislation & Resources".

**PART 5: Declaration of Signing Authority Including Valid Interest**

My signature, as Applicant, indicates that, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
  - If the applicant owns the property, a Certificate of Title in the applicant's name.
  - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
  - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

**I solemnly declare that the statements in this declaration are true.**

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below):

**Note:** An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Powell/Kent/Bradley Position: Owner Date: 19/07/2016  
 Signature: [Signature] (last / first / middle) (Day/Month/Year)

Name of Official: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (last / first / middle) (Day/Month/Year)

Name of Official: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (last / first / middle) (Day/Month/Year)

Name of Official: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (last / first / middle) (Day/Month/Year)

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence".

**False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.**

#### PART 6: Application Fees - Payment Options

TOTAL FEE Submitted: \$ 440

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):

- ☐ Cheque, payable to Minister of Finance (If cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- ☐ Money order, payable to Minister of Finance
- ☒ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX
- ☒ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- ☐ I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

**Note: To ensure legibility, do not submit by fax.**

#### Contact Information

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Web: www.pssg.gov.bc.ca/licb E-mail: liquor.licensing@gov.bc.ca

VICTORIA BC

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

LCLB012a

5 of 5

Application for Structural Change

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): \_\_\_\_\_

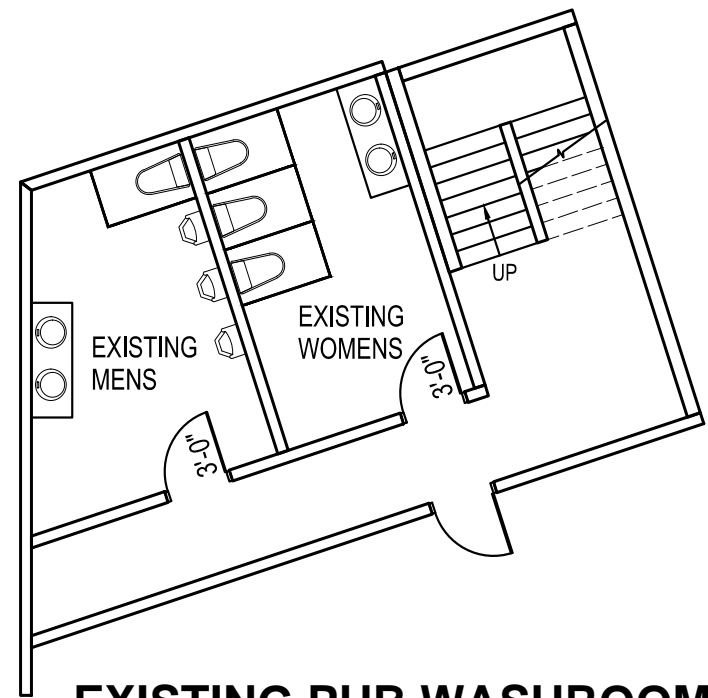
Credit card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

(Month)

(Year)

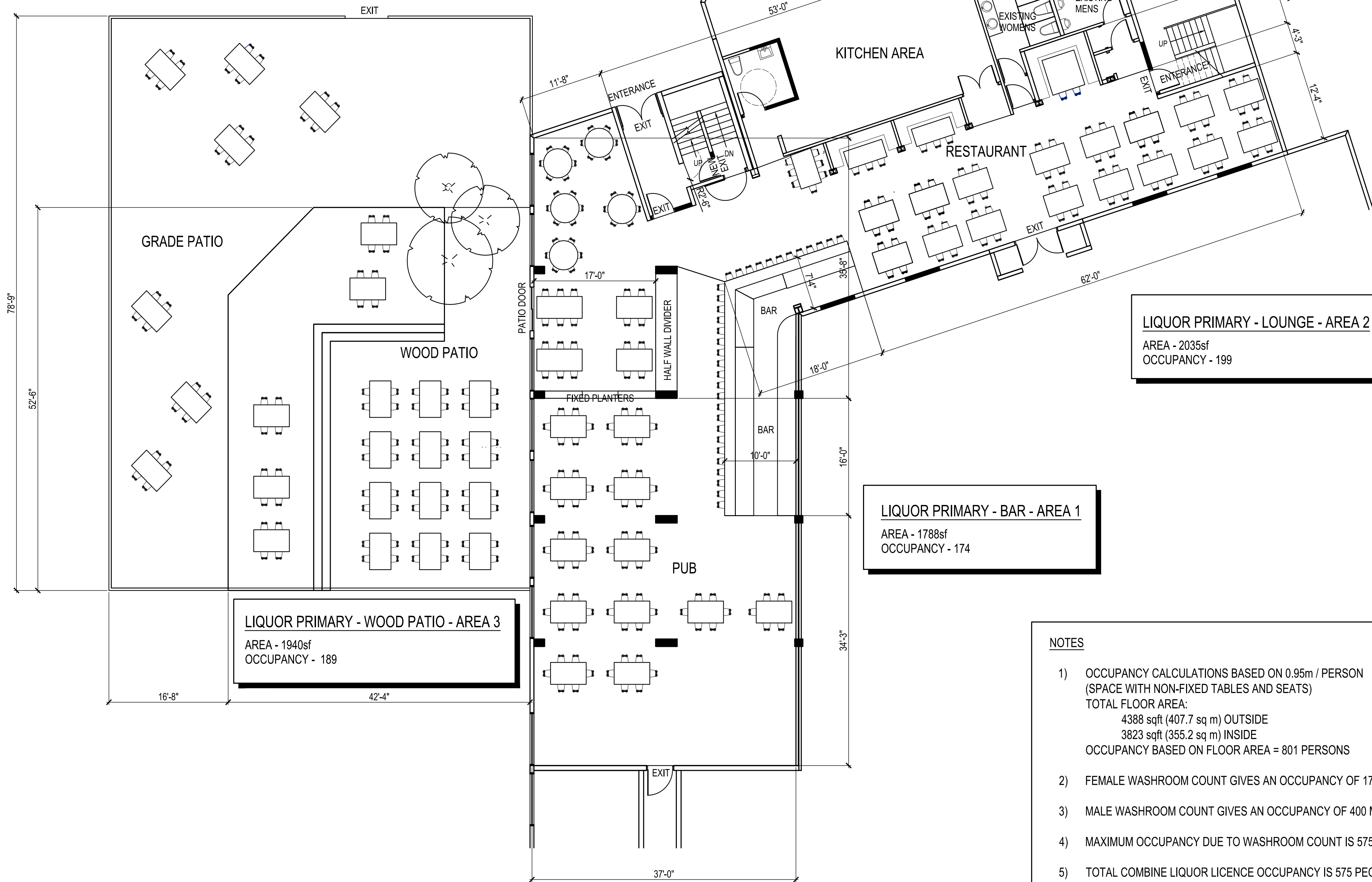
Received at LCLB 20/07/2016



EXISTING PUB WASHROOMS  
BASEMENT LEVEL

LIQUOR PRIMARY - GRADE PATIO - AREA 4

AREA - 2448sf  
OCCUPANCY - 239



LIQUOR PRIMARY - LOUNGE - AREA 2

AREA - 2035sf  
OCCUPANCY - 199

LIQUOR PRIMARY - BAR - AREA 1

AREA - 1788sf  
OCCUPANCY - 174

LIQUOR PRIMARY - WOOD PATIO - AREA 3

AREA - 1940sf  
OCCUPANCY - 189

NOTES

- OCCUPANCY CALCULATIONS BASED ON 0.95m / PERSON (SPACE WITH NON-FIXED TABLES AND SEATS)  
TOTAL FLOOR AREA:  
4388 sqft (407.7 sq m) OUTSIDE  
3823 sqft (355.2 sq m) INSIDE  
OCCUPANCY BASED ON FLOOR AREA = 801 PERSONS
- FEMALE WASHROOM COUNT GIVES AN OCCUPANCY OF 175 WOMEN
- MALE WASHROOM COUNT GIVES AN OCCUPANCY OF 400 MEN
- MAXIMUM OCCUPANCY DUE TO WASHROOM COUNT IS 575 PEOPLE
- TOTAL COMBINE LIQUOR LICENCE OCCUPANCY IS 575 PEOPLE

T.R.T.A  
ARCHITECTURE LTD.

6-3090-38TH ST.  
VERNON BC V1T 5E8  
T: 250.545.0784  
F: 250.545.0785  
email: trarch@telus.net  
Garry Tompaowski M.Arch.  
Architect ABC / Architect, AAA  
TR Theoburn B.Arch, Architect ABC, MRAC

CONSULTANT

DATE	REVISION
1 SEPT. 08 2014	ISSUED FOR LIQUOR LICENCE APPLICATION
2 SEPT. 01 2016	ISSUED FOR NEW LIQUOR LICENCE APPLICATION

SESSIONS TAPHOUSE  
(FORMALLY RAKAEL'S PUB)  
2016 LIQUOR LICENSE CHANGE  
BIG WHITE

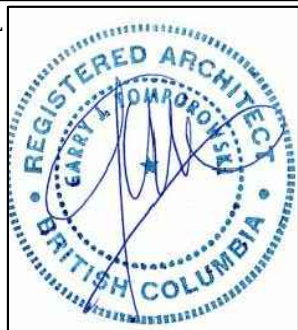
ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA

This drawing is an instrument of service and the property of T.R.T.A. Architecture Ltd. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled  
Verify all dimensions and datums prior to commencement of work.

Report all errors and omissions to the Architect.

SEAL

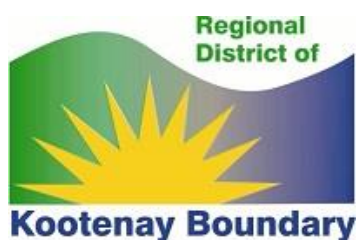


LIQUOR LICENCE  
PLAN

JOB NO:	VA1423
FILE NO:	VA160818LQ1A
DATE:	SEPTEMBER 01, 2016
SCALE:	1/8" = 1'-0"
DRAWN BY:	WS - VR
CHECKED BY:	-

DRAWING NO.

LQ1A



## STAFF REPORT

**Date:** 02 Feb 2017

**File**

ES Administration -  
Solid Waste

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

**From:** Tim Dueck - Solid Waste Program  
Coordinator

**Re:** Boundary Green Bin & Garbage  
Curbside Collection Service

### Issue Introduction

A Staff Report from Tim Dueck, Solid Waste Program Coordinator concerning the award of a contract for the service of Green Bin and Garbage curbside collection in the Boundary.

### History/Background Factors

The RDKB Board of Directors has determined that residents in the entire District should have access to curbside green bin collection service. In 2012, the RDKB initiated a Green Bin collection service in the City of Grand Forks. Subsequently, this service has been expanded to parts of Area D/Rural Grand Forks and Area C/Christina Lake.

The RDKB has also been providing curbside collection for Printed Paper and Packaging (PPP) material on behalf of Multi-Material BC to West Boundary residents. In November 2016 the Board of Directors signalled to MMBC that the District would no longer be involved in collecting printed paper and packaging at the curbside. MMBC has subsequently released an RFP for the collection of PPP from Boundary residents (Christina Lake to Carmi).

On June 30th, 2017 the current collection contract expires. The RDKB has launched an Invitation to Bid process for the Work of providing Green bin/garbage curbside collection service for five (5) years to residents of the Boundary along Highway #3 & #33 from Christina Lake to Carmi and Beaverdell.

The closing date on both the MMBC's RFP and the RDKB's Invitation to Bid was February 7th.

The RDKB received one bid for this work:



Alpine Disposal: \$412,466.47 (does not include 408 homes in the City of Greenwood)

### **Implications**

The RDKB has allocated monies in the Environmental Services budget to provide for the provision of green bin/garbage collection service to 5800 Boundary residents including an expansion of curbside green bin and garbage collection services to an additional 1810 homes in Area D, Area E, Greenwood and Midway. RDKB staff is communicating with the municipalities of Greenwood and Grand Forks to determine their involvement levels.

Midway: no change to municipal services

Greenwood: This service expansion would effect Greenwood's present municipal garbage collection service.

Grand Forks: There are a number of options for Grand Forks council to consider including what mechanism council chooses to pay for garbage collection tags, multi-family dwellings and Yard & Garden waste.

### **RDKB Revenue**

In 2016 the City of Grand Forks provided revenue to the RDKB for collection services (garbage, Y & G Waste, tipping fees) of about \$195,000.

Garbage tag sales to Area C and Area D residents raised \$39,000 in 2016. Staff conservatively estimate that tag sales will be about \$50,000 in 2017 for the expended service.

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

The RDKB will continue to focus resources on 'core' services. The provision of recycling collection service is the regulated responsibility of MMBC. This service contract focuses on the diversion of organic material from landfills.

This contract further expands the provision of curbside organics collection to an additional 1810 residents in the Boundary.

### **Background Information Provided**

- Alpine Disposal Proposal

### **Alternatives**

1. That the Environmental Services Committee recommend that the Board of Directors accept the bid from Alpine Disposal for \$ 412,466.47 per year and that Staff be directed to enter into negotiations to create a five-year contract.
2. And further that the Environmental Services Committee recommend that the Board of Directors direct Staff to communicate with Greenwood's to determine their involvement in the curbside collection service.

3. And further that the Environmental Services Committee recommend that the Board of Directors direct staff to finalise level of participation of the City of Grand Forks.

**Recommendation(s)**

1. That the Environmental Services Committee recommend that the Board of Directors accept the bid from Alpine Disposal for \$ 412,466.47 per year and that Staff be directed to enter into negotiations to create a five-year contract.
2. And further that the Environmental Services Committee recommend that the Board of Directors direct Staff to communicate with Greenwood's to determine their involvement in the curbside collection service.
3. And further that the Environmental Services Committee recommend that the Board of Directors direct staff to finalise level of participation of the City of Grand Forks.



Alpine Disposal and Recycling Interior Division Ltd

**BOUNDARY RESIDENTIAL HOUSEHOLD ORGANICS  
DIVERSION SERVICE**

Regional District of Kootenay Boundary  
RFP ES-027-16

Issued on January 3<sup>rd</sup> 2017

Closing Date: 2:00PM, February 7<sup>th</sup>, 2017

Contract Commencement Date: July 1<sup>st</sup> 2017

- CONFIDENTIAL -

Primary Contact for the RFP: Steven Harray  
President & CEO | Alpine Group  
Office: 250-474-5145 Steve@alpinegroup.ca

FORM OF PROPOSAL  
ATTACHMENTS (#1 & 4)  
ADDENDUM (#1-2)

**INVITATION TO BID**

**RFP Project Title:**        **Boundary Household Organics  
Diversion Service**

**RFP Reference No.:**        **Grand Forks-Wasteshed  
Invitation to Bid 2017-2022**

**FORM OF PROPOSAL** – Please be sure to include all proposal submission requirements

Attachment 1 - Form of Proposal +

A - Proponent's Experience, Reputation and Resources

B - Proponent's Technical Proposal

C - Proponent's Financial Proposal (see Attachment 3) which may also include proposed  
formula to calculate Annual Fee Adjustment as per Schedule 2-Payment For Collection  
Services

D - Proponent's Carbon Neutral Operations

Attachment 2 - Confirmation of Performance

Attachment 3 – Letter of Credit

Attachment 4 – Pricing Schedule Options Sheets

(Return this section as part of Proposal Package)

**ATTACHMENT 1 – FORM OF PROPOSAL**

**Invitation Project Title:** Boundary Household Organics Diversion Service  
**RFP Reference No.:** Grand Forks-Wasteshed Invitation to Bid 2017-2022

**Legal Name of Proponent:** Alpine Disposal and Recycling Interior Division Ltd.

**Contact Person and Title:** Steve Harnhy, President

**Business Address:** BC-22A, Trail, BC V1R 4X7

**Telephone:** 250-367-0099

**Fax:** 250-478-6131

**E-Mail Address:** Steve@alpinegroup.ca

Send Completed Invitation package to: Tim Dueck,  
Regional District of Kootenay Boundary  
202-843 Rossland Ave.  
Trail, B.C. V1R 4S8

1.0 I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed the Invitation to Bid and any addenda transmitted by email, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Collection Services, submit this Proposal in response to the Invitation.

2.0 I/We confirm that I/we agree to all terms of the Invitation, including without limitation Section 5.3 (No Claims).

3.0 I/We confirm that this proposal is accurate and true to best of my/our knowledge. This Proposal is submitted this 5 day of February, 2017.

I/We have the authority to bind the Proponent to statements made in this Invitation.

Alpine Disposal and Recycling Interior Division Ltd.  
(Name of Proponent)

  
(Signature of Authorized Signatory)

Steve Harrhy, President  
(Print Name and Position of Authorized Signatory)



**ATTACHMENT 4 – PRICING SCHEDULE 'A'**

The Proponent may use this SAMPLE chart for submitting a price breakdown for this Contract.

The Chart below outlines the number of units and proposed unit price for the first full year of the 5-year Contract. Proponents are invited to describe any variations in pricing for subsequent years.

Note: All unit numbers, except the City of Grand Forks, are based on the number of properties which have improvements according to BC Assessment. Collection numbers may be adjusted annually to reflect any service changes.

<b>Organics (Weekly) and Residuals (Bi-weekly) Collection</b>			
Service	Unit Price	Units	Extension
City of Grand Forks residential units	75.77	1609	121,913.93
Area C	75.77	1143	86,605.11
Area D	75.77	1392	105,471.84
Area E (including Midway and Greenwood)	78.97	1394	110,084.18
* Proposed Area E addition (Bridesville)	78.97	261	20,611.17
		<b>5799</b>	<b>444,686.23</b>
<b>* YARD &amp; GARDEN (Summer Monthly, March - November)</b>			
Service	Unit Price	Units	Extension
* Grand Forks homes	28.35	1609	45,615.15
* Greenwood homes	28.35	408	11,566.80
* Midway homes	28.35	304	8,618.40
<b>Total</b>	<b>28.35</b>	<b>2321</b>	<b>65,800.35</b>

\* This Work may or may not be included in the final Contract.

The Work will also include the coordination and delivery of green bins to residents who have not previously had the service. The Contractor will supply all labour and vehicles necessary to deliver:

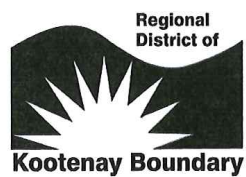
- \* a kitchen bucket
- \* a Green Bin
- \* Program information as supplied by the RDKB.

Cost to the RDKB for the work of delivering green bins and information to the following areas:

1394 homes in Area E 14,609.12

261 homes - proposed addition in Area E 2,735.28

155 homes – addition in Area D 1,608.90



ADDENDUM #1  
January 20, 2017

Proposals will be accepted at:  
Regional District of Kootenay Boundary  
Reception Desk – Front Counter  
202 – 843 Rossland Ave.  
Trail, BC  
V1R 4S8

Issued on January 3, 2017  
Closing Date: 2pm, February 7<sup>th</sup>, 2017  
Contract commencement date: July 1<sup>st</sup>, 2017

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## **Boundary Residential Household Organics Diversion Service**

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- \* City of Grand Forks
- \* Electoral Area C  
(Christina Lake)
- \* Electoral Area D  
(Rural Grand Forks)
- \* Electoral Area E  
(West Boundary)

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Regional District of  
Kootenay Boundary

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**Addendum #1**

1) This section will describe a template for monthly and annual reporting.

1-Jul-17	Garbage	Hholds	Y & G	Hholds	Green Bin	Hholds	TOTALS	Average HH	Fuel
	mt.		mt.		mt.		mt.	mt.	Liters
GF N/C	5.06	681	1.80	520	6.54	380			166
GF S/C	3.44	860	2.10	481	6.30	420			241
GF R-VH-Dntwn	5.51	635	1.60	380	4.96	400			170
<b>Wy Boundary</b>									
Area D North	2.24	239			5.07	588			357
Area D South	0.90	101			4.56	329			458
Christina Lake	2.97	244			6.53	772			731
GF-D-C TOTALS	20.12	480	5.50	460	31.96	481			2,123
<b>W Boundary</b>									
Eholt - Midway E	3.10	280			3.80				178
Murray R West - Carr	4.20	300			4.10				326
W Boundary TOTALS	7.30	290	0.00	0	7.90	0			504
	mt.	Hholds	mt.	Hholds	mt.	Hholds	mt.	mt.	liters
ROK8 TOTAL	27.42	750	0.00	460	41.96	481	0.00	0.00	2,627

Note: The successful proponent will weigh each material type collected on each route and keep this material distinct from any other material type or routes. The proponent will use the scales at the West Boundary Landfill for garbage and the Grand Forks Landfill for Organic Material unless otherwise authorized.

The number of households participating in the collection service will be tracked per material type.

The monthly number reported will be an average of the four (or two) collection routes per month.

The monthly report shall be an emailed one-page Excel spreadsheet. Each month shall be represented on a separate table with a Year-to-date running total as the final linked table.

**2) This section will define the concept of 'garbage' or residuals and the contamination threshold level for denying service.**

The successful proponent will deny collection service and not collect green bins or garbage containers which contain the presence of another material: recyclables, organics or hazardous materials or are contained in incorrect container types. The level of contamination which triggers this denial of service shall be established by the RDKB according to RDKB bylaws. The *Solid Waste Management Facilities Bylaw #1605* defines contamination as 'loads containing greater than 10% recyclable materials will be deemed to be contaminated...'.  
Materials banned from disposal at RDKB landfills are those identified in the BC *Environmental Management Act*, the *Weed Control Regulation* and/or which are described in the *Recycling Regulation* as the regulated responsibility of a Stewardship Plan or identified in the RDKB *Solid Waste Management Facilities Bylaw* as recyclable. This includes, but is not limited to: construction and demolition debris, metal items and organic materials.

**3) This section will further define house counts.**

The house counts listed in Attachment 4 – Pricing Schedule 'A' are provided for planning purposes only. These represent the best guess of the density service levels for each area. The house count number will not change throughout the term of the contract unless the contractor is directed to expand the service area. Many properties will not participate in the curbside service and the contractor will neither be financially penalized nor rewarded for this. The number provided includes all residential properties but does not make a distinction between single-family dwellings, illegal suites, and apartments. Again, some properties will choose to participate and some will not. It is expected that the contractor will acknowledge that some properties will require different levels of service than others and incorporate this distinction into the pricing regime.

The contractor is further encouraged to provide an additional price for providing enhanced service for invalids. The RDKB will be administering and updating this list and the contractor is simply required to perform the steps necessary to provide the service.

**Addendum #1**

- 1) This section will clarify the requirement for a bid bond.

Proponents are required to submit a bid bond of \$5,000 as per *Section 3.3 Bid Bond*.

*Forms Attachment 2 – Confirmation of Performance Security, and Attachment 3 – Letter of Credit* provided on pages 23 – 25 pertain to a performance bond which will be required only by the successful proponent.



D.B.A. Alpine Disposal and Recycling Interior Division Ltd.

**BOUNDARY RESIDENTIAL HOUSEHOLD ORGANICS  
DIVERSION SERVICE**

Regional District of Kootenay Boundary

**RFP Reference No: Grand Forks-Watershed RFP 2017-2022**

Issued on January 3<sup>rd</sup>, 2017

Closing Date: 2:00PM, February 7<sup>th</sup>, 2017

Contract Commencement Date: July 1<sup>st</sup>, 2017

- CONFIDENTIAL -

Primary Contact for the RFP: Steven Harray  
President & CEO | Alpine Group  
Office: 250-474-5145 Steve@alpinegroup.ca





February 3, 2017  
 Engineering Services  
 Regional District of Kootenay Boundary  
 202 – 843 Rossland Ave.  
 Trail, B.C. V1R 4S8

To: Grand Forks-Watershed RFP 2017-2022

**RE: Boundary Household Organics Diversion Program**

I am writing to provide input on the benefits of Alpine Disposal and Recycling Interior Division assisting the RDKB in achieving a dependable collection partnership in the Boundary area. Alpine Disposal and Recycling Interior Ltd., has recently purchased the assets of Kettle Valley Waste Ltd. (KVW) As you are aware, KVW has more than 30 years of waste collection service in the Boundary and has held significant Contracts with the RDKB for more than 20 years. In the preparation of this proposal we have had the 100% enthusiastic participation of both the Owner and Manager of KVW Ltd. We believe that their contribution will give our proposal a high degree of local knowledge regarding the most energy efficient routing, a deep understanding of successful customer relationships in this area, an intimate knowledge of the RDKB reporting needs, and an experienced-based comfort with rolling out new services in the Boundary Area in collaboration with the RDKB. The alliance between Alpine Disposal and KVW and the RDKB will build on the successes of the past and contribute to the professional level of collection service for the region in the years to come.

Summary of Alpine Disposal and Recycling Ltd proposal:

1. *One of the largest BC owned integrated solid waste and recycling service providers*
2. *Combined 150 years of transportation experience in our senior staff group*
3. *Providing over 30,000 residential homes annually with multi-stream waste collection in BC*
4. *Consistent strategy focused on ensuring a successful collection system*
5. *Well-equipped transportation company with extensive assets, infrastructure and expertise*
6. *An unrelenting focus on safety and efficiency in operating our collection vehicles*



the Boundary region of the RDKB. We appreciate your consideration, and will successfully manage your service requirements with the highest level of service in the industry.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Harby", is written over the printed name.

Steve Harby  
President & CEO  
Alpine Disposal and Recycling



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## EXECUTIVE SUMMARY

Alpine Disposal and Recycling, doing business as The Alpine Group, is a privately owned Canadian company founded in 1983 and based in Victoria, BC. Alpine has provided a comprehensive range of waste and recycling solutions to the residential, commercial, industrial, and government sectors for over thirty (30) years.

The company currently offers households across BC residential waste, organics, and curbside blue box collection programs. In addition, Alpine provides front-load, side-load, rear-load, and roll-off services to over 6,000 commercial, strata, and industrial customers. Alpine operates four transfer stations and recycling depots for the diversion of recyclable materials, and disposal of waste. These facilities accept a wide range of products, including but not limited to, construction & demolition materials, organics, drywall, mattresses, furniture, yard waste, beverage containers, tires, metal, cardboard, paper, glass, and tin. All the material received at an Alpine facility is transported by our sizeable tractor trailer fleet with fifteen tractors and seventeen walking floor trailers. Furthermore, Alpine manages three Regional District landfills in B.C., operating all heavy equipment on site and performing all other required operational duties for an effective landfill.

Alpine Group, today, proudly employs over 200 committed personnel and maintains five strategically located offices throughout BC to serve our customer requirements. The main office, located in Langford, B.C., serves Vancouver Island. Alpine Disposal Interior Division has an office in Trail, B.C. For the purposes of this Contract, we will maintain a Manager's office in Grand Forks.

Alpine believes in being a valued, contributing member of the communities where we operate, engaging with residents, stakeholders, and businesses to create a great place to live and work. By cultivating strong community relationships, we strengthen and assist in the success of our communities.



For further details about our Company, please visit: [Alpinegroup.ca](http://Alpinegroup.ca)



## PROPOSAL SUMMARY

It is our intention to provide a seamless transition from the present level of waste collection service to the expanded RDKB vision for waste diversion in the Boundary. Residents should experience no disruptions or interruption of the service they have grown used to. We are familiar with all routes, streets, alleyways, and the difficult to service areas that characterize the Boundary Area. Both Alpine and KVV have an impeccable record of route completion regardless of environmental, mechanical, or personnel challenges. We are highly experienced in areas with a large rural component and extended distances between collection points. Seasonal weather changes and difficult terrain provide challenges that our staff have met and dealt with routinely and with consistent reliability.

Both the RDKB Invitation to Bid and the MMBC Request for Proposals make explicit expectation that routes, personnel, and equipment should be dedicated to the work of the respective Contracts. Both the RDKB and MMBC are very concerned to maximize waste stream purity in the collection system. We can see that there have been certain efficiencies in the weekly organics collection/bi-weekly co-mingled recycling collection and residual waste collection pattern that has been used during the last 6 years.

There have been continuing challenges of stream contamination inherent in this collection pattern. In this 2017 Proposal, rather than compromise stream purity, we will seek greenhouse gas (GHG) efficiency through the quality of the equipment we employ and the creation of the most efficient routing. It is our intention to introduce the first CNG fuel powered vehicle into our fleet. This is a significant first step in modernizing the waste collection fleet in the RDKB. All our other vehicles dedicated to the work of this Contract meet current emission control standards.

In this Proposal, we will offer routes, personnel and equipment that are dedicated, from week to week, to picking up organics and residual garbage. Weekly organics collection has been very popular and key to the success of the program. No one wants the "stinky stuff" hanging around longer than a week. Because there are no cost savings to be gained by offering weekly organics collection and bi-weekly residual waste collection, what we will suggest is weekly organics and residual waste collection. The same truck covers the same ground regardless. To limit householders to putting out residual waste only every 2<sup>nd</sup> week may seem arbitrary and probably would cause resentment. We wish to offer householders maximum opportunity to properly sort and separate from week to week and it provides the route drivers the maximum opportunity to monitor the streams as they are presented.





We will notify all affected residents by direct mail at least once between the stipulated two (2) and six (6) week window prior to any new collection schedule taking effect. We anticipate that route and scheduling changes will be minimal. The service extension up the Granby Road and down the North Fork Road will be provided on the same day as the rest of Area D North/West. The extensions to Sleepy Hollow, Danchin Village Road and Son Ranch Road will be included in the present Area E Eholt Greenwood route. The introduction of service to the Bridesville/Sidley Mountain areas will trigger a 3<sup>rd</sup> West Boundary route that will include some households that are presently served on Thursday and, therefore the route day for those households will change. For the convenience of our customers we plan to coordinate the collection of MMBC recycling materials so that, every second week, householders will put out their recycling on the same day as their RDKB organics and residual waste is put out.

One issue that we will wish to clarify, in the matter of routing, concerns keeping separated collection data. We understand that it may be important for the RDKB to keep track of how much material is collected each week from distinct areas such as Grand Forks, Area C, Area D, etc. Efficient routing may dictate that, for example, Greenwood material might be collected on the same route day as Anaconda, Eholt, Son Ranch, etc. We might propose to make use of separated tally counters in the truck so that Greenwood house count data could be kept separate from the other areas and we could generate a Greenwood tonnage calculation for each stream from the house count number multiplied by the average per household weight of material. This is a detail we can work out collaboratively with the RDKB.

Our trucks will complete the daily scheduled route and dump once a day at the RDKB Grand Forks landfill. The chassis design is such that materials are loaded into a divided hopper and then hydraulically pushed into the divided body. This is to facilitate the organics and waste collection in the same vehicle, lowering our GHG impact.

Depositing materials at the RDKB landfill is achieved by raising the body and tipping the material through the open rear doors into the tipping area. Separation of streams is achieved by separate compartment doors that can be opened independently of each other to release materials.

We will maintain the same system of solid waste reporting that has worked for the RDKB for the past 6 years. Our pattern of professional, collaborative problem solving will continue to serve us well when the need for change is identified.





Our proposal focuses on weekly organics and residual waste collection in:

- City of Grand Forks
- Electoral Area C (Christina Lake)
- Electoral Area D (Rural Grand Forks: service area slightly expanded)
- Electoral Area E (west Boundary including the City of Greenwood and the Village of Midway)
- The Bridesville/Sidley Mountain area of Area E

We have included a price for Yard and Garden Waste collection in our Proposal. This has been a successful program for the City of Grand Forks in the Contract ending June 30, 2017. Householder compliance with the expectations of this program has improved dramatically. It seems like a popular service and may be desirable in Greenwood and Midway as the RDKB has tentatively proposed. Even though the two new collection areas of Greenwood and Midway are concentrated, the material, once collected, must be transported a considerable distance back to Grand Forks. Our price has been weighted accordingly. The challenge of data separation for Greenwood and Midway can be handled with distinct tally counters for each City and using a per household average weight.

#### **CUSTOMER SERVICE PROPOSAL**

Our Interior head office is located in Trail, B.C. Office hours are Monday – Friday 8:00 am - 4:30 pm. All our customers in the Boundary area will have toll-free telephone access to our Boundary Manager during business hours. Email inquiries are monitored 24 hours a day, seven days a week. It is essential that when a Boundary customer calls with question or concern, he/she will be directly connected to a person who can help them.

Our customer service representatives are trained to handle telephone calls from all areas we service. Our calls are routed on our telephone system to display the area the caller is calling from. All customer service staff are trained to confirm the area the customer is calling from during the introduction of the telephone inquiry. All customer service agents have access to the company database to view the customer account details in real time to provide the best quality of service immediately.

Company policy is to answer every incoming telephone call before the third ring. If the agent is unable to resolve the customer inquiry, they are to direct the call to our Boundary Manager. Our office manager reviews call logs received by each customer service agent and monitors calls as they come in. The customer service agent can



transfer a call to a manager should one be required. Customer service has always been of high priority in our 35 years in business. This has also been true during the KVV era in the Boundary and we are pleased to have been able to hire the KVV team to maintain that customer focus.

Alpine will maintain an active log recording all customer enquires or complaints received at the business office. All complaints will be resolved. A confirmed resolution is recorded with dates, times and the action taken along with the customer/resident information.

We plan to work collaboratively with the residents, and the Regional District to continue to develop the local collection programs. Will continue to educate, and assist to motivate the users to separate materials responsibly.

With the successful award of this RFP, we will continuously evaluate the effectiveness of our communication plan, using established benchmarks in tonnages, contamination rates, and ensuring we build positive relationships with the residents and Regional District.

We have a 5-principle plan to follow to ensure we provide a positive customer experience with Alpine.

1. Service Review - We will continue to address how we service our customer and continue to look for operating efficiencies.
2. Speed - We believe customers shouldn't be kept waiting on hold, so we have an established and efficient call center to handle inquiries.
3. Communication - Helping local residences see that recycling and organics diversion does matter, and that these materials they recycle are handled responsibly.
4. Follow up - Customers will know that when they call their concerns will be appropriately addressed. If a follow up is necessary, we promise that it will happen.



5. Retention - We promote that recycling and organics diversion become habits in Boundary households. Alpine will help the RDKB and MMBC realize their participation goals. Our integration of KVV's intimate and detailed local knowledge promises the RDKB and MMBC their best opportunity to seamlessly expand waste and recycling collection services in the Boundary Region. In our responses to both the RDKB invitation to Bid and the MMBC RFP, we have consciously made the case that the interests of both organizations are best served with a single Contractor fulfilling both contracts.

#### IMPLEMENTATION AND PUBLIC INFORMATION

With our existing company infrastructure and the recent acquisition of KVV staff and management, Alpine Disposal is well and solidly organized to collaborate with the RDKB to realize its expanded waste diversion goals over the next five to ten years. Now, with the expansion of MMBC's direct stewardship of recycling material in the West Boundary, we are well positioned to collaborate with the RDKB and MMBC to achieve their respective waste diversion goals. We have a depth of personnel and equipment and tested operational systems that have proven themselves in other Contracts in several other jurisdictions.

We are prepared to bring on extra personnel should it be required to meet the start date of July 1<sup>st</sup>, 2017. Alpine Disposal has worked cooperatively with the RDKB and other regional districts of its size to organize and educate residents to recognize the benefits of curbside separation of recyclables and waste.

Each of our vehicles is clearly marked with the company name and logo. Each vehicle displays a dedicated toll-free phone number to call with enquiries or to report information regarding spills, leaks, or driving issues. Each vehicle is equipped with a spill-kit, and our staff is trained to deal with spills and/or environmental concerns promptly and efficiently.

All our vehicles are equipped with a broom and dust pan, as we understand curbside collection has the possibility to create small debris spills. Our drivers are trained to take care of these spills immediately. If our driver see a mess underneath, or around the bins they are instructed to clean the small debris before leaving any residence or collection address.



We continuously monitor volumes to increase operational efficiencies and cost effectiveness. If there is a continuous service level that is higher or lower than required, our team will contact the RDKB to discuss how this should be addressed.

For those residents, who are identified as disabled and unable to bring the materials to the curb on collection day we will service these residents with house calls at no charge. Generally, this has happened in an informal way as householders become familiar with the driver and feel comfortable to make their needs known to the driver. Of course, our telephone staff are happy to assist a customer to make a request for special assistance.

Alpine Disposal will assign Cynthia Howard to work with the RDKB to most efficiently distribute the approximately 1600-1800 green bins to households in Greenwood, Midway, rural Area E, and possibly, the Bridesville/Sidley Mountain area. We propose to model this distribution project on the Area C and Area D distributions which Ms. Howard, with Mr. Dueck, oversaw.

Once the decision has been made about exactly which households will be receiving the green bins, the RDKB will deliver the bins to one or two conveniently located staging areas. Ms. Howard will hire an effective number of fit, energetic and personable workers who will be available for an intense few days. Every effort will be made to hire folks for this delivery blitz from the Greenwood, Midway, Area E part of the RDKB. They will be trained to a script of answers to common questions about the Green Waste diversion program and will deliver the green bins personally to as many of the homeowners as possible. Some of the delivery staff will have been hired as owner-operators of pickup trucks.

Each team of two (2) will head out in the morning with a supply of bins and a specific assignment of part of the territory to be covered that day. For safety reasons and to keep spirits energetic and positive, bins will only be delivered by teams of 2 visiting each household. Alpine will have a larger truck that will shuttle bins from the staging area to the various teams throughout the delivery day. The serial number of each bin will be recorded as it is delivered to each specific address. This record will be the property of the RDKB. A personal conversation with each householder is most desirable but, where no one is home on the delivery day, all written educational material provided by the RDKB will be left with the bin at the property with an invitation to the homeowner to phone for further information and clarification of concerns. This delivery process should be accomplished over a two-week period a short while before the first day of collection service.





## COLLECTION VEHICLES

We are proposing to introduce our CNG fueled 2015 Freightliner split body for organics and waste collection in the area to promote further reduction in GHG. The diesel vehicles listed meet current California emission standards, are in excellent condition, and have proven effective in performing the present RDKB Contracts.

### Current Vehicles Suitable for Curbside Collection:

1. 2015 Freightliner Tandem Axle  
C/w Labrie Expert vertical split, 29 cubic yard side load  
Fuel: CNG
2. 2014 Freightliner C/W RP 235  
Haul-All split body  
Fuel: Diesel

### Back-up Support Vehicle Suitable for Curbside Collection:

3. 2011 International C/W Labrie Expert  
31 Cubic yard, co-mingle vertical split  
Fuel: Diesel

## TRAINING

Staff training programs largely falls into two broad categories: product, customer support, technical training, and health and safety including equipment operations.

Our company has an unrelenting focus on safety and efficiency in operating our collection vehicles. To ensure we continue this all employees must read and understand the operation and maintenance manual for all equipment they will be operating, as well pass a comprehensive road test. Until our employees have successfully demonstrated safe operation, pre-trip inspections, and machine maintenance, while under the direct supervision of a manager, they cannot operate on their own.



We will continue to schedule and report our monthly safety meetings with our staff group.

All Alpine employees will maintain, in the best interest of the RDKB and Alpine Group, a respectful, courteous, and professional manner conducive to excellent public relations. When a customer reports that he/she has been missed, we take the information and, either, swing back to pick it up later in the route day, or, early on the next day. We strive to have the customer feel attended to and the driver feel positively acknowledged. In the event of a "miss" or "late-set-out" in a very rural or isolated corner of a route, we have an excellent experience of being able to find a solution that reassures and satisfies the customer. 99.9% of the time we go away from the missed material with everyone feeling satisfied and cordially treated.

#### **BUSINESS CONTINUITY PLAN**

Activation of this plan is the responsibility of: Steve Harray or a designate if not available. The designate is: Cynthia Howard

This Plan was last tested on January 19<sup>th</sup>, 2017 and reviewed by our Victoria operations manager Raymond McCulloch.

#### **Plan Distribution List**

Listing of who has a copy of the Plan and where each copy is held:

Plan Copy #	Name	Location
1	Steve Harray	1045 Dunford Ave, Victoria
2	Cynthia Howard	8058 Donaldson Rd, Grand Forks
3	Nicole Audia	9370 Hwy22A, Trail
4	Raymond McCulloch	1045 Dunford Ave, Victoria
5	Stewart Young Jr	1045 Dunford Ave, Victoria





1. Staff Contact List
2. Key Staff – Roles & Responsibilities
3. Recovery Action Plan
  - a. In the first hour
  - b. In the first 24 hours
  - c. In the first 48 hours
  - d. Within the first week
  - e. Long term recovery
4. Business Contact List
5. Other Useful Telephone Numbers
6. Insurance Details
7. Back-up Information/Equipment
8. Key Equipment Requirements
9. Initial Recovery Log
10. Other Notes

#### Staff Contact List

Listing of key personnel

Name	Telephone Numbers		Email
	Work	Mobile	
Steve Harray	250-474-5145	250-883-1481	steve@alpinegroup.ca
Cynthia Howard	250-442-3320	250-584-4517	cynthiah@alpinegroup.ca
Nicole Audia	250-367-0099	N/A	recycle@alpinegroup.ca
Don Soukeroff	250-367-0099	250-231-1449	donnys@alpinegroup.ca
Raymond McCulloch	250-474-5145	250-883-4178	raymond@alpinegroup.ca
Stewart Young Jr	250-474-5145	250-812-8565	stewjr@alpinegroup.ca

#### Key Staff – Roles & Responsibilities

In the event that the key staff person is not available, the back-up person has been identified as follows:



Key Staff Person	Back-up Person	Back-up Contact Info
Cynthia Howard	Nicole Audia	250-367-0099
Nicole Audia	Don Soukeroff	250-213-1449
Don Soukeroff	Steve Harrhy	250-883-1481

In the event of a disruption, the following actions will be taken:

Name	Role	Responsibilities
Cynthia Howard	Curbside Collection	<ul style="list-style-type: none"> <li>• Curbside collection</li> <li>• Develop draft mitigation plan to resume collection services</li> <li>• Contact Steve Harrhy GM or back-up and inform regarding impacts and provide advice to mitigate impact</li> <li>• Implement mitigation plan as agreed to with Steve Harrhy GM or back-up.</li> </ul>
Steve Harrhy	General Manager	<ul style="list-style-type: none"> <li>• Review emergency reports and draft mitigation plans from Key Staff connected to impacted waste collection operation.</li> <li>• Finalize and adopt mitigation plans and secure necessary resources required for implementation</li> <li>• Activate communication resources as per implemented mitigation plan.</li> </ul>



### Recovery Action Plan

List of tasks that are essential to the recovery of the business/service.

Task	Detail	Instructions	Completed
IN THE FIRST HOUR	Curb Side Collection Disruption	<p>Should the collection service be disrupted due environmental, mechanical or human resources issues:</p> <ul style="list-style-type: none"> <li>• Curb Side-Collection Contractor (Alpine) will contact RDKB office immediately and inform Mr. Dueck Operations Manager</li> <li>• Determine if service can be resumed that day. If not when can service be delivered at earliest opportunity</li> <li>• Post news on the Alpine web site to inform of disruption and the scheduled resumption of service based on discussion</li> </ul>	

Task	Detail	Instructions	Completed
IN THE FIRST 24 HOURS	Curb Side Collection Disruption	<p>Should the collection service continue to be disrupted at the end of the initial day of the disruption:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information prior to closing Alpine office.</li> <li>• Amend the Alpine hotline with automatic phone greeting to update public and direct them to Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul>	



Task	Detail	Instructions	Completed
IN THE FIRST 48 HOURS	Curb Side Collection Disruption	<p>Should the collection service continue to be disrupted at the end of the second day of the disruption:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information prior to closing Alpines office.</li> <li>• Amend the Alpine automatic phone greeting to update public and direct them to the Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul> <p>Consider whether additional internal or external resources are required</p>	

Task	Detail	Instructions	Completed
WITHIN THE FIRST WEEK	Curb Side Collection Disruption	<p>Should the collection service continue to be disrupted at the end of the first week of the disruption:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information</li> <li>• Amend the Alpine automatic phone greeting to update public and direct them to the Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul>	



Task	Detail	Instructions	Completed
LONG TERM RECOVERY	Curb Side Collection Disruption	<p>Long term recovery goals would be to re-establish service with initial service provider if possible:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information</li> <li>• Amend the Alpine automatic phone greeting to update public and direct them to the Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul> <p>Consider whether additional internal or external resources are required</p>	

#### Business Contact List

Important business contacts that need to be notified of a disruption.  
Contact information will be provided before the July 1<sup>st</sup>, 2017 launch date.

Business Function	Company	Contact Name	Telephone	Email

#### Other Useful Telephone Numbers

Company	Contact Name	Telephone	Email



#### Insurance Details

Company	Contact Name	Telephone	Email	Policy Ref.
Maxxam Insurance	Mike Meszaros	250-391-8809	Mmeszaros@maxxaminsurance.com	CATWL1003

#### Back-up Information/Equipment

Back-up Computer Records/Data Location	
Critical Paper Records/Information Location	All-important paper work will be stored in our secured walk in vault at 1045 Dunford Ave, and back up computer data will be stored at our Trail head office 9370 Highway 22A, Trail, BC

#### Key Equipment Requirements

List of contingency equipment to carry on business/service:

Business Function	Equipment
Curbside Collection	2015 Freightliner (CNG)
Curbside Collection	2014 Freightliner
Curbside Collection (back-up)	2011 International

#### Initial Recovery Log

Documenting all events during activation of the Business Recovery Plan is a best practice. The log should include the names of those instructed, when decisions took place, and what actions were taken.

Date/Time	Name	Action	Comment





## Other Notes

**KEY PERSONNEL**

**Mr. Steve Harrhy** – President: Responsible for safety, regulatory compliance and operational efficiency. Mr. Harrhy holds multiple designations with Solid Waste Association of North America, Manager of Integrated Solid Waste Management Systems and Manager of Landfill Operations (MOLO). Mr. Harrhy is an active serving member of the Public Technical Advisory Committee (CRD), and the Resource Recovery Public Advisory Committee (RDCK). As Manager of Fleet Service, Mr. Harrhy is responsible for the acquisition and maintenance of Alpine's equipment, and is a certified heavy-duty mechanic licensed for interprovincial mechanical services. Mr. Harrhy has over 30 years' experience as a diesel mechanic and is licensed under the Commercial Vehicle Inspection Program.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4

Email: [Steve@alpinegroup.ca](mailto:Steve@alpinegroup.ca).

**Mr. Stewart Young Jr** - Stewart Young is an experienced solid waste industry professional. Stewart is the Vice President of operations for the Alpine Group and is a co-chair on the Vancouver Island Recycling & Waste Industry Coalition (VIRWIC). Stewart is an elected board member of SWANA Pacific Chapter. In 2015 he was recognized with the top 20 under 40 business award. In addition, he is the current CEO of SKY Environmental, Director of Altitude Industries, and VP of Global Sales for VSL Laboratories. He also holds multiple designations with the Solid Waste Association of North America: Certified Manager of Landfill Operations (MOLO), Manager of Recycling Systems, Manager of Transfer Station Systems, and Manager of Integrated Solid Waste Management Systems.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4

Email: [Stewjr@alpinegroup.ca](mailto:Stewjr@alpinegroup.ca).



**Mr. Raymond McCulloch** - Operations manager of Alpine. Responsible for the daily operations, including manpower, oversees equipment utilization and customer service. Mr. McCulloch has 30 years' experience in the solid waste industry. Mr. McCulloch is an active member of the Solid Waste Advisory Committee for the Capital Regional District. Mr. McCulloch also serves on the Solid Waste Industry Liaison Group as an active voting member.

Cell (250) 883-4178 Office (250) 474-5145 Fax (250) 478-6131  
 Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4  
 Email: [Raymondm@alpinegroup.ca](mailto:Raymondm@alpinegroup.ca).

**Mr. Jim Bradley** – Operations Manager. Jim has over 30 years' experience in the solid waste industry. He was a founding director of what is now the Waste Management Association of BC (WAMBC) and continues to hold a Board position representing Vancouver Island. Mr. Bradley managed the blue box program when the Saanich Peninsula and Western Communities first launched in 1989 and in 1991 also managed the CRD blue box program for the core municipalities Contract.

Cell (250) 883-1569 Office (250) 474-5145 Fax (250) 478-6131  
 Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4  
 Email: [Jimb@alpinegroup.ca](mailto:Jimb@alpinegroup.ca).

**Ms. Cynthia Howard** - Operations Manager for Boundary Sub-region of Alpine Disposal Interior Ltd. Responsible (for the last 5.5 years as an employee of Kettle Valley Waste Ltd.) for the day-to-day management of the Regional District Kootenay Boundary Contracts to provide 3-stream curbside collection in Grand Forks, Electoral Area C, and Electoral Area D, and blue bag, recycling collection in most of Electoral Area E. She has developed a confident and positive way with our customers and has succeeded in imparting an impressive commitment to courteous and professional customer service in our driver team. She works collaboratively and well with our RDKB Contract Managers (see attached "Letter of Support"). Ms. Howard has her Class 3 with Air driver's certificate, has been a waste collection driver herself, and was involved in creating efficient waste collection routing in the Boundary Area.

Email: [Cynthiah@alpinegroup.ca](mailto:Cynthiah@alpinegroup.ca)



## HEALTH AND SAFETY POLICY

1. Alpine is committed to providing a safe and healthy work environment for everyone, and to conducting its various businesses in a safe manner.
2. We integrate health and safety objectives into our management systems at all levels of the Alpine Group. Management is accountable for the prevention of injuries and occupational illness.
3. Management will continuously improve our work practices, and the training we give to all involved with our services and processes.
4. Employees working for the Alpine Group expect a safe and healthy work environment, and in turn, we expect our employees to contribute to that safe working environment through responsible behavior.
5. Employees are to demonstrate that Health and Safety are core values through visible and active engagement.
6. When it comes to safety, it must be a daily concern of each person. Reaching a goal of zero accidents is only achievable with everyone thinking safety first.

## ENVIRONMENTAL POLICY

It is the policy of Alpine Group to conduct its operations in a manner that is environmentally responsible and befitting of a good corporate neighbor and citizen. In accordance with this policy, Alpine Group complies with all environmental laws and manages all phases of its business in a manner that minimizes the impact of its operations on the environment. To further this policy, Alpine Group shall:

1. Comply with applicable environmental laws and regulations and voluntary commitments to which the facility subscribes.
2. Eliminate, or reduce the release of contaminants into the environment, first through pollution prevention (material substitution and source reduction), then recycling, and finally through treatment and control technologies.
3. Effectively communicate with employees, suppliers, regulators, and customers, as well as the surrounding community, regarding Environmental Management System performance.



4. Promote pollution prevention and take steps to conserve resources through energy conservation and recycling.
5. Periodically review and demonstrate continuous improvement in the company's environmental performance, including areas not subject to regulations.
6. Expect similar environmental performance from all suppliers, customers, and contractors

#### **ENVIRONMENTAL INITIATIVES, ATTRIBUTES, AND COMMITMENT TO SUSTAINABILITY**

1. The first roll-off company on Vancouver Island to introduce a hybrid truck to its fleet
2. Reducing energy consumption through information sharing and collaboration with our clients
3. Introduced two CNG trucks to our fleet in 2016.
4. Focusing on waste reduction through waste audits to increase recycling and reuse.
5. Continually advancing technologies to reduce residual waste at our recycling facilities

#### **Environmental Initiatives and Contract Language and Incentives**

Alpine Disposal is very interested to engage in discussions/negotiations with the RDKB regarding Contract language that may reward both the RDKB and Alpine for efficiencies, education, and innovation that may lead to benefits to the RDKB. Two examples might be:

- Use the data for the per kilometer amount of fuel used for the fulfillment of the Boundary Contracts over the past 6 years and the RDKB offers Alpine an incentive for improved fuel economy that is related to a fraction of the cost benefit experienced by the RDKB from that improvement.
- Use the 2016 per household diversion of organic material as a baseline and the RDKB would offer an incentive for increased diversion that would be some fraction of the cost saved by composting that material rather than burying it. This would reward Alpine for its efforts in the realm of driver education/supervision and advertising focused on increasing participation in the diversion program.



## ENVIRONMENTAL COMPLIANCE

Alpine is compliant with all applicable legislation pertaining to waste management. These include Canadian Environmental Protection Act, Fisheries Act, Transportation of Dangerous Goods Act, and The Environmental Management Act (BC). Alpine has a positive environmental record in relationship to these Acts

## EXPERIENCE DIRECTLY RELATED TO Work with Local Government

### Regional District of Central Kootenay

Our Company provided depot collection service for the West Sub region through the Slocan Valley route, Castlegar through to Nakusp, and collected materials from the Nelson recycling Program. Materials were delivered to our facility in Trail for processing for sale to end markets. Approx 1100 tonnes annually.

Reference: Mike Morrisson – (250) 352-8168  
Email: Mmorrisson@rdck.bc.ca

Operation and maintenance of the Ootischenia Landfill (Castlegar) Our company has successfully completed (4) four year contracts. Current term ending June 30, 2019. Our company has held this contract since 1998. We also operate and maintain the Creston Landfill and have held this contract since September 1, 1998. Current term ends in 2018.





### Regional District of Kootenay Boundary

Alpine has provided service to the region since 1998.

- Our company performed the depot recycling collection in the city of Grand Forks, including curbside pick-up of recycling from 2004 to 2010 (6 years). Level of service was single-stream, blue bag, bi-weekly for approx 2200 homes and 557 tonnes annually.
- Our company provided bi-weekly blue box curbside multi-stream service to the Trail area, including Rossland, Warfield, Montrose, and Fruitvale and serviced the area depots.
- Alpine has worked successfully with the RDKB since 1998, to help organize and deliver an efficient recycling program for the region. Annual collection materials total more than 620 MT servicing over 7600 homes in the area. Additionally, the depots collected materials totaling 535 MT. As part of the existing contract with the RDKB, our company delivered the collected materials to our facility in Trail, and processed and delivered these material to end markets for sale. Route tracking and weight reporting was carried out routinely and passed on to the RDKB as a contract requirement.
- Alpine has worked successfully to develop two small-business/community recycling programs in collaboration with the RDKB in the Village of Fruitvale and City of Rossland.
- Alpine also held the Contract for curbside garbage collection from approximately 1998-2010 under Contract to the City of Grand Forks in the RDKB. See attached Letter of Reference.
- Our company has, since 1996, operated and maintained the McKelvey Creek /Trail Landfill. The current contract ends December, 2018.

Reference: Tim Dueck and Alan Stanley – 1-800-355-7352





### City of Trail

Alpine has been responsible for the curbside collection of municipal solid waste (residential garbage) since 1993. Executing several consecutive contracts. Our current contract expires April 30, 2019. Alpine is responsible for the collection of 3,180 residences during this contract term.

Reference: Warren Proulx – (250) 364-0807

Email: [Wproulx@trail.ca](mailto:Wproulx@trail.ca)

### The Village of Warfield

Responsible for curbside collection of residential garbage. A five-year term ending May 31, 2019.

### The Town of Sidney

Our company provided curbside service for the weekly collection of mixed solid waste and monthly collection of yard and garden materials for 20 years for the town to approximately 2700 homes. We held this contract from 1993 – 2013.

Reference – Rob Hall – (250) 656-1184

Email: [Rhall@sidney.ca](mailto:Rhall@sidney.ca)

### City of Fort St John, B.C.

Our company provided residential curbside service to over 4000 homes and 2500 apartment units for the collection of mixed solid waste for the City of Fort St John from 1999 - 2007.

Reference: Victor Shopland – (250) 787-8150



#### The Capital Regional District, Victoria, B.C.

Alpine provided blue box service for two (2) consecutive terms of five years from 1995 - 2005 for 17,000 homes in the Capital Regional District. We established and impeccable service record under this contract.

Reference: Mr. John Cravero – (250) 360-3164.

Email: [Jcraveiro@crd.bc.ca](mailto:Jcraveiro@crd.bc.ca)

#### The Village of Salmo

Responsible for curbside collection of residential garbage. A five-year term ending December 31, 2019

Reference: Diane Kalen-Sukra – (250) 357-9433

Email: [Cao@salmo.ca](mailto:Cao@salmo.ca)

#### Multi Material British Columbia

In 2014 our Company was chosen as the successful Proponent to collect and process curbside recycling under the MMBC Stewardship Program. Alpine was chosen for the following areas:

- a. RDKB East Subregion serving approximately 7,600 households
- b. RDCK Rural Castlegar serving approximately 2,300 households
- c. City of Revelstoke serving approximately 3,000 households

#### CORPORATE REFERENCE LETTERS:



November 1, 2014

Re: Letter of Reference

To: Whom it may concern

I am pleased to provide a letter of reference for Alpine Disposal and Recycling Interior Division Ltd., on behalf of Multi-Material British Columbia (MMBC).

Alpine, following a competitive procurement process, was awarded the packaging and printed paper (PPP) curbside collection service for the communities of the Regional District of Central Kootenay and Kootenay Boundary East Sub Region on behalf of MMBC effective May 19, 2014. Alpine subsequently was awarded a third community – Revelstoke – effective January 1, 2015.

Alpine has been excellent to work with for the launch of the MMBC program and the collection of PPP curbside in the communities which they were awarded. Alpine has met all of the terms and conditions of our contract and is providing responsible and responsive customer service to their communities on behalf of MMBC.

In particular, I would like to comment on MMBC's working relationship with Steve Harry, General Manager for Alpine, who has been our principle contact. Steve is able to multi-task and effectively manages the MMBC curbside services in multiple communities. He has been very responsive to the needs and standards of the MMBC program, and his experience is an asset to the industry.

If you have any questions or wish to discuss this letter of reference, please do not hesitate to be in touch.  
Sincerely,

Tamara Burns  
VP National Supply Chain  
[tburns@cssalliance.ca](mailto:tburns@cssalliance.ca)  
604-315-5417

230 – 171 ESPLANADE WEST, NORTH VANCOUVER, BC V7M 3J9  
TEL: 778.588.9504 [WWW.MULTIMATERIALBC.CA](http://WWW.MULTIMATERIALBC.CA)



## TOWN OF SIDNEY

2440 Sidney Avenue, Sidney, British Columbia V8L 1Y7  
 Phone: 250-656-1184 Fax: 250-655-4508  
 Email: townhall@sidney.ca Website: www.sidney.ca

January 7, 2014

To Whom It May Concern:

Alpine Disposal (Evergreen Industries) provided weekly garbage collection and disposal for the Town of Sidney (population approx. 11,200) under successive contracts for twenty years, from June 1993 to the end of December 2013. Unfortunately and somewhat to our surprise, Alpine was not the lowest bidder for the 2014-2018 servicing contract.

Alpine's performance and customer service throughout their extensive tenure as the Town of Sidney's contractor was exemplary. They operated in a clean, dependable and efficient manner with dedicated staff that frequently went "above and beyond" to ensure customer satisfaction remained a priority. Alpine provided the collection service to approximately 2860 single family or duplex dwelling units, 680 multiple dwelling units and 50 commercial units. Once a month, each of the single family and duplex units also received compostable garden waste pick-up from Alpine, as an additional part of the waste collection program. In our experience, on the rare occasion that a problem or challenging issue arose, Alpine dealt with it in a courteous and professional manner.

In summary, based on the quality of service that Alpine Disposal provided to the Town of Sidney over two decades, I would have no hesitation in recommending the firm to other organizations seeking waste collection services at this time. If you have any questions I can be contacted at 250-656-4502 or rhall@sidney.ca.

Sincerely,

  
 Robert J. W. Hall  
 Director of Engineering and Works



City of Trail

January 9, 2014

TO WHOM IT MAY CONCERN

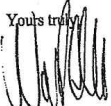
Dear Sir/Madam:

**RE: ALPINE GROUP.CA**

Alpine Group.ca currently has a 3-year refuse collection contract with the City of Trail for the period April 1, 2013 to March 31, 2016. The contract is for the weekly collection of 3,179 pick-ups and includes 71 litter containers. This company previously had two 5-year contracts for refuse collection for the period April 1, 2003 until March 31, 2013. Prior to the expiry of the contract on March 31, 2013, we negotiated a 3-year extension to the contract.

The refuse collection contract with Alpine over the last 10 plus years has been a good relationship and managing the contract has been a relatively easy task. We gauge the performance of the contract primarily on complaints and normally I contact the local manager several times a year simply to ask him how the contract is running. Refuse collection operators are courteous and our streets and lanes are always free of garbage that may have been disturbed by animals or other reasons. The City of Trail has varied topography with steep, narrow streets in some areas to flat, new subdivisions that involve back lane or front street pick-up. In a community that can receive a fair amount of snow fall, pick-up is completed on schedule unless unusual circumstances arise. Communication between the contractor, the City and the public has always been excellent.

For any further information on this refuse collection contract, please contact the undersigned.

Yours truly,  


Warren Proulx  
Engineering Technician



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



Parks & Environmental Services F: 250.360.3078  
 625 Fisgard Street, PO Box 1000 F: 250.360.3079  
 Victoria, BC, Canada V8W 2S6 www.crd.bc.ca

3 December 2013

To Whom It May Concern:

We confirm that Evergreen Industries, (Evergreen) (dba Alpine Group of Companies) was under two consecutive contracts to the Capital Regional District for the provision of blue box curbside collection services in the Westshore area of the Capital Region (approximately 15,000 households at the time). Each contract was for a five (5) year term, from May 1995 to April 2005. During the term of each contract, Evergreen met all the terms and conditions of the contract.

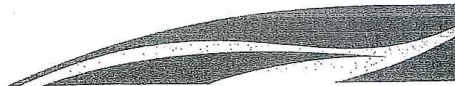
In addition Evergreen staff is also a member of the CRD's Solid Waste Advisory Committee, representing the recycling industry.

If you require further information, please contact me at 250-360-3197 or at [twalkins@crd.bc.ca](mailto:twalkins@crd.bc.ca).

Regards,

Tom Watkins, BSc  
 Manager, Environmental Resource Management, Policy and Planning  
 Parks & Environmental Sustainability

900910







## THE CORPORATION OF THE CITY OF GRAND FORKS

7217 - 4TH STREET, BOX 220 - GRAND FORKS, BC V0H 1H0 - FAX 250-442-8000 - TELEPHONE 250-442-8266



January 6<sup>th</sup>, 2014

To Whom It May Concern:

### Letter of Reference

The City of Grand Forks honoured a contract with Alpine Disposal and Recycling (Interior Division) Ltd. from 2005 to 2011 inclusive, where an amicable and professional relationship was maintained throughout the course of the contract.

Alpine Disposal provided an integral solid waste/yard waste collection service to the City during those years. Additionally, on the occasion where a citizen concern arose, the company worked with the City to resolve any individual problems quickly and efficiently.

In 2011, at the end of the contract period, the Regional District of Kootenay Boundary took on the roll as service provider for garbage services to include the City of Grand Forks, whereas the Regional District performed their own tendering process and ultimately, their chosen candidate for garbage services for the City.

Best regards,

Diane Heinrich  
Corporate Officer

A1-Letter of reference to Alpine Disposal

Website: [www.grandforks.ca](http://www.grandforks.ca) Email: [info@grandforks.ca](mailto:info@grandforks.ca)



January 8, 2014

To Whom It May Concern:

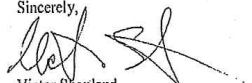
As Director of Infrastructure and Capital Works for the City of Fort St. John, I am pleased to recommend the solid waste collection services of Alpine Disposal and Recycling.

Alpine Disposal and Recycling provided solid waste collection services for the City from September 1, 1999 to August 31, 2002. A second contract was awarded from September 1, 2002 to August 31, 2005. The contract was extended for a further two years with services ending August 31, 2007.

The City of Fort St. John was pleased with the performance of Alpine Disposal and Recycling's solid waste collection services. They were responsive to public inquiries, requests and questions and were open and communicative with city staff. As a result, we would have no hesitation in recommending this company to other municipalities or businesses.

Should you have any questions, please feel free to contact me at [vshopland@fortstjohn.ca](mailto:vshopland@fortstjohn.ca) or at (250) 787-8162.

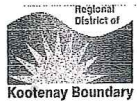
Sincerely,

  
Victor Shopland  
Director of Infrastructure and Capital Works

City of Fort St. John  
10631-100th Street  
Fort St. John, BC  
Canada V1J 3Z5

(250) 787-8150 City Hall  
(250) 787-8181 Facsimile

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



Steve Harry  
Alpine Disposal and Recycling Ltd.  
1045 Dunford Avenue, Victoria BC V9A2S4

December 17, 2013

Dear Steve,

**Re: Alpine Disposal and Recycling Ltd. Contract Performance**

Alpine Disposal & Recycling (Interior Division) Ltd. (Alpine) has performed the curbside collection, processing and marketing of materials, including the depots in the Regional District of Kootenay Boundary (RDKB) East Sub-Region since 1998.

Alpine staff and management have worked diligently and cooperatively with the RDKB to facilitate a successful program and has met or exceeded all RDKB requirements throughout the term with no interruption to service. There are a number of difficult to service areas, particularly in winter, and Alpine has consistently performed the work in all conditions.

The Alpine fleet of collection vehicles (purchased new at the start of the contract) is well maintained and meets the RDKB cleanliness, appearance and reliability expectations.

Without reservation, I endorse Alpine as a recycling service provider in the RDKB.

Regards,

Alan Stanley  
General Manager of Environmental Services  
Regional District of Kootenay Boundary

202-843 Rossland Ave., Trail, British Columbia Canada V1R 4S8  
toll-free: 1-800-355-7352 • Tel: 250-368-9148 • Fax: 250-368-3990  
e-mail: admin@rdkb.com • www.rdkb.com



Tim Dueck  
Solid Waste Program Coordinator  
Regional District of Kootenay Boundary

January 12, 2017

Re: Letter of Support-- Cynthia Howard

The Regional District of Kootenay Boundary has had a good working relationship with Kettle Valley Waste (Christina Lake Disposal) for at least the 15 years I have worked for the District.

Most recently, Cynthia Howard has overseen the MMBC work (administered by the RDKB) of curbside recycling collection in the West Boundary (Greenwood, Midway, Rock Creek, Beayerdell) and the garbage, recycling (MMBC) and green bin collection work in Christina Lake and Grand Forks. This work included the staffing, organizing, and tracking & reporting of weights and route data. She has a good knowledge of the nuances and challenges involved in delivering curbside collection services, both in the urban areas and the more remote rural roads.

Cynthia's leadership has proven to be a huge reason for the success of the Region's solid waste curbside collection service. She has great communication skills and deep dedication to community services. More importantly, she has excellent ability to independently solve problems before I hear about them.

I have always found everyone at Kettle Valley Waste to be professional and responsive in resolving any customer service issues.

I have confidence the key personnel at Kettle Valley Waste possesses the experience, resources and knowledge to exceed the expectations of the MMBC collection contract.

Tim Dueck  
[tdueck@rdkb.com](mailto:tdueck@rdkb.com)  
250.368.0231

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](mailto:admin@rdkb.com) • web: [www.rdkb.com](http://www.rdkb.com)

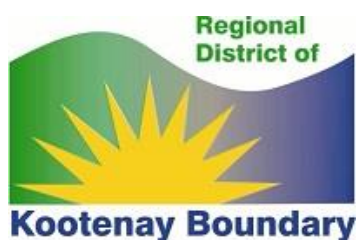




Signed and sealed at 1045 Dunford Ave, Victoria B.C, V9B 2S4  
This the 3rd day of February 2017 on behalf of Alpine Disposal and Recycling Ltd

A handwritten signature in black ink, appearing to read "Steve Harry", is written over a horizontal line.

Steve Harry – President of the Alpine Group



## STAFF REPORT

**Date:** 02 Feb 2017

**File**

ES Administration -  
Solid Waste

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

**From:** Tim Dueck - Solid Waste Program  
Coordinator

**Re:** Boundary Green Bin & Garbage  
Curbside Collection Service

### Issue Introduction

A Staff Report from Tim Dueck, Solid Waste Program Coordinator concerning the award of a contract for the service of Green Bin and Garbage curbside collection in the Boundary.

### History/Background Factors

The RDKB Board of Directors has determined that residents in the entire District should have access to curbside green bin collection service. In 2012, the RDKB initiated a Green Bin collection service in the City of Grand Forks. Subsequently, this service has been expanded to parts of Area D/Rural Grand Forks and Area C/Christina Lake.

The RDKB has also been providing curbside collection for Printed Paper and Packaging (PPP) material on behalf of Multi-Material BC to West Boundary residents. In November 2016 the Board of Directors signalled to MMBC that the District would no longer be involved in collecting printed paper and packaging at the curbside. MMBC has subsequently released a Request for Proposals (RFP) for the collection of PPP from Boundary residents (Christina Lake to Carmi).

On June 30th, 2017 the current collection contract expires. The RDKB has launched an Invitation to Bid process for the Work of providing Green bin/garbage curbside collection service for five (5) years to residents of the Boundary along Highway #3 & #33 from Christina Lake to Carmi and Beaverdell.

The closing date on both the MMBC's RFP and the RDKB's Invitation to Bid was February 7th.

The RDKB received one bid for this work:



Alpine Disposal: \$412,466.47 (does not include 408 homes in the City of Greenwood)

### **Implications**

Pending RDKB Board approval of the collection contract, the final Regional Solid Waste Management Financial Plan will include funds for the provision of green bin/garbage collection service to 5800 Boundary residents including an expansion of curbside green bin and garbage collection services to an additional 1810 homes in Area D, Area E, Greenwood and Midway.

RDKB staff worked with the Cities of Grand Forks and Greenwood and the Village of Midway to determine their levels of participation. Pending RDKB Board Approval of the RDKB/Grand Forks Inter-Municipal Agreement (to be presented at a future Committee of the Whole meeting), the City of Grand Forks will continue with the present arrangement whereby they pay the RDKB to administer the contract and they receive revenues from utility billings and sale of garbage tags. The City of Greenwood has declined to participate in the program and will receive no services, except for recycling services from MMBC. The Village of Midway and Electoral Area E will participate under the same terms as Electoral Areas C and D, receiving full garbage and green bin service with the RDKB receiving offsetting revenues from the sale of garbage tags.

### **RDKB Revenue**

The revenue from City of Grand Forks for the RDKB for collection services (garbage, Y & G Waste, tipping fees) will be about \$220,000.

Garbage tag sales to Area C and Area D residents raised \$39,000 in 2016. Staff conservatively estimate that tag sales will be about \$50,000 in 2017 for the expended service. Estimated revenues will be included in the final Regional Solid Waste Management Financial Plan.

### **Green Bins**

The new service will require the purchase of 2000 green bins, kitchen catchers and sample compost bin liners. The cost for these products will be about \$90,000. These costs will draw from capital reserve to be included in the final Regional Solid Waste Management Financial Plan.

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

Expanding organics diversion region-wide is a strategic objective of the RDKB and this program will complete the residential organics diversion service in the Boundary. The collection program is a focus resources on 'core' services, particularly with the transfer of recycling collection to MMBC as the provision of recycling collection service is the regulated responsibility of MMBC.

**Background Information Provided**

- Alpine Disposal Proposal

**Alternatives**

1. That the Regional District of Kootenay Boundary Board of Directors approves in principle a contract with Alpine Disposal in the amount of \$412,466.47 per year for the curbside collection of Green Bins and Garbage in the Boundary.
2. FURTHER that the Board of Directors direct Staff to prepare contract documents for Board approval.
3. FURTHER that the Board of Directors direct staff to procure green bins etc at the cost of \$90,000 to be transferred from capital reserve.
4. FURTHER that the Board of Directors direct Staff to include the necessary funds for the Boundary collection contract in the 2017-2021 Five-Year Regional Solid Waste Management Financial Plan.

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors approves in principle a contract with Alpine Disposal in the amount of \$412,466.47 per year for the curbside collection of Green Bins and Garbage in the Boundary.
2. FURTHER that the Board of Directors direct Staff to prepare contract documents for Board approval.
3. FURTHER that the Board of Directors direct staff to procure green bins etc at the cost of \$90,000 to be transferred from capital reserve.
4. FURTHER that the Board of Directors direct Staff to include the necessary funds for the Boundary collection contract in the 2017-2021 Five-Year Regional Solid Waste Management Financial Plan.



Alpine Disposal and Recycling Interior Division Ltd

**BOUNDARY RESIDENTIAL HOUSEHOLD ORGANICS  
DIVERSION SERVICE**

Regional District of Kootenay Boundary  
RFP ES-027-16

Issued on January 3<sup>rd</sup> 2017

Closing Date: 2:00PM, February 7<sup>th</sup>, 2017

Contract Commencement Date: July 1<sup>st</sup> 2017

- CONFIDENTIAL -

Primary Contact for the RFP: Steven Harray  
President & CEO | Alpine Group  
Office: 250-474-5145 Steve@alpinegroup.ca

FORM OF PROPOSAL  
ATTACHMENTS (#1 & 4)  
ADDENDUM (#1-2)

**INVITATION TO BID**

**RFP Project Title:**        **Boundary Household Organics  
Diversion Service**

**RFP Reference No.:**        **Grand Forks-Wasteshed  
Invitation to Bid 2017-2022**

**FORM OF PROPOSAL** – Please be sure to include all proposal submission requirements

Attachment 1 - Form of Proposal +

A - Proponent's Experience, Reputation and Resources

B - Proponent's Technical Proposal

C - Proponent's Financial Proposal (see Attachment 3) which may also include proposed formula to calculate Annual Fee Adjustment as per Schedule 2-Payment For Collection Services

D - Proponent's Carbon Neutral Operations

Attachment 2 - Confirmation of Performance

Attachment 3 – Letter of Credit

Attachment 4 – Pricing Schedule Options Sheets

(Return this section as part of Proposal Package)

**ATTACHMENT 1 – FORM OF PROPOSAL**

**Invitation Project Title:** Boundary Household Organics Diversion Service  
**RFP Reference No.:** Grand Forks-Wasteshed Invitation to Bid 2017-2022

**Legal Name of Proponent:** Alpine Disposal and Recycling Interior Division Ltd.

**Contact Person and Title:** Steve Harnhy, President

**Business Address:** BC-22A, Trail, BC V1R 4X7

**Telephone:** 250-367-0099

**Fax:** 250-478-6131

**E-Mail Address:** Steve@alpinegroup.ca

Send Completed Invitation package to: Tim Dueck,  
Regional District of Kootenay Boundary  
202-843 Rossland Ave.  
Trail, B.C. V1R 4S8

**1.0 I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed the Invitation to Bid and any addenda transmitted by email, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Collection Services, submit this Proposal in response to the Invitation.

**2.0 I/We confirm that I/we agree to all terms of the Invitation**, including without limitation Section 5.3 (No Claims).

**3.0 I/We confirm that this proposal is accurate and true to best of my/our knowledge.** This Proposal is submitted this 5 day of February, 2017.

**I/We have the authority to bind the Proponent to statements made in this Invitation.**

Alpine Disposal and Recycling Interior Division Ltd.  
(Name of Proponent)

  
(Signature of Authorized Signatory)

Steve Harray, President  
(Print Name and Position of Authorized Signatory)



**ATTACHMENT 4 – PRICING SCHEDULE 'A'**

The Proponent may use this SAMPLE chart for submitting a price breakdown for this Contract.

The Chart below outlines the number of units and proposed unit price for the first full year of the 5-year Contract. Proponents are invited to describe any variations in pricing for subsequent years.

Note: All unit numbers, except the City of Grand Forks, are based on the number of properties which have improvements according to BC Assessment. Collection numbers may be adjusted annually to reflect any service changes.

<b>Organics (Weekly) and Residuals (Bi-weekly) Collection</b>			
Service	Unit Price	Units	Extension
City of Grand Forks residential units	75.77	1609	121,913.93
Area C	75.77	1143	86,605.11
Area D	75.77	1392	105,471.84
Area E (including Midway and Greenwood)	78.97	1394	110,084.18
* Proposed Area E addition (Bridesville)	78.97	261	20,611.17
		<b>5799</b>	<b>444,686.23</b>
<b>* YARD &amp; GARDEN (Summer Monthly, March - November)</b>			
Service	Unit Price	Units	Extension
* Grand Forks homes	28.35	1609	45,615.15
* Greenwood homes	28.35	408	11,566.80
* Midway homes	28.35	304	8,618.40
<b>Total</b>	<b>28.35</b>	<b>2321</b>	<b>65,800.35</b>

\* This Work may or may not be included in the final Contract.

The Work will also include the coordination and delivery of green bins to residents who have not previously had the service. The Contractor will supply all labour and vehicles necessary to deliver:

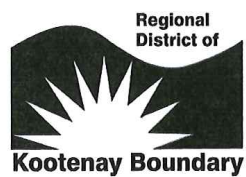
- \* a kitchen bucket
- \* a Green Bin
- \* Program information as supplied by the RDKB.

Cost to the RDKB for the work of delivering green bins and information to the following areas:

1394 homes in Area E 14,609.12

261 homes - proposed addition in Area E 2,735.28

155 homes – addition in Area D 1,608.90



ADDENDUM #1  
January 20, 2017

Proposals will be accepted at:  
Regional District of Kootenay Boundary  
Reception Desk – Front Counter  
202 – 843 Rossland Ave.  
Trail, BC  
V1R 4S8

Issued on January 3, 2017  
Closing Date: 2pm, February 7<sup>th</sup>, 2017  
Contract commencement date: July 1<sup>st</sup>, 2017

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## **Boundary Residential Household Organics Diversion Service**

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- \* City of Grand Forks
- \* Electoral Area C  
(Christina Lake)
- \* Electoral Area D  
(Rural Grand Forks)
- \* Electoral Area E  
(West Boundary)

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Regional District of  
Kootenay Boundary

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**Addendum #1**

1) This section will describe a template for monthly and annual reporting.

1-Jul-17	Garbage	Hholds	Y & G	Hholds	Green Bin	Hholds	TOTALS	Average HH	Fuel
	mt.		mt.		mt.		mt.	mt.	Liters
GF N/C	5.06	681	1.80	520	6.54	380			166
GF S/C	3.44	860	2.10	481	6.30	420			241
GF R-VH-Dntwn	5.51	635	1.60	380	4.96	400			170
<b>Wy Boundary</b>									
Area D North	2.24	239			5.07	588			357
Area D South	0.90	101			4.56	329			458
Christina Lake	2.97	244			6.53	772			731
GF-D-C TOTALS	20.12	480	5.50	460	31.96	481			2,127
<b>W Boundary</b>									
Eholt - Midway E	3.10	280			3.80				178
Murray R West - Carr	4.20	300			4.10				326
W Boundary TOTALS	7.30	290	0.00	0	7.90	0			504
	mt.	Hholds	mt.	Hholds	mt.	Hholds	mt.	mt.	liters
ROK8 TOTAL	27.42	750	0.00	460	41.96	481	0.00	0.00	2,627

Note: The successful proponent will weigh each material type collected on each route and keep this material distinct from any other material type or routes. The proponent will use the scales at the West Boundary Landfill for garbage and the Grand Forks Landfill for Organic Material unless otherwise authorized.

The number of households participating in the collection service will be tracked per material type.

The monthly number reported will be an average of the four (or two) collection routes per month.

The monthly report shall be an emailed one-page Excel spreadsheet. Each month shall be represented on a separate table with a Year-to-date running total as the final linked table.

**2) This section will define the concept of 'garbage' or residuals and the contamination threshold level for denying service.**

The successful proponent will deny collection service and not collect green bins or garbage containers which contain the presence of another material: recyclables, organics or hazardous materials or are contained in incorrect container types. The level of contamination which triggers this denial of service shall be established by the RDKB according to RDKB bylaws. The *Solid Waste Management Facilities Bylaw #1605* defines contamination as 'loads containing greater than 10% recyclable materials will be deemed to be contaminated...'.  
Materials banned from disposal at RDKB landfills are those identified in the BC *Environmental Management Act*, the *Weed Control Regulation* and/or which are described in the *Recycling Regulation* as the regulated responsibility of a Stewardship Plan or identified in the RDKB *Solid Waste Management Facilities Bylaw* as recyclable. This includes, but is not limited to: construction and demolition debris, metal items and organic materials.

**3) This section will further define house counts.**

The house counts listed in Attachment 4 – Pricing Schedule 'A' are provided for planning purposes only. These represent the best guess of the density service levels for each area. The house count number will not change throughout the term of the contract unless the contractor is directed to expand the service area. Many properties will not participate in the curbside service and the contractor will neither be financially penalized nor rewarded for this. The number provided includes all residential properties but does not make a distinction between single-family dwellings, illegal suites, and apartments. Again, some properties will choose to participate and some will not. It is expected that the contractor will acknowledge that some properties will require different levels of service than others and incorporate this distinction into the pricing regime.

The contractor is further encouraged to provide an additional price for providing enhanced service for invalids. The RDKB will be administering and updating this list and the contractor is simply required to perform the steps necessary to provide the service.

**Addendum #1**

- 1) This section will clarify the requirement for a bid bond.

Proponents are required to submit a bid bond of \$5,000 as per *Section 3.3 Bid Bond*.

*Forms Attachment 2 – Confirmation of Performance Security, and Attachment 3 – Letter of Credit* provided on pages 23 – 25 pertain to a performance bond which will be required only by the successful proponent.



D.B.A. Alpine Disposal and Recycling Interior Division Ltd.

**BOUNDARY RESIDENTIAL HOUSEHOLD ORGANICS  
DIVERSION SERVICE**

Regional District of Kootenay Boundary

**RFP Reference No: Grand Forks-Watershed RFP 2017-2022**

Issued on January 3<sup>rd</sup>, 2017

Closing Date: 2:00PM, February 7<sup>th</sup>, 2017

Contract Commencement Date: July 1<sup>st</sup>, 2017

- CONFIDENTIAL -

Primary Contact for the RFP: Steven Harray  
President & CEO | Alpine Group  
Office: 250-474-5145 [Steve@alpinegroup.ca](mailto:Steve@alpinegroup.ca)





February 3, 2017  
 Engineering Services  
 Regional District of Kootenay Boundary  
 202 – 843 Rossland Ave.  
 Trail, B.C. V1R 4S8

To: Grand Forks-Watershed RFP 2017-2022

**RE: Boundary Household Organics Diversion Program**

I am writing to provide input on the benefits of Alpine Disposal and Recycling Interior Division assisting the RDKB in achieving a dependable collection partnership in the Boundary area. Alpine Disposal and Recycling Interior Ltd., has recently purchased the assets of Kettle Valley Waste Ltd. (KVW) As you are aware, KVW has more than 30 years of waste collection service in the Boundary and has held significant Contracts with the RDKB for more than 20 years. In the preparation of this proposal we have had the 100% enthusiastic participation of both the Owner and Manager of KVW Ltd. We believe that their contribution will give our proposal a high degree of local knowledge regarding the most energy efficient routing, a deep understanding of successful customer relationships in this area, an intimate knowledge of the RDKB reporting needs, and an experienced-based comfort with rolling out new services in the Boundary Area in collaboration with the RDKB. The alliance between Alpine Disposal and KVW and the RDKB will build on the successes of the past and contribute to the professional level of collection service for the region in the years to come.

Summary of Alpine Disposal and Recycling Ltd proposal:

1. *One of the largest BC owned integrated solid waste and recycling service providers*
2. *Combined 150 years of transportation experience in our senior staff group*
3. *Providing over 30,000 residential homes annually with multi-stream waste collection in BC*
4. *Consistent strategy focused on ensuring a successful collection system*
5. *Well-equipped transportation company with extensive assets, infrastructure and expertise*
6. *An unrelenting focus on safety and efficiency in operating our collection vehicles*



the Boundary region of the RDKB. We appreciate your consideration, and will successfully manage your service requirements with the highest level of service in the industry.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Harby", is written over the printed name.

Steve Harby  
President & CEO  
Alpine Disposal and Recycling



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## EXECUTIVE SUMMARY

Alpine Disposal and Recycling, doing business as The Alpine Group, is a privately owned Canadian company founded in 1983 and based in Victoria, BC. Alpine has provided a comprehensive range of waste and recycling solutions to the residential, commercial, industrial, and government sectors for over thirty (30) years.

The company currently offers households across BC residential waste, organics, and curbside blue box collection programs. In addition, Alpine provides front-load, side-load, rear-load, and roll-off services to over 6,000 commercial, strata, and industrial customers. Alpine operates four transfer stations and recycling depots for the diversion of recyclable materials, and disposal of waste. These facilities accept a wide range of products, including but not limited to, construction & demolition materials, organics, drywall, mattresses, furniture, yard waste, beverage containers, tires, metal, cardboard, paper, glass, and tin. All the material received at an Alpine facility is transported by our sizeable tractor trailer fleet with fifteen tractors and seventeen walking floor trailers. Furthermore, Alpine manages three Regional District landfills in B.C., operating all heavy equipment on site and performing all other required operational duties for an effective landfill.

Alpine Group, today, proudly employs over 200 committed personnel and maintains five strategically located offices throughout BC to serve our customer requirements. The main office, located in Langford, B.C., serves Vancouver Island. Alpine Disposal Interior Division has an office in Trail, B.C. For the purposes of this Contract, we will maintain a Manager's office in Grand Forks.

Alpine believes in being a valued, contributing member of the communities where we operate, engaging with residents, stakeholders, and businesses to create a great place to live and work. By cultivating strong community relationships, we strengthen and assist in the success of our communities.



For further details about our Company, please visit: [Alpinegroup.ca](http://Alpinegroup.ca)



## PROPOSAL SUMMARY

It is our intention to provide a seamless transition from the present level of waste collection service to the expanded RDKB vision for waste diversion in the Boundary. Residents should experience no disruptions or interruption of the service they have grown used to. We are familiar with all routes, streets, alleyways, and the difficult to service areas that characterize the Boundary Area. Both Alpine and KVV have an impeccable record of route completion regardless of environmental, mechanical, or personnel challenges. We are highly experienced in areas with a large rural component and extended distances between collection points. Seasonal weather changes and difficult terrain provide challenges that our staff have met and dealt with routinely and with consistent reliability.

Both the RDKB Invitation to Bid and the MMBC Request for Proposals make explicit expectation that routes, personnel, and equipment should be dedicated to the work of the respective Contracts. Both the RDKB and MMBC are very concerned to maximize waste stream purity in the collection system. We can see that there have been certain efficiencies in the weekly organics collection/bi-weekly co-mingled recycling collection and residual waste collection pattern that has been used during the last 6 years.

There have been continuing challenges of stream contamination inherent in this collection pattern. In this 2017 Proposal, rather than compromise stream purity, we will seek greenhouse gas (GHG) efficiency through the quality of the equipment we employ and the creation of the most efficient routing. It is our intention to introduce the first CNG fuel powered vehicle into our fleet. This is a significant first step in modernizing the waste collection fleet in the RDKB. All our other vehicles dedicated to the work of this Contract meet current emission control standards.

In this Proposal, we will offer routes, personnel and equipment that are dedicated, from week to week, to picking up organics and residual garbage. Weekly organics collection has been very popular and key to the success of the program. No one wants the "stinky stuff" hanging around longer than a week. Because there are no cost savings to be gained by offering weekly organics collection and bi-weekly residual waste collection, what we will suggest is weekly organics and residual waste collection. The same truck covers the same ground regardless. To limit householders to putting out residual waste only every 2<sup>nd</sup> week may seem arbitrary and probably would cause resentment. We wish to offer householders maximum opportunity to properly sort and separate from week to week and it provides the route drivers the maximum opportunity to monitor the streams as they are presented.





We will notify all affected residents by direct mail at least once between the stipulated two (2) and six (6) week window prior to any new collection schedule taking effect. We anticipate that route and scheduling changes will be minimal. The service extension up the Granby Road and down the North Fork Road will be provided on the same day as the rest of Area D North/West. The extensions to Sleepy Hollow, Danchin Village Road and Son Ranch Road will be included in the present Area E Eholt Greenwood route. The introduction of service to the Bridesville/Sidley Mountain areas will trigger a 3<sup>rd</sup> West Boundary route that will include some households that are presently served on Thursday and, therefore the route day for those households will change. For the convenience of our customers we plan to coordinate the collection of MMBC recycling materials so that, every second week, householders will put out their recycling on the same day as their RDKB organics and residual waste is put out.

One issue that we will wish to clarify, in the matter of routing, concerns keeping separated collection data. We understand that it may be important for the RDKB to keep track of how much material is collected each week from distinct areas such as Grand Forks, Area C, Area D, etc. Efficient routing may dictate that, for example, Greenwood material might be collected on the same route day as Anaconda, Eholt, Son Ranch, etc. We might propose to make use of separated tally counters in the truck so that Greenwood house count data could be kept separate from the other areas and we could generate a Greenwood tonnage calculation for each stream from the house count number multiplied by the average per household weight of material. This is a detail we can work out collaboratively with the RDKB.

Our trucks will complete the daily scheduled route and dump once a day at the RDKB Grand Forks landfill. The chassis design is such that materials are loaded into a divided hopper and then hydraulically pushed into the divided body. This is to facilitate the organics and waste collection in the same vehicle, lowering our GHG impact.

Depositing materials at the RDKB landfill is achieved by raising the body and tipping the material through the open rear doors into the tipping area. Separation of streams is achieved by separate compartment doors that can be opened independently of each other to release materials.

We will maintain the same system of solid waste reporting that has worked for the RDKB for the past 6 years. Our pattern of professional, collaborative problem solving will continue to serve us well when the need for change is identified.





Our proposal focuses on weekly organics and residual waste collection in:

- City of Grand Forks
- Electoral Area C (Christina Lake)
- Electoral Area D (Rural Grand Forks: service area slightly expanded)
- Electoral Area E (west Boundary including the City of Greenwood and the Village of Midway)
- The Bridesville/Sidley Mountain area of Area E

We have included a price for Yard and Garden Waste collection in our Proposal. This has been a successful program for the City of Grand Forks in the Contract ending June 30, 2017. Householder compliance with the expectations of this program has improved dramatically. It seems like a popular service and may be desirable in Greenwood and Midway as the RDKB has tentatively proposed. Even though the two new collection areas of Greenwood and Midway are concentrated, the material, once collected, must be transported a considerable distance back to Grand Forks. Our price has been weighted accordingly. The challenge of data separation for Greenwood and Midway can be handled with distinct tally counters for each City and using a per household average weight.

#### **CUSTOMER SERVICE PROPOSAL**

Our Interior head office is located in Trail, B.C. Office hours are Monday – Friday 8:00 am - 4:30 pm. All our customers in the Boundary area will have toll-free telephone access to our Boundary Manager during business hours. Email inquiries are monitored 24 hours a day, seven days a week. It is essential that when a Boundary customer calls with question or concern, he/she will be directly connected to a person who can help them.

Our customer service representatives are trained to handle telephone calls from all areas we service. Our calls are routed on our telephone system to display the area the caller is calling from. All customer service staff are trained to confirm the area the customer is calling from during the introduction of the telephone inquiry. All customer service agents have access to the company database to view the customer account details in real time to provide the best quality of service immediately.

Company policy is to answer every incoming telephone call before the third ring. If the agent is unable to resolve the customer inquiry, they are to direct the call to our Boundary Manager. Our office manager reviews call logs received by each customer service agent and monitors calls as they come in. The customer service agent can



transfer a call to a manager should one be required. Customer service has always been of high priority in our 35 years in business. This has also been true during the KVV era in the Boundary and we are pleased to have been able to hire the KVV team to maintain that customer focus.

Alpine will maintain an active log recording all customer enquires or complaints received at the business office. All complaints will be resolved. A confirmed resolution is recorded with dates, times and the action taken along with the customer/resident information.

We plan to work collaboratively with the residents, and the Regional District to continue to develop the local collection programs. Will continue to educate, and assist to motivate the users to separate materials responsibly.

With the successful award of this RFP, we will continuously evaluate the effectiveness of our communication plan, using established benchmarks in tonnages, contamination rates, and ensuring we build positive relationships with the residents and Regional District.

We have a 5-principle plan to follow to ensure we provide a positive customer experience with Alpine.

1. Service Review - We will continue to address how we service our customer and continue to look for operating efficiencies.
2. Speed - We believe customers shouldn't be kept waiting on hold, so we have an established and efficient call center to handle inquiries.
3. Communication - Helping local residences see that recycling and organics diversion does matter, and that these materials they recycle are handled responsibly.
4. Follow up - Customers will know that when they call their concerns will be appropriately addressed. If a follow up is necessary, we promise that it will happen.



5. Retention - We promote that recycling and organics diversion become habits in Boundary households. Alpine will help the RDKB and MMBC realize their participation goals. Our integration of KVV's intimate and detailed local knowledge promises the RDKB and MMBC their best opportunity to seamlessly expand waste and recycling collection services in the Boundary Region. In our responses to both the RDKB invitation to Bid and the MMBC RFP, we have consciously made the case that the interests of both organizations are best served with a single Contractor fulfilling both contracts.

#### IMPLEMENTATION AND PUBLIC INFORMATION

With our existing company infrastructure and the recent acquisition of KVV staff and management, Alpine Disposal is well and solidly organized to collaborate with the RDKB to realize its expanded waste diversion goals over the next five to ten years. Now, with the expansion of MMBC's direct stewardship of recycling material in the West Boundary, we are well positioned to collaborate with the RDKB and MMBC to achieve their respective waste diversion goals. We have a depth of personnel and equipment and tested operational systems that have proven themselves in other Contracts in several other jurisdictions.

We are prepared to bring on extra personnel should it be required to meet the start date of July 1<sup>st</sup>, 2017. Alpine Disposal has worked cooperatively with the RDKB and other regional districts of its size to organize and educate residents to recognize the benefits of curbside separation of recyclables and waste.

Each of our vehicles is clearly marked with the company name and logo. Each vehicle displays a dedicated toll-free phone number to call with enquiries or to report information regarding spills, leaks, or driving issues. Each vehicle is equipped with a spill-kit, and our staff is trained to deal with spills and/or environmental concerns promptly and efficiently.

All our vehicles are equipped with a broom and dust pan, as we understand curbside collection has the possibility to create small debris spills. Our drivers are trained to take care of these spills immediately. If our driver see a mess underneath, or around the bins they are instructed to clean the small debris before leaving any residence or collection address.



We continuously monitor volumes to increase operational efficiencies and cost effectiveness. If there is a continuous service level that is higher or lower than required, our team will contact the RDKB to discuss how this should be addressed.

For those residents, who are identified as disabled and unable to bring the materials to the curb on collection day we will service these residents with house calls at no charge. Generally, this has happened in an informal way as householders become familiar with the driver and feel comfortable to make their needs known to the driver. Of course, our telephone staff are happy to assist a customer to make a request for special assistance.

Alpine Disposal will assign Cynthia Howard to work with the RDKB to most efficiently distribute the approximately 1600-1800 green bins to households in Greenwood, Midway, rural Area E, and possibly, the Bridesville/Sidley Mountain area. We propose to model this distribution project on the Area C and Area D distributions which Ms. Howard, with Mr. Dueck, oversaw.

Once the decision has been made about exactly which households will be receiving the green bins, the RDKB will deliver the bins to one or two conveniently located staging areas. Ms. Howard will hire an effective number of fit, energetic and personable workers who will be available for an intense few days. Every effort will be made to hire folks for this delivery blitz from the Greenwood, Midway, Area E part of the RDKB. They will be trained to a script of answers to common questions about the Green Waste diversion program and will deliver the green bins personally to as many of the homeowners as possible. Some of the delivery staff will have been hired as owner-operators of pickup trucks.

Each team of two (2) will head out in the morning with a supply of bins and a specific assignment of part of the territory to be covered that day. For safety reasons and to keep spirits energetic and positive, bins will only be delivered by teams of 2 visiting each household. Alpine will have a larger truck that will shuttle bins from the staging area to the various teams throughout the delivery day. The serial number of each bin will be recorded as it is delivered to each specific address. This record will be the property of the RDKB. A personal conversation with each householder is most desirable but, where no one is home on the delivery day, all written educational material provided by the RDKB will be left with the bin at the property with an invitation to the homeowner to phone for further information and clarification of concerns. This delivery process should be accomplished over a two-week period a short while before the first day of collection service.





## COLLECTION VEHICLES

We are proposing to introduce our CNG fueled 2015 Freightliner split body for organics and waste collection in the area to promote further reduction in GHG. The diesel vehicles listed meet current California emission standards, are in excellent condition, and have proven effective in performing the present RDKB Contracts.

### Current Vehicles Suitable for Curbside Collection:

1. 2015 Freightliner Tandem Axle  
C/w Labrie Expert vertical split, 29 cubic yard side load  
Fuel: CNG
2. 2014 Freightliner C/W RP 235  
Haul-All split body  
Fuel: Diesel

### Back-up Support Vehicle Suitable for Curbside Collection:

3. 2011 International C/W Labrie Expert  
31 Cubic yard, co-mingle vertical split  
Fuel: Diesel

## TRAINING

Staff training programs largely falls into two broad categories: product, customer support, technical training, and health and safety including equipment operations.

Our company has an unrelenting focus on safety and efficiency in operating our collection vehicles. To ensure we continue this all employees must read and understand the operation and maintenance manual for all equipment they will be operating, as well pass a comprehensive road test. Until our employees have successfully demonstrated safe operation, pre-trip inspections, and machine maintenance, while under the direct supervision of a manager, they cannot operate on their own.



We will continue to schedule and report our monthly safety meetings with our staff group.

All Alpine employees will maintain, in the best interest of the RDKB and Alpine Group, a respectful, courteous, and professional manner conducive to excellent public relations. When a customer reports that he/she has been missed, we take the information and, either, swing back to pick it up later in the route day, or, early on the next day. We strive to have the customer feel attended to and the driver feel positively acknowledged. In the event of a "miss" or "late-set-out" in a very rural or isolated corner of a route, we have an excellent experience of being able to find a solution that reassures and satisfies the customer. 99.9% of the time we go away from the missed material with everyone feeling satisfied and cordially treated.

#### **BUSINESS CONTINUITY PLAN**

Activation of this plan is the responsibility of: Steve Harrhy or a designate if not available. The designate is: Cynthia Howard

This Plan was last tested on January 19<sup>th</sup>, 2017 and reviewed by our Victoria operations manager Raymond McCulloch.

#### **Plan Distribution List**

Listing of who has a copy of the Plan and where each copy is held:

Plan Copy #	Name	Location
1	Steve Harrhy	1045 Dunford Ave, Victoria
2	Cynthia Howard	8058 Donaldson Rd, Grand Forks
3	Nicole Audia	9370 Hwy22A, Trail
4	Raymond McCulloch	1045 Dunford Ave, Victoria
5	Stewart Young Jr	1045 Dunford Ave, Victoria





1. Staff Contact List
2. Key Staff – Roles & Responsibilities
3. Recovery Action Plan
  - a. In the first hour
  - b. In the first 24 hours
  - c. In the first 48 hours
  - d. Within the first week
  - e. Long term recovery
4. Business Contact List
5. Other Useful Telephone Numbers
6. Insurance Details
7. Back-up Information/Equipment
8. Key Equipment Requirements
9. Initial Recovery Log
10. Other Notes

#### Staff Contact List

Listing of key personnel

Name	Telephone Numbers		Email
	Work	Mobile	
Steve Harray	250-474-5145	250-883-1481	steve@alpinegroup.ca
Cynthia Howard	250-442-3320	250-584-4517	cynthiah@alpinegroup.ca
Nicole Audia	250-367-0099	N/A	recycle@alpinegroup.ca
Don Soukeroff	250-367-0099	250-231-1449	donnys@alpinegroup.ca
Raymond McCulloch	250-474-5145	250-883-4178	raymond@alpinegroup.ca
Stewart Young Jr	250-474-5145	250-812-8565	stewjr@alpinegroup.ca

#### Key Staff – Roles & Responsibilities

In the event that the key staff person is not available, the back-up person has been identified as follows:



Key Staff Person	Back-up Person	Back-up Contact Info
Cynthia Howard	Nicole Audia	250-367-0099
Nicole Audia	Don Soukeroff	250-213-1449
Don Soukeroff	Steve Harrhy	250-883-1481

In the event of a disruption, the following actions will be taken:

Name	Role	Responsibilities
Cynthia Howard	Curbside Collection	<ul style="list-style-type: none"> <li>• Curbside collection</li> <li>• Develop draft mitigation plan to resume collection services</li> <li>• Contact Steve Harrhy GM or back-up and inform regarding impacts and provide advice to mitigate impact</li> <li>• Implement mitigation plan as agreed to with Steve Harrhy GM or back-up.</li> </ul>
Steve Harrhy	General Manager	<ul style="list-style-type: none"> <li>• Review emergency reports and draft mitigation plans from Key Staff connected to impacted waste collection operation.</li> <li>• Finalize and adopt mitigation plans and secure necessary resources required for implementation</li> <li>• Activate communication resources as per implemented mitigation plan.</li> </ul>



### Recovery Action Plan

List of tasks that are essential to the recovery of the business/service.

Task	Detail	Instructions	Completed
IN THE FIRST HOUR	Curb Side Collection Disruption	<p>Should the collection service be disrupted due environmental, mechanical or human resources issues:</p> <ul style="list-style-type: none"> <li>• Curb Side-Collection Contractor (Alpine) will contact RDKB office immediately and inform Mr. Dueck Operations Manager</li> <li>• Determine if service can be resumed that day. If not when can service be delivered at earliest opportunity</li> <li>• Post news on the Alpine web site to inform of disruption and the scheduled resumption of service based on discussion</li> </ul>	

Task	Detail	Instructions	Completed
IN THE FIRST 24 HOURS	Curb Side Collection Disruption	<p>Should the collection service continue to be disrupted at the end of the initial day of the disruption:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information prior to closing Alpine office.</li> <li>• Amend the Alpine hotline with automatic phone greeting to update public and direct them to Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul>	



Task	Detail	Instructions	Completed
IN THE FIRST 48 HOURS	Curb Side Collection Disruption	<p>Should the collection service continue to be disrupted at the end of the second day of the disruption:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information prior to closing Alpines office.</li> <li>• Amend the Alpine automatic phone greeting to update public and direct them to the Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul> <p>Consider whether additional internal or external resources are required</p>	

Task	Detail	Instructions	Completed
WITHIN THE FIRST WEEK	Curb Side Collection Disruption	<p>Should the collection service continue to be disrupted at the end of the first week of the disruption:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information</li> <li>• Amend the Alpine automatic phone greeting to update public and direct them to the Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul>	



Task	Detail	Instructions	Completed
LONG TERM RECOVERY	Curb Side Collection Disruption	<p>Long term recovery goals would be to re-establish service with initial service provider if possible:</p> <ul style="list-style-type: none"> <li>• Update the Alpine website with any new information</li> <li>• Amend the Alpine automatic phone greeting to update public and direct them to the Alpine website for more information.</li> <li>• Inform RDKB of ongoing status of the service.</li> </ul> <p>Consider whether additional internal or external resources are required</p>	

#### Business Contact List

Important business contacts that need to be notified of a disruption.  
Contact information will be provided before the July 1<sup>st</sup>, 2017 launch date.

Business Function	Company	Contact Name	Telephone	Email

#### Other Useful Telephone Numbers

Company	Contact Name	Telephone	Email



## Insurance Details

Company	Contact Name	Telephone	Email	Policy Ref.
Maxxam Insurance	Mike Meszaros	250-391-8809	Mmeszaros@maxxaminsurance.com	CATWL1003

## Back-up Information/Equipment

Back-up Computer Records/Data Location	
Critical Paper Records/Information Location	All-important paper work will be stored in our secured walk in vault at 1045 Dunford Ave, and back up computer data will be stored at our Trail head office 9370 Highway 22A, Trail, BC

## Key Equipment Requirements

List of contingency equipment to carry on business/service:

Business Function	Equipment
Curbside Collection	2015 Freightliner (CNG)
Curbside Collection	2014 Freightliner
Curbside Collection (back-up)	2011 International

## Initial Recovery Log

Documenting all events during activation of the Business Recovery Plan is a best practice. The log should include the names of those instructed, when decisions took place, and what actions were taken.

Date/Time	Name	Action	Comment





Other Notes

#### KEY PERSONNEL

**Mr. Steve Harrhy** – President: Responsible for safety, regulatory compliance and operational efficiency. Mr. Harrhy holds multiple designations with Solid Waste Association of North America, Manager of Integrated Solid Waste Management Systems and Manager of Landfill Operations (MOLO). Mr. Harrhy is an active serving member of the Public Technical Advisory Committee (CRD), and the Resource Recovery Public Advisory Committee (RDCK). As Manager of Fleet Service, Mr. Harrhy is responsible for the acquisition and maintenance of Alpine's equipment, and is a certified heavy-duty mechanic licensed for interprovincial mechanical services. Mr. Harrhy has over 30 years' experience as a diesel mechanic and is licensed under the Commercial Vehicle Inspection Program.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4

Email: [Steve@alpinegroup.ca](mailto:Steve@alpinegroup.ca).

**Mr. Stewart Young Jr** - Stewart Young is an experienced solid waste industry professional. Stewart is the Vice President of operations for the Alpine Group and is a co-chair on the Vancouver Island Recycling & Waste Industry Coalition (VIRWIC). Stewart is an elected board member of SWANA Pacific Chapter. In 2015 he was recognized with the top 20 under 40 business award. In addition, he is the current CEO of SKY Environmental, Director of Altitude Industries, and VP of Global Sales for VSL Laboratories. He also holds multiple designations with the Solid Waste Association of North America: Certified Manager of Landfill Operations (MOLO), Manager of Recycling Systems, Manager of Transfer Station Systems, and Manager of Integrated Solid Waste Management Systems.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4

Email: [Stewjr@alpinegroup.ca](mailto:Stewjr@alpinegroup.ca).



**Mr. Raymond McCulloch** - Operations manager of Alpine. Responsible for the daily operations, including manpower, oversees equipment utilization and customer service. Mr. McCulloch has 30 years' experience in the solid waste industry. Mr. McCulloch is an active member of the Solid Waste Advisory Committee for the Capital Regional District. Mr. McCulloch also serves on the Solid Waste Industry Liaison Group as an active voting member.

Cell (250) 883-4178 Office (250) 474-5145 Fax (250) 478-6131  
 Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4  
 Email: [Raymondm@alpinegroup.ca](mailto:Raymondm@alpinegroup.ca).

**Mr. Jim Bradley** – Operations Manager. Jim has over 30 years' experience in the solid waste industry. He was a founding director of what is now the Waste Management Association of BC (WAMBC) and continues to hold a Board position representing Vancouver Island. Mr. Bradley managed the blue box program when the Saanich Peninsula and Western Communities first launched in 1989 and in 1991 also managed the CRD blue box program for the core municipalities Contract.

Cell (250) 883-1569 Office (250) 474-5145 Fax (250) 478-6131  
 Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4  
 Email: [Jimb@alpinegroup.ca](mailto:Jimb@alpinegroup.ca).

**Ms. Cynthia Howard** - Operations Manager for Boundary Sub-region of Alpine Disposal Interior Ltd. Responsible (for the last 5.5 years as an employee of Kettle Valley Waste Ltd.) for the day-to-day management of the Regional District Kootenay Boundary Contracts to provide 3-stream curbside collection in Grand Forks, Electoral Area C, and Electoral Area D, and blue bag, recycling collection in most of Electoral Area E. She has developed a confident and positive way with our customers and has succeeded in imparting an impressive commitment to courteous and professional customer service in our driver team. She works collaboratively and well with our RDKB Contract Managers (see attached "Letter of Support"). Ms. Howard has her Class 3 with Air driver's certificate, has been a waste collection driver herself, and was involved in creating efficient waste collection routing in the Boundary Area.

Email: [Cynthiah@alpinegroup.ca](mailto:Cynthiah@alpinegroup.ca)



## HEALTH AND SAFETY POLICY

1. Alpine is committed to providing a safe and healthy work environment for everyone, and to conducting its various businesses in a safe manner.
2. We integrate health and safety objectives into our management systems at all levels of the Alpine Group. Management is accountable for the prevention of injuries and occupational illness.
3. Management will continuously improve our work practices, and the training we give to all involved with our services and processes.
4. Employees working for the Alpine Group expect a safe and healthy work environment, and in turn, we expect our employees to contribute to that safe working environment through responsible behavior.
5. Employees are to demonstrate that Health and Safety are core values through visible and active engagement.
6. When it comes to safety, it must be a daily concern of each person. Reaching a goal of zero accidents is only achievable with everyone thinking safety first.

## ENVIRONMENTAL POLICY

It is the policy of Alpine Group to conduct its operations in a manner that is environmentally responsible and befitting of a good corporate neighbor and citizen. In accordance with this policy, Alpine Group complies with all environmental laws and manages all phases of its business in a manner that minimizes the impact of its operations on the environment. To further this policy, Alpine Group shall:

1. Comply with applicable environmental laws and regulations and voluntary commitments to which the facility subscribes.
2. Eliminate, or reduce the release of contaminants into the environment, first through pollution prevention (material substitution and source reduction), then recycling, and finally through treatment and control technologies.
3. Effectively communicate with employees, suppliers, regulators, and customers, as well as the surrounding community, regarding Environmental Management System performance.



4. Promote pollution prevention and take steps to conserve resources through energy conservation and recycling.
5. Periodically review and demonstrate continuous improvement in the company's environmental performance, including areas not subject to regulations.
6. Expect similar environmental performance from all suppliers, customers, and contractors

#### **ENVIRONMENTAL INITIATIVES, ATTRIBUTES, AND COMMITMENT TO SUSTAINABILITY**

1. The first roll-off company on Vancouver Island to introduce a hybrid truck to its fleet
2. Reducing energy consumption through information sharing and collaboration with our clients
3. Introduced two CNG trucks to our fleet in 2016.
4. Focusing on waste reduction through waste audits to increase recycling and reuse.
5. Continually advancing technologies to reduce residual waste at our recycling facilities

#### **Environmental Initiatives and Contract Language and Incentives**

Alpine Disposal is very interested to engage in discussions/negotiations with the RDKB regarding Contract language that may reward both the RDKB and Alpine for efficiencies, education, and innovation that may lead to benefits to the RDKB. Two examples might be:

- Use the data for the per kilometer amount of fuel used for the fulfillment of the Boundary Contracts over the past 6 years and the RDKB offers Alpine an incentive for improved fuel economy that is related to a fraction of the cost benefit experienced by the RDKB from that improvement.
- Use the 2016 per household diversion of organic material as a baseline and the RDKB would offer an incentive for increased diversion that would be some fraction of the cost saved by composting that material rather than burying it. This would reward Alpine for its efforts in the realm of driver education/supervision and advertising focused on increasing participation in the diversion program.



## ENVIRONMENTAL COMPLIANCE

Alpine is compliant with all applicable legislation pertaining to waste management. These include Canadian Environmental Protection Act, Fisheries Act, Transportation of Dangerous Goods Act, and The Environmental Management Act (BC). Alpine has a positive environmental record in relationship to these Acts

## EXPERIENCE DIRECTLY RELATED TO Work with Local Government

### Regional District of Central Kootenay

Our Company provided depot collection service for the West Sub region through the Slocan Valley route, Castlegar through to Nakusp, and collected materials from the Nelson recycling Program. Materials were delivered to our facility in Trail for processing for sale to end markets. Approx 1100 tonnes annually.

Reference: Mike Morrisson – (250) 352-8168  
Email: Mmorrisson@rdck.bc.ca

Operation and maintenance of the Ootischenia Landfill (Castlegar) Our company has successfully completed (4) four year contracts. Current term ending June 30, 2019. Our company has held this contract since 1998. We also operate and maintain the Creston Landfill and have held this contract since September 1, 1998. Current term ends in 2018.





### Regional District of Kootenay Boundary

Alpine has provided service to the region since 1998.

- Our company performed the depot recycling collection in the city of Grand Forks, including curbside pick-up of recycling from 2004 to 2010 (6 years). Level of service was single-stream, blue bag, bi-weekly for approx 2200 homes and 557 tonnes annually.
- Our company provided bi-weekly blue box curbside multi-stream service to the Trail area, including Rossland, Warfield, Montrose, and Fruitvale and serviced the area depots.
- Alpine has worked successfully with the RDKB since 1998, to help organize and deliver an efficient recycling program for the region. Annual collection materials total more than 620 MT servicing over 7600 homes in the area. Additionally, the depots collected materials totaling 535 MT. As part of the existing contract with the RDKB, our company delivered the collected materials to our facility in Trail, and processed and delivered these material to end markets for sale. Route tracking and weight reporting was carried out routinely and passed on to the RDKB as a contract requirement.
- Alpine has worked successfully to develop two small-business/community recycling programs in collaboration with the RDKB in the Village of Fruitvale and City of Rossland.
- Alpine also held the Contract for curbside garbage collection from approximately 1998-2010 under Contract to the City of Grand Forks in the RDKB. See attached Letter of Reference.
- Our company has, since 1996, operated and maintained the McKelvey Creek /Trail Landfill. The current contract ends December, 2018.

Reference: Tim Dueck and Alan Stanley – 1-800-355-7352





#### City of Trail

Alpine has been responsible for the curbside collection of municipal solid waste (residential garbage) since 1993. Executing several consecutive contracts. Our current contract expires April 30, 2019. Alpine is responsible for the collection of 3,180 residences during this contract term.

Reference: Warren Proulx – (250) 364-0807

Email: [Wproulx@trail.ca](mailto:Wproulx@trail.ca)

#### The Village of Warfield

Responsible for curbside collection of residential garbage. A five-year term ending May 31, 2019.

#### The Town of Sidney

Our company provided curbside service for the weekly collection of mixed solid waste and monthly collection of yard and garden materials for 20 years for the town to approximately 2700 homes. We held this contract from 1993 – 2013.

Reference – Rob Hall – (250) 656-1184

Email: [Rhall@sidney.ca](mailto:Rhall@sidney.ca)

#### City of Fort St John, B.C.

Our company provided residential curbside service to over 4000 homes and 2500 apartment units for the collection of mixed solid waste for the City of Fort St John from 1999 - 2007.

Reference: Victor Shopland – (250) 787-8150



#### The Capital Regional District, Victoria, B.C.

Alpine provided blue box service for two (2) consecutive terms of five years from 1995 - 2005 for 17,000 homes in the Capital Regional District. We established and impeccable service record under this contract.

Reference: Mr. John Cravero – (250) 360-3164.

Email: [Jcraveiro@crd.bc.ca](mailto:Jcraveiro@crd.bc.ca)

#### The Village of Salmo

Responsible for curbside collection of residential garbage. A five-year term ending December 31, 2019

Reference: Diane Kalen-Sukra – (250) 357-9433

Email: [Cao@salmo.ca](mailto:Cao@salmo.ca)

#### Multi Material British Columbia

In 2014 our Company was chosen as the successful Proponent to collect and process curbside recycling under the MMBC Stewardship Program. Alpine was chosen for the following areas:

- a. RDKB East Subregion serving approximately 7,600 households
- b. RDCK Rural Castlegar serving approximately 2,300 households
- c. City of Revelstoke serving approximately 3,000 households

#### CORPORATE REFERENCE LETTERS:



November 1, 2014

Re: Letter of Reference

To: Whom it may concern

I am pleased to provide a letter of reference for Alpine Disposal and Recycling Interior Division Ltd., on behalf of Multi-Material British Columbia (MMBC).

Alpine, following a competitive procurement process, was awarded the packaging and printed paper (PPP) curbside collection service for the communities of the Regional District of Central Kootenay and Kootenay Boundary East Sub Region on behalf of MMBC effective May 19, 2014. Alpine subsequently was awarded a third community – Revelstoke – effective January 1, 2015.

Alpine has been excellent to work with for the launch of the MMBC program and the collection of PPP curbside in the communities which they were awarded. Alpine has met all of the terms and conditions of our contract and is providing responsible and responsive customer service to their communities on behalf of MMBC.

In particular, I would like to comment on MMBC's working relationship with Steve Harry, General Manager for Alpine, who has been our principle contact. Steve is able to multi-task and effectively manages the MMBC curbside services in multiple communities. He has been very responsive to the needs and standards of the MMBC program, and his experience is an asset to the industry.

If you have any questions or wish to discuss this letter of reference, please do not hesitate to be in touch.  
Sincerely,

Tamara Burns  
VP National Supply Chain  
[tburns@cssalliance.ca](mailto:tburns@cssalliance.ca)  
604-315-5417

230 – 171 ESPLANADE WEST, NORTH VANCOUVER, BC V7M 3J9  
TEL: 778.588.9504 [WWW.MULTIMATERIALBC.CA](http://WWW.MULTIMATERIALBC.CA)



## TOWN OF SIDNEY

2440 Sidney Avenue, Sidney, British Columbia V8L 1Y7  
 Phone: 250-656-1184 Fax: 250-655-4508  
 Email: townhall@sidney.ca Website: www.sidney.ca

January 7, 2014

To Whom It May Concern:

Alpine Disposal (Evergreen Industries) provided weekly garbage collection and disposal for the Town of Sidney (population approx. 11,200) under successive contracts for twenty years, from June 1993 to the end of December 2013. Unfortunately and somewhat to our surprise, Alpine was not the lowest bidder for the 2014-2018 servicing contract.

Alpine's performance and customer service throughout their extensive tenure as the Town of Sidney's contractor was exemplary. They operated in a clean, dependable and efficient manner with dedicated staff that frequently went "above and beyond" to ensure customer satisfaction remained a priority. Alpine provided the collection service to approximately 2860 single family or duplex dwelling units, 680 multiple dwelling units and 50 commercial units. Once a month, each of the single family and duplex units also received compostable garden waste pick-up from Alpine, as an additional part of the waste collection program. In our experience, on the rare occasion that a problem or challenging issue arose, Alpine dealt with it in a courteous and professional manner.

In summary, based on the quality of service that Alpine Disposal provided to the Town of Sidney over two decades, I would have no hesitation in recommending the firm to other organizations seeking waste collection services at this time. If you have any questions I can be contacted at 250-656-4502 or rhall@sidney.ca.

Sincerely,

  
 Robert J. W. Hall  
 Director of Engineering and Works



City of Trail

January 9, 2014

TO WHOM IT MAY CONCERN

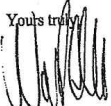
Dear Sir/Madam:

**RE: ALPINE GROUP.CA**

Alpine Group.ca currently has a 3-year refuse collection contract with the City of Trail for the period April 1, 2013 to March 31, 2016. The contract is for the weekly collection of 3,179 pick-ups and includes 71 litter containers. This company previously had two 5-year contracts for refuse collection for the period April 1, 2003 until March 31, 2013. Prior to the expiry of the contract on March 31, 2013, we negotiated a 3-year extension to the contract.

The refuse collection contract with Alpine over the last 10 plus years has been a good relationship and managing the contract has been a relatively easy task. We gauge the performance of the contract primarily on complaints and normally I contact the local manager several times a year simply to ask him how the contract is running. Refuse collection operators are courteous and our streets and lanes are always free of garbage that may have been disturbed by animals or other reasons. The City of Trail has varied topography with steep, narrow streets in some areas to flat, new subdivisions that involve back lane or front street pick-up. In a community that can receive a fair amount of snow fall, pick-up is completed on schedule unless unusual circumstances arise. Communication between the contractor, the City and the public has always been excellent.

For any further information on this refuse collection contract, please contact the undersigned.

Yours truly  


Warren Proulx  
Engineering Technician



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)



Parks & Environmental Services F: 250.360.3078  
 625 Fisgard Street, PO Box 1000 F: 250.360.3079  
 Victoria, BC, Canada V8W 2S6 www.crd.bc.ca

3 December 2013

To Whom It May Concern:

We confirm that Evergreen Industries, (Evergreen) (dba Alpine Group of Companies) was under two consecutive contracts to the Capital Regional District for the provision of blue box curbside collection services in the Westshore area of the Capital Region (approximately 15,000 households at the time). Each contract was for a five (5) year term, from May 1995 to April 2005. During the term of each contract, Evergreen met all the terms and conditions of the contract.

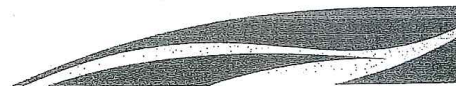
In addition Evergreen staff is also a member of the CRD's Solid Waste Advisory Committee, representing the recycling industry.

If you require further information, please contact me at 250-360-3197 or at [twalkins@crd.bc.ca](mailto:twalkins@crd.bc.ca).

Regards,

Tom Watkins, BSc  
 Manager, Environmental Resource Management, Policy and Planning  
 Parks & Environmental Sustainability

900910







## THE CORPORATION OF THE CITY OF GRAND FORKS

7217 - 4TH STREET, BOX 220 - GRAND FORKS, BC V0H 1H0 - FAX 250-442-8000 - TELEPHONE 250-442-8266



January 6<sup>th</sup>, 2014

To Whom It May Concern:

### Letter of Reference

The City of Grand Forks honoured a contract with Alpine Disposal and Recycling (Interior Division) Ltd. from 2005 to 2011 inclusive, where an amicable and professional relationship was maintained throughout the course of the contract.

Alpine Disposal provided an integral solid waste/yard waste collection service to the City during those years. Additionally, on the occasion where a citizen concern arose, the company worked with the City to resolve any individual problems quickly and efficiently.

In 2011, at the end of the contract period, the Regional District of Kootenay Boundary took on the roll as service provider for garbage services to include the City of Grand Forks, whereas the Regional District performed their own tendering process and ultimately, their chosen candidate for garbage services for the City.

Best regards,

Diane Heinrich  
Corporate Officer

A1-Letter of reference to Alpine Disposal

Website: [www.grandforks.ca](http://www.grandforks.ca) Email: [info@grandforks.ca](mailto:info@grandforks.ca)



January 8, 2014

To Whom It May Concern:

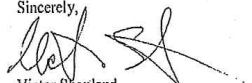
As Director of Infrastructure and Capital Works for the City of Fort St. John, I am pleased to recommend the solid waste collection services of Alpine Disposal and Recycling.

Alpine Disposal and Recycling provided solid waste collection services for the City from September 1, 1999 to August 31, 2002. A second contract was awarded from September 1, 2002 to August 31, 2005. The contract was extended for a further two years with services ending August 31, 2007.

The City of Fort St. John was pleased with the performance of Alpine Disposal and Recycling's solid waste collection services. They were responsive to public inquiries, requests and questions and were open and communicative with city staff. As a result, we would have no hesitation in recommending this company to other municipalities or businesses.

Should you have any questions, please feel free to contact me at [vshopland@fortstjohn.ca](mailto:vshopland@fortstjohn.ca) or at (250) 787-8162.

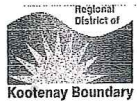
Sincerely,

  
Victor Shopland  
Director of Infrastructure and Capital Works

City of Fort St. John  
10631-100th Street  
Fort St. John, BC  
Canada V1J 3Z5

(250) 787-8150 City Hall  
(250) 787-8181 Facsimile

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



Steve Harry  
Alpine Disposal and Recycling Ltd.  
1045 Dunford Avenue, Victoria BC V9A2S4

December 17, 2013

Dear Steve,

**Re: Alpine Disposal and Recycling Ltd. Contract Performance**

Alpine Disposal & Recycling (Interior Division) Ltd. (Alpine) has performed the curbside collection, processing and marketing of materials, including the depots in the Regional District of Kootenay Boundary (RDKB) East Sub-Region since 1998.

Alpine staff and management have worked diligently and cooperatively with the RDKB to facilitate a successful program and has met or exceeded all RDKB requirements throughout the term with no interruption to service. There are a number of difficult to service areas, particularly in winter, and Alpine has consistently performed the work in all conditions.

The Alpine fleet of collection vehicles (purchased new at the start of the contract) is well maintained and meets the RDKB cleanliness, appearance and reliability expectations.

Without reservation, I endorse Alpine as a recycling service provider in the RDKB.

Regards,

Alan Stanley  
General Manager of Environmental Services  
Regional District of Kootenay Boundary

202-843 Rossland Ave., Trail, British Columbia Canada V1R 4S8  
toll-free: 1-800-355-7352 • Tel: 250-368-9148 • Fax: 250-368-3990  
e-mail: admin@rdkb.com • www.rdkb.com



Tim Dueck  
Solid Waste Program Coordinator  
Regional District of Kootenay Boundary

January 12, 2017

Re: Letter of Support-- Cynthia Howard

The Regional District of Kootenay Boundary has had a good working relationship with Kettle Valley Waste (Christina Lake Disposal) for at least the 15 years I have worked for the District.

Most recently, Cynthia Howard has overseen the MMBC work (administered by the RDKB) of curbside recycling collection in the West Boundary (Greenwood, Midway, Rock Creek, Beayerdell) and the garbage, recycling (MMBC) and green bin collection work in Christina Lake and Grand Forks. This work included the staffing, organizing, and tracking & reporting of weights and route data. She has a good knowledge of the nuances and challenges involved in delivering curbside collection services, both in the urban areas and the more remote rural roads.

Cynthia's leadership has proven to be a huge reason for the success of the Region's solid waste curbside collection service. She has great communication skills and deep dedication to community services. More importantly, she has excellent ability to independently solve problems before I hear about them.

I have always found everyone at Kettle Valley Waste to be professional and responsive in resolving any customer service issues.

I have confidence the key personnel at Kettle Valley Waste possesses the experience, resources and knowledge to exceed the expectations of the MMBC collection contract.

Tim Dueck  
[tdueck@rdkb.com](mailto:tdueck@rdkb.com)  
250.368.0231

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](mailto:admin@rdkb.com) • web: [www.rdkb.com](http://www.rdkb.com)





Signed and sealed at 1045 Dunford Ave, Victoria B.C, V9B 2S4  
This the 3rd day of February 2017 on behalf of Alpine Disposal and Recycling Ltd

A handwritten signature in black ink, appearing to read "Steve Harry", written over a horizontal line.

Steve Harry – President of the Alpine Group



## 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/ 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:	Zone 6, B.C. Seniors Games		
Address:	2640 5 <sup>th</sup> Avenue Castlegar B.C. V1N 3L2		
Phone:	250 365 1802	Fax:	
Email:	macgregory@telus.net		
Representative:	Kathy Gregory		
Make cheque payable to:	Zone 6 B.C. Seniors Games		

**\*\*GIA Requests of \$5,000.00 or more may require official receipt\*\***

What is the Grant-in-Aid for:

Too assist seniors in attending the 2017 55 <sup>+</sup> Games in Vernon

Amount Requested: 500.00

Date: February 6, 2017  
 Signature: Kathy Gregory  
 Print name: Kathy Gregory

**SUBMIT**

Office Use Only

Grant approved by Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_





**B.C. Seniors Games 55 Plus, Zone 6**  
**Kathy Gregory, Corresponding Secretary**  
 99 – 825 Merry Creek Road  
 Castlegar, B.C. V1N 2P1 Phone 250 365 1802

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	FEB -7 2017
DOC #	12
TO:	
CC:	

February, 2017

To whom it may concern


The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual five-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

Zone 6, West Kootenay-Boundary, holds monthly organizational meetings and participants are busy with their preparation for their events in the 2017 BC Seniors Games throughout the year. The 2017 Games will be located in Vernon from September 12 - 16

Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel to Nakusp and south to the US border. We are trying to encourage an increase in the number of participants in the games for 2014. The West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures. We are anxiously looking forward to doing well again in Coquitlam.

I thank you for your support in the past and hope we can count on your support and generosity this year. We thank you for your consideration of this request.

Sincerely

  
 Kathy Gregory  
 Corresponding Secretary, Zone 6  
 250 365 1802 nacgregory@telus.net

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** February-15-17 9:30 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by ANKORS, email address - riseup@ankors.bc.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve, Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley, Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: ANKORS

Address: 101 Baker St, Nelson, BC V1L 4H1

Phone: 250-505-5506

Fax:

Email: riseup@ankors.bc.ca

Representative: Alex Sherstobitoff & Lori Swanson

Make Cheque Payable To: ANKORS

**Other Expenses:**

Total Cost of Project: \$\$20,000

Amount Requested from  
RDKB Director(s): \$\$1500 each

*Approved - Ali Grieve*

What is the Grant-in-Aid for?

ANKORS, in collaboration with Selkirk College, and other non-profit agencies is hosting the fourth bi-annual conference, CREATING CARING COMMUNITIES, where the current treatment strategies for addiction will be considered, along with new directions in addictions treatment. Special attention will be given to the current opioid/fentanyl problem in B.C. (and in the Kootenay-Boundary area), and to First Nations addictions treatment. A nominal registration fee will help offset the cost of the conference. Thank you. (Lori Swanson

**List of Other Organizations Applied to for Funding**

Name of Organization Interior Health

Amount Requested \$5000

Amount Secured \$5000

Name of Organization Columbia Basin Trust

Amount Requested \$5000

Amount Secured unsure

Name of Organization ANKORS

Amount Requested \$3000

Amount Secured \$3000

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: Al Creeve	<input type="checkbox"/> Electoral Area C Christina Lake Director: Grace McCreagh	<input type="checkbox"/> Electoral Area D Rusty Grand Forks Director: Roly Pruett	<input type="checkbox"/> Electoral Area E/West Boundary Director: Vicki Gill
---	--	--	--

Applicant:	Zanele B.C. Senior Games		
Address:	2640 5 <sup>th</sup> Ave. Coquitlam B.C.		
	VIN 322		
Phone:	365-1502	Bus:	
Email:	margreya@telus.net		
Representative:	Kathy Gregory		
Make cheque payable to:	Zanele B.C. Senior Games		

**\*\*GIA Requests of \$5,000.00 or more may require official receipt\*\***

What is the Grant-in-Aid for:

to assist Seniors in attending the 55+ Games in Vernon
---

Amount Requested: 750.00

Date: Feb. 6, 2017

Signature: \_\_\_\_\_

Print name: Kathy Gregory

**SUBMIT**

Office Use Only
Grant approved by Director: <u>Sandra Worley</u>
Approved by Board: _____



**B.C. Seniors Games 55 Plus, Zone 6**  
**Kathy Gregory, Corresponding Secretary**  
 99 – 825 Merry Creek Road  
 Castlegar, B.C. V1N 2P1 Phone 250 365 1802

REGIONAL DISTRICT OF  
 KOOTENAY BOUNDARY

FILE #

FEB -7 2017

DOC #

REF. TO:

CC:

February, 2017

To whom it may concern

The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual five-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

Zone 6, West Kootenay-Boundary, holds monthly organizational meetings and participants are busy with their preparation for their events in the 2017 BC Seniors Games throughout the year. The 2017 Games will be located in Vernon from September 12 - 16

Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel to Nakusp and south to the US border. We are trying to encourage an increase in the number of participants in the games for 2014. The West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures. We are anxiously looking forward to doing well again in Coquitlam.

I thank you for your support in the past and hope we can count on your support and generosity this year. We thank you for your consideration of this request.

Sincerely

A handwritten signature in cursive script that reads "Kathy Gregory".

**Kathy Gregory**  
 Corresponding Secretary, Zone 6  
 250 365 1802 nacgregory@telus.net

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** February-15-17 9:30 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by ANKORS, email address - riseup@ankors.bc.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve, Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley, Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: ANKORS

Address: 101 Baker St, Nelson, BC V1L 4H1

Phone: 250-505-5506

Fax:

Email: riseup@ankors.bc.ca

Representative: Alex Sherstobitoff & Lori Swanson

Make Cheque Payable To: ANKORS

**Other Expenses:**

Total Cost of Project: \$\$20,000

Amount Requested from  
RDKB Director(s): \$\$1500 each



What is the Grant-in-Aid for?

ANKORS, in collaboration with Selkirk College, and other non-profit agencies is hosting the fourth bi-annual conference, CREATING CARING COMMUNITIES, where the current treatment strategies for addiction will be considered, along with new directions in addictions treatment. Special attention will be given to the current opioid/fentanyl problem in B.C. (and in the Kootenay-Boundary area), and to First Nations addictions treatment. A nominal registration fee will help offset the cost of the conference. Thank you. (Lori Swanson



**List of Other Organizations Applied to for Funding**

Name of Organization Interior Health

Amount Requested \$5000

Amount Secured \$5000

Name of Organization Columbia Basin Trust

Amount Requested \$5000

Amount Secured unsure

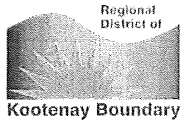
Name of Organization ANKORS

Amount Requested \$3000

Amount Secured \$3000

Documents uploaded with Submission?

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## Grant-in-Aid Request

Please check all Electoral Area Boxes You Are Making Application To:

Electoral Area 'A' Director Ali Grieve	Electoral Area 'B' Lower Columbia- Old Glory Director Linda Worley	Electoral Area 'C'/ Christina Lake Director Grace McGregor	Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	Electoral Area 'E' West Boundary Director Vicki Gee
--	--	--	---	---

Applicant:	BOUNDARY WOODLOT ASSOCIATION (BWA)			
Address:	MICHAEL DRINKWATER (SEC/TREAS) BOX 126 PROCTER B.C.			
Phone:	250-446-2213	Fax:		E-Mail:
Representative:	LITTLEDIPPERHIDEAWAY@GMAIL.COM			
Make Cheque Payable To:	BOUNDARY WOODLOT ASSOCIATION			

\*\*\*\*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? \$ 720.00 What amount are you requesting from this RDKB Director(s)? \$ 342.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary) 684 - \$342.00

The funding will be put to educational endeavours to educate members of the public in the benefits of natural resource management and the benefits that our local communities get from it.

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: Jan 20/17 Applicant Signature George Delisle Print Name GEORGE DELISLE

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**Theresa Lenardon**

---

**From:** is@rdkb.com  
**Sent:** February-01-17 3:19 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Community Association, email address - lcgeorge@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Yes I Approve  
Grace McGregor

**Applicant Information:**

**Applicant:** Christina Lake Community Association

**Address:** PO Box 331, Christina Lake, BC V0H1E0

**Phone:** 250-447-2668

**Fax:**

**Email:** lcgeorge@telus.net

**Representative:** Lewis George

**Make Cheque Payable To:** Christina Lake Community Association

**Other Expenses:**

**Total Cost of Project:** \$

**Amount Requested from RDKB Director(s):** \$1500.00

**What is the Grant-in-Aid for?**

This grant-in-aid is for rental of the Christina Lake Community Hall by non-profit organizations for meetings, community fundraisers, and community meetings.

**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?

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/ 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:	Zone 6 B.C. Seniors Games		
Address:	2640 5 <sup>th</sup> Ave Castlegar B.C. V1N 3L2		
Phone:	250 365 1802	Fax:	
Email:	macgregory@telus.net		
Representative:	Kathy Gregory		
Make cheque payable to:	Zone 6 B.C. Seniors Games		

**\*\*GIA Requests of \$5,000.00 or more may require official receipt\*\***

What is the Grant-in-Aid for:

To assist seniors in attending the 55 <sup>th</sup> Games for 2017 in Vernon.

Amount Requested: 500.00

Date: Feb. 6, 2017  
 Signature: Kathy Gregory  
 Print name: Kathy Gregory

**SUBMIT**

Office Use Only

Grant approved by Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_



**B.C. Seniors Games 55 Plus, Zone 6**  
**Kathy Gregory, Corresponding Secretary**  
 99 – 825 Merry Creek Road  
 Castlegar, B.C. V1N 2P1 Phone 250 365 1802

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	FEB - 7 2017
DOC #	.....
REF. TO:	12
CC:	.....

February, 2017

To whom it may concern


The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual five-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

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Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel to Nakusp and south to the US border. We are trying to encourage an increase in the number of participants in the games for 2014. The West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures. We are anxiously looking forward to doing well again in Coquitlam.

I thank you for your support in the past and hope we can count on your support and generosity this year. We thank you for your consideration of this request.

Sincerely

  
 Kathy Gregory  
 Corresponding Secretary, Zone 6  
 250 365 1802 nacgregory@telus.net



**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** February-07-17 4:15 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Boundary Youth Soccer Association, email address - boundarysoccer@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C'/ Christina Lake Director Grace McGregor, Electoral Area 'D'/ Rural Grand Forks Director Roly Russell, Electoral Area 'E'/ West Boundary Director Vicki Gee

**Applicant Information:**

Applicant: Boundary Youth Soccer Association

Address: Box 121 Grand Forks BC

Phone: 250 443-9199

Fax:

Email: boundarysoccer@gmail.com

Representative: Jeff Olsen

Make Cheque Payable To: Boundary Youth Soccer Association (BYSA)

**Other Expenses:**

Total Cost of Project: \$\$50,000

Amount Requested from  
RDKB Director(s): \$\$10,000

*\$2,000 Approved  
Grace McGregor*

What is the Grant-in-Aid for?

The \$\$ goes towards all facets of the program, equipment, administration, tournament fees, coach and ref training, insurance, subsidies. etc

**List of Other Organizations Applied to for Funding**

Name of Organization BC Gaming

Amount Requested 14,000

Amount Secured applied

Name of Organization Roxul, DCT Chambers, GF Credit Union, Buy Low, Heritage Credit Union,  
X-Tra Foods, RC Legion, Interfor, Boundary Electric

Amount Requested see below

Amount Secured

Name of Organization Boundary Family and Individual Services, Dave Dale, D and D, Sagamore  
Mini Storage, Unifab.

Amount Requested \$16,000 yrly

Amount Secured Avg. \$4,500 yrly

Documents uploaded with Submission?

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**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** February-15-17 3:29 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Tourism Society, email address - cindy.christinalake@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Tourism Society  
 Address: 1675 Hwy #3 Christina Lake, BC  
 Phone: 250-447-6161  
 Fax:  
 Email: cindy.christinalake@gmail.com

Representative: Cindy Alblas

Make Cheque Payable To: Christina Lake Tourism Society

**Other Expenses:**

Total Cost of Project: \$10,000

Amount Requested from RDKB Director(s): \$10,000 . *Approved Grace McGregor*

What is the Grant-in-Aid for?

To continue to create a wonderful Homecoming Celebration for the community of Christina Lake. Homecoming has become a tradition that unifies and celebrates our community past and present. It's the time of year when we all come together, near and far to celebrate this incredible place to live, work and play! This year marks Canada's 150th Year of Confederation as well as Christina MacDonald's (Christina Lake's namesake) 170th Birthday!!! Both allow us to be diverse, open -minded, inclusive, dynamic and free to express who we are! Christina Lake, is going to celebrate Homecoming/ Retrouvailles Lakers Style/ A La mode de chez nous! We have secured funding through the Government of Canada to celebrate Canada 150

at the Homecoming celebrations, which will help to create a legacy year for our community, together in pride, celebration and unity.

**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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**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** February-15-17 3:07 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Tourism Society, email address - cindy.christinalake@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Tourism Society  
 Address: 1675 Hwy #3 Christina Lake, BC  
 Phone: 250-447-6161  
 Fax:  
 Email: cindy.christinalake@gmail.com

Representative: Cindy Alblas

Make Cheque Payable To: Christina Lake Tourism Society

**Other Expenses:**

Total Cost of Project: \$\$30,460

Amount Requested from RDKB Director(s): \$\$1000

*Approved Grace McGregor*

What is the Grant-in-Aid for?

To create an engaging and dynamic, inclusive and colourful, Canada 150 Celebration Lakers Style which will honour our "home and native land" and become a legacy for future generations. This project is important because it engages several people from varying parts of our region, strengthening our relationships across the Boundary as we work together on a common goal which highlights not only the diverse talents we have in this region, but also raises environmental awareness to a national concern affecting Canada's fresh waters. Engaging of the outdoors, dynamic and joyful of summer fun in Canada, it will captivate and inspire our youth and help create a Canada 150 legacy that will carry forward.

**List of Other Organizations Applied to for Funding**

Name of Organization Christina Lake Tourism Society

Amount Requested \$1000

Amount Secured \$15 000

Name of Organization Government of Canada

Amount Requested \$17,926.62

Amount Secured \$15, 000

Name of Organization Community/Business In Kind

Amount Requested 15,460

Amount Secured 15,460

Documents uploaded with Submission?

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**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** January-24-17 12:37 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Grand Forks Secondary School: Outdoor Leadership grade 9-12 class, email address - shannon.wolf@sd51.bc.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Grand Forks Secondary School: Outdoor Leadership grade 9-12 class

Address: 1331 Central Ave. Grand Forks, BC V0H 1H0

Phone: (250) 443-9086 (cell)

Fax:

Email: shannon.wolf@sd51.bc.ca

Representative: Shannon Wolf

Make Cheque Payable To: Grand Forks Secondary School

**Other Expenses:**

Total Cost of Project: \$\$1300

Amount Requested from  
RDKB Director(s): \$\$1300

What is the Grant-in-Aid for?

Students have the opportunity to certify for Avalanche Safety Training (AST 1). However, the School District is unable to fund this project, and the course does not have any additional fees attached to it. Any amount of funding will help, but our goal is to have the program fully-funded for the students, as many of them are in low-income situations and will be unable to participate if it requires payment.

**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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**Theresa Lenardon**

---

**From:** is@rdkb.com  
**Sent:** January-27-17 1:16 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Granby Wilderness Society, email address - jenny.coleshill@granbywilderness.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell, Electoral Area 'E' / West Boundary Director Vicki Gee

**Applicant Information:**

Applicant: Granby Wilderness Society

Address: 13825 North Fork Road

Phone: 250 442 7969

Fax:

Email: jenny.coleshill@granbywilderness.ca

Representative: Project Coordinator Jenny Coleshill

Make Cheque Payable To: Granby Wilderness Society

**Other Expenses:**

Total Cost of Project: \$\$67,000

Amount Requested from  
RDKB Director(s):

~~\$\$4500~~ \$1,000 Approved Roly Russell

What is the Grant-in-Aid for?

This Grant-in-Aid is a contribution to our project "Encouraging Stewardship for Species at Risk in Riparian

Cottonwood Forests in Southern British Columbia." The funding will go towards the purchase of native trees and shrubs, the planting of them, and the measures needed to protect them.

**List of Other Organizations Applied to for Funding**

Name of Organization    Habitat Stewardship Program

Amount Requested    \$33,000

Amount Secured    \$33,000

Name of Organization    Phoenix Foundation

Amount Requested    \$5,000

Amount Secured    \$1,000

Name of Organization    Mountain Equipment Co-op

Amount Requested    \$5,000

Amount Secured    \$5,000

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/ Lower Columbia- Old Glory Director Linda Worley	<input 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:	Zone 6 B.C. Seniors Games		
Address:	2640 5 <sup>th</sup> Ave. Castlegar B.C. V1N 3L2		
Phone:	250 365 1802	Fax:	
Email:	macgregory@telus.net		
Representative:	Kathy Gregory		
Make cheque payable to:	Zone 6 B.C. Seniors Games		

**\*\*GIA Requests of \$5,000.00 or more may require official receipt\*\***

What is the Grant-in-Aid for:

To assist Seniors in attending the 2017 55 <sup>+</sup> Games in Vernon
--

Amount Requested: 500.00

Date: Feb 6, 2017

Signature: \_\_\_\_\_

Print name: Kathy Gregory

**SUBMIT**

Office Use Only

Grant approved by Director: Roly Russell

Approved by Board: \_\_\_\_\_



**B.C. Seniors Games 55 Plus, Zone 6**  
**Kathy Gregory, Corresponding Secretary**  
 99 – 825 Merry Creek Road  
 Castlegar, B.C. V1N 2P1 Phone 250 365 1802

REGIONAL DISTRICT OF  
 KOOTENAY BOUNDARY

FILE #

**FEB -7 2017**

DOC #

REF. TO: *TL*

February, 2017

To whom it may concern

The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual five-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

Zone 6, West Kootenay-Boundary, holds monthly organizational meetings and participants are busy with their preparation for their events in the 2017 BC Seniors Games throughout the year. The 2017 Games will be located in Vernon from September 12 - 16

Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel to Nakusp and south to the US border. We are trying to encourage an increase in the number of participants in the games for 2014. The West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures. We are anxiously looking forward to doing well again in Coquitlam.

I thank you for your support in the past and hope we can count on your support and generosity this year. We thank you for your consideration of this request.

Sincerely

*Kathy Gregory*  
 Kathy Gregory  
 Corresponding Secretary, Zone 6  
 250 365 1802 nacgregory@telus.net



**Theresa Lenardon**

---

**From:** is@rdkb.com  
**Sent:** February-07-17 4:15 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Boundary Youth Soccer Association, email address - boundarysoccer@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C'/ Christina Lake Director Grace McGregor, Electoral Area 'D'/ Rural Grand Forks  
 Director Roly Russell, Electoral Area 'E'/ West Boundary Director Vicki Gee

**Applicant Information:**

Applicant: Boundary Youth Soccer Association

Address: Box 121 Grand Forks BC

Phone: 250 443-9199

Fax:

Email: boundarysoccer@gmail.com

Representative: Jeff Olsen

Make Cheque Payable To: Boundary Youth Soccer Association (BYSA)

**Other Expenses:**

Total Cost of Project: \$\$50,000

Amount Requested from  
RDKB Director(s):

~~\$\$10,000~~ \$2,000 Approved Roly Russell

What is the Grant-in-Aid for?

The \$\$ goes towards all facets of the program, equipment, administration, tournament fees, coach and ref training, insurance, subsidies. etc

**List of Other Organizations Applied to for Funding**

Name of Organization BC Gaming

Amount Requested 14,000

Amount Secured applied

Name of Organization Roxul, DCT Chambers, GF Credit Union, Buy Low, Heritage Credit Union, X-Tra Foods, RC Legion, Interfor, Boundary Electric

Amount Requested see below

Amount Secured

Name of Organization Boundary Family and Individual Services, Dave Dale, D and D, Sagamore Mini Storage, Unifab.

Amount Requested \$16,000 yrly

Amount Secured Avg. \$4,500 yrly

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** February-16-17 1:08 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Selkirk College Grand Forks Campus, email address - jwetmore@selkirk.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Selkirk College Grand Forks Campus

Address: PO Box 968 486 72nd Ave Grand Forks BC V0H 1H0

Phone: 250 442 2704

Fax:

Email: jwetmore@selkirk.ca

Representative: Jennifer Wetmore

Make Cheque Payable To: Selkirk College

**Other Expenses:**

Total Cost of Project: \$\$2000

Amount Requested from  
RDKB Director(s): \$1000

*Approved Roly Russell*

What is the Grant-in-Aid for?

Two workshops aimed at rural community development and agricultural development in the Boundary Region.

**List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

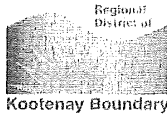
Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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## Grant-in-Aid Request

Please check all Electoral Area Boxes You Are Making Application To:

Electoral Area 'A' Director Ali Grieve	Electoral Area 'B' Lower Columbia- Old Glory Director Linda Worley	Electoral Area 'C'/ Christina Lake Director Grace McGregor	Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
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Applicant:	BOUNDARY Woodlot Association (BWA)			
Address:	MICHAEL DRINKWATER (Sec/Pres) BOX 126 PROCTER BC			
Phone:	250-446-2213	Fax:		E-Mail: LITTLEDIPPERHIDEAWAY
Representative:	GEORGE DELISLE - PRESIDENT BWA @ EMAIL.COM			
Make Cheque Payable To:	Boundary Woodlot Association			

\*\*\*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? \$ 730.00 What amount are you requesting from this RDKB Director(s)? \$ 684.00 342.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

<p>The funding will be put to educational purposes to educate members of the public in the benefit of natural resource management and the benefits that our local communities get from it.</p>	

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: \$ \_\_\_\_\_

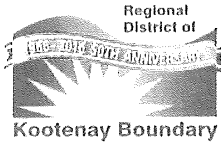
Name of Organization \_\_\_\_\_  
 Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: Jan 20/12 Applicant Signature George Delisle Print Name GEORGE DELISLE

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: \_\_\_\_\_



## 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
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Applicant:	Midway Public Library			
Address:	612 - 6th Ave., Midway BC			
Phone:	2504492620	Fax:	2504492389	E-Mail: *midwaypubliclibrary@gmail.com
Representative:	Chris Condon - Director			
Make Cheque Payable To:	Midway Public Library			

*All fields, 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? \$ 4000.00 What amount are you requesting from this RDKB Director(s)? \$ 4000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To support Midway Public Library Board decision to open membership to Area "E" resident's.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization <u>n/a</u>	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization <u>n/a</u>	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization <u>n/a</u>	Amount Requested: \$ _____	Amount Secured: \$ _____

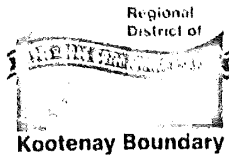
Date: 10/02/17 Applicant Signature Chris Condon Print Name Chris Condon

### Office Use Only

Grant approved by Electoral Area Director: V. Gee  
 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 Gee
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Applicant:	*Big White Mountain Community Development Association			
Address:	101-1865 Dilworth Rd, Suite 215, Kelowna BC, V1Y 9T1			
Phone:	*788779086	Fax:		E-Mail: *abbie.norrish@gmail.com
Representative:	*Abbie Norrish			
Make Cheque Payable To:	*Big White Mountain Community Development 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? \$2,800 What amount are you requesting from this RDKB Director(s)? \$2,800

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

See Attached.

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: 2/14/17 Applicant Signature: Abbie Norrish Print Name: Abbie Norrish

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

Vicki Gee

**SUBMIT**

Fencing \$2800

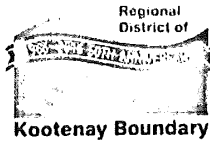
The Big White Mountain Community Development Association is submitting this grant in aid request for the purchase of 200 linear feet of used, interlocking fencing. Big White Community School, along with various other community groups would use this fencing for special events throughout the year.

Without this fencing, the community will continue to incur expenses each time a special event is held on the mountain, decreasing the net economic impact. This fencing will also create a safe space for students at Big White Community School to host soccer matches. Big White Community School has agreed to store the fencing on the school campus between uses. *Other uses include off-leash dog park, pre-school play session, family sports events.*

The purchase of this fence would benefit several groups in the community and increase the community's ability to produce events which will foster community pride, teach people new things and strengthen relationships.



Jude Brunt, Director Big White Mountain Community Development Association



## 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 All 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
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Applicant:	* Big White Mountain Community Development Association			
Address:	61-1865 Dilworth Rd Suite 215 Kelowna BC V1Y 9T1			
Phone:	* 778 877 9086	Fax:		E-Mail: * abbie.norrish@gmail.com
Representative:	* Abbie Norrish			
Make Cheque Payable To:	* Big White Mountain Community Development 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? \$500 What amount are you requesting from this RDKB Director(s)? \$500

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

See Attached

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: 2/14/17 Applicant Signature: Abbie Norrish Print Name: Abbie Norrish

Office Use Only
Grant approved by Electoral Area Director: <u>Vicki Gee</u>
Approved by Board: _____

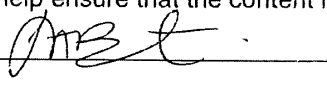
Notice Board: \$500

The purchase of a community notice board would provide an avenue for community groups, not-for-profit organizations and businesses to promote upcoming events and activities in the community of Big White. This low expense, high visibility means of communication will help to foster a sense of community and inclusion for all residents and visitors to Big White Mountain.

Putting a notice board in place will be a two stage process, to accommodate the relocation of the community mailboxes. The first stage of this process will involve the rental of a covered space, which BWMCDA is applying to fund this year. The second stage the purchase of a permanent outdoor notice board to be located next to the mailboxes, for which a funding request will be submitted in 2018.

Funds received through this application will be applied toward the rental of a temporary notice board. BWMCDA has identified a potential location at the grocery store, a central location with good foot traffic and high visibility. This location will be used for approximately one year, or until the process of moving the mailboxes is complete.

Once the mailbox relocation is complete, BWMCDA will apply for an \$1,000 to purchase a permanent, stand alone community notice board. Locating the notice board next to the mailboxes will help ensure that the content is exposed to the largest audience possible.

  
Jude Brunt, Director Big White Mountain Community Development Association



**Bylaw 1614**  
**Grand Forks Curling Facility Service**

*A Bylaw of the Regional District of Kootenay Boundary  
 (hereinafter called "the RDKB") to convert and establish the  
 Grand Forks Curling Rink Service.*

---

**WHEREAS** pursuant to a Supplementary Letter Patent the Province established a Grand Forks Curling Rink service to serve the City of Grand Forks, Electoral Area 'C'/Christina Lake and Electoral Area 'D'/Rural Grand Forks;

**AND WHEREAS** the Board has deemed it in the best interests of the taxpayers of the Grand Forks Curling Rink Service Area to convert from the supplementary letters patent to a service establishment bylaw pursuant to Section 343(3) of the *Local Government Act*;

**AND WHEREAS** the Board has deemed it appropriate to amend the conditions related to the service by raising the requisition limit (from \$35,000 to \$43,750) in order to meet rising costs is the service;

**NOW THEREFORE BE IT RESOLVED** that the Board of the Regional District of Kootenay Boundary duly assembled in an open meeting, ENACTS AS FOLLOWS:

**1. Citation**

This Bylaw may be cited for all purposes as "Grand Forks Curling Rink Service Establishment Bylaw No. 1614, 2016."

**2. Conversion and Service Establishment**

The service established under supplementary letter patent provided by the Province of British Columbia on August 29, 1985 is hereby converted and established as a service, the purpose of which is to own, operate and maintain a curling rink in the service area, which shall be known as the "Grand Forks Curling Rink Service".

### 3. Service Area Boundaries

The boundaries of the service area are defined by the boundaries of Electoral Area 'D'/Rural Grand Forks, Electoral Area 'C'/Christina Lake and the City of Grand Forks.

### 4. Participating Area

The participating areas for the service described in Section 2 are Electoral Area 'D'/Rural Grand Forks, Electoral Area 'C'/Christina Lake and the City of Grand Forks.

### 5. Method of Cost Recovery

The annual cost of providing this service shall be recovered through:

- a. Property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements in the service area.
- b. Parcel taxes imposed in accordance with the Local Government Act (Division 4.3).
- c. Fees and Charges imposed in accordance with the Local Government Act (Section 363).
- d. Revenues received by way of agreement, gift, grant and otherwise.

### 6. Maximum Requisition

The maximum amount of money that may be requisitioned annually shall not exceed \$43,750.00 (forty-three thousand seven hundred and fifty dollars).

**READ A FIRST and SECOND TIME** this 27th day of October, 2016.

**READ A THIRD TIME** this 27th day of October, 2016.

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. 1614 cited as "Grand Forks Curling Rink Service Establishment Bylaw No. 1614, 2016" as read a third time this 27th day of October, 2016.

  
 Manager of Corporate Administration



Written consent to adopt RDKB Bylaw 1614, 2016 was received from the City of Grand Forks on the 7th day of November, 2016.

Written consent to adopt RDKB Bylaw 1614, 2016 was received from the Director of Electoral Area 'C'/Christina Lake on the 28th day of October, 2016.

Written consent to adopt Bylaw 1614, 2016 was received from the Director of Electoral Area 'D'/Rural Grand Forks on the 28th day of October, 2016.

**APPROVED** by the Inspector of Municipalities this 25th day of January, 2017.

**RECONSIDERED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
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. 1614 cited as "Grand Forks Curling Rink Service Establishment Bylaw No. 1614, 2016" as reconsidered and adopted this \_\_\_\_\_ day of \_\_\_\_\_

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



## ***Statutory Approval***

***Under the provisions of sections*** \_\_\_\_\_ 342 & 349

***of the*** \_\_\_\_\_ *Local Government Act*

***I hereby approve Bylaw No.*** \_\_\_\_\_ 1614

***of the*** \_\_\_\_\_ *Regional District of Kootenay Boundary* \_\_\_\_\_,

***a copy of which is attached hereto.***

***Dated this*** \_\_\_\_\_ 25 ***day***

***of*** \_\_\_\_\_ January ***, 2017***

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

**Deputy Inspector of Municipalities**

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****BYLAW NO. 1624**

A Bylaw to amend Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300, 2007 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 'C'/Christina Lake 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. 1624, 2017;
2. Section 414. 'Neighbourhood Commercial 4' (C4) Zone is to be amended by adding the following Permitted Principal Use immediately after Section 414.1(e)  
(f) Medical and dental clinic.

**READ A FIRST TIME AND SECOND TIME** this 21st day of February, 2017.

**PUBLIC HEARING NOTICE ADVERTISED** in Christina Lake News this XX day of \_\_\_\_, 20\_\_ and also this \_\_ day of \_\_\_\_, 20\_\_.

**PUBLIC HEARING** held on this \_\_ day of \_\_\_\_, 20\_\_.

**READ A THIRD TIME** this \_\_ day of \_\_\_\_, 20\_\_.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1624, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1624, 2017" as read a third time by the Regional District of Kootenay Boundary Board of Directors this \_\_ day of \_\_\_\_, 20\_\_.

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

**APPROVED** by the Ministry of Transportation and Infrastructure Approving Officer this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Approving Officer

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1624, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1624, 2017".

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