

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

**Wednesday, May 24, 2017**

**4:30 pm**

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

### **FINAL AGENDA**

**1. Call to Order**

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

- 2a) The agenda for the Regional District of Kootenay Boundary Board of Directors May 24, 2017 meeting is presented.

If necessary, move items forward on the agenda.

**3. Minutes**

- 3a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 20, 2017 are presented.

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 20, 2017 be adopted as presented.

[Minutes-Regular Meeting of the Board of Directors-20 Apr 2017-BOARD-May 24- Pdf](#)

**4. Delegation(s)**

**5. Unfinished Business**

**5a) Memorandum of Board Resolutions**

The Memorandum of Board Resolutions/Action Items will be distributed before the meeting next Wednesday, May 24th.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Memorandum of Board Resolutions be received.

**6. Communications**

**6a) Results of Special Voting Regulation-RDKB (Kettle Valley Fire Protection Pumper Truck)**

**Temporary Borrowing Bylaw No. 1642, 2017**

A report from RDKB Board Chair McGregor regarding the results of a vote, via the Regional District Special Voting Regulation, for first, second and third readings and reconsideration and adoption of RDKB (Kettle Valley Fire Protection Pumper Truck) Temporary Borrowing Bylaw No. 1642, 2017.

**Recommendation: Corporate Vote Unweighted**

That the report from Chair McGregor regarding the results of a Regional District Special Voting Regulation vote for first, second and third readings and reconsideration and adoption of RDKB (Kettle Valley Fire Protection Pumper Truck) Temporary Borrowing Bylaw No. 1642, 2017 be received.

[Results of Special Voting Regulation-Bylaw 1642-Temporary Borrowing-K. Valley Fire Truck - Pdf](#)

**7. Communications (Information Only)**

**8. Reports**

**8a) Kootenay Boundary Animal Control  
Monthly Activity Report-April 2017**

**Recommendation: Corporate Vote Unweighted**

That the Kootenay Boundary Animal Control Monthly Activity Report for April 2017 be received.

[KBAC Monthly Activity Report-April 2017-BOARD-May 24](#)

**8b) Interim Schedule of Accounts-April 30, 2017  
Director Martin, Chair of COW Finance/Director Cecchini, Vice-Chair**



The Interim Schedule of Accounts (Accounts Payable and Payroll) ending April 30, 2017 is presented:

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Interim Schedule of Accounts ending April 30, 2017 as follows:

Accounts Payable	\$10,896,839.02
Payroll	698,927.05
<b>TOTAL</b> April Expenditures	<b>\$11,595,766.07</b>

[Summary-Interim Sched Accnts-April 2017-BOARD-May 24](#)  
[Interim Schedule of Accounts-April 30 2017-BOARD-May 24](#)

8c) **Adopted RDKB Committee Minutes-March and April, 2017**

The minutes of Committee meetings that were held in March and April 2017 and which were adopted by the respective Committees at meetings held in April and May 2017 are presented.

**Recommendation: Corporate Vote Unweighted**

That the following RDKB Committee minutes as adopted by the respective Committees at meetings held in March and May 2017 be received:

Boundary Stakeholders (March 7/17), Boundary Economic Development (March 7/17), Committee of the Whole (March 15/17), Utilities (March 15/17), Policy, Executive and Personnel (April 12/17), Electoral Area Services (April 13/17), Beaver Valley Trails, Parks and Recreation (April 11/17) and East End Services Committee (April 11/17).

[Minutes-BStkhldrs - 07 Mar 2017 -BOARD-May 24, 2017-Pdf](#)

[Minutes-BEDC - 07 Mar 2017 - BOARD-May 24, 2017 Pdf](#)

[Minutes-Committee of the Whole - 15 Mar 2017-BOARD-May 24-Pdf](#)

[Minutes-Utilities-15 Mar 2017-Utilities-May 10, 2017Pdf](#)

[Minutes-Beaver Valley Recreation Committee - 11 Apr 2017-BOARD-May 24-Pdf](#)

[Minutes-Policy, Executive and Personnel Committee-12 Apr 2017-BOARD-May 24 - Pdf](#)

[Minutes-East End Services-11Apr 2017-BOARD-May 24, 2017](#)

[Minutes-Electoral Services-13Apr-BOARD-May 24](#)

8d) **Adopted RDKB Recreation Commission Minutes  
Electoral Area C/Christina Lake Parks and Recreation  
Commission- April/17  
Grand Forks and District Recreation Commission-March and  
April/17**

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Electoral Area C/Christina Lake Recreation Commission meeting held April 12, 2017 and the minutes of the Grand Forks and District Recreation Commission meetings held March 9 and April 13, 2017 be received.

[Minutes- Electoral Area C Parks & Recreation - April 12, 2017 - Board - May 24](#)

[Minutes- Grand Forks and District Recreation -March 9, 2017 - Board - May 24](#)

[Minutes - Grand Forks and District Recreation Commission -April 13, 2017 - Board - May 24](#)

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

The draft minutes of the RDKB Electoral Area Advisory Planning Commission meetings held May 2, 2017 are presented.

**Recommendation: Corporate Vote Unweighted**

That the following draft minutes of the RDKB Electoral Area Advisory Planning Commission meetings held May 2, 2017 be received:

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

[Minutes-APC-LowerColumbiaOldGlory-Board-May 24](#)

[Minutes-APC-RuralGrandForks-Board-May 24](#)

[Minutes-APC-West Boundary-Board-May 24](#)

[Minutes-APC-Big White-Board-May 24](#)

8f) **Public Hearing Minutes  
Bylaw No. 1631 Amending Electoral Area E/West Boundary (Big White) Zoning Bylaw No. 1166**

**Recommendation: Corporate Vote Unweighted**

That the minutes of a Public Hearing for RDKB Zoning Amendment Bylaw No. 1631, 2017 held April 18, 2017 be received.

[Minutes-Public Hearing-Bylaw 1631-Board-May 24 2017](#)

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

Recommendations referred from Committee meetings held in May 2017 are presented for consideration.

9a) **Boundary Economic Development Committee-May 7/17  
Director Russell, Chair/Director Rotvold, Vice-Chair**

***Municipal Regional District Room Tax (Boundary Area)***

In May 2016 and through Board Resolution No. 193-16, the RDKB Board of Directors approved the submission of an application to the Province of BC for a 2% Room Tax in Electoral Area C/Christina Lake, Electoral Area D/Grand Forks and the City of Grand Forks to fund tourism promotion activities. Since then, Electoral Area E/West Boundary, the City of Greenwood and the Village of Midway have advised that these areas would also like to participate in the Room Tax Program.

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to the Province of British Columbia for a 2% Room Tax in Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary, the City of Grand Forks, the City of Greenwood and the Village of Midway areas to fund tourism promotion activities. **FURTHER** that the Board direct staff to make any necessary amendments to the Partnership Agreement between the RDKB and the Boundary Museum Society subject to the Boundary Museum Society agreeing to the revised agreement. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the revised Partnership Agreement.

- 9b) **Beaver Valley Parks, Trails and Recreation Committee-May 9/17**  
**Director Grieve, Chair/Director Danchuk, Vice-Chair**

***Financial Plan Amendment-Donation to Fruitvale PAC***

**Recommendation: Stakeholder Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$1,000.00 from the 019 Beaver Valley Park's and Trail Reserve Account for the donation to the Fruitvale Parents Advisory Committee. **FURTHER** that the 2017-2021 Five-Year Financial Plan Bylaw No. 1637,2017 be amended accordingly.

[Staff Report-Financial Plan Amendment-BV Rec Donation-Fruitvale PAC-May 24-Pdf](#)

- 9c) **East End Services Committee-May 10/17**  
**Director Grieve, Chair/Director Cecchini, Vice-Chair**

***Lower Columbia Community Development Team Society (LCCDTS) Nominations to the Lower Columbia Initiatives Corporation (LCIC) Board of Directors***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Lower Columbia Community Development Team Society (LCCDTS) Nominations to the Lower Columbia Initiatives Corporation (LCIC) Board of Directors as presented to the East End Services Committee on May 9, 2017 and as attached with the inclusion of the City of Trail representative to the LCIC Board of Directors at a later date.

[LCCDTS Nominations to LCIC Board-EES May 9-BOARD-May 24](#)

- 9d) **Committee of the Whole (Finance) -May 10/17**  
**Director Martin, Chair/Director Cecchini, Vice-Chair**

***Statement of Financial Information***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the SOFI schedules for the year Ended December 31, 2016. **FURTHER** that the Board make the SOFI Schedules available to the public by providing copies upon request and by making the reports available on the Regional District's website. **FURTHER** that the Board waive the \$5.00 fee for the SOFI Schedules as prescribed by the *Financial Information Act*.

[Staff Report - SOFI - COW - May 10, 2017 - Pdf](#)

- 9e) **Committee of the Whole (Finance) -May 10/17**  
**Director Martin, Chair/Director Cecchini, Vice-Chair**

***Elimination of Payroll from Interim Schedule of Accounts***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the elimination of payroll information from the monthly Interim Schedule of Accounts Report.

[Staff Report - Interim Schedule of Accounts - COW - May 10, 2017 - Pdf](#)

- 9f) **Committee of the Whole (Environmental Services) -May 10/17**  
**Director Russell, Chair/Director Rotvold, Vice-Chair**

***Used Oil Recycling***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors maintain the current RDKB Extended Producer Responsibility program

position that designated industries should deliver Extended Producer Responsibility programs. **FURTHER** that the Board re-inform British Columbia Used Oil Manufacturing Association of the RDKB rental opportunities where appropriate and where British Columbia Used Oil Manufacturing Association has not provided access to used oil recycling depots, specifically Grand Forks, Rock Creek and Beaverdell. **FURTHER** that the Board write the Minister of the Environment requesting that they compel British Columbia Used Oil Manufacturing Association to deliver access to used oil recycling services in compliance with the Recycling Regulation.

[Staff Report - Used Oil Recycling - CoW May 2017 - Pdf](#)

- 9g) **Committee of the Whole (Environmental Services) -May 10/17**  
**Director Russell, Chair/Director Rotvold, Vice-Chair**

***Draft Solid Waste Management Plan Development Schedule***

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors refers the Draft Solid Waste Management Plan development schedule to the solid Waste Management Plan Steering Committee for discussion.

[Staff Report - SWMP Development Schedule - CoW May 10-BOARD-May 24 - Pdf](#)

- 9h) **Policy, Executive and Personnel Committee-May 10/17**  
**Director Gee, Chair/Director Martin, Vice-Chair**

A recommendation from the Policy, Executive and Personnel Committee:

"That the Board of directors discuss the recommendation of the Policy, Executive and Personnel Committee to move to 2 Board Meetings per month rather than a Committee of the Whole and Board meeting."

**Recommendation: Corporate Vote Unweighted**

That the Board discuss the matter and direct Staff as to the desired course of action.

[Staff Report - PEP - Board Meeting Schedule - May 2017 - Pdf](#)

- 9i) **Electoral Area Services Committee-May 11/17**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Development Variance Permit-R. DeBiasio-Electoral Area  
B/Lower Columbia-Old Glory***

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

That the application for a Development Variance Permit submitted by Randy DeBiasio to allow for an accessory building rear yard setback variance of 0 metres (from 3 metres to 0 metres) on Lot 35, District Lot 367, Plan NEP2667, KD, Electoral Area 'B' / Lower Columbia - Old Glory be presented to the Regional District of Kootenay Boundary Board of Directors for consideration with a recommendation of conditional support, subject to a variance of 1.5 metres to permit a setback of 1.5 metres from the rear yard for an accessory building, and approval from the Ministry of Transportation and Infrastructure.

[Staff Report-DiBiasio DVP-Board-May 24 2017](#)

- 9j) ***Electoral Area Services Committee-May 11/17  
Director Worley, Chair/Director Gee, Vice-Chair***

***Gas Tax Application-Westbridge Recreation Society***

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

That the Gas Tax application as submitted from the Westbridge Recreation Society, in the amount of \$20,699.41, to replace the kitchen in the Westbridge Community Hall be approved. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the agreement.

[Gas Tax-Westbridge Rec-BOARD-May 24](#)

**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) Lease Agreement with the Village of Montrose- Beaver Valley Skate Park**

#### **Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Lease Agreement with the Village of Montrose to rent Montrose-owned lands for the location of the Beaver Valley Skate Park for the sum of one dollar (\$1.00) for a term commencing January 1, 2017 and expiring December 31, 2036. **FURTHER** that the Board authorize the RDKB signatories to sign and enter into the Lease Agreement.

[Lease Agreement-BV Rec-Skate Park-BOARD-May 24](#)

[Staff Report-BV Skate Park-BOARD-May 24-Pdf](#)

### **11b) A staff report from Mark Andison, General Manager of Operations / Deputy CAO**

regarding a Building Bylaw Contravention for the property described as:

**1268 Timberwolf Trail, Bridesville, B.C.**

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

**Parcel Identifier: 028-874-609**

**Lot A, Section 9, Township 66, SDYD, Plan EPP20880**

**Owner: Rock Creek Equity Inc.**

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

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Rock Creek Equity Inc., to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, Section 9, Township 66, Similkameen Division Yale District, Plan EPP20880.

[Staff Report-Bylaw Contravention Rock Creek Equity Inc-Board May 24, 2017 - Pdf](#)

### **11c) A staff report from Mark Andison, General Manager, Operations / Deputy CAO regarding the cancellation of a Building Bylaw Contravention for the property described below as:**

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

**Parcel Identifier: 001-716-786**

**The East ½ of the South East ¼ of Section 8, Township 66,  
SDYD, Except Plans KAP56219, KAP58611 and KAP88513  
Owners: Daniel and Sonya Miller**

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

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 58 of the Community Charter against the property legally described as The East ½ of the South East ¼ of Section 8, Township 66, Similkameen Division Yale District, Except Plans KAP56219, KAP58611 and KAP88513.

[Staff Report-Cancellation Bylaw Contravention Miller-Board-May 24, 2017 - Pdf](#)

11d) **G. Denkovski**

**Re: Strategic Priorities Fund Saddle Lake Dam Spillway**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Union of British Columbia Strategic Priorities Fund opportunity for the Area 'D'/Rural Grand Forks Regional Parks and Trails Service is presented.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for the Saddle Lake Dam spillway project in the Area 'D'/Rural Grand Forks Regional Parks and Trails Service (045) through the Strategic Priorities Fund.

[Staff Report - Strategic Priorities Fund Saddle Lake Dam Spillway - Board - May 24 2017 - Pdf](#)

11e) **G. Denkovski**

**Re: Strategic Priorities Fund Regional District of Kootenay  
Boundary Water Utility Acquisition and Sustainability Policy**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Union of British Columbia Municipalities Strategic Priorities Fund opportunity for developing a Regional District of Kootenay Boundary Water Utility Acquisition and Sustainability Policy is presented.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for the development of a Regional District of Kootenay Boundary Water Utility Acquisition and Sustainability Policy through the Strategic Priorities Fund.



11f) **J. MacLean-Inclusion of Electoral Area B/Lower Columbia-Old Glory in the East End Rationalized Sewer Service**

A staff report from John M. MacLean, CAO regarding the process to be followed if the Board wished to include Electoral Area 'B'/Lower Columbia-Old Glory in the East End Rationalized Sewer Service is presented.

**Recommendation: Corporate Vote Unweighted**

That the Board discuss the matter and advise staff of any action to be taken.

[Staff Report - Board - Area B in Sewer Service - May 2017 - Pdf](#)

11g) **M. Andison-Agreement with Village of Midway for Provision of Fire Protection Services in Kettle Valley Fire Protection Area**

A staff report from Mark Andison, General Manager, Operations / DCAO recommending the implementation of an agreement between the RDKB and the Village of Midway regarding the provision of fire protection services to the Kettle Valley Fire Protection Area is presented.

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the execution of the Kettle Valley Fire Protection Services Agreement between the RDKB and the Village of Midway for the provision of fire protection services to the Kettle Valley Fire Protection Area. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the Agreement.

[Kettle Valley Fire Protection Service Agreement - Pdf](#)

11h) **Rural Dividend Feasibility Study Application-Electoral Area D/Rural Grand Forks Hardy Mountain Doukhobor Village Consultation and Assessment for Future Scenarios**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to the BC Rural Dividend Program for the Revitalization and Development Plan for the Hardy Mountain Doukhobor Village. **FURTHER** that the Board supports this project through its duration.

[Area D/Rural GF-Draft Rural Dividend Application-Hardy Mtn. Doukhobor Village-BOARD-May 24](#)

11i) **K. Gobeil-Ministry of Forests, Lands and Natural Resource Operations Electoral Area B/Lower Columbia-Old Glory**

A staff report from K. Gobeil, Planner regarding Recontouring of the Genelle Mainland Bar, being Unsurveyed Crown Land adjacent to District Lot 2404 in the Columbia River, Electoral Area 'B'/ Lower Columbia-Old Glory submitted by the Ministry of Forests, Lands, and Natural Resource Operations is presented.

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding Recontouring of the Genelle Mainland Bar, being Unsurveyed Crown Land adjacent to District Lot 2404 in the Columbia River, Electoral Area 'B'/ Lower Columbia-Old Glory submitted by the Ministry of Forests, Lands, and Natural Resource Operations be received.

[Staff Report-FLNRO-Genelle Recontouring Project-Board-May 24 2017](#)

11j) **Grant-in-Aid**

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

That the following Grant in Aid applications be approved:

1. The Arthritis Society-\$100-Electoral Area A
2. Western Communities Foundation-\$300-Electoral Area A
3. BVBS Fruitvale-\$3,000-Electoral Area A
4. Kootenay Columbia Learning Centre-\$750-Electoral Area B/Lower Columbia-Old Glory
5. Rossland Golden City Days-1,000-Electoral Area B/Lower Columbia-Old Glory
6. Silver City Trap Club-\$2,500-Electoral Area B/Lower Columbia-Old Glory
7. The Arthritis Society-\$200-Electoral Area B/Lower Columbia-Old Glory
8. Little Lakers Learning Centre Society-\$3,500-Electoral Area C/Christina Lake
9. Christina Lake Elementary School PAC-\$2,500-Electoral Area C/Christina Lake
10. Christina Lake Ladies Golf Club-\$300-Electoral Area C/Christina Lake
11. Christina Lake Homecoming Pickle Ball Tournament-\$500-Electoral Area C/Christina Lake
12. Christina Lake Boat Access Society-\$400-Electoral Area C/Christina Lake

13. Christina Lake Recreation Commission-\$500-Electoral Area C/Christina Lake
14. Grand Forks and District Public Library-\$850-Electoral Area C/Christina Lake
15. Grand Forks and District Public Library-\$850-Electoral Area D/Rural Grand Forks
16. City of Greenwood-\$4,500-Electoral Area E/West Boundary
17. Bridesville Women's Institute-\$250-Electoral Area E/West Boundary
18. Kettle Valley Golf Club-\$828-Electoral Area E/West Boundary
19. Greenwood Board of Trade-\$1,500-Electoral Area E/West Boundary
20. Boundary Women's Softball League-\$1,000-Electoral Area E/West Boundary
21. Trails to the Boundary-\$2,073.75-Electoral Area E/West Boundary

[Grant in Aid-May 19-BOARD-May 24](#)

11k) **K. Gobeil-license of Occupation and Non-Farm use in the ALR Electoral Area E/West Boundary**

A staff report from K. Gobeil, Planner regarding an application for a Community/Institutional License of Occupation a non-farm use within the ALR for a fire hall is presented.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors supports the application to the Province of British Columbia for a Community/Institutional License of Occupation for a fire hall on a portion of Lot 71, DL 2455, Plan KAP378, SDYD. **FURTHER** that the application for a non-farm use within the ALR submitted by the Regional District of Kootenay Boundary for an area of  $\pm 3500\text{m}^2$  of land for a fire hall on the property owned by the Crown, in the Right of British Columbia, as represented by the Ministry of Forests, Lands, and Natural Resource Operations, legally described as Lot 71, DL 2455, Plan KAP378, SDYD, be forwarded to the Agricultural Land Commission with a recommendation of support.

[Staff Report-Kettle Valley Fire Hall Applications to Province-Board-May 24 2017](#)

## 12. **Bylaws**

12a) **Bylaw No. 1644-Christina Lake Water Utility Parcel Charge First, Second and Third Readings and Adoption**

**Recommendation: Corporate Vote Unweighted**

That Regional District of Kootenay Boundary Christina Lake Water Utility Parcel Charge Bylaw No. 1644 be read a first, second and third time.

**Recommendation: Corporate Vote Unweighted**

That Regional District of Kootenay Boundary Christina Lake Water Utility Parcel Charge Bylaw No. 1644 be reconsidered and adopted.

[Bylaw No. 1644 - Christina Lake Water Utility Parcel Charge \(2017\)-BOARD-May 24 2017](#)

- 12b) **Bylaw No. 1621-Board of Directors-Remuneration and Expenses  
First, Second and Third Readings and Adoption**

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017 be read a first, second and third time.

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017 be reconsidered and adopted.

[Bylaw 1621 - Director Remuneration-Board of Directors-BOARD-May 24](#)

- 12c) **Bylaw No. 1631-Amending Electoral Area E/West Boundary (Big White) Zoning Bylaw No. 1166  
Third Reading and Adoption**

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1631, 2017 be given Third Reading.

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1631, 2017 be reconsidered and adopted.

[Bylaw 1631-Board-May 24 2017](#)

- d) **Bylaw No. 1640 Amending Electoral Area B/Lower Columbia-Old Glory Official Community Plan No. 1470  
First and Second Readings  
Set up Public Hearing**

**Recommendation: Stakeholder Vote (Electoral Area Directors) and City of Rossland (Fringe Area) Unweighted**

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1640 be given First and Second Readings.

**Recommendation: Stakeholder Vote (Electoral Area Directors)  
and City of Rossland (Fringe Area) Unweighted**

That staff be directed to set up a Public Hearing for RDKB Official Community Plan Amendment Bylaw No. 1640. **FURTHER** that Director Worley be appointed to attend with Director Grieve as Alternate.

[Bylaw No. 1640-BOARD-May 24](#)

[Bylaw No. 1640 Schedule X-BOARD-May 24](#)

- 12e) **Bylaw No. 1641 Amending Electoral Area B/Lower Columbia-  
Old Glory Zoning Bylaw No. 1540  
First and Second Readings  
Set up Public Hearing**

**Recommendation: Stakeholder Vote (Electoral Area Directors)  
and City of Rossland (Fringe Area) Unweighted**

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641 be given First and Second Readings.

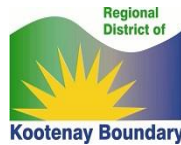
**Recommendation: Stakeholder Vote (Electoral Area Directors)  
and City of Rossland (Fringe Area) Unweighted**

That staff be directed to set up a Public Hearing for RDKB Zoning Amendment Bylaw No. 1641. **FURTHER** that Director Worley be appointed to attend with Director Grieve as Alternate.

[Bylaw No. 1641-BOARD-May 24](#)

[Bylaw No. 1641 Schedule X-BOARD-May 24](#)

- 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 (In Camera) Session**
- 18. **Adjournment**



**Board of Directors**

**April 20, 2017**

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

**6:00 p.m.**

**Minutes**

**Present:**

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

**Staff Present:**

J. M. MacLean, Chief Administrative Officer  
T. Lenardon, Manager, Corporate Administration/Recording Secretary  
M. Andison, General Manager, Operations/Deputy Chief Administrative Officer  
D. Derby, Fire Chief, Kootenay Boundary Regional Fire Rescue  
B. Burget, General Manager, Finance

**Call to Order**

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

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

The Manager of Corporate Administration advised that agenda items 10k) and 10l); dedication of parkland and a Statutory Right of Way for a footbridge landing (Sandner and

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Board of Directors  
April 20, 2017*

Park Roads at Christina Lake) and agenda item 12f); exclusion of lands, located on Ponderosa Drive, from the Agricultural Land Reserve as referred from the Electoral Area Services Committee April 13th meeting were moved forward on the agenda after the Sandco Industries delegation. She also advised that the Staff Report regarding the distribution of the Columbia Basin Trust (CBT) Community Initiatives Funding (CIF) would be added to Item 14; *Late Emergent Items*.

**129-17** Moved: Director Rotvold Seconded: Director Cecchini

### **Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of April 20, 2017 be adopted as amended.

Carried.

### **Minutes**

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held March 21, 2017 were presented.

**130-17** Moved: Director Konrad Seconded: Director Smith

### **Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held March 21, 2017 be adopted as presented.

Carried.

### **2016 Audited Financial Statements**

#### **Don Catalano, CPA, CA, - Grant Thornton Inc. Financial Statements for the Year Ended December 31, 2016**

The Chair welcomed Mr. Catalano to the meeting.

Mr. Catalano introduced the Financial Statements and summarized a few of the items that had the most impact such as the transition of the Christina Lake Water Utility from the Christina Water Works District to the RDKB, the sewer line on the pedestrian pipe-bridge in Trail and grants in lieu from the Waneta Dam Expansion Project.

Mr. Catalano also briefly summarized the Auditors' Report and Opinion, the new Financial Statements report structure, the Statement of Financial Position, Statement of Operations, Statement of Changes in Net Financial Assets and Statement of Cash Flows.

The Chair opened the floor for questions.

There was a brief discussion regarding financing / borrowing that regional districts undertake on behalf of the member municipalities and Mr. Catalano explained the Municipal Finance Authority's processes for when a municipality may be at risk to default on the loan.

The Chair thanked Mr. Catalano for the presentation of the Financial Statements and he left the meeting.

**131-17** Moved: Director Rotvold Seconded: Director Martin

### **Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the 2016 Audited Financial Statements for the Year Ended December 31, 2016.

Carried.

### **Delegation(s)**

**Brian Simpson, ILMA Fibre Access**

**Ken Kalesnikoff, CEO/President, Kalesnikoff Lumber**

**Atco: Scott Weatherford, CEO and Mark Semeniuk, COO**

**John Dooley, ILMA Local Government Relations**

Re: Update on ILMA Progress and Fibre Access (Right Log to the Right Mill)

The Chair introduced each delegate and welcomed them to the meeting.

Mr. Simpson was the spokesperson. He thanked the Board for the opportunity to attend the meeting to provide an update since the 2016 ILMA presentation.

Mr. Simpson thanked the Board for the support with the adoption of the 2016 resolution and he noted the importance of this support in order to meet the challenges around access to fiber due to the falling supply and forest policy resulting in a monopoly and control of forest resources. The ILMA's solution; *Do More with Less: "Right Log to the Right Mill"* is intended to ensure opportunity for economic growth and the creation of jobs.

Mr. Simpson presented information on mill closures and beetle kill areas where the Annual Allowable Cut will severely decline. The industry is working closely with the Ministry of Forests Lands and Natural Resource Operations and local governments as well as with a number of action committees which have been formed. Changes to export policies, incentives to trade more high quality logs and a specialty manufacture champion in government are also moving forward.



Mr. Simpson explained the Wood Secretariat position that has been created from the Provincial Value Added Action Plan. He noted that the US is the largest trading partner, but with impositions and trading duties on exports. The US political environment focuses on protectionism and for a market share deal rather than a border tax that was part of the last agreement. Although Canada and BC are working hard for an agreement with the U.S., success has been limited.

Mr. Simpson concluded by requesting ongoing support for ILMA's solutions, including insisting that the Province place the highest priority on increasing "high value" product production Provincially and a request that the Premier put objectives in the Minister's Mandate Letter when elected. An increase in specialty manufacturing and independent companies in the forest industry are required to grow jobs and prosperity in BC.

After a brief question and answer period, it was;

**132-17** Moved: Director Russell Seconded: Director Gee

That the Regional District of Kootenay Boundary Board of Directors endorses the Interior Lumber Manufacturer's Association Vision for the Future as articulated in their "Making BC's Forest Economic Engine Great" document, August, 2016.

Carried.

The Chair thanked the delegation and they left the meeting.

**Peter Spencer, Property Dynamics BC**  
**Peter Muirhead, Land Development Solutions Ltd.**  
**For Douglas and Kenneth Sandner-Sandco Industries/Ponderosa Estates**

Agenda items moved forward on the agenda.

The Chair welcomed the delegates to the meeting and explained that Mr. Spencer and Mr. Muirhead were in attendance to answer questions regarding the following applications:

1. *Agenda Item 10k): Ministry of Transportation and Infrastructure Bare Land Strata Subdivision Referral* - the dedication of parkland (Section 510 requirement for provision of park land or payment for parks purposes) for a landing for a footbridge and access to water along Christina Creek - 24 Park Road, Christina Lake,
2. *Agenda Item 10l): Ministry of Transportation and Infrastructure Conventional Subdivision Referral* - Statutory Right of Way for a landing for a footbridge - 24 Park Road and 46 Sandner Road, Christina Lake, and
3. *Agenda Item 12f): Exclusion from the Agricultural Land Reserve, Ponderosa Drive, Christina Lake.*

These items were referred to the Board of Directors from the Electoral Area Services Committee April 13th meeting.

The Chair opened the floor to comments and questions. After consideration, it was;

**133-17** Moved: Director Worley Seconded: Director Gee

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

That the Regional District of Kootenay Boundary Board of Directors supports dedication of park land rather than cash in lieu to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes) in order to fulfill the public's interest for a landing for a footbridge and access to water along Christina Creek regarding the referral from the Ministry of Transportation and Infrastructure for a bare land subdivision of the remainder of Lot 1, District Lots 317, and 498, 4243, Plan KAP80157 Electoral Area 'C'/Christina Lake. **FURTHER** that the Approving Officer consider requiring dedication of land adjoining Christina Creek pursuant to Section 9 of the Bare Land Strata Regulations and extension of Sandner Road to Christina Creek to provide public access to water. **FURTHER** that the Approving Officer consider the requirement of an Environmental Assessment of the subject property.

Carried.

**134-17** Moved: Director Worley Seconded: Director Gee

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

That the Regional District of Kootenay Boundary Board of Directors direct staff to work with MoTI regarding the establishment of a Statutory Right of Way to secure a footbridge landing on the portion of the subject parcel as noted within the Official Community Plan regarding the referral from the Ministry of Transportation and Infrastructure for a conventional subdivision on 24 Park Road, Christina Lake (Lot 1, District Lots 317, and 498, 4243, Plan KAP80157) and 47 Sandner Road, Christina Lake (Parcel A (being a consolidation of lots 45 and 6 LB378272), District Lot 317 Plan KAP 50), Electoral Area 'C'/Christina Lake.

Carried.

**135-17** Moved: Moved Director Worley Seconded: Director Gee

**Corporate Vote Unweighted**

That the application for removal from the Agricultural Land Reserve of Lot 35 District Lots 312 & 348 SDYD Plan 29935 Except Plan 39263 be forwarded to the Agricultural Land Commission with a recommendation of non-support.

Carried.

The delegates thanked the Board members for their review of the applications and they left the meeting.

### **Unfinished Business**

#### **Memorandum of Board Resolutions-Ending March 31, 2017**

The Memorandum of Board Resolutions ending March 31, 2017 was presented.

##### *Action Item-Board Resolution 424-16; Used Oil Recycling.*

Most communities have no place to discard left-over used oil. Concerns were expressed that the public is dumping their used oil into the environment. A resolution regarding this matter and asking the Province to engage with the industry for solutions has been sent to the Association of Kootenay Boundary Local Governments (AKBLG) and Union of British Columbia Municipalities (UBCM). It was agreed that the Province needs to take a firm position and that a deeper message and consultation to get public buy-in is required to reduce the dumping of used oil.

##### *Action Item-Board Resolution 330-16; BC Timber Sales Presentation and Field Tour*

It was noted that this is a follow up item from the May 2016 Woodlot Tour in Electoral Area E/West Boundary (Westbridge). Staff will follow up with BC Timber Sales regarding a date and the necessary arrangements for a Board field tour in the East End.

##### *Action Item-Board Resolution 380-16; Solid Waste Management Plan Development*

Staff will follow up with this action item and the Memorandum will be revised by updating the text in this section to read: *Work to be done by staff* (e.g. not work to be done by the SWMP Steering Committee). This action item will remain on the Memorandum until the new memo format has been accepted by the Board.

##### *Action Item-Board Resolution 99-17; Interim Schedule of Accounts.*

A staff report will be included on the agenda for the May 10 Committee of the Whole (Finance) meeting. The staff report will include a process to provide governance oversight for payroll that will illustrate that payroll matches the Board's approved budget allocations.

After further discussion, it was;

**136-17** Moved: Director Martin Seconded: Director Rotvold

That staff draft a report that provides possible options, policies and practices for recycling used oil including identification of the steps that need to be taken to get the Province to respond. **FURTHER** that the report be referred to the May 10th Committee of the Whole (Environmental Services) meeting.

Carried.

**137-17** Moved: Director Rotvold Seconded: Director Martin

**Corporate Vote Unweighted**

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

**FURTHER** that the memo be updated according to the Board's discussion at the April 20, 2017 meeting.

Carried.

**Communications**

**T. Lenardon-Results of Special Voting Regulation**

**RDKB Zoning Amendment Bylaw No. 1624-Electoral Area C/Christina Lake**

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding the results of a vote, via the Regional District Special Voting Regulation, for reconsideration and adoption of RDKB Zoning Amendment Bylaw No. 1624 was presented.

**138-17** Moved: Director Russell Seconded: Director Worley

**Corporate Vote Unweighted**

That the staff report from Theresa Lenardon, Manager of Corporate Administration regarding the results of a vote undertaken through the Regional District Special Voting Regulation for reconsideration and adoption of RDKB Zoning Amendment Bylaw No. 1624 be received.

Carried.

**Communications (Information Only)**

**a) Ministry of Forests, Lands and Natural Resource Operations-April 3/17  
Japanese Canadian Historic Places Project**

**b) District of Coldstream-E-Mail March 29/17  
Update from March 21 Board Meeting-Provincial Moorage Program**

**139-17** Moved: Director Cecchini Seconded: Director Danchuk

**Corporate Vote Unweighted**

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

Carried.

**Reports****Kootenay Boundary Animal Control Monthly Activity Report-March 2017****140-17** Moved: Director Russell Seconded: Director Smith**Corporate Vote Unweighted**

That the Kootenay Boundary Animal Control Monthly Activity Report for March 2017 be received.

Carried.

**Interim Schedule of Accounts Ending March 31, 2017****Director Martin, Chair (COW/Finance)/Director Cecchini, Vice-Chair****141-17** Moved: Director Martin Seconded: Director Cecchini**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Interim Schedule of Accounts ending March 31, 2017 as follows:

Cheque Nos. 56938-00075 0033	\$1,587,079.02
Payroll	613,253.94
<b>TOTAL</b> March Expenditures	<b>\$2,200,332.96</b>

Carried.

Staff will follow up with providing the members of the Board with information as to why the "cancelled" notation is placed next to some of the cheques listed on the schedule.

**Adopted RDKB Committee Minutes**

The minutes of the RDKB Committee meetings that were held during March 2017 and as adopted by the Committees in April 2017, were presented.

**142-17** Moved: Director Worley Seconded: Director McLellan**Corporate Vote Unweighted**

That the following minutes of Committee meetings held in March 2017 as adopted by the respective Committees at meetings held during April 2017 be received:

East End Services Committee (March 14), Electoral Area Services Committee (March 16) and Policy, Executive and Personnel Committee (March 21).

Carried.

**Adopted RDKB Recreation Commission Minutes  
Electoral Area C/Christina Lake-March 8, 2017**

**143-17** Moved: Director Gee Seconded: Director Russell

**Corporate Vote Unweighted**

That the minutes of the Electoral Area C/Christina Lake Recreation Commission meeting held March 8, 2017 be received.

Carried.

**Draft RDKB Electoral Area Advisory Planning Commission Minutes**

**144-17** Moved: Director Gee Seconded: Director Russell

**Corporate Vote Unweighted**

That the following draft Electoral Area Advisory Planning Commission minutes of meetings held April 3 and 4, 2017 be received:

Electoral Area C/Christina Lake (April 4), Electoral Area D/Rural Grand Forks (April 4), Electoral Area E/West Boundary (April 3), and Electoral Area E/West Boundary (Big White) (April 4).

Carried.

Director Russell left the meeting (time: 7:23 p.m.)

**Public Hearing Minutes-April 12, 2017**

**Bylaw No. 1634 - Amending Electoral Area D/Rural Grand Forks Zoning Bylaw**

**145-17** Moved: Director Smith Seconded: Director Danchuk

**Corporate Vote Unweighted**

That the minutes of the Public Hearing for RDKB Zoning Amendment Bylaw No. 1634, 2017 be received.

Carried.

**J. M. MacLean-RDKB Quarterly Report**

The RDKB Quarterly Report for the first quarter of 2017 was presented.

There was a discussion regarding the content in future Quarterly Reports. Director Gee suggested that the report be reviewed by the Policy, Executive and Personnel (PEP) Committee for clearer direction and realistic expectations.

Director McLellan expressed concerns that the PEP Committee is comprised of only six members of the full Board of Directors and suggested that the Committee transition into a Committee of the Whole. This matter can be discussed by the Board at future meetings.

**146-17** Moved: Director Worley Seconded: Director Cecchini

**Corporate Vote Unweighted**

That the RDKB Quarterly report for the first quarter of 2017 be received. **FURTHER** that the Quarterly Report be referred to the Policy, Executive and Personnel Committee for review and further direction.

Carried.

**Monthly Committee Recommendations to Board of Directors**

RDKB Committee recommendations as adopted by the RDKB Committees during March and April 2017 were presented for consideration.

**Policy, Executive and Personnel Committee-March 21/17**

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

***Fire Department Service Level Policy***

**147-17** Moved: Director Gee Seconded: Director Rotvold

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Fire Department Service Level Policy as recommended by the Policy, Executive and Personnel Committee on March 21, 2017. **FURTHER** that the Policy be distributed accordingly.

Carried.

**Policy, Executive and Personnel Committee-March 21, 2017**

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

***Correspondence Policy***

**148-17** Moved: Director Gee Seconded: Director Smith

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Correspondence Policy as recommended by the Policy, Executive and Personnel Committee on March 21, 2017. **FURTHER** that the Policy be distributed accordingly.

Carried.

**Policy, Executive and Personnel Committee - April 12/17****Director Gee, Chair/Director Martin, Vice-Chair*****Purchasing Policy and Procedure*****149-17** Moved: Director Gee Seconded: Director McLellan**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Purchasing Policy and Procedure as recommended by the Policy, Executive and Personnel Committee on April 12, 2017. **FURTHER** that the Policy be distributed accordingly.

Carried.

**East End Services Committee - April 11/17****Director Grieve, Chair/Director Cecchini, Vice-Chair*****Fire Protection and Assistance Response Agreement-RDCK*****150-17** Moved: Director Cecchini Seconded: Director Martin**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Fire Protection and Assistance Response Agreement with the Regional District of Central Kootenay for the delivery of fire protection services to a portion of Regional District of Central Kootenay Electoral Areas G and J (Hudu Valley/Ross Spur) for a term of five years (January 1, 2017-December 31, 2021) with Central Kootenay to pay Kootenay Boundary an annual sum equal to the product of applying against assessments the same rates that are applied for the fire protection function in RDCK Electoral Area 'A'. **FURTHER** that the Board of Directors authorizes the RDCK signatories to sign and enter into the agreement.

Carried.

**East End Services Committee-April 11/17****Director Grieve, Chair/Director Cecchini, Vice-Chair*****Trail and District Arts Council (TDAC) Box Office Agreement*****151-17** Moved: Director Cecchini Seconded: Director Langman**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Charles Bailey Theatre Box Office Operation Contract and Service Agreement with the Trail and District Arts Council for its management of the Charles Bailey Theatre Box Office located in the Greater Trail Community and Arts Centre for a term of two years (January 1, 2017 to December 31, 2018) at an annual cost of \$23,000 payable to the Arts Council on January 1



and August 1 of each year. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

**Electoral Area Services Committee-April 13/17**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Gas Tax Application-Rossland Historical Museum and Archives Association***

**152-17** Moved: Director Worley Seconded: Director McLellan

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Rossland Historical Museum and Archives Association and the allocation of Gas Tax funding in the amount of \$25,000 for the capital costs associated with improvements at the Rossland Museum. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

Carried.

**Electoral Area Services Committee-April 13/17**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Gas Tax Application-Village of Fruitvale-Fruitvale RV Park***

**153-17** Moved: Director Worley Seconded: Director Cecchini

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Village of Fruitvale and the allocation of Gas Tax funding in the amount of \$70,000 for the capital costs associated with improvements at the Fruitvale RV Park. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

Carried.

**Electoral Area Services Committee-April 13**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Ground Water Licencing Notices***

**154-17** Moved: Director Worley Seconded: Director Gee

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors send a letter to the Ministry of Forests, Lands and Natural Resource Operations – Water Management Branch, requesting Ground Water Licencing notices be sent to property owners via BC Assessment Tax Notices.

Carried.

**Electoral Area Services Committee-April 13/17**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Building Permit Fee Waiver-Mountain Sky Properties Inc.-Big White***

**155-17** Moved: Director Worley Seconded: Director Gee

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

That Regional District of Kootenay Boundary Board of Directors consider the request submitted by Dennis Skuter of Mountain Sky Properties Inc. to credit the \$25,210 fee submitted in 2012, in relation to a building permit for the final phase of the Stone Gate building, to his 2016 building permit application for the same project.

Defeated

(Directors Gee, Worley and Chair McGregor opposed)

Director Gee noted that although this is an unfortunate situation, there are concerns that approving such a request will set a precedent for similar requests in the future; given there are several other incomplete projects that may ask for same.

**Electoral Area Services Committee-April 13/17**  
**Director Worley, Chair/Director Gee, Vice-Chair**

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

The Chair introduced Mr. Waite to the meeting and provided him, and any others present in the audience, to speak to the proposal. Hearing no comments, it was;

**156-17** Moved: Director Worley Seconded: Director Gee

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

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Lawrence Waite, to allow for an accessory building height variance of 2.3m (from 4.6m to 6.9m) and a front yard setback variance of 2.7m (7.5m to 4.8m) to construct an accessory building on the property legally described as Lot 1, DL 317, SDYD, Plan KAP90475, Electoral Area 'C'/Christina Lake.

Carried.

**Electoral Area Services Committee-April 13/17**  
**Director Worley, Chair/Director Gee, Vice-Chair**

***Section 510-Dedication of Park Land***  
***Electoral Area E/West Boundary (Big White)***

**157-17** Moved: Director Worley Seconded: Director Gee

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

That the Regional District of Kootenay Boundary Board of Directors supports dedication of cash in lieu rather than park land to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes), regarding the referral from the Ministry of Transportation and Infrastructure for a bare land strata subdivision on 40 High Forest Crescent, Big White, Block A, District Lot 4247, Land District 54 Big White, Electoral Area 'E'.

Carried.

**Board Appointments Updates**

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

The AGM will be held in June. The Chair will send out the dates and other information to those Directors who express interest in attending.

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

The second Keeping It Rural Conference will be held in Kelowna and is scheduled for June 20/21, 2017. Chair McGregor suggested that the member municipalities participate as the conference is beneficial for all of the RDKB rural communities.

*Okanagan Film Commission - Director Gee*

A meeting was held in Kelowna on April 19th. The June AGM will be held in Grand Forks. The BEDC and the Film Commission have been discussing arrangements for a film and animation symposium also to be held in Grand Forks.

*Boundary Weed Stakeholders Committee - Director Gee*

The AGM will be held in May.

*Columbia River Treaty Local Government Committee (CRTLGC)*

*Directors Worley and Danchuk*

There has been no new business as the U.S. is waiting for comments from President Trump.

*Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley and CAO*

There will be a meeting in Nelson May 19-21. Tours of Hugh Keenleyside, Bonnington and Nelson Power have also been arranged for the same day.

*Kootenay Booth - Director Rotvold*

The Kootenay Booth Committee will meet during the April 26-28 AKBLG.

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

There is no new business to report.

*Chair's Update - Chair McGregor*

The Chair reminded the Board members about the upcoming Board Development Session scheduled for May 25<sup>th</sup> in Christina Lake with Jerry Berry as convener.

**New Business****T. Lenardon-Changes to Scheduling of May Board Meeting**

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding changes to the date and location of the May 2017 Board meeting was presented.

**158-17** Moved: Director Cecchini Seconded: Director McLellan

That the Regional District of Kootenay Boundary Board of Directors approves changing the location of the May 2017 Board meeting from Trail, BC to Grand Forks, BC. **FURTHER** that the Board also approves changing the date and time of the May 2017 Board meeting from 6:00 p.m., Thursday, May 25, 2017 to 4:30 p.m., Wednesday, May 24, 2017.

Carried.

**Federation of Canadian Municipalities (FCM)-Legal Defense Fund**  
**Re: Support for Legal Defense in Important National Court Cases**

**159-17** Moved: Director Worley Seconded: Director Langman

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves disbursement of \$751.98 from the General Government Services Legal Fees account for the Federation of Canadian Municipalities Legal Defense Fund.

Carried.

**M. Andison-Building Bylaw Contravention**

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**

**160-17** Moved: Director Gee Seconded: Director Worley

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

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Strata Lot 129, D.L. 100S, SDYD, Strata Plan KAS1840.

Carried.

**M. Andison-Building Bylaw Contravention**

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

**301 Courtesy Road, Genelle, B.C.**

**Electoral Area 'B' / Lower Columbia-Old Glory**

**Parcel Identifier: 009-248-633**

**That part of Parcel A (See 16120I) District Lot 2404 Kootenay District lying to the Northwest of the Right of Way shown on Plan 6600 except (1) part included in Plan RW 12 and (2) parts included in Plans 15693, NEP22379 and Plan NEP23103**

**Owners: Hendrik Ravestein and Johannes Smienk**

**161-17** 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 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as that part of Parcel A (See 16120I) District Lot 2404 Kootenay District lying to the Northwest of the Right of Way shown on Plan 6600 except (1) part included in Plan RW 12 and (2) parts included in Plans 15693, NEP22379 and Plan NEP23103.

Carried.

**C. Rimell-Interfor Forest Stewardship Plan Draft  
Electoral Areas C-E Including Big White**

A staff report from Carly Rimell, Senior Planner regarding a draft Forest Stewardship Plan submitted by Interfor was presented.

**162-17** Moved: Director Rotvold Seconded: Director Danchuk

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise staff to forward this staff report 'Interfor Forest Stewardship Plan Draft 2017-2022' along with the Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/ West Boundary, and Electoral Area 'E'/ West Boundary - Big White Advisory Planning Commission minutes for consideration and that the Interfor Forest Stewardship Plan Draft 2017-2022, be received.

Carried.

**163-17** Moved: Director Gee Seconded: Director McLellan

Be it resolved that the Regional District of Kootenay Boundary Board of Directors requests Interfor to include a plan for community consultation in their Forest Stewardship Plan that includes sharing operational plans and changes therein with the communities and local governments in the vicinity of such plans prior to their implementation.

Carried.

**C. Rimell-Liquor Control Licencing Branch Application  
Sessions Taphouse and Grill-Big White Ski Resort (Electoral Area E)**

A staff report from Carly Rimell regarding an application for a permanent change to Sessions Taphouse and Grill liquor licenses was presented.

**164-17** Moved: Director Gee Seconded: Director Smith

**Corporate Vote Unweighted**

Be it resolved that:

**1. The RDKB Board of Directors has considered the following:**

The application submitted by the numbered company 0985028 BC Ltd., dba Sessions Taphouse and Grill located on the main floor of the Snow Ghost Inn, a three storey building located at 20 Kettle View Road at Big White Ski Resort, in Electoral Area 'E'/ West Boundary of the Regional District of Kootenay Boundary. The Snow Ghost Inn is a mixed use building with 49 residential units and 2 commercial units. The applicant owns the commercial units.

The owner has made an application 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 result in the capacity of the liquor primary license increasing from 154 to 575. The hours of operation are 11am to 1am Monday to Sunday.

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.

1. **The Board does not recommend the approval of the liquor license change for Sessions Taphouse and Grill for the following reasons:**

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.

Carried.

**T. Sprado-Application for Gas Tax Funding  
Pedestrian Bridge Across Christina Creek**

A staff report from Tom Sprado, Manager of Facilities and Recreation (Grand Forks and District Recreation) regarding an application for Gas Tax funds for the proposed Christina Creek Pedestrian Bridge was presented.

**165-17** Moved: Director Worley Seconded: Director Martin

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Regional District's application to the UBCM Gas Tax Program Services Strategic Priorities Fund, in the amount of \$1,628,000 for the construction of a pedestrian bridge across Christina Creek at Christina Lake.

Carried.

**J. M. MacLean-2015-2018 Strategic Plan**

A Staff Report from J. M. MacLean regarding the 2015-2018 Strategic Plan was presented.

**166-17** Moved: Director Danchuk Seconded: Director Langman

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary 2015 - 2018 Strategic Plan be formally adopted.

Carried.

**Gas Tax Application-Beaverdell Community Club & Recreation Commission**

**167-17** Moved: Director Gee Seconded: Director Worley

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Beaverdell Community Club and Recreation Commission and the allocation of Gas Tax funding in the amount of \$9,571.86 for the costs associated with replacing the bleachers at the Beaverdell Ball Park. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

Carried.

**Grant in Aid**

**168-17** Moved: Director Worley Seconded: Director Gee



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

That the following Grants in Aid applications be approved:

1. BV Avalanche Hockey Club-Electoral Area A-\$1,000
2. Beaver Valley Nitehawk Society-Electoral Area A-\$2,000
3. West Kootenay Smoke'n Steel Auto Club-Electoral Area A-\$2,000
4. The Nelson & Ft. Sheppard Railway Co.-Electoral Area A-\$2,000
5. Canadian Tire-Jumpstart Charity Golf Tournament-Electoral Area A-\$500
6. Montrose Recreation Commission-Electoral Area A-\$500
7. Canadian Tire-Jumpstart Charity Golf Tournament-Electoral Area B/Lower Columbia-Old Glory
8. West Kootenay Smoke'n Steel Auto Club-Electoral Area B/Lower Columbia-Old Glory-\$2,500
9. Grand Forks ATV-Electoral Area C/Christina Lake-\$3,600
10. Christina Lake Recreation Commission-Electoral Area C/Christina Lake-\$1,000
11. Grand Forks ATV-Electoral Area C/Christina Lake-\$500
12. Kettle Valley Fire Service-Electoral Area E/West Boundary-\$25,000
13. Granby Wilderness Society-Electoral Area E/West Boundary-\$2,000
14. Trails to the Boundary Society-Electoral Area E/West Boundary-\$904.47

Carried.

**J.M. MacLean - West Kootenay Transit Fare Review**

A staff report presenting the West Kootenay Transit Fare review for consideration and decision.

**169-17** Moved: Director Cecchini Seconded: Director Langman

**Stakeholder Vote - Weighted (East End Directors)**

That the Board of Directors receive the West Kootenay Transit Fare Review. Further, that the Board of Directors endorse Option 2 contained in the report and detailed as follows:

Cash Fares	\$2.25
Tickets (10)	\$20.25
Monthly Pass (Adult)	\$60.00
Monthly Pass (Discount)	\$45.00
Semester Pass	\$125.00

including the introduction of Day Pass as discussed at twice the cash fare.

Carried.

(Director McLellan opposed)

**Bylaws**

**Bylaw No. 1613-Amending RDKB Emergency Planning Service Establishment  
City of Rossland Re-Enters Service**

**170-17** Moved: Director McLellan Seconded: Director Rotvold

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Emergency Planning Service Establishment Amendment Bylaw No. 1613, 2016 be reconsidered and adopted.

Carried.

**Bylaw No. 1638-Columbia Gardens Industrial Park Specified Area  
Water Rates and Regulation Bylaw-First, Second and Third Readings  
Adoption**

**171-17** Moved: Director Cecchini Seconded: Director Martin

**Corporate Vote Unweighted**

That Regional District of Kootenay Boundary Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017 be given first, second and third readings.

Carried.

**172-17** Moved: Director Cecchini Seconded: Director McLellan

**Corporate Vote Unweighted**

That Regional District of Kootenay Boundary Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017 be reconsidered and adopted.

Carried.

**Late (Emergent) Items**

**S. Toupin-Columbia Basin Trust Community Initiatives Program (CBT CIPF)**

A staff report from Sharon Toupin, Accounting Clerk/CBT CIPF Liaison regarding the distribution of the 2017 funds was presented.

**173-17** Moved: Director Cecchini Seconded: Director Danchuk

**Corporate Vote Weighted**

That the staff report from Sharon Toupin, Accounting Clerk/Columbia Basin Trust Community Initiatives Funding Program Liaison regarding the distribution of the 2017 Program funds be received. **FURTHER** that the Community Initiatives Program funding in the amount of \$250 that was originally allocated to Karate BC/BV Rossland Traditional Karate by the Village of Warfield and the funding in the amount of \$1,000 originally allocated by Electoral Area B/Lower Columbia-Old Glory be withdrawn and reallocated to the respective local governments for 2018.

Carried.

**Discussion Items Referred from Other RDKB Committees**

There were no items referred from RDKB Committees to review.

There was a brief discussion led by the Board Chair regarding the level of debate and discussion at RDKB meetings. The Chair emphasized the importance of participation and engagement at Board and Committee meetings.

**Discussion of Items for Future Meetings**

A discussion was not required.

**Question Period for Public and Media**

The Chair acknowledged and thanked two members of the public and Grand Forks Gazette media for attending the meeting.

There were no questions from the public or media to address.

**Closed (Incamera) Session**

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

**174-17** Moved: Director Rotvold Seconded: Director Danchuk

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors convene to a closed meeting pursuant to Section 90 (1) (e) of the *Community Charter* (time: 8:02 p.m.).

Carried.

The Board of Directors reconvened to the open meeting at 8:24 p.m.

**Release of Items from Closed Meeting**

The Board of Directors discussed the following recommendations and adopted recommendations to release them to the open public record:

Moved: Director Rotvold    Seconded: Director Konrad

That the following recommendations presented to the RDKB Board of Directors in a closed meeting be released to the public:

***CAO Report-Mid-March Through Mid-April 2017***

Moved: Director Cecchini    Seconded: Director Rotvold

***Corporate Vote Unweighted***

That the CAO Report from John M. MacLean, Chief Administrative Officer regarding RDKB activities for the period Mid-March to Mid-April 2017 be received.

Carried.

***Columbia Basin Broadband Corporation***

Moved: Director McLellan    Seconded: Director Rotvold

***Corporate Vote Unweighted***

That the Regional District of Kootenay Boundary Board of Directors approve a contribution of up to \$70,000 in support of the application by the *Columbia Basin Broadband Corporation* to the *Innovation, Science and Economic Development (ISED) Canada's Connect to Innovate Program* to be funded from the General Government Financial Plan, from revenues received as payment in lieu of taxes for hydroelectric projects, contingent on the approval of the overall project, and the RDKB portions by the Federal Government. **FURTHER** that the 2017-2021 Five Year Financial Plan be amended accordingly.

Carried.

**Adjournment**

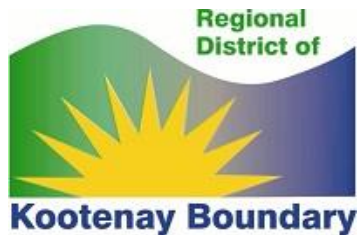
There being no further business to discuss, it was;

**175-17**    Moved: Director Danchuk

That the meeting be adjourned (time: 8:25 p.m.).

Carried.

TL



## STAFF REPORT

**Date:** 03 May 2017

**File** ADMN-Special Voting  
Regulation-0510-28

**To:** **Members of the RDKB Board of Directors**

**From:** **Chair McGregor**

**Re:** Regional District Special Voting  
Regulation-Kettle Valley Fire Truck-  
Temporary Borrowing Bylaw No. 1642

### Issue Introduction

A report from RDKB Board Chair McGregor regarding the results of a vote, via the Regional District Special Voting Regulation for first, second and third readings and reconsideration and adoption of RDKB (Kettle Valley Fire Protection Pumper Truck) Temporary Borrowing Bylaw No. 1642, 2017.

### History/Background Factors

RDKB Board Chair, Director McGregor and Electoral Area E/West Boundary Director Gee deemed reading the bylaw a first, second and third time and reconsideration of adoption of Bylaw No. 1642 urgent and requiring immediate attention.

The following is the recommendation that was voted on via the Special Voting Regulation process with a Corporate Vote Weighted:

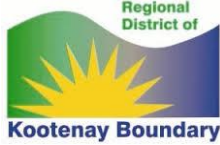
- That RDKB (Kettle Valley Fire Protection Pumper Truck) Temporary Borrowing Bylaw No. 1642, 2017 be read a first, second and third time.
- That RDKB (Kettle Valley Fire Protection Pumper Truck) Temporary Borrowing Bylaw No. 1642, 2017 be reconsidered and adopted.

The recommendation passed with 10 (from 13) Directors responding and all voting in favour of the recommendation.

The adoption of the Temporary Borrowing Bylaw will allow staff to proceed with the purchase of a pumper truck.

### Recommendation(s)

That the staff report from Chair McGregor regarding the results of a Regional District Special Voting Regulation vote for first, second and third readings and reconsideration and adoption of RDKB (Kettle Valley Fire Protection Pumper Truck) Temporary Borrowing Bylaw No. 1642, 2017 be received.



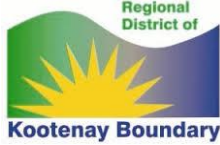
# KOOTENAY BOUNDARY ANIMAL CONTROL

## Monthly Report of Activities

### April 2017

April 1 - 9	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		03,07			
Grand Forks		01,03,04,05,06,08			
Area "D"	4	01,03,04,05,06,08	25-17AD 26-17AD	66-16AD	25-17AD 26-17AD
Greenwood	2	03,07		22-17GW	

April 10-16	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		11,14,			
Grand Forks	1	10,11,12,13,14,15	27-17GF	27-17GF	
Area "D"	1	10,11,13,14,15	28-17AD		
Greenwood		10,13,14			



April 17-23	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"					
Grand Forks		17,18,19,20,21 22			
Area "D"		17,18,19,20,21			
Greenwood	2	17,21	29-17GW	29-17GW	29-17GW

April 24-30	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"		26,29			
Grand Forks	4	24,25,27,28,29		30-17 GF	
Area "D"		24,26,27,28,29			
Greenwood	1	24,25,28			

**File numbers indicated in the chart:** The first three digits of a file number indicate the numerical order of the file in the Calendar year; The next two numbers designate which year; The final two letters indicate in which service area the file was based: CL=Christina Lake, GF=Grand Forks, AD=Area "D" & GW=Greenwood.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
INTERIM SCHEDULE SUMMARY:

**Apr-17**

ACCOUNTS PAYABLE FOR APRIL 2017 \$10,896,839.02

PAYROLL EXPENDITURES (PP# 7 & 8) \$698,927.05

**TOTAL EXPENDITURES FOR APRIL 2017** **\$11,595,766.07**

Y:\Agenda Items\Board Agenda Items\2017\may\Finance\[INTERIM SCHEDULE SUMMARY 04 2017.xlsx]She

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

AP5090

## Cheque Register - Summary

Date : May 01, 2017

Supplier : 084010 To ZUM

Cheque Dt 01-Apr-2017 To 30/04/2017

Cheque Date	Supplier Code	Supplier Name	Status	Batch	Amount
06-Apr-17	BEN025	BENT, CAROLYN	Issued	100 C	\$42.26
06-Apr-17	BIG009	BIGWHITE BOBCATS	Issued	100 C	\$94.50
06-Apr-17	BRO025	BROMAN, AMY	Issued	100 C	\$21.00
06-Apr-17	CAN060	CANADIAN RED CROSS - St.	Issued	100 C	\$30.75
06-Apr-17	CAS018	CASCADE ENVIRONMENTAL RES	Issued	100 C	\$2,539.25
06-Apr-17	CHE050	CHERRY HILL COFFEE INC.	Issued	100 C	\$129.50
06-Apr-17	CHI080	CHINA CREEK INTERNET SERV	Issued	100 C	\$939.46
06-Apr-17	CHR270	CHRISTINA LAKE NEWS	Issued	100 C	\$274.05
06-Apr-17	CIB010	CIBC VISA	Issued	100 C	\$12,144.46
06-Apr-17	COL017	COLBACHINI, CHERYL ANN	Issued	100 C	\$119.50
06-Apr-17	DAI001	DAINES, MARK	Issued	100 C	\$60.00
06-Apr-17	DEB001	DEBIASIO, GRACE	Issued	100 C	\$8.93
06-Apr-17	DER040	DEREK'S AUTO REPAIR	Issued	100 C	\$381.93
06-Apr-17	DEX002	DEXTER, JUSTIN	Issued	100 C	\$150.00
06-Apr-17	DUE020	DUECK, TIM	Issued	100 C	\$45.00
06-Apr-17	FLE015	FLEETCOR CANADA MASTERCAR	Issued	100 C	\$2,090.97
06-Apr-17	FLE015	FLEETCOR CANADA MASTERCAR	Issued	100 C	\$844.86
06-Apr-17	FOR010	FORTISBC - ELECTRICITY	Issued	100 C	\$27,278.43
06-Apr-17	FOR040	FORTIS BC - NATURAL GAS	Issued	100 C	\$6,257.07
06-Apr-17	FRI015	FRIESEN, RICHARD	Issued	100 C	\$226.95
06-Apr-17	FRU010	THE VILLAGE OF FRUITVALE	Issued	100 C	\$2,475,000.00
06-Apr-17	FYF010	FYFFE, BART	Issued	100 C	\$223.81
06-Apr-17	GAG001	GAGNON, ANDRE	Issued	100 C	\$60.00
06-Apr-17	GAI010	GAIA PRINCIPLES IPM SERVI	Issued	100 C	\$52.50
06-Apr-17	GEN003	GENELLE GENERAL STORE	Issued	100 C	\$127.51
06-Apr-17	GES010	GESCAN - Division of Sone	Issued	100 C	\$139.36
06-Apr-17	GLA050	GLACIER HONDA	Issued	100 C	\$29,339.11
06-Apr-17	GRA055	GRAND FORKS RENOVATION CE	Issued	100 C	\$181.33
06-Apr-17	GRA065	GRAND FORKS SENIORS SOCIE	Issued	100 C	\$100.00
06-Apr-17	GRA210	GRAVEYARD HOT RODZ & TIRE	Issued	100 C	\$460.00
06-Apr-17	HEK010	HEKLE, CAROLYNN	Issued	100 C	\$48.60
06-Apr-17	INT080	INTERIOR SIGNS	Issued	100 C	\$908.25
06-Apr-17	KON070	KONRAD, FRANK	Issued	100 C	\$281.08
06-Apr-17	LEA001	LEAVITT, LEO	Issued	100 C	\$60.00
06-Apr-17	LOW020	LOWER COLUMBIA COMMUNITY	Issued	100 C	\$44,150.00
06-Apr-17	MAR006	MARINO WHOLESALE LTD.	Issued	100 C	\$165.69
06-Apr-17	MAR024	MARCEL EQUIPMENT LTD.	Issued	100 C	\$3,097.50
06-Apr-17	MAR080	MARA LUMBER (KELOWNA) LTD	Issued	100 C	\$212.73
06-Apr-17	MCF010	MCFADDEN, STEPHEN K.	Issued	100 C	\$90.00
06-Apr-17	MCL030	MCLEAN, KIM	Issued	100 C	\$90.00
06-Apr-17	MET001	METTLER-TOLEDO INC.	Issued	100 C	\$1,323.84
06-Apr-17	MIN030	MINISTER OF FINANCE	Issued	100 C	\$10,950.00
06-Apr-17	MIN040	MINISTER OF FINANCE	Issued	100 C	\$37.70
06-Apr-17	MIN160	MINISTER OF FINANCE	Issued	100 C	\$115.86
06-Apr-17	MOR010	MORRISSEY CREEK BUILDING	Issued	100 C	\$848.30

06-Apr-17	PAR007	PARKINSON, ARLENE F	Issued	100 C	\$25.00
06-Apr-17	PET010	PETRO CANADA	Issued	100 C	\$7,220.57
06-Apr-17	POL040	POLICE VICTIM SERVICES OF	Issued	100 C	\$500.00
06-Apr-17	PUR020	PUROLATOR INC.	Issued	100 C	\$54.51
06-Apr-17	RAC010	RACE TRAC FUELS	Issued	100 C	\$1,016.99
06-Apr-17	REC010	RECEIVER GENERAL FOR CANA	Issued	100 C	\$95,016.14
06-Apr-17	REC110	RECREATION FACILITIES ASS	Issued	100 C	\$362.09
06-Apr-17	REI003	REILLY, BRIANNA	Issued	100 C	\$49.66
06-Apr-17	ROT030	ROTVOLD, MARGUERITE	Issued	100 C	\$460.75
06-Apr-17	SEL010	SELECT OFFICE PRODUCTS	Issued	100 C	\$66.03
06-Apr-17	SHA010	SHANAHAN'S LTD.	Issued	100 C	\$190.24
06-Apr-17	SHA030	SHAW CABLE	Issued	100 C	\$289.79
06-Apr-17	SIM070	SIMM, LARRY	Issued	100 C	\$90.00
06-Apr-17	TEL001	TELUS COMMUNICATIONS (B.C	Issued	100 C	\$13,493.52
06-Apr-17	TEL002	TELUS MOBILITY	Issued	100 C	\$275.51
06-Apr-17	THE010	THE SOURCE	Issued	100 C	\$90.13
06-Apr-17	THE200	THE JUICE	Issued	100 C	\$210.36
06-Apr-17	TRA010	THE CITY OF TRAIL	Issued	100 C	\$7,309,863.00
06-Apr-17	TRA038	TRAILS TO THE BOUNDARY SO	Issued	100 C	\$7,393.52
06-Apr-17	UNI010	UNITED RENTALS OF CANADA	Issued	100 C	\$560.00
06-Apr-17	VIS050	VISTA RADIO LTD.	Issued	100 C	\$1,192.40
06-Apr-17	WAL080	WAL MART CANADA CORP	Issued	100 C	\$89.80
06-Apr-17	WAS010	WASTE MANAGEMENT	Issued	100 C	\$3,398.86
06-Apr-17	WEB060	WEBBER, TABATHA	Issued	100 C	\$37.10
06-Apr-17	WOL002	WOLFE, DEREK	Issued	100 C	\$90.00
06-Apr-17	WYL015	WYLLIE, ROMAN	Issued	100 C	\$288.96
06-Apr-17	YOR010	YORSTON, DAVID	Issued	100 C	\$17.49
06-Apr-17	YOU080	YOUR DOLLAR STORE WITH MO	Issued	100 C	\$8.59
06-Apr-17	ALP030	ALPINE DISPOSAL & RECYCLI	Issued	99 T	\$41,942.25
06-Apr-17	AMF010	AM FORD	Issued	99 T	\$70.83
06-Apr-17	ASS010	ASSA ABLOY ENTRANCE SYSTE	Issued	99 T	\$180.08
06-Apr-17	ATS001	AT SOURCE RECYCLING SYSTE	Issued	99 T	\$761.60
06-Apr-17	BAL020	BALDY BOBCAT SERVICES	Issued	99 T	\$557.81
06-Apr-17	BEZ001	BEZAIRE, KELVIN	Issued	99 T	\$4.12
06-Apr-17	BIG060	BIG WHITE SKI RESORT LTD.	Issued	99 T	\$932.40
06-Apr-17	BOR010	BORSATO, ANDREW	Issued	99 T	\$90.00
06-Apr-17	BOU010	BOUNDARY ELECTRIC(1985) L	Issued	99 T	\$113.04
06-Apr-17	BVC001	BV COMMUNICATIONS LTD.	Issued	99 T	\$2,133.60
06-Apr-17	CAN150	CANADIAN TIRE ASSOCIATE S	Issued	99 T	\$67.17
06-Apr-17	CHR010	CHRISTINA LAKE COMMUNITY	Issued	99 T	\$150.00
06-Apr-17	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	99 T	\$63.66
06-Apr-17	CLA130	CLARITY DEVELOPMENT CONSU	Issued	99 T	\$262.50
06-Apr-17	COL390	COLUMBIA BASIN BROADBAND	Issued	99 T	\$3,651.20
06-Apr-17	COM003	COMMERCIAL AQUATIC SUPPLI	Issued	99 T	\$2,463.65
06-Apr-17	COM020	COMMISSIONAIRES BRITISH C	Issued	99 T	\$9,266.23
06-Apr-17	CRO030	CROCKER EQUIPMENT CO LTD	Issued	99 T	\$633.82
06-Apr-17	DAN090	DANCHUK, JOSEPH, P.	Issued	99 T	\$333.98
06-Apr-17	DHC010	DHC COMMUNICATIONS INC.	Issued	99 T	\$276.15
06-Apr-17	HEL010	EDMISON, HELENA	Issued	99 T	\$120.96
06-Apr-17	ENO010	ENORMOUS PRODUCTIONS	Issued	99 T	\$1,454.25
06-Apr-17	FED020	FEDERATED CO-OPERATIVES L	Issued	99 T	\$455.85
06-Apr-17	GEE020	GEE, VICKI LYNN	Issued	99 T	\$1,176.78
06-Apr-17	GRA050	GRAND FORKS HOME HARDWARE	Issued	99 T	\$243.32

06-Apr-17	GRI010	GRIEVE, ALI K.	Issued	99 T	\$142.75
06-Apr-17	HAA010	HAAS, IRENE D.	Issued	99 T	\$110.25
06-Apr-17	HAL010	HALL PRINTING	Issued	99 T	\$214.18
06-Apr-17	HUB020	HUB FIRE ENGINES & EQUIPM	Issued	99 T	\$3,208.01
06-Apr-17	INL070	INLAND ALLCARE	Issued	99 T	\$712.91
06-Apr-17	INT008	INTER-MTN. TESTING LTD.	Issued	99 T	\$627.90
06-Apr-17	INT010	INTERWEST CABINET LTD.	Issued	99 T	\$5,139.75
06-Apr-17	LEN002	LENARDON, THERESA	Issued	99 T	\$120.00
06-Apr-17	LIB010	LIBERTY FOOD STORES	Issued	99 T	\$17.96
06-Apr-17	LOR010	LORDCO PARTS LTD.	Issued	99 T	\$146.58
06-Apr-17	MAI005	MAINTech GROUP OF INDUSTR	Issued	99 T	\$201.60
06-Apr-17	MCG002	MCGREGOR, GRACE	Issued	99 T	\$1,034.58
06-Apr-17	MCL060	MCLELLAN, LLOYD	Issued	99 T	\$50.00
06-Apr-17	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	99 T	\$101.07
06-Apr-17	MIR010	MIRCOM DISTRIBUTION (BC)	Issued	99 T	\$46.83
06-Apr-17	OME040	OMEGA COMMUNICATIONS LTD.	Issued	99 T	\$51.52
06-Apr-17	PAC020	PACIFIC BLUE CROSS	Issued	99 T	\$33,451.01
06-Apr-17	PAR050	PARSLOW LOCK & SAFE	Issued	99 T	\$19.04
06-Apr-17	PEN030	PENNER, BRUCE	Issued	99 T	\$262.57
06-Apr-17	PHA010	PHARMASAVE NO 106	Issued	99 T	\$33.58
06-Apr-17	PRA040	PRAXAIR DISTRIBUTION	Issued	99 T	\$641.76
06-Apr-17	RID010	RIDGETOP MEAT PIES	Issued	99 T	\$22,589.44
06-Apr-17	RJA010	RJAMES MANAGEMENT GROUP	Issued	99 T	\$22.98
06-Apr-17	ROC050	ROCKY MOUNTAIN ENERGY	Issued	99 T	\$1,738.52
06-Apr-17	ROC030	ROCKY MOUNTAIN PHOENIX	Issued	99 T	\$201.60
06-Apr-17	SEL160	SELKIRK SECURITY SERVICE	Issued	99 T	\$89.25
06-Apr-17	SKE010	SK ELECTRONICS LTD.	Issued	99 T	\$518.01
06-Apr-17	SMI150	SMITH, EDWARD I.	Issued	99 T	\$405.10
06-Apr-17	SOF020	SOFTCHOICE LP	Issued	99 T	\$2,886.24
06-Apr-17	SUP170	SUPER SAVE DISPOSAL INC.	Issued	99 T	\$11,922.47
06-Apr-17	TRA020	TRAIL CLEANERS & LAUNDRY	Issued	99 T	\$192.22
06-Apr-17	TRO040	TROPHY DEN & GIFT SHOP	Issued	99 T	\$413.43
06-Apr-17	VAL020	VALKYRIE LAW GROUP LLP	Issued	99 T	\$6,042.94
06-Apr-17	VAL130	VALLIN	Issued	99 T	\$273.49
06-Apr-17	VER090	VERHELST, SHELLEY	Issued	99 T	\$3,050.00
06-Apr-17	WOR100	WORLEY, LINDA	Issued	99 T	\$308.49
12-Apr-17	ACK020	ACKLANDS-GRAINGER INC.	Issued	106 T	\$195.68
12-Apr-17	ALP030	ALPINE DISPOSAL & RECYCLI	Issued	106 T	\$144.51
12-Apr-17	AMF010	AM FORD	Issued	106 T	\$335.95
12-Apr-17	AND040	ANDREW SHERET LTD.	Issued	106 T	\$2,043.57
12-Apr-17	AQU020	AQUAM SPECIALISTE AQUATIQ	Issued	106 T	\$488.43
12-Apr-17	BAB020	BA BENSON & SONS	Issued	106 T	\$141.95
12-Apr-17	BIG060	BIG WHITE SKI RESORT LTD.	Issued	106 T	\$1,558.20
12-Apr-17	BLA050	BLACK PRESS GROUP LTD.	Issued	106 T	\$100.70
12-Apr-17	BVC001	BV COMMUNICATIONS LTD.	Issued	106 T	\$1,097.47
12-Apr-17	CAN560	CANADIAN LINEN AND UNIFOR	Issued	106 T	\$366.62
12-Apr-17	CAN035	CANADIAN SPRINGS	Issued	106 T	\$80.00
12-Apr-17	CAN150	CANADIAN TIRE ASSOCIATE S	Issued	106 T	\$145.57
12-Apr-17	CHR003	CHRISTMAN, MARTIN RUSSELL	Issued	106 T	\$1,994.53
12-Apr-17	COL010	COLANDER RESTAURANTS (199	Issued	106 T	\$428.25
12-Apr-17	COM230	COMMUNITY ENERGY ASSOCIAT	Issued	106 T	\$2,500.00
12-Apr-17	GRA050	GRAND FORKS HOME HARDWARE	Issued	106 T	\$17.97
12-Apr-17	GUI001	GUILLEVIN INTERNATIONAL I	Issued	106 T	\$96.10

12-Apr-17	HAC020	HACH SALES AND SERVICE CA	Issued	106 T	\$3,411.19
12-Apr-17	INL070	INLAND ALLCARE	Issued	106 T	\$5,025.70
12-Apr-17	ISL030	ISL ENGINEERING AND LAND	Issued	106 T	\$2,100.00
12-Apr-17	LIF010	LIFESAVING SOCIETY	Issued	106 T	\$124.50
12-Apr-17	LOR010	LORDCO PARTS LTD.	Issued	106 T	\$457.39
12-Apr-17	MAG040	MAGLIO BUILDING CENTRE (T	Issued	106 T	\$68.92
12-Apr-17	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	106 T	\$599.44
12-Apr-17	MMM001	MMM GROUP LIMITED	Issued	106 T	\$1,483.65
12-Apr-17	OPU010	OPUS INTERNATIONAL CONSUL	Issued	106 T	\$5,376.00
12-Apr-17	PAR050	PARSLOW LOCK & SAFE	Issued	106 T	\$984.41
12-Apr-17	POW100	POWER TECH ELECTRIC LTD.	Issued	106 T	\$970.20
12-Apr-17	RIT020	RITEWAY MECHANICAL REPAIR	Issued	106 T	\$7,177.50
12-Apr-17	SKE010	SK ELECTRONICS LTD.	Issued	106 T	\$168.00
12-Apr-17	SOF020	SOFTCHOICE LP	Issued	106 T	\$1,672.80
12-Apr-17	SPE030	SPEEDPRO SIGNS PLUS	Issued	106 T	\$220.64
12-Apr-17	SVE010	SVENDSEN, JAMES	Issued	106 T	\$505.00
12-Apr-17	TRA029	TRAIL COFFEE & TEA COMPAN	Issued	106 T	\$171.00
12-Apr-17	TRA240	TRAIL HOME HARDWARE BUILD	Issued	106 T	\$14.87
12-Apr-17	UNI110	UNITED WAY OF TRAIL	Issued	106 T	\$550.00
12-Apr-17	VAB010	VAB ENTERPRISES	Issued	106 T	\$682.50
12-Apr-17	VAL130	VALLEN	Issued	106 T	\$1,712.53
12-Apr-17	VAN140	VAN HEMERT JV	Issued	106 T	\$110.00
12-Apr-17	ZON020	ZONE WEST ENTERPRISES LTD	Issued	106 T	\$73.50
13-Apr-17	ACM030	ACME VISIBLE FILING SYSTE	Issued	107 C	\$93.10
13-Apr-17	ACT015	ACTON, DAMON	Issued	107 C	\$25.00
13-Apr-17	BES005	BEST WESTERN PLUS COLUMBI	Issued	107 C	\$158.19
13-Apr-17	CHR410	CHRISTINA LAKE TOURISM SO	Issued	107 C	\$1,685.25
13-Apr-17	FIR080	FIRE CHIEFS' ASSOCIATION	Issued	107 C	\$217.00
13-Apr-17	FOR010	FORTISBC - ELECTRICITY	Issued	107 C	\$7,179.29
13-Apr-17	FOR040	FORTIS BC - NATURAL GAS	Issued	107 C	\$598.44
13-Apr-17	GES010	GESCAN - Division of Sone	Issued	107 C	\$52.59
13-Apr-17	GRA280	GRAND FORKS VOLUNTEER FIR	Issued	107 C	\$950.00
13-Apr-17	GRE030	GREYHOUND COURIER EXPRESS	Issued	107 C	\$239.74
13-Apr-17	IMP020	IMPERIAL OIL LIMITED	Issued	107 C	\$133.16
13-Apr-17	KIW020	KIWANIS CLUB OF TRAIL	Issued	107 C	\$3,191.34
13-Apr-17	MAL001	MALLACH, ANDY	Issued	107 C	\$375.00
13-Apr-17	MAR006	MARINO WHOLESALE LTD.	Issued	107 C	\$246.07
13-Apr-17	MEA040	MEARL'S MACHINE WORKS LTD	Issued	107 C	\$4,536.00
13-Apr-17	MIN040	MINISTER OF FINANCE	Issued	107 C	\$646.12
13-Apr-17	PUR020	PUROLATOR INC.	Issued	107 C	\$170.03
13-Apr-17	REC510	RECEIVER GENERAL FOR CANA	Issued	107 C	\$621.00
13-Apr-17	SEL010	SELECT OFFICE PRODUCTS	Issued	107 C	\$157.03
13-Apr-17	TDC020	TD CANADA TRUST	Issued	107 C	\$535.54
13-Apr-17	TEL001	TELUS COMMUNICATIONS (B.C	Issued	107 C	\$2,498.86
13-Apr-17	TEL050	TELUS COMMUNICATIONS CO.	Issued	107 C	\$604.47
13-Apr-17	THE010	THE SOURCE	Issued	107 C	\$90.04
13-Apr-17	TOT070	TOTAL SAFETY SERVICES INC	Issued	107 C	\$26.25
13-Apr-17	ULI010	ULINE CANADA CORPORATION	Issued	107 C	\$70.19
13-Apr-17	VEN010	VENTURE MECHANICAL SYSTEM	Issued	107 C	\$813.75
13-Apr-17	WAL080	WAL MART CANADA CORP	Issued	107 C	\$67.20
13-Apr-17	WES016	WESTBRIDGE RECREATION SOC	Issued	107 C	\$200.00
13-Apr-17	WIT010	WITT, PETER	Issued	107 C	\$128.94
13-Apr-17	WOR010	WORKER'S COMPENSATION BOA	Issued	107 C	\$51,146.88

20-Apr-17	BEL110	BELL MOBILITY INC.	Issued	115 C	\$302.43
20-Apr-17	BRY020	BRYANT, LIL	Issued	115 C	\$69.03
20-Apr-17	CAN130	CANADIAN UNION OF PUBLIC	Issued	115 C	\$4,512.82
20-Apr-17	CAP050	CAPPELLETTO, KAREN	Issued	115 C	\$85.90
20-Apr-17	CAS270	CASE DILLON & ASSOCIATES	Issued	115 C	\$6,300.00
20-Apr-17	CHE050	CHERRY HILL COFFEE INC.	Issued	115 C	\$129.50
20-Apr-17	CIE020	CI EXCAVATING	Issued	115 C	\$120.75
20-Apr-17	COL017	COLBACHINI, CHERYL ANN	Issued	115 C	\$119.50
20-Apr-17	COM060	COMPLETE CLIMATE CONTROL	Issued	115 C	\$3,648.30
20-Apr-17	COR135	CORMACK, MARLENE	Issued	115 C	\$345.00
20-Apr-17	DEL070	DELL CANADA INC	Issued	115 C	\$361.18
20-Apr-17	EVT010	EVTA OF BC	Issued	115 C	\$645.00
20-Apr-17	FRU020	FRUITVALE CO-OP	Issued	115 C	\$117.20
20-Apr-17	FRU070	FRUITVALE FIRE DEPT	Issued	115 C	\$442.00
20-Apr-17	GEN040	GENELLE VOLUNTEER FIRE DE	Issued	115 C	\$442.00
20-Apr-17	GER030	GERICK CYCLE & SPORTS	Issued	115 C	\$100.79
20-Apr-17	GES010	GESCAN - Division of Sone	Issued	115 C	\$1,199.51
20-Apr-17	GLE040	GLENMERRY GLASS LTD.	Issued	115 C	\$204.05
20-Apr-17	GRA055	GRAND FORKS RENOVATION CE	Issued	115 C	\$71.62
20-Apr-17	HOM010	HOME DEPOT CREDIT SERVICE	Issued	115 C	\$53.02
20-Apr-17	LIS010	LISTOWEL TROPHIES AND ENG	Issued	115 C	\$40.39
20-Apr-17	MAL001	MALLACH, ANDY	Issued	115 C	\$40.00
20-Apr-17	MED100	MEDAL MOUNTING CANADA	Issued	115 C	\$54.61
20-Apr-17	MIN040	MINISTER OF FINANCE	Issued	115 C	\$171.45
20-Apr-17	MIN160	MINISTER OF FINANCE	Issued	115 C	\$117.80
20-Apr-17	MON040	MONTROSE FIRE DEPARTMENT	Issued	115 C	\$442.00
20-Apr-17	MOO100	MOORE, KRISTIN	Issued	115 C	\$70.00
20-Apr-17	MOR010	MORRISSEY CREEK BUILDING	Issued	115 C	\$162.19
20-Apr-17	OVE010	OVERWAITEA FOODS	Issued	115 C	\$16.81
20-Apr-17	PAR120	PART EVIL CUSTOM AUTOS LT	Issued	115 C	\$119.40
20-Apr-17	PIN040	PINEGROVE AUTO & SMALL EN	Issued	115 C	\$1,038.30
20-Apr-17	REC010	RECEIVER GENERAL FOR CANA	Issued	115 C	\$90,064.47
20-Apr-17	REC560	RECEIVER GENERAL FOR CANA	Issued	115 C	\$50.00
20-Apr-17	REI003	REILLY, BRIANNA	Issued	115 C	\$115.00
20-Apr-17	RHC001	RHC INSURANCE BROKERS LTD	Issued	115 C	\$525.00
20-Apr-17	ROC210	ROCKY MOUNTAIN FITNESS	Issued	115 C	\$301.71
20-Apr-17	ROS140	ROSSLAND FIRE DEPT.	Issued	115 C	\$442.00
20-Apr-17	SEL010	SELECT OFFICE PRODUCTS	Issued	115 C	\$348.97
20-Apr-17	SOL001	THE SOLID WASTE ASSOC. OF	Issued	115 C	\$275.60
20-Apr-17	SPC010	SOCIETY FOR PREVENTION OF	Issued	115 C	\$7,437.00
20-Apr-17	STA007	DESJARDINS CARD SERVICES	Issued	115 C	\$163.22
20-Apr-17	TEL001	TELUS COMMUNICATIONS (B.C	Issued	115 C	\$76.32
20-Apr-17	THE010	THE SOURCE	Issued	115 C	\$67.19
20-Apr-17	VIS050	VISTA RADIO LTD.	Issued	115 C	\$819.00
20-Apr-17	WAL080	WAL MART CANADA CORP	Issued	115 C	\$93.12
20-Apr-17	WAS010	WASTE MANAGEMENT	Issued	115 C	\$773.95
20-Apr-17	WHI090	WHITLOCK INSURANCE SERVIC	Issued	115 C	\$1,142.00
20-Apr-17	ACE010	A.C.E. COURIER SERVICES	Issued	114 T	\$26.73
20-Apr-17	ALP030	ALPINE DISPOSAL & RECYCLI	Issued	114 T	\$376.28
20-Apr-17	AMF010	AM FORD	Issued	114 T	\$37,679.04
20-Apr-17	AND040	ANDREW SHERET LTD.	Issued	114 T	\$29.94
20-Apr-17	ATS001	AT SOURCE RECYCLING SYSTE	Issued	114 T	\$761.60
20-Apr-17	BEA130	BEAVER VALLEY LIBRARY	Issued	114 T	\$17,245.00

20-Apr-17	BIG010	BIG WHITE FIRE DEPT. SOCI	Issued	114 T	\$434.00
20-Apr-17	BIG025	BIG WHITE UTILITIES	Issued	114 T	\$9,737.20
20-Apr-17	BLA050	BLACK PRESS GROUP LTD.	Issued	114 T	\$1,597.12
20-Apr-17	BRA030	BRANDT TRACTOR	Issued	114 T	\$256.76
20-Apr-17	BRI120	BRITISH COLUMBIA SAFETY A	Issued	114 T	\$357.00
20-Apr-17	BVC001	BV COMMUNICATIONS LTD.	Issued	114 T	\$177.44
20-Apr-17	BVT010	BV TOOL RENTALS (2011) LT	Issued	114 T	\$50.02
20-Apr-17	CAN170	CANADA POST CORP	Issued	114 T	\$292.29
20-Apr-17	CAN150	CANADIAN TIRE ASSOCIATE S	Issued	114 T	\$54.80
20-Apr-17	CHR003	CHRISTMAN, MARTIN RUSSELL	Issued	114 T	\$7.53
20-Apr-17	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	114 T	\$111.64
20-Apr-17	COM190	COMMONSPPLACE CONSULTING	Issued	114 T	\$3,087.00
20-Apr-17	DHC010	DHC COMMUNICATIONS INC.	Issued	114 T	\$3,971.05
20-Apr-17	ECO030	ECO-CLEAN DRY CLEANING SE	Issued	114 T	\$45.22
20-Apr-17	ENO010	ENORMOUS PRODUCTIONS	Issued	114 T	\$7,620.37
20-Apr-17	FIR040	FIREFIGHTERS ASSOCIATION	Issued	114 T	\$4,166.12
20-Apr-17	FOR120	FORSTER, MAUREEN, K.	Issued	114 T	\$120.00
20-Apr-17	FOU080	FOUR STAR COMMUNICATIONS	Issued	114 T	\$191.58
20-Apr-17	GIL030	GILLMOR, NANCY	Issued	114 T	\$34.96
20-Apr-17	GRA170	GRAND FORKS & DISTRICT P	Issued	114 T	\$100,000.00
20-Apr-17	GRA023	GRAND FORKS CONCRETE AND	Issued	114 T	\$126.00
20-Apr-17	GRA050	GRAND FORKS HOME HARDWARE	Issued	114 T	\$52.37
20-Apr-17	GUI001	GUILLEVIN INTERNATIONAL I	Issued	114 T	\$642.10
20-Apr-17	HAL010	HALL PRINTING	Issued	114 T	\$154.50
20-Apr-17	HIR010	HIRAM, JANICE	Issued	114 T	\$217.00
20-Apr-17	HUB020	HUB FIRE ENGINES & EQUIPM	Issued	114 T	\$138.20
20-Apr-17	INF030	INFOSAT COMMUNICATIONS	Issued	114 T	\$585.84
20-Apr-17	INL070	INLAND ALLCARE	Issued	114 T	\$660.58
20-Apr-17	IRI010	IRIDIA MEDICAL INC.	Issued	114 T	\$735.00
20-Apr-17	JJH010	J.J.H. ENTERPRISES	Issued	114 T	\$64.99
20-Apr-17	JUS010	JUSTICE INSTITUTE OF B.C.	Issued	114 T	\$110.00
20-Apr-17	KON001	KONE INC.	Issued	114 T	\$346.82
20-Apr-17	KOV010	KOVACS, MARGARET A.	Issued	114 T	\$57.80
20-Apr-17	LOR010	LORDCO PARTS LTD.	Issued	114 T	\$819.39
20-Apr-17	MAG040	MAGLIO BUILDING CENTRE (T	Issued	114 T	\$196.34
20-Apr-17	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	114 T	\$527.92
20-Apr-17	RIC010	RICOH CANADA INC.	Issued	114 T	\$10,594.34
20-Apr-17	SCP010	SCP DISTRIBUTORS INC.	Issued	114 T	\$1,580.99
20-Apr-17	SPE030	SPEEDPRO SIGNS PLUS	Issued	114 T	\$490.00
20-Apr-17	TRA029	TRAIL COFFEE & TEA COMPAN	Issued	114 T	\$132.04
20-Apr-17	MON010	VILLAGE OF MONTROSE	Issued	114 T	\$641.00
20-Apr-17	VIT001	VITALAIRE	Issued	114 T	\$844.93
20-Apr-17	WAR040	WARFIELD FIRE DEPT. SOCIA	Issued	114 T	\$442.00
20-Apr-17	XLW010	XL QUALITY INDUSTRIAL SER	Issued	114 T	\$379.54
20-Apr-17	ZON020	ZONE WEST ENTERPRISES LTD	Issued	114 T	\$90.79
27-Apr-17	ACC050	ACCURA ALARMS SECURITY SE	Issued	123 C	\$288.75
27-Apr-17	ARR040	ARROW INDUSTRIES (1982) L	Issued	123 C	\$799.68
27-Apr-17	BIR020	BIRNIE, NORINE - "IN TRUS	Issued	123 C	\$200.65
27-Apr-17	BOU049	BOUNDARY TECH SERVICES IN	Issued	123 C	\$327.61
27-Apr-17	CAF015	CAFFE AMERICANO	Issued	123 C	\$336.00
27-Apr-17	CAS005	CASTLEGAR SQUADRON	Issued	123 C	\$210.00
27-Apr-17	CAS018	CASCADE ENVIRONMENTAL RES	Issued	123 C	\$8,447.66
27-Apr-17	CAS030	CASTLE MOUNTAIN TREE SERV	Issued	123 C	\$1,055.25

27-Apr-17	CEC010	CECCHINI, PATRICIA	Issued	123 C	\$354.00
27-Apr-17	CIE020	CI EXCAVATING	Issued	123 C	\$598.50
27-Apr-17	CTQ010	CTQ CONSULTANTS LTD.	Issued	123 C	\$8,534.42
27-Apr-17	DAN050	DANISH, BOB	Issued	123 C	\$250.00
27-Apr-17	DEA070	DEADWOOD JUNCTION	Issued	123 C	\$420.00
27-Apr-17	DEL070	DELL CANADA INC	Issued	123 C	\$749.00
27-Apr-17	DER025	DEROSA, LOUIE	Issued	123 C	\$500.00
27-Apr-17	DOE020	DOELL PHOTO	Issued	123 C	\$173.60
27-Apr-17	DOU005	DOUCETTE, GREG	Issued	123 C	\$250.00
27-Apr-17	FED010	FEDERATION OF CANADIAN MU	Issued	123 C	\$751.98
27-Apr-17	FOR010	FORTISBC - ELECTRICITY	Issued	123 C	\$1,710.47
27-Apr-17	FOR040	FORTIS BC - NATURAL GAS	Issued	123 C	\$981.95
27-Apr-17	FORGRA	FORTIS BC - FINANCIAL ACC	Issued	123 C	\$210.00
27-Apr-17	FRI015	FRIESEN, RICHARD	Issued	123 C	\$244.84
27-Apr-17	GES010	GESCAN - Division of Sone	Issued	123 C	\$67.16
27-Apr-17	GGW010	G&G WOODWORK	Issued	123 C	\$330.40
27-Apr-17	GRA210	GRAVEYARD HOT RODZ & TIRE	Issued	123 C	\$582.59
27-Apr-17	INN020	INNERSPACE WATERSPORTS IN	Issued	123 C	\$5,913.57
27-Apr-17	JER010	JERRY'S THREE VALLEY WATE	Issued	123 C	\$19.50
27-Apr-17	JOH230	JOHNSON, KIM	Issued	123 C	\$146.38
27-Apr-17	KEA020	KEATING, LARRY	Issued	123 C	\$700.00
27-Apr-17	KOO560	KOOTENAY A-PLUS SYSTEMS L	Issued	123 C	\$650.21
27-Apr-17	LEN060	LENARDUZZI, GRANT & HEATH	Issued	123 C	\$84.00
27-Apr-17	LIN060	LINDAL, DAVID	Issued	123 C	\$250.00
27-Apr-17	LOO020	LOOMIS EXPRESS	Issued	123 C	\$58.48
27-Apr-17	MAK030	MAKORTOFF, ANN	Issued	123 C	\$250.00
27-Apr-17	MAR006	MARINO WHOLESALE LTD.	Issued	123 C	\$181.49
27-Apr-17	MIN090	MINISTER OF FINANCE	Cancelled	124 C	\$0.00
27-Apr-17	MOR010	MORRISSEY CREEK BUILDING	Issued	123 C	\$34.14
27-Apr-17	NOF010	NO FRILLS	Issued	123 C	\$107.38
27-Apr-17	OVE010	OVERWAITEA FOODS	Issued	123 C	\$13.44
27-Apr-17	PAS060	THE PASTRY SHOP	Issued	123 C	\$390.75
27-Apr-17	PIN040	PINEGROVE AUTO & SMALL EN	Issued	123 C	\$95.50
27-Apr-17	ROS010	THE CITY OF ROSSLAND	Issued	123 C	\$638.03
27-Apr-17	SEC030	SECURE BY DESIGN	Issued	123 C	\$44.80
27-Apr-17	SEL010	SELECT OFFICE PRODUCTS	Issued	123 C	\$123.33
27-Apr-17	SEL040	SELKIRK COLLEGE (CASTLEGA	Issued	123 C	\$2,160.00
27-Apr-17	SEN010	SENSIBLE SOLUTIONS INC.	Issued	123 C	\$4,200.00
27-Apr-17	SEV020	SEVEN SUMMITS COFFEE COMP	Issued	123 C	\$120.00
27-Apr-17	SHA030	SHAW CABLE	Issued	123 C	\$604.45
27-Apr-17	SUR020	SURINAK, SANDRA - "IN TRU	Issued	123 C	\$171.26
27-Apr-17	TEL001	TELUS COMMUNICATIONS (B.C	Issued	123 C	\$384.93
27-Apr-17	TEL002	TELUS MOBILITY	Issued	123 C	\$3,166.12
27-Apr-17	TRA200	CITY OF TRAIL	Issued	123 C	\$139.60
27-Apr-17	VER080	VERSA-TASK SERVICES	Issued	123 C	\$180.00
27-Apr-17	WAL080	WAL MART CANADA CORP	Issued	123 C	\$37.94
27-Apr-17	WES100	WESCO DISTRIBUTION CANADA	Issued	123 C	\$316.68
27-Apr-17	WIE030	WIEBE, GABRIEL	Issued	123 C	\$31.20
27-Apr-17	XER010	XEROX CANADA LTD.	Issued	123 C	\$40.10
27-Apr-17	MIN090	MINISTER OF FINANCE	Cancelled	124 C	\$0.00
27-Apr-17	MIN090	MINISTER OF FINANCE	Issued	126 C	\$210.00
27-Apr-17	MIN090	MINISTER OF FINANCE	Issued	127 C	\$12.50
27-Apr-17	ABE030	ABELL PEST CONTROL	Issued	122 T	\$541.50



27-Apr-17	AFD001	AFD PETROLEUM LTD.	Issued	122 T	\$960.82
27-Apr-17	ALP030	ALPINE DISPOSAL & RECYCLI	Issued	122 T	\$235.12
27-Apr-17	AMF010	AM FORD	Issued	122 T	\$64.84
27-Apr-17	AQU020	AQUAM SPECIALISTE AQUATIQ	Issued	122 T	\$958.57
27-Apr-17	BCT030	BC TRANSIT	Issued	122 T	\$130,196.00
27-Apr-17	BEL020	BELLA TIRE SERVICE CENTRE	Issued	122 T	\$98.15
27-Apr-17	BOU010	BOUNDARY ELECTRIC(1985) L	Issued	122 T	\$1,281.77
27-Apr-17	BOU530	BOUNDARY LOCKSMITHS	Issued	122 T	\$11.20
27-Apr-17	COL200	C.V.C.C.S.	Issued	122 T	\$2,085.16
27-Apr-17	CAN035	CANADIAN SPRINGS	Issued	122 T	\$34.60
27-Apr-17	CAN150	CANADIAN TIRE ASSOCIATE S	Issued	122 T	\$614.54
27-Apr-17	CHR010	CHRISTINA LAKE COMMUNITY	Issued	122 T	\$950.00
27-Apr-17	COL024	COLUMBIA TRUCK & TIRE	Issued	122 T	\$119.63
27-Apr-17	DEA060	DEAN, DONNA	Issued	122 T	\$167.14
27-Apr-17	DEL100	DELTA T CONSULTANTS	Issued	122 T	\$1,929.90
27-Apr-17	DOM030	DOMINION GOVLAW LLP	Issued	122 T	\$75.61
27-Apr-17	ENO010	ENORMOUS PRODUCTIONS	Issued	122 T	\$3,134.25
27-Apr-17	FIR020	FIRST REGISTRY SERVICES L	Issued	122 T	\$49.88
27-Apr-17	GIL030	GILLMOR, NANCY	Issued	122 T	\$31.75
27-Apr-17	GOB010	GOBEIL, KENNETH	Issued	122 T	\$930.32
27-Apr-17	GUI001	GUILLEVIN INTERNATIONAL I	Issued	122 T	\$15.07
27-Apr-17	HAL010	HALL PRINTING	Issued	122 T	\$2,930.93
27-Apr-17	ICO010	ICOMPASS TECHNOLOGIES INC	Issued	122 T	\$845.25
27-Apr-17	KOO200	KOOTENAY COFFEE COMPANY	Issued	122 T	\$81.50
27-Apr-17	KOO045	KOOTENAY COMMUNICATIONS L	Issued	122 T	\$141.75
27-Apr-17	LOR010	LORDCO PARTS LTD.	Issued	122 T	\$27.97
27-Apr-17	LUD001	LUDWAR, CORA	Issued	122 T	\$209.19
27-Apr-17	MAG040	MAGLIO BUILDING CENTRE (T	Issued	122 T	\$20.48
27-Apr-17	MAR001	MARTIN, MICHAEL, T.	Issued	122 T	\$50.00
27-Apr-17	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	122 T	\$29.81
27-Apr-17	MUR015	MURPHY, MELINA C	Issued	122 T	\$48.19
27-Apr-17	OKT010	OK TIRE STORE	Issued	122 T	\$53.76
27-Apr-17	OME040	OMEGA COMMUNICATIONS LTD.	Issued	122 T	\$41.44
27-Apr-17	PAL005	PALADIN SECURITY GROUP LT	Issued	122 T	\$8,675.57
27-Apr-17	PEN002	PENGELLEY, JOHN	Issued	122 T	\$149.80
27-Apr-17	PHA010	PHARMASAVE NO 106	Issued	122 T	\$16.24
27-Apr-17	ROC100	ROCK CREEK & BOUNDARY FAI	Issued	122 T	\$178.50
27-Apr-17	ROC050	ROCKY MOUNTAIN ENERGY	Issued	122 T	\$988.65
27-Apr-17	ROC030	ROCKY MOUNTAIN PHOENIX	Issued	122 T	\$616.00
27-Apr-17	SEL160	SELKIRK SECURITY SERVICE	Issued	122 T	\$2,054.07
27-Apr-17	SPE030	SPEEDPRO SIGNS PLUS	Issued	122 T	\$32.59
27-Apr-17	TOO010	TOOL TIME SUPPLIES LTD.	Issued	122 T	\$121.65
27-Apr-17	TRA029	TRAIL COFFEE & TEA COMPAN	Issued	122 T	\$113.50
27-Apr-17	VAL130	VALLEN	Issued	122 T	\$366.14
27-Apr-17	VER100	VERE, JOHN KENNETH	Issued	122 T	\$73.62
TOTAL ACCOUNTS PAYABLE APRIL 1 - 30, 2017					<u>\$10,896,839.02</u>



**Boundary Stakeholders Committee  
Minutes  
Tuesday, March 7, 2017 – 12:00 pm  
RDKB Board Room, Grand Forks, BC**

**Directors present:**

Director G. McGregor  
Director R. Russell  
Director M. Rotvold  
Director V. Gee (left meeting at 1:30 pm)  
Director F. Konrad  
Director E. Smith

**Staff present:**

J. MacLean, Chief Administrative Officer/Committee Chair  
M. Forster, Executive Assistant/Recording Secretary  
B. Burget, General Manager of Finance  
T. Sprado, Manager of Facilities and Recreation (left meeting at 1:38 pm)

**CALL TO ORDER**

The meeting was called to order at 12:55 pm.

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

The agenda for the March 7, 2017 Boundary Stakeholders Committee meeting was presented.

Moved: Director Smith    Seconded: Director Rotvold

That the agenda for the March 7, 2017 Boundary Stakeholders Committee meeting be adopted as presented.

Carried

**ADOPTION OF MINUTES**

The minutes of the Boundary Stakeholders Committee meeting held February 7, 2017 were presented.

Moved: Director Konrad Seconded: Director Rotvold

That the minutes of the Boundary Stakeholders Meeting held February 7, 2017 be adopted.

Carried

**CONSIDERATION OF STAKEHOLDER FINANCIAL PLANS**

**Service Participants - Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks and City of Grand Forks**  
**- 140 - Grand Forks and District Library**  
**- 031 - Grand Forks and District Curling Club**

The Committee members reviewed the Grand Forks and District Library (140) and Grand Forks and District Curling Club (031) Five Year Financial Plans.

Moved: Director Russell Seconded: Director Konrad

That the Boundary Stakeholders Committee approve the Grand Forks, Electoral Area 'C' and 'D' Library (140) 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

Moved: Director McGregor Seconded: Director Russell

That the Boundary Stakeholders Committee approve the Grand Forks Curling Club (031) 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 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks, City of Grand Forks and City of Greenwood**  
**- 071 - Animal Control Boundary**

The Committee members reviewed the Animal Control Boundary (071) Five Year Financial Plan.

Moved: Director Russell Seconded: Director McGregor

That the Boundary Stakeholders Committee approve the Boundary Animal Control (071) 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, and City of Grand Forks**

- 021 - Recreation Commission**
- 030 - Grand Forks Arena**
- 040 - Grand Forks Aquatic Centre**
- 080 - Mosquito Control**

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

The name "Recreation Commission" will be changed to "Recreation Program Services" for consistency.

Moved: Director Russell Seconded: Director Konrad

That the Boundary Stakeholders Committee approve the Grand Forks Recreation Commission (021) 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

Moved: Director Konrad Seconded: Director Russell

That the Boundary Stakeholders Committee approve the Grand forks Arena (030) 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

Moved: Director Russell Seconded: Director Konrad

That the Boundary Stakeholders Committee approve the Grand Forks Aquatic Centre (040) 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

Moved: Director Russell Seconded: Director Konrad

That the Boundary Stakeholders Committee approve the Grand Forks/Electoral Area 'D' Mosquito Control (080) 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 'E'/West Boundary, City of Greenwood and Village of Midway**

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

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

Further revisions were made to the Recreation Commission (022) Five Year Financial Plan.

Discussion ensued on the breakdown of the cost of service among the participants. Staff will provide the participants with a copy of Bylaw 1091, 1999 to clarify the apportionment.

Moved: Director Gee Seconded: Director Smith

That the Boundary Stakeholders Committee approve the West Boundary Recreation Commission (022) 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

Moved: Director Rotvold Seconded: Director Smith

That the Boundary Stakeholders Committee approve the Midway and Beaverdell Emergency Response (055) 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, City of Grand Forks and City of Greenwood  
- 950 - Boundary Transit**

The Committee reviewed the Boundary Transit (950) Five Year Financial Plan. Discussion ensued on options to balance the budget. The deficit will be apportioned between Electoral Area 'D'/Rural Grand Forks and the City of Grand Forks based on the proportionate share of the two areas' assessment.

Moved: Director Russell Seconded: Director Konrad

That the Boundary Stakeholders Committee approve the Boundary Transit (950) 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 and Electoral Area 'E'/West Boundary  
- 092 - Noxious Weeds**

The Committee members reviewed the Noxious Weeds (092) Five Year Financial Plan.

Moved: Director Russell Seconded: Director Gee

That the Boundary Stakeholders Committee approve the Electoral Area 'D' and 'E' Noxious Weed Service (092) 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 'E' / West Boundary and City of Greenwood  
-145 - Greenwood - Electoral Area 'E' Cemeteries**

The Committee members reviewed the Greenwood - Electoral Area 'E' Cemeteries (145) Five Year Financial Plan.

Moved: Director Gee Seconded: Director McGregor

That the Boundary Stakeholders Committee approve the Greenwood - electoral Area 'E' Service (145) 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

**NEW BUSINESS**

There was no new business for discussion.

**ADJOURNMENT**

The meeting was adjourned at 1:44 pm.



**Boundary Economic Development Committee  
Minutes**

**Tuesday, March 7, 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 E. Smith  
Director G. McGregor

**Staff and others present:**

J. MacLean, Chief Administrative Officer  
M. Forster, Executive Assistant/Recording Secretary  
B. Burget, General Manager of Finance  
W. McCulloch, Community Futures Boundary  
S. Elzinga, Community Futures Boundary  
J. Summerland, Okanagan Film Commission  
A. Denman, OK International Festival of Animation  
D. Williamson, Cascade Environmental Resource Group Ltd.  
T. Hellinga, (by teleconference), Cascade Environmental Resource Group Ltd.  
N. Dudley, Cascade Environmental Resource Group Ltd.  
K. Smith, Cascade Environmental Resource Group Ltd.

**Call to Order**

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

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

The agenda for the March 7, 2017 meeting of the Boundary Economic Development Committee was presented.



The delegation presentation from Jon Summerland, Okanagan Film Commission, was moved to Delegations - 4A, ahead of the presentation from D. Williamson, Cascade Environmental Resource Group Ltd.

A discussion regarding Interfor's Forest Stewardship Plan was added to Late (Emergent) Items - 7A.

Moved: Director Rotvold Seconded: Director Konrad

That the agenda for the March 7, 2017 meeting of the Boundary Economic Development Committee be adopted as amended.

Carried

### **Consideration of the Minutes**

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

Moved: Director Konrad Seconded: Director Smith

That the minutes of the Boundary Economic Development Committee meeting held on February 7, 2017 be adopted as presented.

Carried

### **Delegations**

#### **Jon Summerland and Anne Denman Re: Okanagan Film Commission Update**

J. Summerland and A. Denman, Okanagan Film Commission, attended the meeting and provided the Committee members with an update on the Commission's current activities. They encouraged anyone who has an interest in film and animation, especially youth, to contact A. Denman for more information about getting involved in the industry. Discussion ensued on holding a film festival in the Boundary area. A suggestion was made for A. Denman to hold a talk on this industry in Boundary schools. Staff at the OK Film Commission will prepare a budget on holding a small film festival in the area. This information will be reviewed by the Committee members at a future meeting.

**D. Williamson and T. Hellinga - Cascade Environmental Resource Group Ltd.  
Re: Update on Boundary Recreational Trails (Phase 1) Project**

Mr. Dave Williamson, Cascade Environmental Resource Group attended the meeting to provide the Committee members with an update on the Boundary Recreational Trails (Phase 1) Project. Mr. Williamson suggested striking a working group which would provide guidance throughout the project. There was general consensus to move forward in striking this working group. Mr. Williamson, Director Russell and J. MacLean will have further discussions on the working group's membership.

The Committee was informed that Phase 1 will consist of analysis and review. Analysis and review will include:

1. Identification and mapping of existing recreational trails in the Boundary region.
2. Identifying stakeholders, community groups and other parties interested in the development of recreational trails.
3. Identification of the benefits and risks of an ongoing relationship with the Province.
4. Research, analysis and quantification of the economic, societal and community benefits of the development of a regional recreational trails network.
5. Identification of issues that will have to be addressed in the implementation of a possible Trails Master Plan by the RDKB.
6. Identification of the level of RDKB involvement in the development of regional trails.
7. Development of the Phase 1 report.
8. Negotiate the next steps or further phases.

Timelines were discussed for the Phase 1 activities. The Committee was informed that Phase 1 will set the stage for community engagement.

**Unfinished Business**

**Boundary Economic Development Committee Memorandum of Action Items - Ending February 28, 2017**

The Boundary Economic Development Committee Memorandum of Actions Items for the period ending February 28, 2017, was presented.

The Committee members were informed that the City of Greenwood voted conditionally to participate in the MRDT Program provided the hotel owners will support it. Staff will contact C. Alblas to ask if the hotel owners are in agreement.

Moved: Director Smith Seconded: Director Konrad

That the Boundary Economic Development Committee Memorandum of Action Items for the period ending February 28, 2017, be received.

Carried

### **BEDC 2017-2021 Five Year Financial Plan**

The 2017 - 2021 Five Year Financial Plan for the Boundary Economic Development Service was presented for consideration.

The Committee members were informed that since the last financial plan review in February, a significant change was made. The change was the addition of the Tri Regional District Agricultural Project.

After a discussion on BEDC projects, there were further amendments to the Five Year Financial Plan.

Moved: Director Rotvold Seconded: Director Gee

That the Boundary Economic Development Committee approve the RDKB Boundary Economic Development Service (008) 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

### **New Business**

#### **Community Futures Monthly Report - February 2017**

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

The Committee members discussed the MOU between Imagine Kootenay and CBT which expires on March 31, 2017.

Moved: Director Rotvold Seconded: Director Konrad

That the Boundary Economic Development Committee Monthly Report for February 2017, as prepared by Community Futures Boundary, is received as presented.

Carried

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

#### **Interfor - Forest Stewardship Plan**

The Committee members were informed that Interfor has released its Forest Stewardship Plan (FSP) for public consultation. Concerns were raised about how the Plan addresses forestry operations in recreation areas and adjacent to local lakes. It was suggested that Interfor be asked to present its FSP to Boundary stakeholders and that a formal request be made to Interfor to allow Boundary stakeholders to see Interfor's operational plans on an annual basis when they exist in the Boundary area.

Moved: Director Russell Seconded: Director Gee

That the Boundary Economic Development Committee requests that a letter be sent to Interfor requesting that Boundary stakeholders have the opportunity to see Interfor's operational plans on an annual basis when they exist in the Boundary area.

Carried

Moved: Director Gee Seconded: Director Rotvold

That the Boundary Economic Development Committee recommends to the Regional District of Kootenay Boundary Board of Directors that a letter be sent to Interfor articulating concerns regarding forest practices in recreation areas and adjacent to local lakes.

Carried

### **Discussion of Items for Future Agendas**

The Committee will continue its discussions regarding the service and the development or measures, goals and objectives at the April Meeting.

Discussion on bringing film and animation representatives to the Boundary area and who will be spearheading that process.

Discussion on how Electoral Area 'E'/West Boundary can provide bike racks to communities on private lands.

**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 12:20 pm.



**Committee of the Whole**

**March 15, 2017**

**RDKB Board Room, Trail**

**6:00 p.m.**

**Minutes**

**Directors Present**

Director M. Rotvold, Vice-Chair, COW (Environmental Services)  
Director M. Martin (6:10 p.m.) Chair, COW (Finance)  
Director L. McLellan  
Director E. Smith  
Director F. Konrad  
Director J. Danchuk  
Director D. Langman  
Director G. McGregor  
Director L. Worley  
Director V. Gee  
Director A. Grieve  
Alternate Director R. Cacchioni COW (Environmental Services and Protective Services)  
Alternate Director Webber

**Staff Present**

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

**Others Present**

Alternate Director B. Williams

**CALL TO ORDER**

Director Rotvold, Vice-Chair, COW (Environmental Services) called the meeting to order at 6:00 p.m.

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

The agenda for the March 15, 2017 meeting of the Committee of the Whole (Environmental Services, Protective Services and Finance) was presented.

Moved: Director McLellan Seconded: Director Danchuk

That the agenda for Committee of the Whole (Environmental Services, Protective Services and Finance) March 15, 2017 meeting be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Committee of the Whole meeting held February 16, 2017 were presented.

The minutes will be revised to reflect the change in the meeting date from February 8th to February 16th and to include Director McLellan as present.

Moved: Director McGregor Seconded: Director Grieve

That the minutes of the Committee of the Whole meeting held February 16, 2017 be adopted as amended.

Carried.

**DELEGATIONS**

There were no delegations in attendance.

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

The Committee of the Whole Memorandum of Action Items for the period ending February 28, 2017 was presented.

A. Stanley, General Manager of Environmental Services referred to the Used Oil Recycling Action Item from the November 9, 2016 and the February 16, 2017 meetings. He distributed and reviewed a briefing note and other information regarding the legal framework, the current situation and the RDKB's position on used oil recycling in BC.

Moved: Director McGregor Seconded: Director Smith

That the Committee of the Whole Memorandum of Action Items for the period ending February 28, 2017 and the Used Oil Recycling Briefing Note be received.

Carried.

Alternate Director Edwards left the meeting (time: 6:05 p.m.).

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

A Closed Meeting to adopt the minutes from the Closed COW (Environmental Services) and COW (Protective Services) meeting held February 16, 2017.

Moved: Director McGregor Seconded: Director Worley

That the RDKB Committee of the Whole convene to a closed meeting to adopt the minutes from the Committee of the Whole (Environmental Services, Protective Services) closed meeting held February 16, 2017 (time: 6:05 p.m.)

Carried.

The Committee of the Whole reconvened to the open meeting at 6:10 p.m.

Alternate Director Edwards returned to the meeting (time: 6:12 p.m.).

### **BUSINESS**

#### ***Environmental Services***

#### **Old Business**

#### **T. Dueck-Service Contract**

#### **Boundary Region Garbage and Green Bin Collection Service**



A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the award of a Service Contract to Alpine Disposal and Recycling for the garbage and green bin collection service in the Boundary region was presented.

Moved: Director McGregor Seconded: Director McLellan

That the Regional District of Kootenay Boundary Board of Directors approves a contract with Alpine Disposal and Recycling for the provision of curbside garbage and green bin collection services in the amount of \$412,466.47 per year for a five-year term.

**FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

#### **A. Stanley-Regional Solid Waste Management Budget and Five-Year Financial Plan**

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

Moved: Alternate Director Cacchioni Seconded: Alternate Director Webber

That the Committee of the Whole (Environmental Services) approves the Regional Solid Waste Management Service (010) 2017-2021 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.

There was a discussion regarding the absence of recycling services in the Sidley Mountain and Bridesville areas.

Moved: Director Gee Seconded: Director McLellan

That staff be instructed to prepare a report that illustrates the costs and policy implications for the implementation of curbside collection of recyclable materials in the Sidley/Bridesville areas. **FURTHER** that the staff report be presented to the COW (Environmental Services) at a future meeting.

Carried.

### **A. Stanley-Big White Solid Waste Management**

#### **Budget and Five-Year Financial Plan**

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

Moved: Director McGregor Seconded: Director Gee

That the Committee of the Whole (Environmental Services) approves the Big White Solid Waste Management Service (064) 2017-2021 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.

### **New Business**

#### **T. Dueck-Maintenance Service Contract-Big White Transfer Station**

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the one-year extension of the Big White Transfer Station Maintenance Service Contract was presented.

Moved: Director Gee Seconded: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves the one-year contract extension with Ridgetop Meat Pies in the amount of \$56,467 for the maintenance of the Big White Solid Waste Transfer Station. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

#### **T. Dueck-City of Grand Forks**

##### **Curbside Solid Waste Collection Services Inter-Municipal Agreement**

A Staff Report from Tim Dueck - Solid Waste Program Coordinator regarding the inter-municipal agreement between the City of Grand Forks and the RDKB for the provision of curbside solid waste collection services was presented.

Moved: Director McGregor Seconded: Director Konrad

That the Regional District of Kootenay Boundary Board of Directors approves the Draft Inter-Municipal Service Agreement between the RDKB and the City of Grand Forks for

the provision of curbside solid waste collection services. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

Carried.

Director Martin joined the meeting and Alternate Director Cacchioni left the meeting (time: 6:10 p.m.).

Director Rotvold, Vice-Chair, COW (Environmental Services) turned the meeting over to Director Martin, Chair, COW (Finance) (time: 6:10 p.m.).

### ***Protective Services***

There were no COW (Protective Services) agenda items to discuss.

### ***Finance***

#### **Old Business**

#### **B. Burget - Service 001 General Government Financial Plan**

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

Moved: Director McLellan    Seconded:    Director Rotvold

That the Committee of the Whole (Finance) approves the General Government (Administration) 2017 - 2021 Financial Plan. **FURTHER** that the Plan be included in the overall Regional District of Kootenay Boundary 2017 - 2021 Five Year Financial Plan.

Carried.

#### **B. Burget-COW (Finance) Terms of Reference**

A staff report from Beth Burget, General Manager of Finance presenting proposed Terms of Reference (TOR) for the COW (Finance) was presented.

The Committee members reviewed the proposed Terms of Reference. Director McLellan noted that the appointment of the COW (Finance) Chair is included in both the "Members" and "Duties" sections. He suggested that the document be amended by

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***Committee of the Whole***  
***March 15, 2017***

deleting reference to the COW (Finance) Chair appointment by deleting the statement in the "Duties" section.

Moved: Director Rotvold Seconded: Director McGregor

That the Committee of the Whole (Finance) approves the proposed Terms of Reference as amended. **FURTHER** that the amended Terms of Reference be referred to the Regional District of Kootenay Boundary Board of Directors for consideration and approval.

Carried.

### **New Business**

#### **B. Burget - Financial Plan Approval**

A staff report from Beth Burget, General Manager of Finance, regarding Five Year Financial Plans which require approval was presented.

Moved: Director McGregor Seconded: Director Worley

That the Committee of the Whole (Finance) approves the following 2017 - 2021 Five Year Financial Plans. **FURTHER** that the Plans be included in the overall Regional District of Kootenay Boundary 2017 - 2021 Five Year Financial Plan:

- 002 Electoral Area Administration
- 005 Planning & Development
- 014 Parks and Trails - Electoral Area B/Lower Columbia - Old Glory
- 027 Parks and Trails - Area C
- 045 Area D Rural Grand Forks Regional Parks & Trails
- 047 Heritage Conservation - Area D
- 051 Fire Protection - Christina Lake
- 053 Fire Protection - Beaverdell
- 054 Big White Fire - Specified Area
- 056 Rural Greenwood Fire Services
- 057 Fire Protection - Grand Forks Rural
- 058 Fire Protection - Kettle Valley
- 065 Area E Regional Parks & Trails
- 074 Big White Security Services
- 019 Beaver Valley Regional Parks & Trails

Carried.

### **RDKB Electoral Area Town Hall Meeting Notes**

The notes from the RDKB Electoral Area Town Hall meetings held during January, February and March 2017 were presented.

Moved: Director Grieve Seconded: Alternate Director Webber

That the Electoral Area E/West Boundary (Big White) Town Hall notes be amended with the amended version uploaded to the Website. **FURTHER** that the notes from the RDKB Electoral Area Town Hall meetings, the amended Electoral Area E/West Boundary (Big White) notes and subsequent feedback be received.

Carried.

### **M. Forster-2017 - 2021 Budget Resolutions**

A Staff Report from Maureen Forster, Executive Assistant presenting the resolutions for the 2017 Budget and the 2017-2021 Five Year Financial Plan as adopted by the individual RKDB Committees and Stakeholder groups for the specific RDKB services / functions was presented.

Moved: Director Rotvold Seconded: Director Worley

That the Staff Report from Maureen Forster, Executive Assistant presenting the resolutions for the 2017 Budget / 2017-2021 Five Year Financial Plan as adopted by the individual Regional District of Kootenay Boundary Committees and Stakeholder groups for the specific RDKB services / functions be received.

Carried.

### **B. Burget - Five Year Financial Plan Approval**

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

Moved: Director Konrad Seconded: Director McLellan

That the Committee of the Whole (Finance) approves the 2017 - 2021 Five Year Financial Plan as presented, including amendments to Fire Protection - Beaverdell, Midway & Beaverdell Emergency Response and Greenwood Area E Cemetery. **FURTHER** that the Five Year Financial Plan, including the amendments be referred to the Regional District of Kootenay Boundary Board of Directors for approval including the amendments.

Carried.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas to be discussed.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period was not necessary.

**ADJOURNMENT**

There being no further business to discuss, it was;

Moved: Director Gee

That the meeting be adjourned (time: 6:35 p.m.).

Carried.

TL



**Utilities Committee**  
**Wednesday, March 15, 2017**  
**RDKB Board Room, Trail, BC**  
**Minutes**

**Committee Members Present:**

Director G. McGregor, Vice Chair, Meeting Acting Chair  
Director L. Worley  
Director A. Grieve  
Director V. Gee

**Staff present:**

G. Denkovski, Manager of Infrastructure and Sustainability  
T. Lenardon, Manager of Corporate Administration/Recording Secretary

**CALL TO ORDER**

Acting Chair / Committee Vice Chair, Director McGregor called the meeting to order at 5:05 p.m.

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

The agenda for the March 15, 2017 Utilities Committee meeting was presented.

Moved: Director Worley    Seconded: Alternate Director Webber

That the agenda for the March 15, 2017 Utilities Committee meeting be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Utilities Committee meeting held on January 11, 2017 were presented.

Moved: Director Grieve Seconded: Director Worley

That the minutes of the Utilities Committee meeting held on January 11, 2017 be adopted as presented.

Carried.

### **GENERAL DELEGATIONS**

There were no delegations in attendance.

### **UNFINISHED BUSINESS**

#### **Utilities Committee Memorandum of Action Items - Ending January 31, 2017**

The Utilities Committee Memorandum of Action Items for the period ending January 31, 2017 was presented.

Moved: Alternate Director Webber Seconded: Director Worley

That the Utilities Committee Memorandum of Action Items for the period ending January 31, 2017 be received as presented.

Carried.

There was a discussion regarding some of the issues with the present management of the Bridesville Water District. The Manager of Infrastructure and Sustainability explained that he referred the matter to the Province and that the Province has advised it is aware and will follow up.

Director Gee expressed concerns that although the RDKB does not have direct responsibility for this matter and that the Province has advised it will follow up, to date, nothing has been done to move forward in addressing this matter.

#### **G. Denkovski-2017 - 2021 Budget and Five Year Financial Plans Big White Street Lighting and Beaverdell Street Lighting Services**

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

Moved: Director Gee Seconded: Director Grieve



That the Utilities Committee approves the Big White Street Lighting Service (101) and Beaverdell Street Lighting Service (103) 2017-2021 Budget and 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.

**G. Denkovski-- 2017-2021 Budget and Five-Year Financial Plan  
Beaver Valley Water Service**

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

Moved: Alternate Director Webber Seconded: Director Grieve

That the Utilities Committee approves the Beaver Valley Water Service (500) 2017-2021 Budget and 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.

Staff provided an update regarding the purchase of a dedicated water-supply truck and the benefits to the overall Beaver Valley Water Supply Service budget.

**G. Denkovski-2017-2021 Budget and Five-Year Financial Plan  
Christina Lake Water Utility Service**

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

Moved: Director Worley Seconded: Alternate Director Webber

That the Utilities Committee approves the Christina Lake Water Utility Service (550) 2017-2021 Budget and 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.

Staff provided an update on the Provincial grant funding that was used along with RDKB Feasibility Study funds for the completion of a study to review administrative service delivery models, including the model where the RDKB takes over the Christina Lake water service from the Christina Lake Waterworks District.

The study has been finalized and has resulted in the transition of the Christina Lake system to the RDKB. The RDKB Christina Lake Water Utility Service will now pay back the Feasibility Study funds.

**G. Denkovski-2017-2021 Columbia Gardens Industrial Water Supply Utility Budget and Five-Year Financial Plan**

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

Moved: Director Grieve    Seconded: Alternate Director Webber

That the Utilities Committee approves the Columbia Gardens Industrial Water Supply Utility Service (600) 2017-2021 Budget and 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.

There was a discussion regarding the operating costs of the water system and transfers from General Government/Administration and surpluses. Staff explained that the transfers from General Government are scheduled to end in 2019.

Staff also explained that although there will be no increase in tax requisition levels of the service from 2016 due to the aforementioned transfers, annual user fees will increase by 5% via an amendment to the current Columbia Gardens Industrial Water Service User Fees and Charges Bylaw. Users of the water system will be notified of the increase by letter. Director Grieve requested that she be provided with a draft copy of the letter before it is sent to the users.

**G. Denkovski-2017-2021 Rivervale Water and Street Lighting Service Budget and Five-Year Financial Plan**

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

Moved: Director Worley   Seconded: Director Gee

That the Utilities Committee approves the Rivervale Water and Street Lighting Utility Service (650) 2017-2021 Budget and 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.

### **NEW BUSINESS**

#### **G. Denkovski-Warfield, Columbia Gardens and Rivervale Water Monthly Reports for December 2016 and January 2017**

A staff report from Jeff Paakkunainen, Chief Utilities Operator regarding the December 2016 and January 2017 Monthly Water Reports was presented.

Moved: Director Grieve   Seconded: Alternate Director Webber

That the staff report from Jeff Paakkunainen, Chief Utility Operator regarding the December 2016 and January 2017 Monthly Water Reports be received.

Carried.

#### **G. Denkovski - Christina Lake Solar Aquatic Center 2016 Third Quarter Report**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2016 Fourth Quarter Sludge Operations report for the Christina Lake Solar Aquatic Center was presented.

Moved: Director Worley   Seconded: Director Gee

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2016 Fourth Quarter Sludge Operations report for the Christina Lake Solar Aquatic Center be received.

Carried.

#### **G. Denkovski-Beaver Valley Water Service Operations December 2016 and January 2017 Monthly Reports**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the December 2016 and January 2017 Monthly Water Service Reports was presented.

Moved: Director Grieve Seconded: Alternate Director Webber

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the December 2016 and January 2017 Monthly Water Service Reports be received.

Carried.

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

There were no late emergent items for discuss.

### **DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

A discussion of items for future agendas was not necessary.

### **QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period was not requested.

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

A closed meeting was not required.

### **ADJOURNMENT**

There being no further business to discuss, it was;

Moved: Director Worley

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

Carried.

TL



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

**Tuesday, April 11, 2017 – 12:00 pm  
RDKB Committee Meeting Room, Trail, BC**

**Committee members present:**

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

**Staff members 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 12:00 pm.

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

The agenda for the April 11, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee was presented.

The agenda was amended by the addition of late (emergent) items:

1. Trails signage,
2. Skatepark Lease Agreement, and
3. Pursual and follow up on vacant lot at Beaver Valley Arena.

Moved: Director Danchuk Seconded: Director Cecchini

That the agenda for the April 11, 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 February 14, 2017 were presented.

Moved: Director Cecchini Seconded: Director Danchuk

That the minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee held on February 14, 2017 be adopted as presented.

Carried

### **DELEGATIONS**

There were no delegations present.

### **UNFINISHED BUSINESS**

#### **Beaver Valley Regional Parks, Trails and Recreation Committee Memorandum of Action Items - Ending February 28, 2017**

The Beaver Valley Regional Parks, Trails and Recreation Committee Memorandum of Action Items for the period ending February 28, 2017 was presented.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee Memorandum of Action Items for the period ending February 28, 2017 be received as presented.

Carried

### **NEW BUSINESS**

#### **M. Daines**

#### **Re: 2017 Beaver Valley Recreation Strategic Plan**

A staff report from Mark Daines, Manager of Facilities and Recreation regarding an update on the 2017 Beaver Valley Recreation Strategic Plan was presented.

Review of the Strategic Plan was deferred to the May 2017 meeting to allow the Committee members more time to review the Plan in order to have a fulsome discussion.

*Page 2 of 4*

*Beaver Valley Regional Parks, Trails and Recreation Committee  
April 11, 2017*

**M. Daines**

**Re: Ice Facility User Rates**

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a 2% increase in Ice Facility User Rates was presented.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee approves a 2% increase to the Beaver Valley Arena 2017-2018 Ice Facility User Rates.

Carried

**M. Daines**

**Re: Update on Skatepark**

M. Daines, Manager of Facilities and Recreation, provided the Committee members with an update on the completion of the Beaver Valley Skatepark. The Committee was informed that landscaping needs to be completed and benches will be installed by next week.

**Discussion**

**Re: Skatepark Grand Opening**

Discussion ensued on the logistics of the grand opening of the Beaver Valley Skatepark on May 6, 2017.

**LATE (EMERGENT) ITEMS**

**Discussion**

**Trails Signage**

The Committee members discussed the recent email from G. McAlpine regarding trails signage installation at various locations in the Columbia and Beaver Valleys. The Committee agreed to pay for the signage if the group has not already received grant funding from other sources for this project.

Moved: Director Cecchini Seconded: Director Danchuk

That the Beaver Valley Regional Parks, Trails and Recreation Committee approves to pay for the cost of trails signage installation following any necessary corrections to spelling and maps on the signage.

Carried

### **Discussion**

#### **Skatepark Lease Agreement**

Director Danchuk inquired on the status of the skatepark lease agreement between the Village of Montrose and the Regional District of Kootenay Boundary. Staff will follow up on the status and signing of the lease agreement.

#### **Pursual and follow up on vacant lot at Beaver Valley Arena**

The Committee members directed staff to follow up with the owner of the vacant lot adjacent to the parking lot at the Beaver Valley Arena to see if there is any further interest in selling the lot. Staff would offer the same amount of \$80,000 that was previously offered.

### **DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

There were no items for discussion for future meetings.

### **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 12:42 pm.





**Policy, Executive and Personnel Committee**

**April 12, 2017**

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

**2:00 P.M.**

**Minutes**

**Committee Members Present:**

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

**Staff Present:**

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

**CALL TO ORDER**

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

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

The agenda for the Policy, Executive and Personnel Committee meeting of April 12, 2017 was presented.

Moved: Director Martin    Seconded: Director Danchuk

That the agenda for the Policy, Executive and Personnel Committee meeting of April 12, 2017 be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Policy, Executive and Personnel Committee meeting held March 21, 2017 were presented.

Moved: Director McGregor   Seconded: Director Russell

That the minutes of the Policy, Executive and Personnel Committee meeting held March 21, 2017 be adopted as presented.

Carried.

**GENERAL DELEGATIONS**

There were no delegations in attendance.

**UNFINISHED BUSINESS****Policy, Executive and Personnel Committee  
Memorandum of Action Items - March 31, 2017**

The Policy, Executive and Personnel Committee Memorandum of Action Items ending March 31, 2017 was presented.

The Committee discussed the timeline for developing Terms of Reference for the October 2017 Strategic Planning session. Discussions with staff will take place after the May Board Development Session and the matter of developing a framework for the Terms of Reference will be included on the June Committee agenda. Staff was instructed to provide information on a framework for the June agenda and to undertake a Doodle Poll to secure a date in October 2017 for the session.

There was a discussion regarding the proposed Communications position. The Chief Administrative Officer noted that an analysis of this position has been completed and that this, and other information respecting this position, including the salary range will be presented to the Board of Directors at a meeting in the near future.

There was a discussion regarding Codes of Conduct for employees and elected officials. Staff has commenced an initial review of local government templates for an Employee Code of Conduct and a Code of Conduct for elected officials will be reviewed in more detail once the UBCM has completed its review and releases a working paper.

After further discussion, it was;

Moved: Director Cecchini Seconded: Director Martin

That the Policy, Executive and Personnel Committee Memorandum of Action Items ending March 31, 2017 be updated to include the comments and staff direction from the April 12, 2017 meeting.

Carried.

### **Best Practice-Municipal Appointments Policy**

The proposed *Best Practice - Municipal Appointments* Policy was presented for the Committee's consideration.

Chair Gee thanked Director Martin for the work he undertook to complete the document.

Director Martin advised that the proposed changes are intended to make the policy more readily acceptable to the member municipalities by recognizing the importance of the Municipal Directors.

After reviewing the Best Practice document further, it was noted that it should be revised to include the relevant sections of the *Local Government Act*, and it was;

Moved: Director McGregor Seconded: Director Cecchini

That the proposed *Best Practice; Municipal Appointments* be revised to include the relevant sections of the *Local Government Act* and then referred to the Directors for comments.

Carried.

### **Purchasing Policy and Procedure**

The *Purchasing Policy and Procedure* was presented after being referred to the Directors for comment.

Moved: Director Martin Seconded: Director Russell

That the Purchasing Policy and Procedure be referred to the Board of Directors with a recommendation of approval.

Carried.

## **NEW BUSINESS**

### **J. MacLean-Board/Committee Meeting Structure**

A staff report from John M. MacLean, CAO regarding possible opportunities for change in the current Board/Committee meeting structure was presented.

There was a lengthy discussion regarding the pros and cons of changing the Board/Committee meeting structure by possibly replacing the Committee of the Whole (COW) with a second Board meeting.

The following possible effects were discussed:

1. reduction in the size of the current Board meeting agendas,
2. increased flexibility with getting emergent and timely matters to Board meetings without delays reducing the number of late Board items,
3. a reduction in the frequency Board meeting dates that have to be rescheduled to avoid conflicts with external meetings and conferences,
4. increased opportunity for the public, delegates and applicants to attend Board meetings,
5. allows the adoption of policies and the policy process to be more efficient,
6. limits the frequency of, and amount of staff time used, in undertaking the Regional District Special Voting Regulation process for emergent and timely matters,
7. there would be an impact to the Manager of Corporate Administration's time,
8. Administration staff would need to develop a strategy to manage the Department's vacation schedules,
9. changes would need to be made to the current Board of Directors' meeting culture and protocols to allow for more flexible, full some and engaged dialogue at the Board table,
10. the current sequence of Board discussions and making motions would need to be altered,
11. the loss of COW Chairs may create governance issues and result in possible impacts to succession on the Board,
12. there would need to be more flexibility and support for Directors to defer items, and
13. there is limited cost-savings.

There was a discussion and review of the current Policy, Executive and Personnel Committee structure. There was agreement that there should be no changes to the current Committee structure.

The Committee reviewed possible changes where meetings would commence earlier and the potential for "piggybacking" Committee meetings to make the meeting

schedule more efficient and to reduce the number meeting days and Director travel during the month.

To address the possible impacts of deleting the current COW structure (Environmental Services Protective Services and Finance) the PEP committee reviewed the "portfolio" system and a process for separating out, or splitting the Board agenda items between each of the two proposed monthly meetings.

Moved: Director Cecchini Seconded: Director Danchuk

That staff investigate the restructure of Board and Committee meetings further and draft a report that will provide information including the pros and cons of deleting the current Committee of the Whole and replacing it with a second Board meeting.

**FURTHER** that the report provide information on the local government portfolio system that would take the place of the current Committee of the Whole Chair structure, including a draft Portfolio Chair Terms of Reference and job description, Portfolio Chair remuneration, the possible cultural changes at the Board table including flexibility for deferring Board items and the sequence and process for Board discussion and making motions. **FURTHER** that the report be presented to the PEP Committee at the May meeting.

Carried.

### **Hiring Policy**

The *Hiring Policy* was presented for review and revision as required.

The Chief Administrative Officer explained the Hiring Policy noting that it is meant for the hiring of managerial staff where elected officials are usually only involved with the hiring of the General Managers and the Corporate Officer/Manager of Corporate Administration.

The Committee reviewed the Policy Statement that references attracting and hiring new management staff. There was agreement that according to previous succession plan discussions, that consideration of internal candidates should be included in the policy. It was also agreed that the hiring of the General Managers positions should always be conducted face-to-face except for when a preferred candidate may not be able to attend in person.

There was a discussion regarding the payment of moving expenses for successful candidates that may have to move from outside the immediate area.

After further review of the language used in the policy, it was agreed that the word "open" should be used rather than "internal" and "external", delete the word "new" in the Policy and Procedure statements, reword the Procedure statement to read: *The*

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**Page 5 of 8**  
**Policy, Executive and Personnel Committee**  
**April 12, 2017**

*RDKB utilizes common policies and practices when filling management staff positions and in the event a candidate from outside the immediate area is considered, consideration will be given to paying moving expenses.*

Moved: Director Danchuk   Seconded: Director Martin

That Staff draft a report for a future meeting that provides options and common practices found in more up-to-date Hiring Policies from both the private and public sectors as well as information and options regarding moving expenses. **FURTHER** that the current RDKB Policy be revised to capture the Committee's discussions regarding the consideration of internal candidates, only face-to-face interviews for hiring General Managers subject to flexibility in circumstances where the preferred candidate cannot attend a face-to-face interview, and revised language in the Policy, Purpose and Procedure statements.

Carried.

#### **M. Forster-Policy Review Status Update - For Information**

A policy review status update was presented to the Policy, Executive and Personnel Committee for informational purposes.

Moved: Director Danchuk   Seconded: Director Martin

That the policy review status update be received as presented.

Carried.

#### **Discussion Item Director Russell**

##### **Verbal Update on the CAO Performance Evaluation**

Director Russell advised that the CAO Performance Evaluation survey will be circulated in the near future (sometime mid-April). The Committee should be able to report out on this matter by the end of April.

The Committee discussed the Board's participation in completing the survey. Chair McGregor advised she will follow up with non-responses.

#### **Discussion Item-Regional Labour Negotiations**

Director Cecchini explained her request to include this matter on the Committee's agenda noting the difficulties contract negotiations bring to smaller local governments whose staff compare their Collective Agreements with larger communities. She also noted that smaller local governments struggle to afford the tools required during

bargaining and that elected officials are not experienced negotiators. She suggested that a Regional Labour Negotiation Committee and a Regional Negotiator, with funding from all participating local governments, would assist with this matter.

The Committee members discussed the pros and cons of Regional Labour Negotiations Committee and Negotiator. It was agreed to pursue discussions around this matter at the upcoming Federation of Canadian Municipalities (FCM) Conference in June 2017. Further to this, Staff was instructed to investigate a regional model, including the logistics and the costs of hiring a single Regional Negotiator.

#### **Verbal Update: J. M. MacLean re. Boardroom Technology Changes**

The Chief Administrative Officer provided an update regarding electronic/remote meetings. He noted that the Financial Plan includes funds for video conferencing tools such as "Avaya Scopia" or "Go to Meeting" (desktop and mobile). The Financial Plan includes funding to address concerns and feedback (e.g. audio, interface for power point presentations etc.) received from the Electoral Area Services Committee electronic meeting pilot project.

Staff have met to review all of the issues and will draft a Terms of Reference necessary for completion of the work required to purchase and implement the appropriate technology, including licencing and application (e.g. "app") options.

#### **J. M. MacLean-Verbal Update on IT Department Employee Recruitment**

This matter is in the final stages and a proposed job description will be presented to the RDKB Joint Labour Management Job Evaluation Committee for a salary review in the near future prior to the simultaneous internal CUPE and external postings.

#### **J. MacLean-RDKB Columbia Basin Trust (CBT) Board Appointment**

The Chief Administrative Officer provided an update regarding the upcoming recruitment of the RDKB's appointment to the CBT Board of Directors. He advised that he has met with the Columbia Basin Trust President and Chief Executive Officer to review what the CBT considers appropriate qualifications for the RDKB's candidates.

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

There were no late emergent items to discuss.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

Review of RDKB meeting times.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period was not necessary.

**CLOSED (IN CAMERA) SESSION**

A closed meeting was not required.

**ADJOURNMENT**

There being no further business to discuss, it was;

Moved: Director Danchuk

That the meeting be adjourned (time: 4:05 p.m.).

TL





**East End Services Committee  
Minutes  
Tuesday, April 11, 2017 – 4:30 pm  
Trail Board Room**

**Committee members present:**

Director A. Grieve - Chair  
Director L. Worley  
Director P. Cecchini (arrived at 4:36 pm)  
Director J. Danchuk  
Director M. Martin  
Director L. McLellan  
Director D. Langman (left at 5:40 pm)

**Staff and others present:**

J. M. MacLean, Chief Administrative Officer  
M. Forster, Executive Assistant/Recording Secretary  
M. Andison, General Manager of Operations/Deputy CAO  
D. Derby, Deputy Regional Fire Chief/Emergency Program Coordinator (arrived at 5:02 pm)  
B. Van Beek, Chair, LCCDTS  
T. Van Horn, Executive Director, LCIC  
S. Weatherford, Vice Chair, LCCDTS  
A. Parkinson, Alternate Director

**Call to Order**

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

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

The agenda for the April 11, 2017 East End Services Committee meeting was presented.

The agenda was amended with the addition of a discussion item under "Late (Emergent) Items" on Columbia Basin Trust's Community Initiatives Funding Program protocols.

Moved: Director Martin Seconded: Director McLellan

That the agenda for the April 11, 2017 East End Services Committee meeting be adopted as amended.

Carried

### **Minutes**

The minutes of the East End Services Committee meeting held on March 14, 2017 were presented.

Moved: Director Danchuk Seconded: Director Worley

That the minutes of the East End Services Committee meeting held on March 14, 2017 be adopted as presented.

Carried

### **Delegations**

#### **T. Van Horn - Executive Director, LCIC and B. Van Beek - Chair, LCCDTS**

##### **Re: Update on Activities**

Bill Van Beek and Terry Van Horn attended the meeting and provided the Committee members with a status report on activities and how those activities have aligned with their Strategic Plan. The Committee was also provided with a metrics report as of April 2017 and the Lower Columbia Initiatives 2016 annual report.

T. Van Horn provided the Committee members with an overview of a marketing strategy developed to market industrial lands called "Metal Tech Alley". LCIC applied and received \$500,000 from the BC Rural Dividend Funds for a two-year project under the Business Sector Development Stream called "Forging Metal Tech Alley - Innovation in the Metals and Technology".

#### **B. Coedy - Rossland Streamkeepers**

##### **Re: Presentation**

Bill Coedy attended the meeting and provided the Committee members with a presentation on the concept of a monitoring and stewardship program for the Trail Creek watershed. He also presented a prototype of a 3D watershed model that will be used as a communication and educational tool.

**Unfinished Business**

**East End Services Committee Memorandum of Action Items - March 31, 2017**

The East End Services Committee Memorandum of Action Items for the period ending March 31, 2017 was presented.

Moved: Director Martin Seconded: Director Langman

That the East End Services Committee Memorandum of Action Items for the period ending March 31, 2017 be received as presented.

Carried

**Discussion**

**Re: Canada 150 Celebrations**

Chair Grieve invited a discussion from the Committee members regarding confirmation and collection of contributions from participating Communities towards Canada 150 celebrations. She sought a \$1,000 commitment from each East End participant. Funding contributions should be sent to the RDKB who will forward the funds to the Kiwanis Canada Day Committee who are working on the celebrations.

**New Business**

**B. Reilly**

**Re: Victims Services Reports - November 2016 - February 2017 - For Information**

Victim Services reports from Brianna Reilly, Victim Services Program Manager, were presented for informational purposes only.

Director Martin commented that more context to the report would be helpful.

Moved: Director Worley Seconded: Director Cecchini

That the Victims Services reports for the period November 2016 - February 2017, be received as presented.

Carried

**Information****Re: Generation to Generation Society - 2016 Financial Statements and Chair's Report**

Financial statements and Chair's Report from the Generation to Generation Society were presented for informational purposes only.

The Committee was informed that providing financial statements was a condition for the release of funds approved in the Financial Plan.

Moved: Director Danchuk Seconded: Director Langman

That the East End Services Committee receive the Generation to Generation Society 2016 Financial Statements and Chair's Report, as presented.

Carried

**M. Daines****Re: Trail and District Arts Council Box Office Agreement**

A Staff Report from Mark Daines, Manager of Facilities and Recreation regarding the Trail and District Arts Council (TDAC) Box Office Agreement with the Regional District of Kootenay Boundary was presented.

Moved: Director Martin Seconded: Director Langman

That the Regional District of Kootenay Boundary Board of Directors approve the Service Contract Agreement with the Trail and District Arts Council in the amount of \$23,000 per year for the next 2 years starting January 1, 2017 and ending December 31, 2018 for the purpose of administration of the Box Office for the Charles Bailey Theatre. **FURTHER** that the Board of Directors authorize the RDKB signatories to sign and enter into an agreement.

Carried

**B. Burget****Re: Kootenay Columbia Trail Society Financial Statements**

A staff report from Beth Burget, General Manager of Finance regarding correspondence from Kootenay Columbia Trails Society (KCTS) regarding the type of financial statements required in order to obtain funding from the Regional District was presented.

Discussion ensued on what type of financial statements and associated risk would be acceptable to the Committee members. Concerns were raised in regards to the cost of preparing reviewed financial statements.

Moved: Director Danchuk Seconded: Director Cecchini

That the Committee direct staff to advise Kootenay Columbia Trail Society that the Committee will require Review Engagement Financial Statements in order to obtain funding from the Regional District of Kootenay Boundary.

Carried

Director McLellan opposed.

**T. Lenardon - Fire Protection Agreement  
RDCK-Hudu Valley/Ross Spur**

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding a Fire Protection and Assistance Response Agreement with the Regional District of Central Kootenay (RDCK) for RDCK Hudu Valley/Ross Spur areas was presented.

Moved: Director Worley Seconded: Director Cecchini

That the Regional District of Kootenay Boundary Board of Directors approves the Fire Protection and Assistance Response Agreement with the Regional District of Central Kootenay for the delivery of fire protection services to a portion of Regional District of Central Kootenay Electoral Areas G and J (Hudu Valley/Ross Spur) for a term of five years (January 1, 2017-December 31, 2021) with Central Kootenay to pay Kootenay Boundary an annual sum equal to the product of applying against assessments the same rates that are applied for the fire protection function in RDCK Electoral Area 'A'. **FURTHER** that the Board of Directors authorizes the RDCK signatories to sign and enter into the agreement.

Carried

**Late (Emergent) Items**

**Director Martin**

**Re: Columbia Basin Trust's Community Initiatives Funding Program (CIP)  
Protocols**

Director Martin informed the Committee members that a press release was issued releasing the names of the City of Rossland's CIP recipients before the RDKB issued a public statement. Director McLellan apologized on behalf of the Council stating that the press was in attendance and that discussions in this regard should have been held in-camera. There was general consensus among the Committee members that information regarding recipients not be released until the RDKB publishes this information to the public.

**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 pursuant to Section 90 (1) (c) and (i) of the *Community Charter*.

Moved: Director Worley Seconded: Director Danchuk

That the East End Services Committee convene to a closed meeting pursuant to Section 90 (1) (c) and (i) of the *Community Charter*.

Carried

Due to a conflict of interest, Director Langman left the meeting at 5:40 pm and Alternate Director Parkinson attended in her stead.

The East End Services Committee reconvened to the open meeting at 7:20 pm.

**Adjournment**

The meeting was adjourned at 7:20 pm.



**Electoral Area Services  
Minutes**

Thursday, April 13, 2017  
RDKB Board Room, 843 Rossland Ave., Trail, BC

**Directors Present:**

Director Linda Worley  
Director Ali Grieve  
Director Grace McGregor  
Director Roly Russell, via video conference  
Director Vicki Gee

**Staff Present:**

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

**Guests:**

Dave Hubbs  
Peter Muirhead  
Peter Spencer  
Dave Durand, via video conference

**CALL TO ORDER**

Chair Worley called the meeting to order at 4:32 p.m.

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

**April 13, 2017**

Moved: Director McGregor

Seconded: Director Grieve

Director McGregor requested that Items 6 C, D & E be moved up on the agenda after Item 4 Delegations.

A late item was added to the agenda regarding groundwater Licensing notification.

That the April 13, 2017 Electoral Area Services Agenda be adopted as amended.

Carried.

## **MINUTES**

### **March 16, 2017**

Moved: Director Gee

Seconded: Director McGregor

That the March 16, 2017 Electoral Area Services Minutes be adopted as presented.

Carried.

## **DELEGATIONS**

### **Dave Hubbs**

#### **RE: Bylaw Enforcement**

Chair Worley welcomed Mr. Hubbs to the meeting. Mr. Hubbs expressed his concerns with regard to unsightly premises at Christina Lake and the use of parcels for RVs without a dwelling on them. He distributed photos of various properties. His concerns related to the real estate market not increasing due to unsightly premises. He would like to see more bylaw enforcement done.

There was discussion among the committee members that enforcement is difficult as the RDKB does not have a Bylaw Enforcement Officer. It was agreed among the committee members to look into the possibility of a bylaw enforcement service.

Moved: Director Grieve

Seconded: Director McGregor

That the Electoral Area Services Committee directs Staff to outline the process and implications in establishing a bylaw enforcement service.

Carried.



**Sandco Industries Ltd. - Peter Spencer and Peter Muirhead, Agents****RE: Christina Lake Estates Subdivision application**

Chair Worley welcomed both Peter Spencer and Peter Muirhead to the meeting. Mr. Spencer and Mr. Muirhead discussed the projects that are currently being presented. They discussed the APC's concerns regarding the proposed foot bridge landing, a walkway along Christina Creek and water access. They stated that the owner is prepared to withdraw the plan to have a dock. They want to work closely with the public and come to a mutual agreement. Discussion among the committee members included docks and public access to water.

**Ponderosa Estates****RE: MOTI Conventional Subdivision**

Ponderosa Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-317-02632.275

The proposal as presented in the staff report would create 8 lots with lots 1-7 being residential between 2 to 5.6 hectares. The remainder of the parcel would become Lot 8 which will remain in the Industrial 2 Zone. Donna Dean explained that the agents for the applicant have forwarded an updated subdivision plan with 3 parcels and a remainder. She also explained that the accompanying application for an OCP and Zoning Bylaw amendment has been deferred at the request of the agents.

Moved: Director McGregor

Seconded: Director Grieve

That the subdivision application to create 8 fee simple parcels on Lot 35 District Lots 312 & 348 SDYD Plan 29935 Except Plan 39263, Electoral Area 'C'/Christina Lake, be received.

Carried.

**Sandco Industries Ltd.****RE: MOTI Conventional Subdivision**

24 Park Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-00215.055

Donna Dean presented a brief history of the parcel and images outlining the proposed subdivision. It was noted that there is a potential building setback issue with the proposed interior lot line adjustment. Also discussed was the possibility of establishing a Statutory Right of Way to secure a footbridge landing on the parcel.

Moved: Director McGregor

Seconded: Director Russell

That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a conventional subdivision on 24 Park Road, Christina Lake (Lot 1, District Lots 317, and 498, 4243, Plan KAP80157) and 47 Sandner Road, Christina Lake (Parcel A being a consolidation of lots 45 and 6 LB378272), District Lot 317 Plan KAP 50), Electoral Area 'C'/Christina Lake, be received. AND FURTHER that the Board of Directors direct staff to work with MoTI regarding the establishment of a Statutory Right of Way to secure a footbridge landing on the portion of the subject parcel as noted within the Official Community Plan.

Carried.

**Sandco Industries Ltd.**

**RE: Bare Land Strata Subdivision**

24 Park Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-00215.055

General discussion around the table revolved around access to water, park land dedication, a walkway along the creek, the extension of Sandner Road widening for access to the water and environmental testing of the property.

Moved: Director McGregor

Seconded: Director Grieve

That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a bare land subdivision of the remainder of Lot 1, District Lots 317, and 498, 4243, Plan KAP80157 Electoral Area 'C'/Christina Lake be received. And FURTHER that the Board of Directors supports dedication of park land rather than cash in lieu to satisfy Section 510 of the *Local Government Act* (Requirement for provision of park land or payment for parks purposes) in order to fulfill the public's interest for a landing for a footbridge and access to water along Christina Creek. AND FURTHER that the Approving Officer consider requiring dedication of land adjoining Christina Creek pursuant to Section 9 of the Bare Land Strata Regulations and extension of Sandner Road to Christina Creek to provide public access to water. AND FURTHER that the Approving Officer consider requiring an environmental assessment of the property.

Carried.

**UNFINISHED BUSINESS**

## **Memorandum of Committee Action Items**

Moved: Director Grieve

Seconded: Director McGregor

That the Memorandum of Committee Action Items be received.

Carried.

### **NEW BUSINESS**

#### **Lawrence Waite**

##### **RE: Development Variance Permit**

78 Lavalley Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-00302.005

Donna Dean, Manager of Planning and Development, reviewed the application with those present. She mentioned the applicant's wish to demolish the existing cabin and construct a new single family dwelling and accessory building. The Advisory Planning commission supports this application for variances to height and front parcel line setback.

Moved: Director McGregor

Seconded: Director Grieve

That the Development Variance Permit application submitted by Lawrence Waite, to allow for an accessory building height variance of 2.3m (from 4.6m to 6.9m) and a front yard setback variance of 2.7m (7.5m to 4.8m) to construct an accessory building on the property legally described as Lot 1, DL 317, SDYD, Plan KAP90475, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board for consideration, with a recommendation of support.

Carried.

#### **Jason Alton**

##### **RE: Development Permit**

5370 Big White Road, Big White

RDKB File: BW-4109s-07412.000

Donna Dean reviewed this application with the committee members. Discussed was the applicant's request for a Development Permit to construct a single family dwelling, as well as the landscaping plans, snow removal/storage and parking requirements.

Moved: Director Gee

Seconded: Director Russell

That the Development Permit application submitted by Krista Paine, of Ian Paine Construction Ltd., on behalf of Jason Alton, to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 3, DL 4109s, KAP23412, SDYD, be received.

Carried.

**0980131 BC Ltd.**

**RE: MOTI Subdivision**

40 High Forest Crescent, Big White

RDKB File: BW-4247-07914.000

Donna Dean reviewed this application with the committee members. It was noted that issues from the Advisory Planning Commission included snow storage, parkland dedication and placement of utilities.

Moved: Director Russell

Seconded: Director McGregor

That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a bare land strata subdivision on 40 High Forest Crescent, Big White, Block A, District Lot 4247, Land District 54 Big White, Electoral Area 'E', be received. AND FURTHER that the Board of Directors supports dedication of cash in lieu rather than park land to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes).

Carried.

**Director Remuneration Bylaw - Discussion (Director Gee)**

There was discussion around the table whether to change the Meals/Incidental Allowances section of Bylaw 1621 when attending conferences where meals are supplied. It was noted that many years ago the allowance was \$200 per day and has been decreased to \$100 per day.

Moved: Director Grieve

Seconded: Director McGregor

That the current Meals/Incidental Allowances section in Bylaw 1621 remain unchanged at \$100 per day when attending conferences.

In Favour: Director Grieve, Director McGregor, Director Worley

Opposed: Director Russell, Director Gee

Carried.

**Electoral Area Budgets** - Discussion on cost overruns (Director Gee)

There was discussion to address this budget item at the beginning of the year.

Moved: Director Grieve

Seconded: Director McGregor

That the Electoral Area Budgets and cost overrun be added to the Memorandum of Action Items for future discussion at the onset of the 2018 budget.

Carried.

**Grant in Aid report**

Moved: Director Grieve

Seconded: Director Gee

That the Grant in Aid report be received.

Carried.

**Gas Tax Report**

Moved: Director McGregor

Seconded: Director Russell

That the Gas Tax Report be received.

Carried.

**G. Denkovski**

**RE: Gas Tax Application - Electoral Area 'B'/Lower Columbia-Old Glory  
Rossland Historical Museum and Archives Association**

A report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the gas tax application from the Rossland Historical Museum and Archives Association.

Moved: Director McGregor

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approves funding the Rossland Historical Museum and Archives Association Gas Tax Application in the

Page 7 of 9  
Electoral Area Services  
April 13, 2017

amount of \$25,000.00 for the capitol costs associated with improvements at the Rossland Museum. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

### **G. Denkovski**

#### **RE: Gas Tax Application - Electoral Area 'A' Village of Fruitvale RV Park**

A report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the gas tax application from the Village of Fruitvale.

Moved: Director Grieve

Seconded: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves funding the Village of Fruitvale Gas Tax Application in the amount of \$70,000.00 for the capitol costs associated with improvements at the Fruitvale RV Park. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

#### **Request for building permit fee waiver - Stonegate Big White**

##### **Building Dept. 12-0022BW**

A staff report from Mark Andison, General Manager, Operations / DCAO introducing a request from Dennis Skuter of Mountain Sky Properties Inc. requesting that partial fees payable in relation to a 2016 building permit application be waived in recognition of monies already paid by the developer toward the project in 2012.

Mark Andison, General Manager of Operations/Deputy CAO reviewed this request with those present. He mentioned that the applicant was informed of the renewal fee of \$6950 before the permit lapsing.

Moved: Director Gee

Seconded: Director McGregor

That the Electoral Area Services Committee consider the request submitted by Dennis Skuter of Mountain Sky Properties Inc. to credit the \$25,210 fee submitted in 2012, in relation to a building permit for the final phase of the Stone Gate building, to his 2016 building permit application for the same project. AND FURTHER that this request be send to the Board of Directors for a final decision.

Carried.

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

### **Ground Water Licensing Notification**

Director Gee is concerned that the public is not aware of the licensing requirements for groundwater. She would like some sort of notification sent to property owners and her suggestion was to have a notice sent out with the BC Assessment notices.

Moved: Director Gee

Seconded: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors send a letter to the Ministry of Forests, Lands and Natural Resource Operations – Water Management Branch, requesting Ground Water Licensing notices be sent to property owners via BC Assessment Tax Notices.

Carried.

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

Alternate Directors

Rural Director Name Change

Next meeting will be held at the Grand Forks office.

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

An in-camera session was not required.

### **ADJOURNMENT**

There being no further business to discuss, Chair Worley adjourned the meeting at 6:13 p.m.

**Electoral Area “C” Parks & Recreation Commission  
Regular Meeting  
Wednesday, April 12, 2017  
Welcome Centre  
8:00 AM**

**AGENDA**

- 1. Approval of the Agenda**
- 2. Minutes**
  - Minutes of the Regular meeting of March 8, 2017 –
- 3. Delegations: Jessica Colmen/Susan Harrison- Little Lakers Playground –Pg 1**
- 4. Business Arising from the Minutes**
- 5. Correspondence- County Liable for Mountain Bike Training Park Accident-Pg 2-3**
- 6. Financial Plan –**
  - 2017 – Budget- No changes to the Financial Plan for 2017
- 7. Old Business**
  - **Kettle River Walk Trail-Report-** Cascade Fall Trans- Canada Trail Staging Area- Pending
  - Kettle River Walk Trail-Report- Report attached from Wayne Choquette –**Pg 4**
  - Pedestrian Bridge –
    - UBCM Strategic Priorities Fund-**Pgs 5-21**
    - Hana Blazkova -Bike BC Grant Program- **Pg 22**
- 8. New Business-**
- 9. Sub Committee Report**
  - **COP Update- N/A**
  - 
  - **Recreation Program Update**
    - **April Flyer- Pgs 23-24**
    - **Pharmasave Christina Lake Triathlon-pg 25**
    - **Pickleball Tournament- During Homecoming weekend-Pg 25**
  - **Park Maintenance - Leo Returned April 3, 2017**
  - **Trails – Josh Strzelec-N/A**



- **Community Coordinator Report-Update**

**10. Other Business Arising from the Floor –( If Public Members Present)**

**11. Adjournment**

**Outstanding Projects for Future Development**

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

Tech Property to Access River

Christina Crest Trail-

Marine Study

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

Minutes of the Regular Meeting of the Electoral Area "C" Parks & Recreation  
Commission held Wednesday April 12, 2017 at the Welcome Centre

**Present**

Brenda Auge  
Carlo Crema  
Dave Beattie  
Dianne Wales  
Josh Strzelec  
Larry Walker  
Liz Stewart  
Paul Beattie

**Absent****RDKB Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Grace McGregor

**Guest**

Donna Wilchinsky

**Agenda**

1. M/S Liz Stewart/Brenda Auge, that the April 12, 2017 agenda be adopted as amended- Addition To:

**Delegation:**

- a. Changes to the Little Lakes Delegation- Stacey O'Donnell replaced Jessica Coleman
- b. Addition to the Delegation-Jacqueline Lessard Presentation for- Christina Lake Tourism Society –Canada 150 Laker Style Event

**Old Business:**

- a. The unauthorized Structure in the Nature Park
- b. The Disc Golf Course Status

**New Business:**

- a. Trail Development from Cove Bay to Brown Rd- 3.5km

**Carried**

**Delegations: Little Lakers- Stacey O'Donnell**

Requesting funding to help purchase playground equipment to enhance the playground area for the Little Lakers Centre in the amount of \$1459.58 for current year

Requesting an annual program budget in the amount of \$1500 to \$2000 towards the Little Lakers Learning Centre-Daycare Centre

**Christina Lake Tourism Society-Canada 150 Laker Style Event- Jacqueline Lessard**

Requesting funding towards the Canada 150 legacy event for Christina Lake during the Homecoming weekend in the amount of \$5000

Minutes

2. **M/S Larry Walker/Josh Strzelec, that the minutes of the regular meeting from March 8, 2017 be accepted as circulated.**

CarriedBusiness Arising from the Minutes: N/ACorrespondence: **County Liable for Mountain Bike Training Park Accident**

Received for Information

Financial Plan:

- 2017 Budget- the budget was accepted as presented to the Regional District Kootenay Boundary board of directors
- The discussion about sponsoring the Little Lakers request  
The Little Lakers Centre does not fit into the Christina lake Recreation Commission mandate.  
Area Director "C" will consider a Grant in Aid of \$1500 towards the purchase of playground equipment.  
Donna Wilchynski will review options for future funding for the Little Lakers facility through grants
- **Christina Lake Tourism Society-Canada 150 Laker Style- Jacqueline Lessard**  
The Christina Lake Homecoming have already received approximately \$25,000 through grants - Canada 150 and RDKB  
Staff will review the option of allocating up to \$5000 from 12711-294-023 towards the 2017 Christina Lake Homecoming event. Staff requested to provide a report for the next meeting.

Old Business

- **Cascade Fall Trans- Canada Trail Staging Area-**
    - Doug Zorn has received a grant for approximately \$9000 toward a staging area study at the Cascade Falls
  - **Kettle River Walk Trail-Report-** Kettle River Walk Trail-Report- Report attached from Wayne Choquette –
    - Study will cost between \$40000 to \$50,000 with no guarantees the Trail can be built once the Archeological study has been completed
    - Lisa Tedesco – Ecosystem Biologist is currently conducting a wildlife study and will provide a report on the findings
  - **Pedestrian Bridge –**
    - UBCM Strategic Priorities Fund:
3. **M/S , Paul Beattie/ Liz Steward, recommends that the Regional District of Kootenay Boundary Board of Directors approves the Regional District of Kootenay Boundary's application to the UBCM Gas Tax Program Services- Strategic Priorities Funds for the construction of pedestrian bridge across Christina Creek at Christina Lake in the amount of \$1,628,000**

Carried

- **Hana Blazkova - Bike BC Grant Program-**
  - Correspondence received indicating that the application was not successful.
- **Unauthorized Structure in Nature Park-**  
Allen Stanley- RDKB – Email dated April 10, 2017 –
  - The unauthorized structure in the Nature Park was put up by the Mosquito Control contractor. It was for swallow nests but will need some modifications this spring
- **The Disc Golf Course Status-**
  - Staff to follow up with the BC Government on the status of the application to construct the Disc Golf Course in Christina

**New Business:**

- **Trail Development from Cove Bay to Brown Rd- 3.5km-**
    - Paul Beattie would like to see a community trail developed from Cove Bay to Brown Rd along the Eastside of Christina Lake.
- 4. M/S, Paul Beattie/Carlo Crema, recommends that the Ministry of Transportation be invited to attend a meeting to discuss the option of developing a community trail from Cove Bay to Brown Rd on the Eastside of Christina Lake**

**Carried**

**Subcommittee Report**

- **COP Update-**
  - Truck is out of storage- Will need tires for upcoming season
  - May 8, community meeting at the Christina Lake Firehall –
  - Dave Beattie is concerned about the number of members for this upcoming season
  - RCMP will be returning this summer
- **Recreation Program Update-**
  - April Flyer
  - Christina Lake Triathlon
  - Pickleball Tournament scheduled during Homecoming
- **Park Maintenance Monthly Report-** Returned April 3, 2017
- **Trails: -Josh Strzelec**
  - April 24 –Startup
  - Onsite review of Trail Conditions
  - Project list and start up invoice to be submitted at May meeting

- **Community Coordinator Report- Donna Wilchinsky**
  - Discussed the location of Electric plug-in stations for Electric Cars at the Welcome Centre
  - Linking the E-New Blast to the flyer

**Other Business Arising from the Floor: –No public present**

**5. Moved by Dave Beattie that the meeting be adjourned.**  
**Carried**

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Lilly Bryant, Recording Secretary

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Dianne Wales, Chairperson

**Grand Forks & District Recreation Commission  
Regular Meeting  
Thursday, March 9, 2017  
David Borchelt Meeting Room (Arena)  
8:45 AM**

**AGENDA**

- 1. Additions/Approval of the Agenda**
- 2. Minutes**
  - Minutes of Regular Meeting of February 9, 2017
- 3. Delegation:**
- 4. Business Arising from the minutes**
- 5. Correspondence :**
  - **GLH Vending Machines-Pgs 1 to 6**
- 6. Financial Plan**
  - 2017 Budget-
  - YTD-2017 Revenue Report-GFREC- **Pg 7**
  - YTD-2017Arena Drop In Revenue/Attendance Report- **Pg 8**
  - YTD- 2017Aquatic Membership/Drop In Monthly Comparison Report-**Pg 9**
  - Aquatic Monthly Attendance –**Pg 10**
- 7. Old Business –**
  - **Bylaw 946-Review- Update from Nigel James**
  - **Aquatic Centre**
    - Deck Replacement –Test - March 1<sup>st</sup> Update-
    - Fortis BC Commercial Energy Assessment Program  
Grand Forks Aquatic Report- Update
  - **Arena**
    - Wheelchair lift- Update
    - Pump House Building in the Arena Parking Lot-  
Update
  - **WiFi –Update**
- 8. New Business-**
  - **Request for Pool Passes- Snowbirds Air Show July 18 to 20-  
Anne Gordon- Requesting 26 passes-**
  - **Usage Stat Report**
    - Aquatic Programming Stats Comparison Report 2017-**Pg11**
    - Arena Stats Comparison- **Pg12**
  - **Supervisor Report**
    - Aquatic Maintenance Coordinator – Report-**Pg 13 to 15**
    - Aquatic Program Coordinator Report- **Pg16 to 17**
    - Arena Chief Engineer – Report- **Pg 18 to 20**
    - Recreation Program Services Supervisor- **Pg 21 to 22**

**Program Update-**

- March Flyer- **Pg 23 to 26**
- Program Update-
- 30 Year Celebration-Update – Continue to find sponsorship for Friday June 2 from 1 to 5pm
- Canada Day Parade- Union Letter-Pending

○ **Sponsored Events Reports- Update**

**9. Round Table**

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

**10. Other Business Arising from the floor-**

**11. Agenda Adjournment**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held March 9, 2017 in the Jack Goddard Memorial Arena Meeting Room

**Present**

Brian Noble  
Dean Engen  
Julia Butler  
Terry Doody

**Absent**

Eric Gillette-Advised  
Nigel James-Advised

**Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Roly Russell-Away

**Agenda**

1. M/S Julia Butler/Brian Noble, that the agenda be accepted as circulated.

**Carried**

**Minutes**

2. M/S Julia Butler/Terry Doody, that the minutes of the regular meeting of February 9, 2017 be accepted as circulated.

**Carried**

**Delegation:** N/A

**Business Arising from the Minutes:** None

**Correspondence:**

- GLH Vending Machines-
3. M/S Julia Butler/Terry Doody, recommends that the proposal from GLH Vending Machines be received for information only.

**Carried**

**Financial Plan –**

- 2017 Budget distributed and Reviewed-Received for Information
- YTD-2017 Revenue Report-Received for Information
- YTD-2017 Arena Drop In Revenue/Attendance Report-Received for Information
- YTD- 2017 Aquatic Membership/Drop In Monthly Comparison Report- Received for Information
- Aquatic Monthly Attendance-Received for Information

**Old Business-**

- **Recreation Commission By-Laws.**-Reviewed
  - Nigel James was absent from the meeting- Tabled until April Meeting



- **Aquatic Centre Pool Deck Surface:**
    - Jay's flooring completed a test patch on Wednesday, March 1, 2017. –Report was not available for March 9<sup>th</sup> meeting.
    - Staff has contacted Chris Fairbanks-Architect to follow up on the tendering process to have the project ready for the shutdown period in August.
  - **Fortis BC Commercial Energy Assessment Program Grand Forks Aquatic Report-**
    - Staff reviewed the report and made recommendations to Fortis to correct information where needed. Fortis will reissue the report with recommended corrections and return report when completed.
  - **Wheelchair lift- Update:**
    - Inspection was completed on February 22, 2017. BC Safety Authority has shut down the lift. Power has been disconnected and it has been recommended the lift be removed.
    - Reconstruction will be required to properly install an elevated lift that conforms with the regulations.
    - Approximately \$40,000 is the estimated cost to upgrade the wheelchair lift for the Jack Goddard Memorial Arena
  - **Water Pump House Building in the Arena Parking Lot-**
    - The City of Grand Forks has been contacted regarding the ownership of the building.
  - **WiFi -Update:**
    - Staff has contacted Shaw – for possible hotspot location- Shaw no longer provides that service without Smart WiFi-Business account.
    - Telus has been contacted for a possible contra agreement with the Roadside Digital sign and WiFi.
  - **New Business-**
    - **Request for Pool Passes- Snowbirds Air Show July 18 to 20- Anne Gordon- Requesting 26 passes-**
4. **M/S, Julia Butler/Terry Doody, recommends that 26 pool passes be given to the Snowbirds pilots for the Grand Forks Aquatic Centre during the Snowbirds Air show, July 18 to July 20, 2017.**

**Carried**

**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-
- **30 Year Celebration-**
- Community Futures has contacted the Recreation Office to confirm their interest in Sponsoring this event the 1 to 5pm Family Community swim on Friday, June 2
- Canada Day Parade- Union Letter-Pending

**Round Table**

- **School District #51- N/A**
- **Library and Arts Societies-N/A**
- **Recreation and Culture Committee of City Council**
- **Community Members at Large-**

**Other Business Arising from the Floor:** None

Moved by Julia Butler that the meeting be adjourned

**Carried**

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Lilly Bryant, Recording Secretary

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Dean Engen, Chairperson

**Grand Forks & District Recreation Commission  
Regular Meeting  
Thursday, April 13, 2017  
David Borchelt Meeting Room (Arena)  
8:45 AM**

**AGENDA**

**Welcome/ Introductions: School Board Representative  
Teresa Rezanoff**

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

**2. Minutes**

- Minutes of Regular Meeting of March 9, 2017

**3. Delegation: Representative from Shaw- Chrissy**

- Go -Smart WIFI-Pg 1

**4. Business Arising from the minutes**

**5. Correspondence :**

- Accessibility for the Pool and Arena- Christine Ann-Fisher **Pg2**

**6. Financial Plan**

- 2017 Budget- Financial Plan - accepted as presented
- YTD-2017 Revenue Report-GFREC- **Pg3**
- YTD-2017Arena Drop In Revenue/Attendance Report- **Pg4**
- YTD- 2017Aquatic Membership/Drop In Monthly Comparison Report-**Pg5**
- Aquatic Monthly Attendance –**Pg6**

**7. Old Business –**

- **Bylaw 946-Review- Update from Nigel James**
- **Aquatic Centre**
  - Grand Forks Aquatic Centre needs and Assessment Survey- Report/Draft Survey-**Pg 7-9**
  - Deck Replacement –Test results- Verbal Report
- **Arena**
  - Wheelchair lift- Report from Architect-**Pg 10-13**
  - Pump House Building in the Arena Parking Lot- Update

**8. New Business-**

- **Usage Stat Report**
  - Aquatic Programming Stats Comparison Report 2017-**Pg 14**
  - Arena Stats Comparison- **Pg15**
- **Supervisor Report**
  - Aquatic Maintenance Coordinator – Report-**Pg 16-17**
  - Aquatic Program Coordinator Report- **Pg 18**
  - Arena Chief Engineer – Report- **Pg 19-22**
  - Recreation Program Services Supervisor- **Pg 23-25**

**Program Update-**

- April Flyer- **Pg 26-29**
- Program Update-
- 30 Year Celebration–Update –
  - Boundary Community Futures – Full Sponsorship
- Canada Day Parade- Union Letter-Pending

○ **Sponsored Events Reports- Update**

**9. Round Table**

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

**10. Other Business Arising from the floor- ( If public members Present)**

**11. Agenda Adjournment**

Minutes of the Regular Meeting of the Grand Forks and District Recreation  
Commission held April 13, 2017 in the Jack Goddard memorial Arena Meeting Room

Present

Brian Noble  
Terry Doody  
Nigel James  
Dean Engen

Absent

Julia Butler - Advised  
Eric Gillette  
Teresa Rezansoff - Advised

Staff

Tom Sprado/Kim Johnson

Area Director

Roly Russell

Agenda

Addition – Toonie Swim last hour of weekends - to Program Update

1. M/S Brian Noble/Nigel James, that the agenda be accepted as circulated.

Carried

Minutes

2. M/S Terry Doody/Brian Noble, that the minutes of the regular meeting of April 13, 2017 be accepted as circulated.

Carried

Delegation

- Shaw WiFi representative – Christie Cousins
  - Presented overview of proposal for WiFi service to Arena and Aquatic Centre
  - Approximate cost per month \$279.95 (5 yr term) – current cost \$97.90 per month (Border Bruins service)
  - Public and private service available
  - Shaw proposal/quote to be emailed
  - Staff to review WiFi options including Columbia Basin Broadband and TELUS
  - Staff to consider contract agreement with Border Bruins - Shaw WiFi fees vs. pool passes/skate sharpening fees

Business Arising from Minutes: None

Correspondence:

- Accessibility Committee – Christine-Ann Fisher - Aquatic Centre Handicap Accessibility issues
3. M/S Brian Noble/Terry Doody, recommends staff respond to Accessibility Committee - correspondence to include information regarding the Aquatic Centre Needs Assessment and the planning & costing for the arena lift.

Carried

**Financial Plan:**

- 2017 Budget- Financial Plan - accepted as presented
- YTD-2017 Revenue Report-GFREC
- YTD-2017 Arena Drop In Revenue/Attendance Report
- YTD- 2017 Aquatic Membership/Drop In Monthly Comparison Report
- Aquatic Monthly Attendance

**Old Business:**

- **Bylaw 946-Review- Update from Nigel James**
  - Bylaw 946 – 20 years old needing review and update
- **Aquatic Centre**
  - Grand Forks Aquatic Centre Needs Assessment Survey-Report/Draft Survey
- 4. **M/S Nigel James/Brian Noble, recommendation to not spend \$10,000 budgeted for Consultant fees in establishing the Aquatic Needs Assessment Survey**  
**Carried**
- 5. **M/S Nigel James/Terry Doody, recommend sub-committee to develop in-house Needs Assessment Survey for Aquatic Centre**  
**Carried**
- 6. **M/S Brian Noble/Terry Doody, recommends Needs Assessment Survey for Aquatic Centre be ready for public access May 15, 2017 to June 30, 2017**  
**Carried**
  - Nigel James to Chair Aquatic Centre Needs Assessment Committee
  - Aquatic Centre Needs Assessment Survey Sub-Committee open to all Commission Members
  - Meeting scheduled for Wednesday April 26 – 2:00 pm, Arena Meeting Room
  - **Deck Replacement**
    - Christopher Fairbanks on site Wednesday April 12, 2017
    - Project approximately one month behind schedule
  - **Arena**
    - **Wheelchair lift- Report from Architect**
      - Architect proposal - \$150,000 project to replace handicap lift
      - Staff to investigate ramp replacement costs
      - Accessibility Grant (\$50,000) available for application - May 2017 for projects to be completed in 2018
    - **Pump House Building in the Arena Parking Lot**
      - Staff unable to determine ownership at this time – continuing to investigate

**New Business:**

- **Usage Stat Report**
  - Aquatic Programming Stats Comparison Report 2017 – received for information
  - Arena Stats Comparison – received for information
- **Supervisor Report**
  - Aquatic Maintenance Coordinator – Received for information
  - Aquatic Program Coordinator Report – Received for information
  - Arena Chief Engineer – Received for information
  - Recreation Program Services Supervisor – Received for information
- **30 Year Celebration:**
  - Community Futures funding (\$500) for Family community swim on Friday, June 2<sup>nd</sup> from 1 to 5 pm – received
  - Canada Day Parade - Union letter - received

**Round Table**

- School District #51 – N/A
- Library and Arts Societies – N/A
- Recreation and culture committee of City council – N/A
- Community Member at Large – N/A

**Other Business Arising from the Floor:** None

7. **M/S Nigel James, that the meeting be adjourned**  
**Carried**

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 Kim Johnson, Recording Secretary

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 Dean Engen, Chairperson

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

Monday, May 1 2017 at the RDKB Office, Trail, B.C., commencing at 7:00p.m.

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

**ABSENT:** Trinda Ross.

**RDKB DIRECTOR:** Linda Worley, absent, Alternate Bill Edwards.

**RDKB STAFF:**

**GUESTS:**

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**1. CALL TO ORDER**

The meeting was called to order at 7:00 pm.

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

**Recommendation:** That the May 1, 2017 Electoral area 'B'/Lower Columbia-Old Glory Advisory Planning Commission Agenda be adopted.

**3. ADOPTION OF MINUTES**

**Recommendation:** Correction: Trinda Ross was not present. That the March 6, 2017 Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission Minutes with correction be adopted.

**4. DELEGATIONS**

**5. OLD BUSINESS**

**A. Whispering Pines Land Accretion update**



First, why is there an APC when the Gov't over rides us, unfortunate that this procedure occurred without local input, after the proposal failed previous two times? The RD was given no notice of the action of the selling of Public lands, the APC and associated departments were given no chance to express opinions on negative impacts to the Environment and Public in this regard.

When the Provincial Government proceeds on this after two previous failed attempts to increase boundaries without consulting Regional District.

One of the serious concerns is regarding Whispering Pines Mobile Home Park septic system. Seasonally in the past, sewage can be seen on top of the grassy area directly adjacent to both mobile homes and the Columbia River. We would like assurances from the Whispering Pines Mobile Home Park owners, that with park expansion, this be rectified and due diligence on the part of the local health authority be on monitoring this.

With this sale of Public land to private business, the only know Public Boat access to the Columbia River between Trail and Castlegar has been eliminated. This boat launch was used daily and extensively by local and out of area Lower Columbia Wildlife enthusiasts. Out of area visitors contributed to the local economy when they stayed in Genelle and Area B & B's and rental properties. These recreational visitors come to enjoy the World Class Fishing Waters of the Lower Columbia River, also bird and wildlife watchers who frequent the waters edge and body for photo ops and studies.

Our local Search and Rescue units are also equipped with boats and taking this very vital river access from them could be detrimental in a river rescue.

Will the Government be providing and other access to the river?

Do we know where the high-water mark is and natural boundaries? How was the natural boundary established, the alluvial flood plain?

Will the property owner allow an easement so that there is still access to the boat launch?

How has the Gov't given away a public road and extended the shore line?

How will B.C. Hydro access their lines and Fisheries access the river?

The APC does not want any issues to come back on Regional District as we had no input and our previous comments still stand.

**B. Red Resort Timber Harvest-email from KCTS.**

Email from KCTS noted.

**6. NEW BUSINESS**

**A. Lawrence and Mary Dick**

RE: OCP & Zoning Amendment-Retreat

Lot 7, Richie Road, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp28-10967.170

Discussion/Observations:

Would there be full time occupancy in the off season? There will be increased traffic from the increased density. It is a niche market that they will be serving. Brings new business and money to the area.

Recommendation:

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

1. Supported for the above reason.

**B. Randy DeBiasio**

RE: Development Variance permit—Rear Set Back

430-3<sup>rd</sup> Avenue, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-367-07303.070

Discussion/Observations:

With a set back of 1.5 m should be workable.

Recommendation:

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

1. Supported with above reason.

**C. Ministry of Forests, Lands and Natural Resource Operations**

RE: Columbia River Recontouring Project, Genelle

Unsurveyed Crown Land

RDKB FILE: B-24

Discussion/Observations:

How do you propose to access this? Good luck it is now private land.

Recommendation:

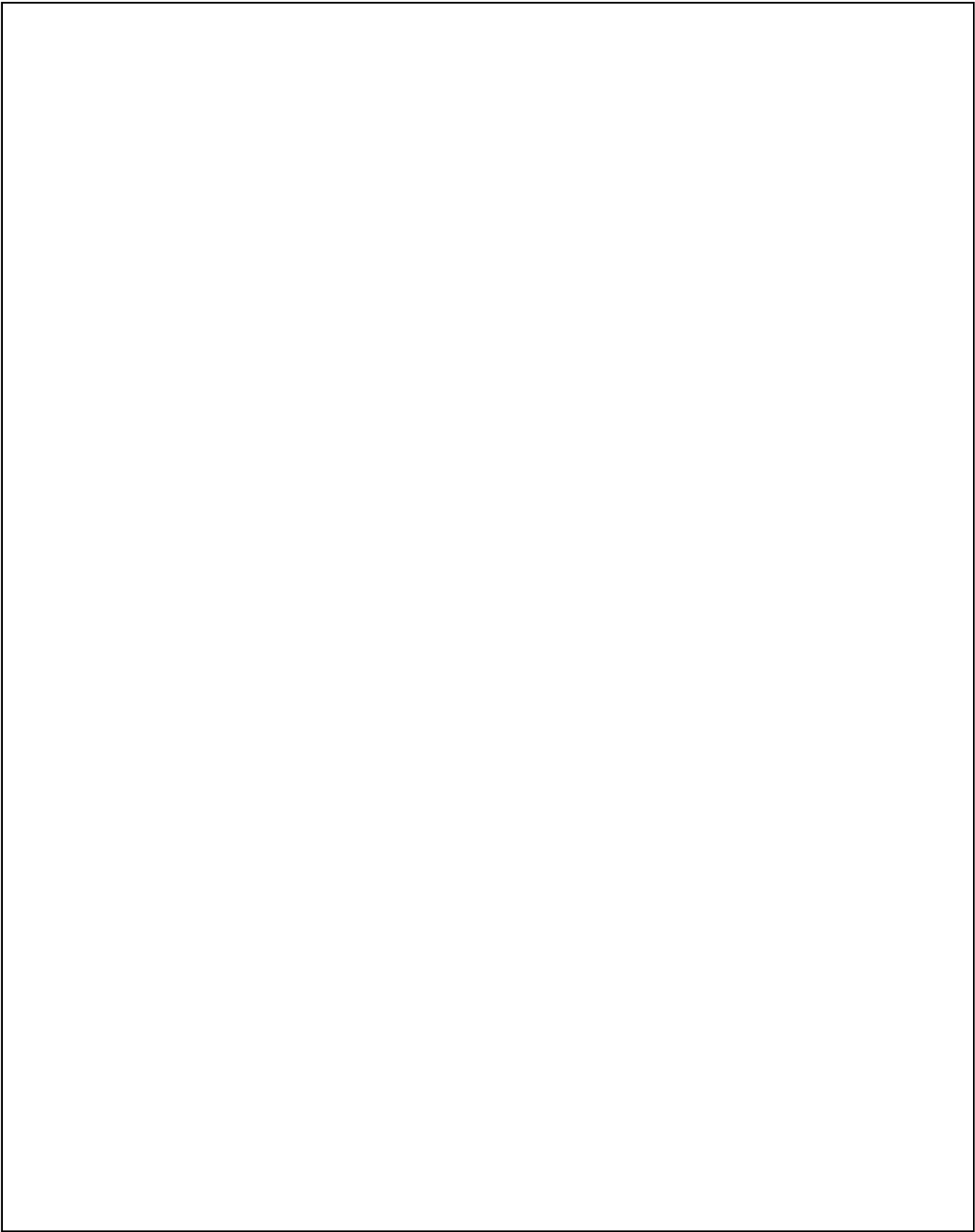
It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be:

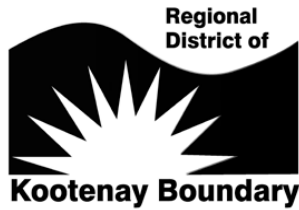
3. Not supported, subject property is now private land.

**7. FOR INFORMATION**

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 8:35 pm.





## ELECTORAL AREA 'D'/RURAL GRAND FORKS

## ADVISORY PLANNING COMMISSION

## MINUTES

Tuesday, May 2, 2017 at the RDKB Office – Grand Forks.

PRESENT: Deb Billwiller, Edith MacAllister, Christie Wheaton, Lesley Matthews, Kathy Hutton

ABSENT: Werner Behrens

RDKB DIRECTOR: Roly Russell

RDKB STAFF:

GUESTS: Kathy Novokshonoff; Andrew Novokshonoff

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1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

Item 6.B. was moved to between items 4. and 5.

It was **moved**: Matthews; **seconded**: Wheaton that the May 2, 2017 Electoral Area 'D'/Rural Grand Forks APC agenda be adopted as amended. **Carried**.

3. **ADOPTION OF MINUTES**

The comments under 7. A. should include the question *"When might the Grizzly Bear Habitat mapping be available?"*

It was **moved**: Hutton; **seconded**: Matthews that the April 4, 2017 Electoral Area 'D'/Rural Grand Forks APC minutes be approved as amended. **Carried**.

4. **DELEGATIONS**

Kathy Novokshonoff; Andrew Novokshonoff

6. **NEW BUSINESS**

B. **Kathy Novokshonoff**

**RE: Zoning Amendment-Reduce Minimum Parcel size to subdivide for a relative**

2081 Perkins Rd, Electoral Area 'D'/Rural Grand Forks

RDKB File: D-581s-04694.055

After much discussion on minimum parcel sizes, actual & proposed parcel sizes, possibility of second dwelling on original parcel, precedent setting and neighbourhood density, it was:

**Moved:** Matthews; **seconded:** Wheaton that the APC postpone their recommendation to their next meeting to get more information regarding how this might be possible. **Carried.**

5. **OLD BUSINESS**

none

6. **NEW BUSINESS**

**A. Donald Beliveau**

**RE: MOTI Subdivision-Interior Lot Line Adjustment**

12095 Brown Creek Road, Electoral Area 'D'/Rural Grand Forks

RDKB File: D-2843s-06906.000

As the application meets the zoning by-law criteria for interior lot line adjustments it was:

**Moved:** Hutton; **seconded:** Matthews that the APC recommends to the Regional District that the subject Development Application be supported. **Carried**

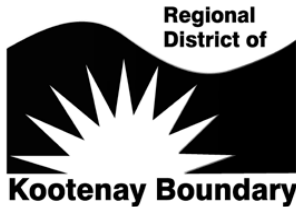
8. **FOR INFORMATION**

Agriculture and Food Systems Project Poster.

Roly provided background information to this open house.

9. **ADJOURNMENT**

Wheaton moved adjournment at 7:55 p.m.



**ELECTORAL AREA 'E'/WEST BOUNDARY**

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Monday, May 1, 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

**ABSENT** with  
notification: Lynne Storm

**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, seconded and carried that the May 1, 2017 Electoral Area E' APC agenda be adopted. (Florence/Grant)

**3. ADOPTION OF MINUTES**

It was moved, seconded and carried that the April 3, 2017 Electoral Area E' APC minutes be adopted. (Harald/Michael)

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

#### 4. **DELEGATIONS**

#### 5. **OLD BUSINESS**

- a) The Director reported that she had prepared a spreadsheet on all the proposals that had come before the APC since 2015 for the purpose of trying to keep track of decisions regarding those proposals. The Manager of Planning and Development requested a copy of that spreadsheet and indicated that she would try and provide those updated decisions.
- b) The Director reported that the District Board approved the following motion with respect to the Forest Stewardship Plan that had been prepared by Interfor:

“Be it resolved that Interfor be requested to include a plan for community consultation in their Forest Stewardship Plan that includes sharing operational plans and changes therein with the communities and local governments in the vicinity of such plans prior to their implementation.”

- c) The Director also reported that both Interfor and BCTS would be setting up a joint website for public access on their plans and activities.

#### 6. **NEW BUSINESS**

**Coreen & Donald Piltingsrud**

**RE: MOTI Subdivision**

20 Cottonwood Road, Beaverdell, BC

RDKB File: E-1078s-04600.130

Discussion/Observations:

The following observations were made:

- It appears again that the community has not had an opportunity to have a say about the “fast” pace of proposing subdivisions and the consequential impact of this socially and environmentally.
- As this particular subdivision is a regulated subdivision with a building scheme in place, permitting further subdivisions of an existing lot could open the door to other proposed lot subdivisions and this in turn could change the implied agreement the other lot owners have entered into.
- According to the proposal, each proposed subdivided lot would only be 0.8 hectares (2 acres). This would be less than the 1.0 hectare guideline used by Health for having health safety with respect to water and septic tank/fields.



Recommendation:

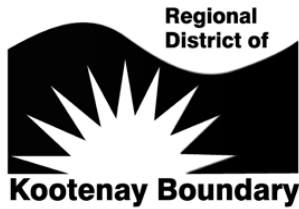
It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application not be supported as the size of the two proposed lots do not meet the minimum guideline of 1.0 hectare to accommodate safely any well and septic tank/field for health safety. (Florence/Jamie)

**7. FOR INFORMATION**

- a) Update from M.O.E. RE: Golden Dawn Minerals
- b) Agriculture and Food Systems Project poster

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 6:45 pm.



**ELECTORAL AREA 'E'**  
**(BIG WHITE)**  
**ADVISORY PLANNING COMMISSION**  
**MINUTES**

Tuesday, May 2, 2017 at the Big White Ski Patrol Hut, commencing at 4:00 p.m.

**PRESENT:** Deb Hopkinson, Gerry Molyneaux, Cat Schierrer, Paul Sulyma  
**ABSENT:** Jude Brunt, John LeBrun  
**RDKB DIRECTOR:** Vicki Gee  
**RDKB STAFF:**  
**GUESTS:** Paul Plocktis BWSR, Jeremy Hopkinson BWSR, Hugh Bitz architect, Jamie Svendsen, BWFD

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**1. CALL TO ORDER**

The meeting was called to order at 4:10 pm

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

It was moved and seconded that the May 2, 2017 Electoral Area 'A' APC agenda be adopted.

**3. ADOPTION OF MINUTES**

It was moved and seconded that the April 4, 2017 Electoral Area 'E' Big White Advisory Planning Commission minutes be adopted.

**5. DELEGATIONS**

**6. OLD BUSINESS**

Quorum issue discussed and Vicki to check on, example as long as one committee member was on site for the public to access the meeting then the others would constitute a forum if they called in.

Could we have the package sent to us electronically as well as by mail?

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Electoral Area Big White APC Minutes  
May 2, 2017  
Page 1 of 3

Vicki is working on a spreadsheet of all the applications that come to the APC, so that we can see the outcome for each application. Donna Dean, Manager of Planning Dept., has said that she'll see if staff can help determine the outcomes. Examples are: Rifle Range, Observatory, and development permits.

Interfor Stewardship – Our recommendations were put forward to board agenda and the board added that the stewardship program should adopt a communication plan and with stakeholders and that notifications of upcoming activity should be sent to stakeholders.

## **7. NEW BUSINESS**

### **A. Big White Ski Resort Ltd. Brent Harley & Assoc. Inc. Agent RE: Development Permit – Employee Housing RDKB File: BW-4255-Temp**

#### Discussion/Observations:

Clarified which building would be the first built, and the number of pillows for the building at 48, with a potential of 192, if all four buildings were built on this development lot 4255.

Landscaping on the side of the building facing the road would help soften the appearance for uphill properties. The building is quite a bit lower than Big White Rd. so should not impact Bullet Cr Cabins or Copper Kettle view. DC Ponto engineers have signed a letter of undertaking that the dry wells, (rock pits), drainage methods will keep drainage issues to a minimum and in keeping with the other developments in the area.

Fire Smart methods are of concern for all developments so the plantings should be kept pruned and the fuel loading around the building should be addressed from time to time. The landscaping with trees and grasses as shown would be acceptable. Should we be planting new trees? Yes as there are a large number of standing dead trees in the area and they are needed for aesthetic as well as practical reasons, for example to prevent soil erosion. Grasses will be the key focus of the landscaping. None of the plantings should interfere with snow removal or be placed where they cannot survive snow removal.

Snow removal would have to insure that the fire lanes were clear and a turn around provided. Hugh Bitz showed the turnaround possibility in the parking lot. Jeremy Hopkinson indicated that it was in Big White's best interest to keep fire lanes clear, and that as it was BWSR property that they would be able to tow vehicles to maintain the fire dept accessibility

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject referral be: *(pick one of the following)*

1. Supported

**B. Shawn R. Warren**

**RE: Development Permit – 384 Feathertop Way, Big White**

RDKB File: BW-4222-07500.820

**Discussion / Observations**

Ground water at this location should be carefully considered as it is flowing even in August.

We are unable to support this application as we are only looking at landscaping and snow storage and the plans presented do not show either.

With the close proximity of neighbours it is necessary to have some snow storage on your own property to avoid it being stored on your neighbours.

Recommendation:

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

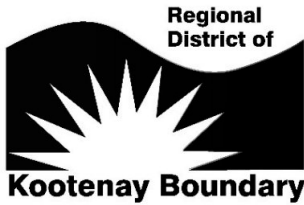
1. Not supported due to the fact that we have no plans for landscaping or snow storage.

**8. Agriculture & Food Systems**

The committee heard about the upcoming Spring 2017 Open House to be held in Grand Forks, which a member of the Big White Community will be attending. We were also asked if we could complete the survey regarding this project.

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 4:45 pm



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY PUBLIC HEARING MINUTES

Proposed Zoning Amendment Bylaw No. 1631 to amend  
the Big White Zoning Bylaw No. 1166

Minutes of a Public Hearing for Regional District of Kootenay Boundary for proposed Bylaw No. 1631 to amend the Big White Zoning Bylaw No. 1166 held on Tuesday, April 18th, 2017 at the Big White Fire Hall, 7555 Porcupine Way, Big White at 6:00 p.m.

<b>Director Present:</b>	Director Vicki Gee
<b>Staff Present:</b>	Donna Dean, Manager of Planning and Development Jamie Svendsen, Big White Fire Chief
<b>Members of the Public Present:</b>	Paul Plocktis, Big White Ski Resort John Lebrun, Big White Advisory Planning Commission Sur Yerex One other member of the public

Director Gee opened the Public Hearing for proposed Bylaw No. 1631 to amend Big White Zoning Bylaw No. 1166 at 6:05 p.m. Director Gee then read the Chairperson's address. Director Gee then asked Donna Dean, Manager of Planning and Development to explain the purpose of the amendment bylaw.

Donna Dean provided a summary of the amendment bylaw, which would amend the Big White Zoning Bylaw to re-zone, proposed District Lot 4255 from the current 'Chalet Residential 3 (R3)' Zone to a new 'Employee Housing Residential 6A (R6A)' Zone to permit the construction of employee housing on the subject property. Ms. Dean explained that the proposed new zone was modeled after the existing Hostel/Employee Housing Residential 6 Zone, which currently does not apply anywhere in the plan area. She also explained that the maximum allowable height is proposed to be 17 metres and that there would be an exemption from the requirement that 2/3 of the parking spaces must be covered. The request by the applicant to allow up to 90% of the parking to be provided off-site within 2000 metres of the subject property was not supported by the Board of Directors.

Director Gee then opened the Public Hearing for comments.

Chief Svendson expressed his concern regarding access for emergency vehicles and snow removal since employee vehicles often stay in place for extended periods of time during the ski season.

Sue Yerex questioned why the current R6 zone is not in use since there is an existing hostel. Donna Dean explained that the Moguls building is in another zone.

John Lebrun stated that he fully supports the provision of staff housing and is happy that Big White Ski Resort is taking the lead in providing the housing.

There was a general discussion regarding the notification requirements given the unique character of the resort and suggestions were made on how to better reach out to community members regarding hearings and other events in the future.

Concern was expressed regarding the location of the development proposal sign that was posted on the skier bridge over the Black Forest Road. Concern was also expressed regarding the timing of the public hearing given that the resort closed on the previous weekend and therefore there are few community members still at the resort.

There was discussion regarding the number of beds that would be provided for employees. Paul Plocktis explained that four buildings are proposed with a total of 48 beds per building and the plan is to construct one of the buildings this year.

Sue Yerex and others agreed that they were pleased with the location and questioned whether the shuttle service would be changed to have a stop near the site. There are no immediate plans to change the service but it could be at a future date.

Director Gee called three times for additional questions or comments from the public. There being none, the public hearing was adjourned at 6:22 p.m.

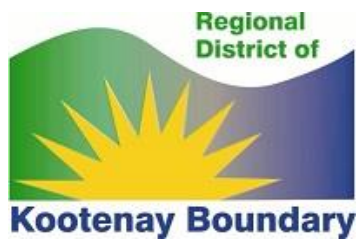
I hereby certify that this is a fair and accurate record of the nature of representations made at the April 18, 2017 Public Hearing for Regional District of Kootenay Boundary for proposed Bylaw No. 1631 to amend the Big White Zoning Bylaw No. 1166.

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Recording Secretary

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Public Hearing Chair



## STAFF REPORT

**Date:** 04 May 2017

**File**

Staff Report - BRD -  
Amendment to 2017  
Financial Plan

**To: RDKB Board of Directors**

**From:** Mark Daines - Manager of Facilities  
and Recreation

**Re:** Staff Report-BRD-amendment to the  
2017 Financial Plan

### Issue Introduction

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a budget amendment proposal to the 2017-2021 Financial Plan for the purpose of providing a sum of \$1,000 to the Fruitvale Parents Advisory Committee from the Beaver Valley Parks and Trails Reserve Account.

### History/Background Factors

On April 21, 2017 the Beaver Valley Recreation Committee and the Fruitvale Parents Advisory Committee staged a homecoming celebration for the players and coached of the Beaver Valley Nitehawks.

At the May 2017 Beaver Valley Recreation Committee meeting the Beaver Valley Recreation Committee approved the funding request for \$1,000 from the Fruitvale Parents Advisory Committee.

This expense was not originally part of the 2017-2021 Five Year Financial Plan.

### Implications

Financial: the \$4,000 will reduce the 019 Beaver Valley Parks and Trails reserve fund from \$97,538.00 to \$96,538.00.

### Advancement of Strategic Planning Goals

That by approving the budget amendment to the financial plan ensures that we are responsible and proactive in funding our services and that plans are developed to address aging infrastructure in our services to ensure sustainable services.

**Background Information Provided**

See letter from PAC attached.

**Alternatives**

None

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$1,000.00 from the 019 Beaver Valley Park's and Trail Reserve Account for the donation to the Fruitvale Parents Advisory Committee. **FURTHER** that the 2017-2021 Five-Year Financial Plan Bylaw No. 1637,2017 be amended accordingly.



**Fruitvale Elementary School PAC**

1867 Columbia Gardens Road  
Box 580, Fruitvale, BC V0G1L0



April 27, 2017

Dear Mark Daines,

The Nighthawks made an amazing playoff run that our community is very proud of. The Fruitvale Elementary Parents Advisory Council was proud to be a part of the Nighthawks procession in a volunteer capacity.

Groups supporting groups is what keeps our communities strong and part of this support for our group is an Honorarium of \$1000.

This honorarium would go directly towards building the LEAP: Learn Explore, Active, Play playground project at the Fruitvale Elementary School.

Thanks for your consideration of this honorarium and a huge thank-you to the Nighthawks for representing our community so well.

Sincerely,

Paul Terpstra  
Fruitvale Elementary School Parents Advisory Council Chair

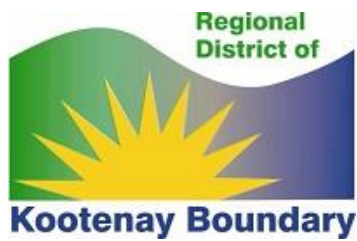
ITEM ATTACHMENT # A)

### LCCDTS Nominations to LCIC Board of Directors

The LCCDTS is making the below nominations to the LCIC Board of Directors.

Also included are our understanding of the two members jointly nominated by the six jurisdictions other than Trail and Appointed to the LCIC Board.

	<u>LCCDTS Nominations:</u>	<u>Term End Date</u>	<u>Position</u>
1	Don Thompson	2017	Director
2	Dan Ashman	2017	Director
3	Scott Weatherford	2018	Vice Chair
4	Thompson Hickey	2018	Director
5	Michele Cherot	2018	Director
6	Mark Morrison	2018	Director
7	Erin Handy	2018	Director
8	Ingrid Hope	<u>2018</u>	<u>Director</u>
	<u>EESC Appointed:</u>		
1	Wesley Startup	2017	Chair
2	Jerry Schmidt	2017	Director
	<u>City of Trail Appointed:</u>		
1	Vacant		
	<u>Non-Voting:</u>		
	Patricia Cecchini	N/A	



## STAFF REPORT

**Date:** 26 Apr 2017 **File**  
**To:** **Chair Martin and Members,  
Committee of the Whole  
(Finance)**  
**From:** Beth Burget, General Manager of  
Finance  
**Re:** 2016 Statement of Financial  
Information (SOFI)

### Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the 2016 Statement of Financial Information (SOFI).

### History/Background Factors

Annual reporting on the Regional District finances is required by Section 376 of the Local Government Act.

### Implications

Required for compliance with legislation. The Financial Information Act prescribes a fee of \$5.00 for a copy of the SOFI by a requester. The fee may be waived at the Board's option.

### Advancement of Strategic Planning Goals

Supports all primary goals.

### Background Information Provided

The Statement of Financial Information contains the 2016 Annual Financial Statements and Auditor's report dated April 20, 2017. The 2016 Audited Financial Statements received approval at the April 20, 2016 Regular Board meeting.

**Alternatives**

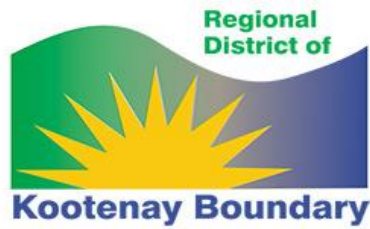
None

**Recommendation(s)**

That the Board approve the SOFI schedules for the Year Ended December 31, 2016.

That the Board make the SOFI Schedules available to the public by providing copies on request and by making the reports available on the Regional District's web site.

That the Board waive the \$5.00 fee for the SOFI Schedules as prescribed by the Financial Information Act.



REGIONAL DISTRICT  
OF  
KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL INFORMATION  
FOR THE  
YEAR ENDED DECEMBER 31, 2016

The Schedules and Statements contained herein have been prepared and assembled in compliance with the Financial Information Act.

**CONTENTS:**

- Certification
- Schedule of Debt
- Schedule of Guarantees and Indemnities
- Schedule of Good & Services
- Schedule of Elected Official Remuneration & Indemnification
- Schedule of Employee Compensation & Indemnification
- Schedule of Severance Agreements Paid
- Auditors' Report dated April 30, 2016
- Financial Statements for the Fiscal Year ending December 31, 2016

**CERTIFICATION**

The following schedules of Debt, Guarantees and Indemnities, Remuneration and payments to suppliers for goods and services have been prepared by the staff of the Regional District of Kootenay Boundary from the accounting records of the District in compliance with the requirements of the Financial Information Act its associated regulations and directives.

These schedules have been reviewed and approved by the Board of Directors of the Regional District of Kootenay Boundary.

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Grace McGregor, Chair  
Board of Directors  
RDKB

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Beth Burget, CPA, CGA  
General Manager of Finance  
RDKB

**SCHEDULE OF DEBT  
FOR THE YEAR ENDING DECEMBER 31, 2016**

The schedule of debt obligations of the Regional District of Kootenay Boundary is presented in the 2016 Annual Financial Statements as Schedule 5. The 2016 Annual Financial Statements are included in and comprise a component of the Statement of Financial Information.

The schedule of debt obligations contains debentures issued on behalf of municipalities throughout the Regional District. The listed municipalities and Regional District of Kootenay Boundary are severally liable for the debentures issued on behalf of the municipalities; however, the Regional District of Kootenay Boundary is ultimately jointly liable for the debenture issues.

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Beth Burget, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary



**SCHEDULE OF GUARANTEES AND INDEMNITIES  
FOR THE YEAR ENDING DECEMBER 31, 2016**

The Regional District of Kootenay Boundary has not extended any guarantees nor extended any security either implied or stated for any liability except for debentures issued as presented in the schedule of debts. Municipalities within the Regional District of Kootenay Boundary are severally liable for debentures issued on their behalf through the Regional District; however, the Regional District of Kootenay Boundary is ultimately jointly liable for these issues.

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Beth Burget, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary

**SCHEDULE OF GOODS AND SERVICES  
FOR THE YEAR ENDING DECEMBER 31, 2016**

The schedule of amounts paid to suppliers of goods and services is presented on a cash basis. This schedule may not reconcile to the financial statements of the Regional District of Kootenay Boundary which are produced using accrual accounting.

This schedule lists amounts of \$ 25,000.00 or more paid to suppliers of goods and services as well as grants and expenditures relating to debt servicing during 2016.

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Beth Burget, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**  
**YTD Paid Report**


AP5070

Page : 1

Date : Apr 27, 2017

Time : 3:25 pm

 Supplier Code From : 084010  
 To : ZUC010

 Sequence : By Code Date Range From : 01-Jan-2016  
 To : 31-Dec-2016

 Categories From : E - Employee  
 To : U - Unknown

Suppress Printing for \$ Under 25,000.00

Supplier Code	Name	Total
ALP030	ALPINE DISPOSAL & RECYCLING	527,654.50
AMF010	AM FORD	75,262.99
AON002	AON REED STENHOUSE INC.	151,845.00
BCT030	BC TRANSIT	1,579,467.69
BEA014	BEAVERDELL COMMUNITY CLUB	25,792.60
BEA130	BEAVER VALLEY LIBRARY	185,932.00
BEA640	BEAVER VALLEY MANOR SOCIETY	40,000.00
BEN015	BENEFITS BY DESIGN	37,065.64
BIG025	BIG WHITE UTILITIES	126,117.01
BIG060	BIG WHITE SKI RESORT LTD.	41,619.59
BLA050	BLACK PRESS GROUP LTD.	38,006.37
BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	43,933.83
BRA030	BRANDT TRACTOR	31,302.59
BVC001	BV COMMUNICATIONS LTD.	58,986.83
CAN130	CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 2254	55,063.92
CAR012	CARO ANALYTICAL SERVICES	33,796.49
CAS016	CASCADES RECOVERY INC.	28,618.22
CAS240	CASCADE PRO ELECTRIC INC.	25,395.73
CER040	CERVUS AG EQUIPMENT LP	39,463.52
CHR002	CHRISTINA LAKE STEWARDSHIP SOCIETY	28,550.00
CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	35,704.36
CHR440	CHRISTINA GATEWAY DEVELOPMENT ASSOCIATION	152,284.01
CIB010	CIBC VISA	160,218.27
COL390	COLUMBIA BASIN BROADBAND CORPORATION	39,625.60
COM020	COMMISSIONAIRES BRITISH COLUMBIA	109,881.39
COM070	COMMUNITY FUTURES DEVELOPMENT CORP. -	101,685.43
COM190	COMMONSPPLACE CONSULTING	42,687.01
DEL100	DELTA T CONSULTANTS	29,853.47
DHC010	DHC COMMUNICATIONS INC.	36,055.53
DON020	DON FOLK OLDSMOBILE	97,632.13
ENO010	ENORMOUS PRODUCTIONS	68,814.63
ESR010	ESRI CANADA LTD.	26,140.80
FDM010	FDM SOFTWARE LTD.	37,774.46
FIR040	FIREFIGHTERS ASSOCIATION	51,839.85
FLE015	FLEETCOR CANADA MASTERCARD	34,690.98
FOR010	FORTISBC - ELECTRICITY	362,267.12
FOR040	FORTIS BC - NATURAL GAS	111,622.04
FRU010	THE VILLAGE OF FRUITVALE	345,299.89
GEN020	GENELLE RECREATION COMMISSION	38,793.75
GRA010	CITY OF GRAND FORKS	387,397.08
GRA056	GRANT THORNTON LLP	38,020.50
GRA170	GRAND FORKS & DISTRICT PUBLIC LIBRARY	365,160.00
GRE010	THE CITY OF GREENWOOD	50,824.00
GUI001	GUILLEVIN INTERNATIONAL INC.	62,060.86
HAL010	HALL PRINTING	29,722.04
HEN004	HENDERSON RECREATION EQUIPMENT LTD.	29,697.19
HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	337,658.57
INL070	INLAND ALLCARE	87,698.99
INS010	INSURANCE CORPORATION OF BC	89,315.00
JUS010	JUSTICE INSTITUTE OF B.C.	53,156.45
KEL030	CITY OF KELOWNA	47,732.10
KET003	KETTLE WILDLIFE ASSOCIATION	29,261.72

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
YTD Paid Report**


AP5070

Page : 2

Date : Apr 27, 2017

Time : 3:25 pm

Supplier Code From : 084010

To : ZUC010

Sequence : By Code Date Range From : 01-Jan-2016

To : 31-Dec-2016

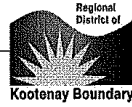
Categories From : E - Employee

To : U - Unknown

Suppress Printing for \$ Under

25,000.00

Supplier Code	Name	Total
KET170	KETTLE VALLEY WASTE LTD.	527,402.79
KOO015	KOOTENAY COLUMBIA TRAILS SOCIETY	85,000.00
KOO026	KOOTENAY WEED CONTROL	106,952.25
KOO029	KOOTENAY BOUNDARY REG. HOSPITAL HEALTH FOUND.	27,447.03
LOR010	LORDCO PARTS LTD.	31,926.41
LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOCIET	183,408.00
MAR024	MARCEL EQUIPMENT LTD.	25,000.00
MID010	VILLAGE OF MIDWAY	53,430.02
MIL160	MILLS OFFICE PRODUCTIVITY	29,100.72
MIN010	MINISTER OF FINANCE	28,799.19
MIN030	MINISTER OF FINANCE	129,139.00
MMM001	MMM GROUP LIMITED	51,251.66
MON010	VILLAGE OF MONTROSE	121,085.61
MOR015	MORROW BIOSCIENCE LTD.	72,608.51
MUN050	MUNICIPAL INSURANCE ASSOC. OF B. C.	73,559.11
NEW100	NEW LINE SKATEPARKS INC.	309,404.55
OPU010	OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD.	60,559.72
PAC020	PACIFIC BLUE CROSS	372,153.41
PAL005	PALADIN SECURITY GROUP LTD.	89,874.70
PET010	PETRO CANADA	56,168.09
PHO002	PHOENIX MOUNTAIN ALPINE SKI SOCIETY	28,000.00
PHO020	PHOENIX CROSS COUNTRY SKI SOCIETY	25,264.80
PHO030	PHOENIX BENEFITS SOLUTIONS	26,197.14
REA060	REALIZE STRATEGIES CO-OP	50,605.13
REC010	RECEIVER GENERAL FOR CANADA	2,064,709.66
REG070	REGIONAL DISTRICT OF CENTRAL OKANAGAN	102,419.00
RIC010	RICOH CANADA INC.	43,612.76
RID010	RIDGETOP MEAT PIES	54,791.00
RIT020	RITEWAY MECHANICAL REPAIR LTD.	87,857.21
ROC030	ROCKY MOUNTAIN PHOENIX	62,075.74
ROS010	THE CITY OF ROSSLAND	28,198.53
SEA010	SEASONAL OUTSIDE SOLUTIONS 0962015 BC LTD.	57,238.87
SEC040	SECURIGUARD SERVICES LIMITED	137,225.55
SOF020	SOFTCHOICE LP	101,465.87
SPC010	SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	89,244.00
SUP170	SUPER SAVE DISPOSAL INC.	139,214.98
TDC020	TD CANADA TRUST	46,212.66
TEL001	TELUS COMMUNICATIONS (B.C.) INC.	189,359.96
TEL002	TELUS MOBILITY	39,979.01
TKI010	TKI CONSTRUCTION LTD.	959,911.10
TRA010	THE CITY OF TRAIL	12,747,328.25
TRA038	TRAILS TO THE BOUNDARY SOCIETY	26,500.00
TRA150	TRAIL YOUTH BASEBALL	27,653.31
TRA190	TRAIL & DISTRICT ARTS COUNCIL	53,900.13
WAR020	VILLAGE OF WARFIELD	31,554.80
WEB050	WEBSTER SCHOOL PARENT ADVISORY COUNCIL	27,265.34
WES025	WESTEK CONTROLS LTD.	71,579.26
WES100	WESCO DISTRIBUTION CANADA LP	28,519.30
WES160	WEST KOOTENAY MECHANICAL (2001) LTD	182,045.65
WOR010	WORKER'S COMPENSATION BOARD OF BC	189,367.24

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**  
**YTD Paid Report**


AP5070

Page : 3

Date : Apr 27, 2017

Time : 3:25 pm

Supplier Code From : 084010  
 To : ZUC010

Categories From : E - Employee  
 To : U - Unknown

Sequence : By Code Date Range From : 01-Jan-2016  
 To : 31-Dec-2016

Suppress Printing for \$ Under 25,000.00

Total Suppliers Equal and Over	25,000.00	26,818,016.76
Other Suppliers Under	25,000.00	3,279,974.47
Total Of Printed Suppliers :		30,097,991.23

Add: Pension Corp EFT 1,330,479.63

31,428,470.86

DRAFT

0 \*

30,097,991.23 +  
 1,330,479.63 +  
 31,428,470.86 \*

**SCHEDULE OF ELECTED OFFICIAL  
REMUNERATION & INDEMNIFICATION  
FOR THE YEAR ENDING DECEMBER 31, 2016**

The schedule of Director Remuneration and expenses is presented on a cash basis. This schedule does not reconcile to the financial statements of the Regional District of Kootenay Boundary which are based on accrual accounting.

This schedule lists all amounts paid to individuals holding elected office on the Board of Directors of the Regional District of Kootenay Boundary during 2016.

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Beth Burget, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
SECTION 814 - REPORT FOR THE 2016 FISCAL YEAR  
DIRECTOR'S REMUNERATION and EXPENSE

Elected Official	Regional District of Kootenay Boundary Area Represented	Remuneration	Expenses	Total Remuneration & Expense
CACCHIONI, ROBERT	City of Trail (Alternate)	1,405	163	1,568
CECCHINI, PATRICIA	Village of Fruitvale	17,303	1,871	19,174
COOK, CINDY	Village of Montrose (Alternate)	83	5	88
DANCHUK, JOE	Village of Montrose	16,757	5,834	22,591
EDWARDS, BILL	Electoral Area 'B' (Alternate)	405	1,557	1,962
EPP, KIRBY	Electoral Area 'A' (Alternate)	166	-	166
GEE, VICKI LYNN	Electoral Area 'E'	35,105	18,426	53,530
GRIEVE, ALI K.	Electoral Area 'A'	34,134	4,741	38,875
KONRAD, FRANK	City of Grand Forks	14,044	3,988	18,032
KROG, NEIL	City of Grand Forks (Alternate)	679	-	679
MARTIN, MICHAEL	City of Trail	14,977	1,661	16,638
MCGREGOR, GRACE	Electoral Area 'C'	56,951	18,807	75,758
MCLELLAN, LLOYD	City of Rossland	15,233	729	15,962
PAHL, EDWARD	Village of Warfield	14,315	1,204	15,519
RAKUSON, BRETT	Village of Warfield (Alternate)	581	-	581
ROTVOLD, MARGUERITE	Village of Midway	16,423	4,789	21,212
RUSSELL, ROLAND	Electoral Area 'D'	36,803	14,821	51,624
SMITH, EDWARD	City of Greenwood	14,989	3,515	18,504
TAYLOR, BRIAN	Electoral Area 'D' (Alternate)	371	340	711
WEBBER, TABATHA	Village of Fruitvale (Alternate)	498	50	548
WORLEY, LINDA	Electoral Area 'B'	32,850	17,959	50,809
		324,072	100,461	424,533

**SCHEDULE OF EMPLOYEE COMPENSATION & INDEMNIFICATION  
FOR THE YEAR ENDING DECEMBER 31, 2016**

The schedule of remuneration is presented on a cash basis. This schedule does not reconcile to the financial statements of the Regional District of Kootenay Boundary which are based on accrual accounting.

This schedule lists amounts over \$ 75,000.00 paid to individuals providing employment services for the Regional District of Kootenay Boundary during 2016.

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Beth Burget, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
SECTION 814 - REPORT FOR THE 2016 FISCAL YEAR  
EMPLOYEE'S REMUNERATION and EXPENSE

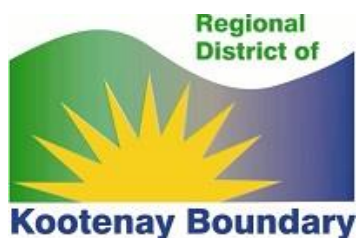
	Employee	Remuneration	Expenses	Total Remuneration & Expense
1	ALDERSON, CLAYTON	105,471	340	105,811
2	ANDISON, MARK	130,899	1,601	132,501
3	BOUTIN, KYLE	106,194	240	106,434
4	BURGET, BETH	108,043	3,998	112,040
5	COMO, DAVID	109,709	240	109,949
6	CORMACK, CHRISTOPHER	83,664	1,598	85,262
7	CROSSMAN, STEVEN	77,973	260	78,233
8	DAINES, MARK	92,144	741	92,885
9	DALEY, CHRISTOPHER	78,103	1,948	80,051
10	DEAN, DONNA	92,144	6,390	98,534
11	DENKOVSKI, GORAN	92,144	8,547	100,691
12	DEPELLEGRIN, LEE	113,319	443	113,762
13	DERBY, DANIEL	121,423	5,615	127,039
14	FERRABY, GREGORY	140,305	240	140,545
15	GALLAMORE, GLEN	116,183	3,032	119,214
16	GOODWILL, JAMIE	77,626	416	78,042
17	GREEN, DALE	80,517	289	80,806
18	LANGMAN, JASON	119,642	240	119,882
19	LARMOUR, MATTHEW	109,730	240	109,970
20	LENARDON, THERESA	91,564	7,134	98,698
21	LENARDUZZI, MIKE	108,401	1,708	110,109
22	LEPITRE, DONALD	78,974	700	79,675
23	MACLEAN, JOHN	152,952	15,521	168,473
24	MARTIN, TERRY	123,693	3,293	126,987
25	MCGREGOR, ROBERT	81,750	1,097	82,847
26	MILNE, JASON	117,075	1,855	118,930
28	MORRIS, RICHARD	120,162	240	120,402
27	PAKKUNAINEN, JEFF	95,399	1,443	96,842
29	PARSONS, MICHAEL	94,631	240	94,871
30	REPIN, MICKEY	76,714	2,114	78,827
31	RUSSELL, LUKE	86,461	240	86,701
32	SIDHU, DEEP	91,976	1,863	93,839
33	SILVA, ROBERT	82,128	2,238	84,366
34	SMYTH, RYAN	133,680	240	133,920
35	SPRADO, TOM	91,976	475	92,451
36	STANLEY, ALAN	111,834	1,690	113,523
37	SVENDSEN, JAMES	117,399	7,830	125,229
38	TAYLOR, CODY	84,843	-	84,843
39	TYSON, GRANT	135,280	240	135,520
40	WAGNER, KEN	78,877	672	79,549
Total Employees earning greater than \$75,000		4,111,002	87,250	4,198,252
Total for Employees earning less than \$75,000 (Excluding Elected Officials)		3,628,568	86,842	3,715,411
Total		<u>7,739,571</u>	<u>174,093</u>	<u>7,913,663</u>
Total Employer Premium for CPP				247,330
Total Employer Premium for EI				126,458

**SCHEDULE OF SEVERANCE AGREEMENTS  
PAID FOR THE YEAR ENDING DECEMBER 31, 2016**

**There was no severance agreement under which payment commenced between the Regional District of Kootenay Boundary and its non-unionized employees during the fiscal year ending December 31, 2016.**

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Beth Burget, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary



## STAFF REPORT

**Date:** 26 Apr 2017 **File**  
**To:** **Chair Martin and Members,**  
**Committee of the Whole**  
**(Finance)**  
**From:** Beth Burget, General Manager of  
 Finance  
**Re:** Interim Schedule of Accounts

### Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the monthly reporting - Interim Schedule of Accounts.

### History/Background Factors

Historically, the Finance Department has provided a monthly report for the Board - Interim Schedule of Accounts. This report details by cheque number, date and vendor a listing of vendor payments for the prior month as well as a total for payroll. It was noted at the March 2017 Board meeting that there is backup information provided for accounts payable but not backup information provided for payroll. The March Board Resolution 99-17 is "That Staff be instructed to provide a process that will provide governance oversight by including payroll backup information on the RDKB Board of Directors meeting agendas. FURTHER the payroll backup should illustrate that payroll matches the Board's approved budget allocations."

Consultation with colleagues in other Regional Districts indicated that the majority did not do this monthly reporting on either payable disbursements or payroll. Most indicated that that reporting was done annually on the SOFI report. Our purchasing policy indicates that a monthly cheque register listing all cheques and electronic payments for the period will be presented to the Board for approval.

The payroll amount provided monthly does not provide meaningful information to the Board. There is quarterly reporting prepared to the Board on significant

variances. If there was a significant variance relating to payroll it would be noted within the context of this report.

Considering that the current payroll information provided does not provide value, other similar organizations are not providing this reporting and material variances would be identified on the Quarterly Report, it is recommended that the future reporting of this payroll information be discontinued.

**Implications**

Removal of the payroll information will not impact on the organization.

**Advancement of Strategic Planning Goals****Background Information Provided**

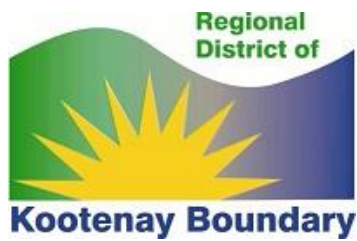
None

**Alternatives**

- Receipt
- Deferral
- Approval

**Recommendation(s)**

That the Committee recommend that payroll information be eliminated from the monthly report - Interim Schedule of Accounts.



## STAFF REPORT

**Date:** 10 May 2017

**File**

ES Administration -  
External Stewardship  
Programs

**To:** Chair Russell and Members,  
Committee of the Whole  
(Environmental Services)

**From:** Alan Stanley - General Manager of  
Environmental Services

**Re:** Used Oil Recycling/Assistance to  
Stewardship Agencies

### Issue Introduction

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding used oil recycling in the Regional District of Kootenay Boundary.

### History/Background Factors

At the April RDKB Board of Directors meeting the following resolution was adopted:

*That staff draft a report that provides possible options, policies and practices for recycling used oil including identification of the steps that need to be taken to get the Province to respond. FURTHER that the report be referred to the May 10th Committee of the Whole (Environmental Services) meeting.*

### Product Stewardship

Product Stewardship, or, Extended Producer Responsibility programs are well advanced in British Columbia. A very good description of Product Stewardship is found in the Canadian Council of Ministers of the Environment (CCME) in their Canada-Wide Action Plan for Extended Producer Responsibility (attached), which states:

*The Canada-wide Action Plan for EPR would seek the adoption by producers of full life- cycle cost accounting for their products. This would see the costs of the end-of-life management of products treated similarly to other factors of production and*

*incorporated into wholesale and retail product prices. **Successful EPR shifts the expenses associated with product end-of-life management from taxpayers to producers and consumers and reduces the amount of waste generated and going to disposal.** In addition the Action Plan seeks to reduce the toxicity and environmental risks from products and product waste and to improve the overall life-cycle performance of products, including reducing associated greenhouse gas emissions.*

The CCME report is a comprehensive plan, with timelines, for country-wide implementation of EPR.

### **Regulatory Framework in British Columbia**

Used oil, oil filters and oil containers, collectively, used oil, are regulated products. The Province of BC *Recycling Regulation* (attached) includes requirements for industry to provide free and reasonable access to recycling services for the used oil. It is important to note that there has never been a regulatory obligation for local government to manage used oil and in terms of the *Recycling Regulation*, local government has absolutely no legal standing in determining how a program is delivered, funded or correcting program delivery deficiencies.

Used oil recycling service providers must also comply with the Province of BC *Hazardous Waste Regulation* which requires, but is not limited to, operational plans, spill response plans, emergency response plans and comprehensive staff safety training.

### **Product Stewardship Funding in BC**

All stewardship funding comes from fees collected by stewardship agencies. None of the fees are taxes and none of the fees go to any government organization except under fee-for-service agreements. Some programs are poorly funded because they have not established sufficient fee structures. Any agency that claims they are underfunded could simply increase the fees.

### **Current Used Oil Program Access/Deficiencies**

In the past, used oil was taken to businesses where used oil is both sold and managed by the business. For example, Canadian Tire sells large quantities of new oil to do-it-yourselfers but also generates large volumes of used oil doing oil changes and mechanical work. It makes perfect sense to keep used oil management in the existing cycle of oil distribution/return business activities. This model is consistent with the CCME report and the *Recycling Regulation* and has worked very well for many years.

Access to used oil recycling services has declined over the past four to five years. For example, a provincial official checked historical records, which showed four used oil recycling depots in the RDKB eastern communities in 2014 and zero depots in 2017.

In other parts of the RDKB the access is somewhat better but not ideal. On the BCUOMA depot finder website there are two sites listed for Christina Lake and one in Greenwood. There is a business in Midway that takes used oil from residents but is not listed on the BCUOMA site. There was a recent used oil "round up" event in Grand Forks that did not recover very much used oil from residents.

The provincial regulator and BCUOMA are well aware of the problems with program access. RDKB Staff have participated extensively in public consultations carried out by BCUOMA and have made numerous recommendations on how the used oil recycling program could be delivered in the RDKB.

As part of the consultation and their ongoing desire to improve program access, BCUOMA conducted a User Intensity Matrix for the Return Collection Facility Incentive Program study in late 2016 intended to show where facilities were most needed. The results of the study targets a minimum of one return site in Trail and one in Grand Forks, in addition, Midway for regular round up events. RDKB Staff have concurred with the results with the proviso that the sites BCUOMA establishes should be stable and reliable.

On another front, the RDKB endorsed a motion to be presented at UBCM requiring access to used oil recycling services within 10 kilometres of where oil is sold. This minimum requirement is consistent with language in the *Recycling Regulation* defining minimum access, however the UBCM response was very unsatisfactory, stating that such a requirement would cost BCUOMA too much, seeming to advocate for industry over local government and their citizens interests.

A used oil fact sheet, recently prepared for RDKB Directors (attached).

### **Provincial Response**

The motion passed by the Board included "identification of the steps that need to be taken to get the Province to respond".

This report includes progress to date working with the provincial regulator and the RDKB Board attempts to raise the issue at UBCM. To reiterate, on the technical and program administration level, the provincial staff have been responsive and clearly recognize the problem and are working with BCUOMA to improve program access.

What they have not done is simply order BCUOMA to fill program access gaps. What we do not know is the willingness of provincial regulatory staff to issue compliance orders or what authority they have to enforce elements of the BCUOMA stewardship plan. The immediate problem is that even if it is felt that the program access problems will be corrected by BCUOMA, there is an existing demand for used oil recycling service which is not being met. While the consultations and discussions are taking place, many residents across BC have no place to take used oil.

The provincial official responsible for the used oil program is met with BCUOMA on May 4 and provided the following information:

- Establishing depots in Trail and Grand Forks is a top priority
- The transporters working on BCUOMA's behalf have been directed to solicit potential depot host from amongst their customers
- BCUOMA has hired a consultant to liaise with local businesses to establish partnerships
- The incentive was increased to 30 cents per litre from 10 cents per litre
- BCUOMA established a funding arrangement that will pay partners up to \$8000 for used oil collection equipment
- BCUOMA established an insurance fund to reduce depots liabilities when non-program hazardous waste is dumped at depots

If the above actions fail to quickly establish depots in Trail and Grand Forks the next step that must be considered is political, whereby a meeting is held with RDKB representatives and the Provincial Minister responsible for stewardship programs, the Minister of the Environment. The suggestion is to meet with the Minister and describe the lack of access to used oil recycling programs and request that the Minister direct provincial staff to make program corrections a priority, specifically, that the province compel BCUOMA to comply with the *Recycling Regulation* stewardship plan requirements in **Section 5(1)(c)(i) the plan adequately provides for...the producer collecting and paying the costs of collecting and managing products within the product category covered by the plan, whether the products are currently or previously sold, offered for sale or distributed in British Columbia,** and **Section 5(1)(c)(iii) the plan adequately provides for...reasonable and free consumer access to collection facilities.** There is no chance for a meeting until at least after the election and a new provincial cabinet is named.

### **Options for Used Oil Recycling Service Program Delivery**

The motion passed by the Board included a directive to discuss possible options, policies and practices for used oil recycling services. Given that used oil is a regulated material governed by a number of provincial statutes with clear identification of the parties responsible for delivering the service and thus, is



specifically excluded from local government responsibility, providing a full suite of options for program delivery is wholly beyond the legal scope of local governments.

The discussion of program options, policies, practices and program funding is the legal responsibility of BCUOMA, regulated by the Province of BC. There are options for local governments to voluntarily participate in program delivery but unless a local government designs and implements a parallel service, the program will be designed, funded and delivered as per the stewardship plan approved by the province. Were a local government to volunteer to deliver services a number of issues would require consideration including:

- Current RDKB Stewardship Position
- Other Stewardship Programs in the RDKB
- Core RDKB Service
- Program Fundamentals
- Appropriate Facilities/Staffing
- Cost Recovery
- Assistance to Business
- Other Options

#### **Current RDKB Stewardship Position**

The current position of the RDKB for stewardship programs, supported through Bylaw, is that pursuant to the *Recycling Regulation*, once a material is included in a provincially approved stewardship plan, that material is banned from RDKB solid waste management facilities. This position recognizes the legal obligations imposed on producers to manage their regulated materials without assistance from local taxpayers.

Generally, the outcomes from this approach are positive. Materials are diverted from disposal, costs are shifted from local taxpayers and relationships between producers and local businesses are established. These outcomes are consistent with, and support the principles of the *Recycling Regulation* and the establishing guidelines. An example of how well this approach can work is the award the RDKB received from Electro-Recycle, a stewardship agency that manages end-of-life small appliances and electrical implements. The award was for the highest per-capita recycling of electrical products in the province. The means the RDKB used to achieve these results was to simply redirect customers to the Electro-Recycle depots. This was possible because Electro-Recycle insured widespread program access through establishment of reliable depots in partnership with local businesses.

The RDKB position is supported in principle by all regulators, note the CCME report and the BC Recycling Regulation and the position is reflected in communications from the various stewardship agencies, for example, from the BCUOMA website,

*"Our work has created new business opportunities by promoting the expansion of a strong and competitive private-sector recycling industry. **The programs are self-sustaining – no government funding is required.** They also afford the efficiency and effectiveness of an industry-managed program requiring minimal regulation."*

The Regional Districts of East Kootenay and Central Kootenay have stewardship policy positions similar to the RDKB and neither provide used oil recycling services at their facilities.

### **Other Stewardship Programs in the RDKB**

The used oil recycling program is one of many stewardship programs operating in the RDKB and should not be dealt with in isolation. It is useful to compare program access to other programs in operation. The following list includes all stewardship programs and a brief comment on program access to RDKB residents:

- *Beverage Containers* - Program access is excellent with two reliable depots in RDKB population centres and widespread return-to-retail and a very comprehensive public awareness program
- *Electronics* - Program access is good with two reliable depots in RDKB population centres and a fair public awareness program
- *Lead-Acid Batteries* - Program access is fair with some businesses in the RDKB supporting the program with a marginal public awareness
- *Packaging and Printed Paper* - Program access is excellent with eight depots in the RDKB (six hosted under cost recovery agreement at RDKB facilities) and provision of residential collection for about 95% of RDKB residents supported by a good public awareness program
- *Paints Solvents, Pesticides & Gasoline* - Program access fair with three depots in the RDKB (two hosted under cost recovery agreement at RDKB facilities)
- *Pharmaceuticals* - Program access is very good with most pharmacies participating in the program however the public awareness program appears to lack widespread visibility
- *Tires* - Program access good with a number of tire shops in the RDKB participating in the program however the public awareness program appears to lack widespread visibility
- *Used Oil & Antifreeze* - Program access very poor with no depots in the eastern communities of the RDKB and few depots in the Boundary located away from the population centre with a good public awareness program

- *Large Appliances* - Program access very poor with a poor public awareness program
- *Outdoor Power Equipment* - Program access very poor with a poor public awareness program
- *Batteries* - Program access good with a number of businesses across the RDKB participating that appear to provide most of the public awareness
- *Mercury Containing Thermostats* - Program access poor to non-existent with poor public awareness program

Note that the RDKB partners in two programs however there are important caveats. The paint recycling program was among the first stewardship programs in BC (along with used oil) and the full scope of programs was unknown without long-term considerations and, the program pays, under agreement, adequate funds for cost recovery. Until 2014, packaging and printed paper (PPP) recycling was a mandated, core RDKB service. With the regulatory changes making PPP an EPR program, the RDKB Board decided to replicate the PPP system with as few disruptions as possible and agreed to host PPP depots for a fee, in addition to the steward completely funding curbside PPP collection which benefits the RDKB over \$700,000 per year.

A conclusion that can be drawn from the brief program analyses above that there is a significant variation in quality of program delivery and access to programs. Where a program is inadequate the lines of accountability are clear and supported by statute; it is the regulated industry's responsibilities to comply with their obligations without assistance from taxpayers.

It is beyond the legal and financial scope of local government to provide assistance to help all poorly-performing stewardship agencies to meet their obligations. Singling out poor performers for assistance, while potentially providing a short-term fix does not address or correct underlying program deficiencies.

### **Core Service**

The RDKB strategic plan includes an emphasis to focus on core services. Although there is no definition of core services in the strategic plan, in terms of solid waste management it has been understood to mean services that are statutorily required to be delivered by Regional Districts.

Used oil is a regulated substance, with the regulation obliging industry to provide recycling services. Used oil recycling could not be considered a core, mandated local government service. Any involvement by local government is voluntary.

### **Program Fundamentals**

An assumption made is that the direction to provide options includes discussion on delivery of used oil recycling services by the RDKB.

Were the RDKB to deliver used oil recycling services it could do so under at least three premises. The first premise is that service could be developed whereby the RDKB collects used oil and then contracts with hazardous waste removal firms to remove and recycle collected used oil. The second premise is that the RDKB could participate in the BCUOMA program under the terms and conditions established by BCUOMA with the removal service as per BCUOMA standards. The last premise is that BCUOMA could agree to pay the fees established by the RDKB for hosting depots at RDKB facilities.

Any agreement to deliver BCUOMA services should include a consideration of BCUOMA support and service. A number of the businesses that used to deliver BCUOMA services in the RDKB approached the RDKB prior to pulling out of the program. Typically they requested funding from the RDKB to continue the service, in one example \$1000 per month. The reason given is that the fees paid by BCUOMA fell far short of the costs incurred by the businesses. Another common theme was the poor service, particularly in winter, in terms of picking up used oil, bottles and filters. The poor service has been reported across the province. Entering into an agreement with an organization with a poor track record of service could create many problems.

### **Appropriate Facilities/Staffing**

Any used oil recycling service delivery carried out by the RDKB would require appropriate facilities as per the *Hazardous Waste Regulation* and adequate staffing and staff training to comply with the various regulations.

Each site that collects used oil requires adequate equipment which includes spill capture and other safety considerations. The minimum equipment costs, based on Staff research and recent installations in the province are, for a small low-volume site, about \$10,000 up to about \$40,000 for a very high volume site. BCUOMA does have an offer to pay some equipment costs but without a detailed negotiation, estimating the value of possible BCUOMA contributions cannot be completed.

Most RDKB solid waste management facilities could accommodate a used oil recycling collection facility. Of the six staffed facilities in the system, all but the McKelvey Creek Landfill have adequate space to safely host a depot. At the McKelvey Creek Landfill the most critical deficiency is poor access and the congestion that results. On busy days the wait times and congestion are very poor and much of the attendants time is devoted to insuring public safety. Certain demand-side-management tools have been implemented including closing the reuse

centre, however congestion continues to be a major safety and service concern. In addition, work has been ongoing to organize the very limited space at the site to improve efficiency and decrease wait times. Adding a new service that will take up valuable space currently providing access to core services as well as increasing traffic to an already overcrowded situation is not recommended.

### **Cost Recovery/Assistance to Business**

Based on past RDKB involvement with BCUOMA and reports from local governments currently participating in the used oil program, it is highly unlikely that the financial compensation would cover program delivery costs incurred by any local government delivering used oil recycling services on behalf of BCUOMA. Because full costs would not be covered, any service delivery carried out by local government would be defined as assistance. The BC *Community Charter* contains a general prohibition on providing assistance to business (relevant section of the *Community Charter* attached). Assistance is allowed if a partnering agreement is created, which is essentially a contract. A legal partnering agreement requires an analysis of the financial value of the assistance and a number of public notice steps intended to insure transparency. Typically, partnering agreements allowing assistance are for the purpose of delivering a local government service. Used oil recycling is not a local government service.

The *Recycling Regulation* allows industry to appoint an agency to comply with the regulation and the oil industry created BCUOMA as a non-profit agency. Providing assistance to non-profit agencies is allowed provided a partnering agreement is entered into, however the RDKB received legal advice that recommends following the same steps including a financial analysis and public notice.

To avoid providing assistance in contravention of the *Community Charter*, the RDKB included provisions in the Solid Waste Facilities Bylaw that would allow industry to rent space at RDKB facilities at market value and pay the RDKB for the staff time required to run a program (Bylaw 1605 - Schedule G attached). BCUOMA is aware of the RDKB rental opportunity but has chosen not to request rental space at RDKB facilities.

Were the Board to enter into a partnering agreement to provide assistance to BCUOMA the fundamental policy issue remains: Used oil is a regulated product requiring industry to provide province-wide access to used oil recycling services and providing assistance to deliver the service would result in RDKB residents paying twice for a service, once at point-of-sale and again in RDKB taxes or user-fees.

Partnering agreements providing benefits to non-profit organizations working on behalf of for-profit oil industry businesses is not consistent with current RDKB policy.

BCUOMA recently announced that the compensation for a used oil recycling depot has been increased from 10 cents per litre to 30 cents per litre. This provides very little incentive for small volume sites and reports from previous service providers suggest that the costs to run the used oil program are mostly for staffing and infrastructure. BCUOMA could follow the lead of other stewards and provide financial incentives for depots, for example Encorp Pacific, responsible for recycling beverage containers provides matching funds for depot operators facility improvements.

The Columbia Shuswap Regional District (CSRD) recently commissioned a used oil recycling facility at their Revelstoke Landfill. BCUOMA provided the equipment. The Revelstoke Landfill is a very large site and there is ample space to site a used oil recycling collection facility. The site is open six days per week however the used oil depot is only open Saturdays and the CSRD brings an attendant in to solely manage the depot, which they conclude is necessary to avoid problems with contamination. CSRD staff report that the costs to run the facility exceed the compensation received even after the increase to 30 cents per litre.

### **Other Options**

One of the stated problems with used oil recycling service delivery is that BCUOMA finds it difficult to find program participants. It has been suggested that the RDKB take an active role in locating private sector partners for BCUOMA. Staff have been reluctant to carry out this work on behalf of BCUOMA because it is unfunded work, not covered by any RDKB budget. Staff also consider it inappropriate to insert the RDKB into private business agreements.

Finding service providers should not be an intractable problem for BCUOMA if adequate staff and financial resources were deployed.

Following the same steps that would be required by the RDKB (Partnering Agreement or full cost recovery) any of the municipalities in the RDKB could choose to deliver BCUOMA service. Most municipalities already have used oil tank in their works yards that the BCUOMA contractor removes oil from and could potentially add a used oil recovery tank suitable for use by residents.

### **Implications**

When a local government volunteers to deliver EPR services, the responsibility and accountability shifts from the stewardship agency to the local government. Should the local government later decide that the service should be delivered by the stewardship agency it is difficult to make the change because in the perception of

the public at large, the program is a government program. Even now, with little RDKB involvement in the used oil recycling program, RDKB staff receive calls almost daily complaining about lack of access to the program. These callers are informed that BCUOMA is responsible for used oil and given the BCUOMA contact information. One caller reported back to the RDKB that he was asked by BCUOMA to find a site in Grand Forks and that he contacted all of the service stations and found no interest.

If current financial results on local government delivery of EPR services continue, the compensation for program delivery will not match the costs and the extra funding required will have to be raised through taxes or higher user fees. Delivery of used oil recycling services by government will result in RDKB citizens paying twice for the service.

With limited access to used oil recycling programs, generators of used oil must travel to either Castlegar, Christina Lake or Greenwood to properly dispose of their used oil. This inconvenience could prompt some to dispose of oil improperly.

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

The recommendations contained herein support the strategic objectives to focus on environmental stewardship and use the provincial stewardship initiatives to maximize non-organic, or, product waste diversion and minimize waste disposal. The recommendations also support the strategic objective to focus on core services and prevent service "creep".

### **Background Information Provided**

- Province of BC Recycling Regulation
- Used Oil Recycling in BC Fact Sheet
- BC Community Charter - Assistance Provisions
- RDKB Solid Waste Facilities Bylaw - Schedule G
- CCME Canada-Wide Action Plan for EPR

### **Alternatives**

1. Maintain the current RDKB EPR program position that designated industries should deliver EPR programs
2. Re-Inform BCUOMA of RDKB rental opportunities where appropriate and where BCUOMA has not provided access to used oil recycling depots, specifically Grand Forks, Rock Creek and Beaverdell.
3. Write the Minister of the Environment requesting that they compel BCUOMA to deliver access to used oil recycling services in compliance with the *Recycling Regulation*
4. Inform member municipalities that they have the option of delivering used oil recycling services on behalf of BCUOMA and distribute BCUOMA contact information.

5. Contact BCUOMA and ask if they would enter into a Partnering Agreement as per the *Community Charter*
6. Agree to BCUOMA standard terms and install used oil recycling equipment and engage in staff training in compliance with the *Hazardous Waste Regulation*
7. Take no further action on used oil recycling

**Recommendation(s)**

That the Committee of the Whole (Environmental Services) recommend the the RDKB Board of Directors maintain the current RDKB EPR program position that designated industries should deliver EPR programs, and further,

That the Committee of the Whole (Environmental Services) recommend the the RDKB Board of Directors re-inform BCUOMA of RDKB rental opportunities where appropriate and where BCUOMA has not provided access to used oil recycling depots, specifically Grand Forks, Rock Creek and Beaverdell, and further,

That the Committee of the Whole (Environmental Services) recommend the the RDKB Board of Directors write the Minister of the Environment requesting that they compel BCUOMA to deliver access to used oil recycling services in compliance with the Recycling Regulation



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***Environmental Management Act***  
**RECYCLING REGULATION**

[includes amendments up to B.C. Reg. 284/2016, December 7, 2016]

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## Part 1 — Definitions and Application

### Definitions

- 1 (1) In this regulation:

**"Act"** means the *Environmental Management Act*;

**"agency"** means a corporation appointed by a producer to act as an agent on behalf of the producer;

**"approved plan"** means a product stewardship plan approved under section 5 [approval of product stewardship plan];

**"collection facility"** means

(a) in respect of a product within the beverage container product category,

(i) a container redemption facility, as defined in Schedule 1[Beverage Container Product Category], or

(ii) a retailer whose premises are not identified in an approved plan,

(b) in respect of a product within the

(i) solvent and flammable liquids product category,

(ii) pesticide product category,

(iii) gasoline product category,

(iv) pharmaceutical product category,

(v) lubricating oil product category,

(vi) oil filter product category,

(vii) paint product category,

(viii) lead-acid battery category, or

(ix) antifreeze product category,

a return collection facility, as defined in the Hazardous Waste Regulation, B.C. Reg. 63/88, or

(c) in respect of a product within the empty oil container product category, electronic and electrical product category, tire product category or packaging and printed paper product category, a collection facility established by the producer;

**"institutional accommodations"** includes licensed care facilities, student residences, hospitals, hospices, correctional facilities and other institutional settings in which persons reside, or stay on a temporary basis, but does not include residential premises;

**"producer"** means

(a) in respect of the producer of a product within the beverage container product category, the producer as determined under section 2 [*producers*] of Schedule 1 [*Beverage Container Product Category*],

(a.1) in respect of the producer of a product within the tire product category, a person who

(i) sells, offers for sale or distributes a new tire product in British Columbia,

(ii) is the owner or licensee of a trademark under which a tire product is sold or distributed in British Columbia, whether or not the trademark is registered, or

(iii) imports the tire product into British Columbia for sale or distribution, or

(b) in respect of the producer of a product within a product category other than the beverage container product category or the tire product category,

(i) a person who manufactures the product and sells, offers for sale, distributes or uses in a commercial enterprise the product in British Columbia under the manufacturer's own brand,

(ii) if subparagraph (i) does not apply, a person who is not the manufacturer of the product but is the owner or licensee of a trademark under which a product is sold, distributed or used in a commercial enterprise in British Columbia, whether or not the trademark is registered, or

(iii) if subparagraphs (i) and (ii) do not apply, a person who imports the product into British Columbia for sale, distribution or use in a commercial enterprise;

**"product"** means an item within a product category;

**"product category"** means any of the following categories described in the Schedules:

- (a) antifreeze product category;
- (b) beverage container product category;
- (c) solvent and flammable liquids product category;
- (d) pesticide product category;
- (e) gasoline product category;
- (f) lead-acid battery product category;
- (g) pharmaceutical product category;
- (h) lubricating oil product category;
- (i) empty oil container product category;
- (j) oil filter product category;
- (k) paint product category;
- (l) electronic and electrical product category;
- (m) tire product category;
- (n) packaging and printed paper product category;

**"recovery rate"** means the amount of product collected divided by the amount of product generated, expressed as a percentage;

**"residential premises"** includes houses, apartments, condominiums, town homes and other premises in which persons reside but does not include institutional accommodations or visitor accommodations;

**"residual"** means the portion of a product that remains after the consumer of the product has no further use for it;

**"retailer"** means a person who sells or offers for sale a product to a consumer;

**"small producer"**, in respect of the producer of a product within the packaging and printed paper product category, means one of the following:

- (a) the producer is a charitable organization registered under the

*Income Tax Act (Canada);*

(b) the producer meets one or both of the following criteria:

- (i) subject to subsection (2), the producer had a gross revenue in the most recent calendar year of less than \$1 000 000 in British Columbia;
- (ii) subject to subsection (2), the producer manufactured in the most recent calendar year less than one tonne of products within the packaging and printed paper product category that have been or will be sold, offered for sale, distributed or used in a commercial enterprise in British Columbia;

(c) subject to subsection (2), the producer does not have more than one point of retail sale in British Columbia;

**"visitor accommodations"** includes hotels, motels, resorts, campgrounds and other accommodations in which persons stay on a temporary basis when they are away from the places they reside.

- (2) For the purposes of the definition of "small producer", if the producer is operating under a franchise agreement, the producer, the franchisor and the other parties with whom the franchisor has a franchise agreement in relation to the same product are deemed to be a single producer.

[am. B.C. Regs. 23/2006, s. 1; 65/2006, s. 1; 297/2006, ss. 1 and 2; 374/2008, s. 1; 296/2009, ss. 1 and 2; 88/2011, Sch. s. 1; 88/2014, s. 1.]

### **Duty of producer**

**2** (1) Except as otherwise specifically provided in this regulation, a producer must

- (a) have an approved plan under Part 2 [*Product Stewardship Plans*] and comply with the approved plan, or
- (b) comply with Part 3 [*Product Stewardship Program Requirements If No Product Stewardship Plan*]

with respect to a product in order to sell, offer for sale, distribute or use in a commercial enterprise the product in British Columbia.

- (1.1) If a franchisor and a franchisee operating under a franchise agreement are producers in relation to the same product, the duty set out in subsection (1) (a) must be carried out by the franchisor.
- (2) If a producer appoints an agency to carry out duties of the producer under Part 2 on behalf of the producer, the producer, before the agency begins to carry out those duties, must notify the agency in writing of the appointment, specifying

the duties under Part 2 that the agency will perform on behalf of the producer.

- (3) Before an agency begins to carry out duties on behalf of a producer, the agency must
- (a) confirm in writing to a director the duties under Part 2 that the agency will perform on behalf of each producer that has joined the agency, and
  - (b) comply with Part 2 in respect of the duties referred to in paragraph (a).
- (4) On the request of a director, an agency must provide the director with either or both of the following:
- (a) a list of producers the agency currently represents;
  - (b) a copy of any notification the agency received under subsection (2).
- (5) An agency appointed by a producer under subsection (2) must, as soon as practicable, notify the producer of the following:
- (a) any written notices, or written reasons provided under section 7, sent by a director to the agency alleging non-compliance with one or more requirements of this regulation;
  - (b) the agency is charged with an offence listed in section 16;
  - (c) the agency is convicted of an offence listed in section 16;
  - (d) the agency is issued with a ticket in accordance with the Violation Ticket Administration and Fines Regulation for an offence listed in Schedule 2 of that regulation respecting the Recycling Regulation, B.C. Reg. 449/2004.

[am. B.C. Regs. 296/2009, s. 3; 88/2011, Sch. s. 2; 88/2014, s. 2.]

## **Part 2 — Product Stewardship Plans**

### **Application**

- 3** (1) This Part applies to a producer
- (a) that sells, offers for sale, distributes or uses in a commercial enterprise a product within one of the following product categories:
    - (i) beverage container product category;
    - (ii) packaging and printed paper product category,

(b) that wishes to be covered by this Part in respect of a product category, other than a product category listed in paragraph (a), of a product that the producer sells, offers for sale, distributes or uses in a commercial enterprise, or

(c) that is required under section 3.1 to comply with this Part in respect of a product category.

(2) Despite subsection (1) (a) (ii), this Part does not apply to a small producer in respect of the sale, offer for sale, distribution or use in a commercial enterprise of a product within the packaging and printed paper product category.

[am. B.C. Regs. 23/2006, s. 2; 88/2011, Sch. s. 3; 88/2014, s. 3.]

#### **Requirement to comply with this Part**

**3.1** A director may require a producer, other than a small producer in respect of the sale, offer for sale, distribution or use in a commercial enterprise of a product within the packaging and printed paper product category, to comply with this Part, on and after a date specified by the director, in respect of a product category specified by the director if, in the opinion of the director, the producer does not primarily sell, offer for sale, distribute or use in a commercial enterprise the products that it produces in the product category from the producer's retail premises in British Columbia or through another retailer's premises in British Columbia.

[en. B.C. Reg. 23/2006, s. 3; am. B.C. Regs. 88/2011, Sch. s. 4; 88/2014, s. 4.]

#### **Repealed**

**3.2** Repealed. [B.C. Reg. 297/2006, s. 3.]

#### **Submission of product stewardship plan**

**4** A producer must submit a product stewardship plan, at the time specified in the applicable Schedule, if any, and in a manner and format satisfactory to a director, for the products within the product category of the product the producer sells, offers for sale, distributes or uses in a commercial enterprise in British Columbia.

[am. B.C. Reg. 88/2011, Sch. s. 5.]

#### **Approval of product stewardship plan**

**5** (1) On receipt of a product stewardship plan submitted under section 4 [*submission of product stewardship plan*], the director may approve the plan if the director is satisfied that

(a) the plan will achieve, or is capable of achieving within a reasonable time,

(i) a 75% recovery rate or another recovery rate established by the director,

(A) for each subcategory listed in section 4 of Schedule 1 for the beverage container product category, and

(B) for each product category covered by the plan, other than the beverage container product category, if required by the director,

(ii) any performance requirements or targets established by the director, and

(iii) any performance requirements or targets in the plan,

(b) the producer has undertaken satisfactory consultation with stakeholders prior to submitting the plan for approval and will provide opportunity for stakeholder input in the implementation and operation of the product stewardship program,

(c) the plan adequately provides for

(i) the producer collecting and paying the costs of collecting and managing products within the product category covered by the plan, whether the products are currently or previously sold, offered for sale or distributed in British Columbia,

(ii) with respect to the solvent and flammable liquids, pesticide, gasoline and pharmaceutical product categories,

(A) the collection of residuals and containers that are or were in direct contact with a residual, and

(B) the management of residuals and containers collected,

(iii) reasonable and free consumer access to collection facilities,

(iv) making consumers aware of

(A) the producer's product stewardship program,

(B) the location of collection facilities, and

(C) how to manage products in a safe manner,

(v) assessing the performance of the producer's product stewardship program, the management of costs incurred by the program and the management of environmental impacts of the program,

(vi) a dispute resolution procedure for disputes that arise between a producer and person providing services related to the



collection and management of the product during implementation of the plan or operation of the product stewardship program,

(vii) eliminating or reducing the environmental impacts of a product throughout the product's life cycle, and

(viii) the management of the product in adherence to the order of preference in the pollution prevention hierarchy, and

(d) with respect to the packaging and printed paper category, the plan adequately provides for the collection of the product by the producer

(i) from residential premises, and

(ii) from municipal property that is not industrial, commercial or institutional property.

(2) In deciding whether to approve the plan, the director may consider any of the following:

(a) the advice of a committee of up to 12 persons the director appoints for the purpose of giving advice on the plan;

(b) the timelines and effectiveness of the plan respecting the matters referred to in subsection (1);

(c) the population and geographical area of the markets in which the producer sells, offers for sale, distributes or uses in a commercial enterprise the product;

(d) the manner in which the product is marketed and retailed by the producer;

(e) the nature of the product;

(f) the amount of product the producer expects to sell, distribute or use in a commercial enterprise each year;

(g) the amount of product the producer expects to collect each year;

(h) the size of the population intended to be served by each collection facility;

(i) the provision of convenient options for the collection of products in urban centres and small, isolated communities, and for persons with disabilities or who have no access to transportation;

(j) the manner, kind and amount of advertising and consumer education planned by the producer to inform consumers of the location and operation of collection facilities and the environmental and

- economic benefits of participating in the product stewardship program;
  - (k) the methods of product collection, storage, transportation and management;
  - (l) the product stewardship programs of other producers for products in the same product category;
  - (m) the structure of financial and operational co-operation with other producers.
- (3) For the purposes of subsection (1) (c) (viii), the pollution prevention hierarchy is as follows in descending order of preference, such that pollution prevention is not undertaken at one level unless or until all feasible opportunities for pollution prevention at a higher level have been taken:
- (a) reduce the environmental impact of producing the product by eliminating toxic components and increasing energy and resource efficiency;
  - (b) redesign the product to improve reusability or recyclability;
  - (c) eliminate or reduce the generation of unused portions of a product that is consumable;
  - (d) reuse the product;
  - (e) recycle the product;
  - (f) recover material or energy from the product;
  - (g) otherwise dispose of the waste from the product in compliance with the Act.
- (4) This section applies to
- (a) a director's approval of a producer's proposed amendment to an approved plan, and
  - (b) a director's amendment to an approved plan.
- (5) A director may amend an approved plan.
- (6) An amendment referred to in subsection (5) takes effect on the date specified by the director.

[am. B.C. Regs. 23/2006, s. 4; 296/2009, s. 4; 88/2011, Sch. s. 6.]

#### **Plan review every 5 years**

#### **6 A producer must review its approved plan and**

- (a) submit to a director proposed amendments to the approved plan,

or

(b) advise a director in writing that no amendments to the approved plan are necessary,

not later than the date that is 5 years after the date the approved plan was originally approved under this section and every 5 years thereafter.

### **Rescinding approval of approved plan**

**6.1** At any time, the director may rescind the approval of an approved plan.

[en. B.C. Reg. 88/2011, Sch. s. 7.]

### **Written reasons required**

**7** The director must provide the producer with written reasons whenever

(a) a product stewardship plan submitted under section 4 [*submission of product stewardship plan*] is not approved under section 5 [*approval of product stewardship plan*],

(a.1) the director amends an approved plan,

(b) an amendment to an approved plan is not approved, or

(c) the approval of a plan is rescinded.

[am. B.C. Reg. 23/2006, s. 5.]

### **Annual report**

**8** (1) On or before July 1 in each year, a producer with an approved plan must

(a) provide to a director a report respecting the one-year period ending not later than March 31 of that year or December 31 of the previous year, and

(b) post the report on the Internet.

(2) Subject to subsection (4), the report referred to in subsection (1) must include the following:

(a) a description of educational materials and educational strategies the producer uses for the purposes of this Part;

(b) the location of its collection facilities, and any changes in the number and location of collection facilities from the previous report;

(c) efforts taken by or on behalf of the producer to reduce environmental impacts throughout the product life cycle and to

increase reusability or recyclability at the end of the life cycle;

(d) a description of how the recovered product was managed in accordance with the pollution prevention hierarchy;

(e) the total amount of the producer's product sold and collected and, if applicable, the producer's recovery rate;

(e.1) effective for a report required on or before July 1, 2013 and for every report required under subsection (1) after that date, the total amount of the producer's product recovered in each regional district;

(f) independently audited financial statements detailing

(i) all deposits received and refunds paid by the producers covered by the approved plan, and

(ii) revenues and expenditures for any fees associated with the approved plan that are charged separately and identified on the consumer receipt of sale;

(g) a comparison of the approved plan's performance for the year with the performance requirements and targets in this regulation and the approved plan;

(h) any other information specified by the director.

(3) If the report referred to in subsection (1) is in respect of the beverage container product category, the information required under subsection (2) (c) to (g) must be provided for each subcategory listed in section 4 of Schedule 1.

(3.1) If an agency is appointed by more than one producer to carry out the duties of the producer under this section, the agency may provide and post one report referred to in subsection (1) on behalf of all of those producers.

(4) The director may specify classes of information the producer is not required to include in the report posted on the Internet under subsection (1) (b).

[am. B.C. Regs. 23/2006, s. 6; 88/2011, Sch. s. 8.]

### **Part 3 — Product Stewardship Program Requirements if No Product Stewardship Plan**

#### **Application of stewardship requirements**

**9** (1) A producer must meet the requirements of this Part in respect of a product unless there is an approved plan for the product.

(2) This Part does not apply to a product in one of the following product categories:

- (a) beverage container product category;
- (b) packaging and printed paper product category.
- (3) This Part does not apply to a producer in relation to a product category for which the producer is required under section 3.1 to comply with Part 2.
- (4) A producer must notify a director in writing of the producer's intention to meet the requirements of this Part.

[am. B.C. Regs. 23/2006, s. 7; 296/2009, s. 5; 88/2011, Sch. s. 9.]

### **Consumer information**

- 10** (1) A producer must provide to each retailer of the producer's product, free of charge, consumer information respecting
- (a) the safe use and storage of the products,
  - (b) the amount of any deposit charged and refund paid by the producer, and
  - (c) the amount of any fee associated with the producer's product stewardship program that is charged by the producer and identified separately on the consumer's receipt of sale.
- (2) A retailer must
- (a) post the consumer information referred to in subsection (1) on at least one clearly visible sign with a minimum dimension of 56 cm by 43 cm and a font with a minimum print size of 24 points that is in a contrasting colour to the background colour of the sign, and
  - (b) make available the consumer information referred to in subsection (1) as a printed handout.
- (3) The retailer must post or distribute the consumer information as required under subsection (2) at one of the following locations:
- (a) the main entrance to the retailer's premises;
  - (b) the area inside a retailer's premises where products are displayed;
  - (c) an area inside a retailer's premises where the transaction to purchase a product takes place.
- (4) A producer must post the consumer information referred to in subsection (1) on the Internet.

### **Collection**

- 11** (1) In this section, "**municipality**" does not include a regional district, an improvement district or the Greater Vancouver Sewerage and Drainage District.
- (2) A producer must operate a collection facility for all products currently or previously sold, offered for sale, distributed or used in a commercial enterprise in British Columbia that are within a product category in respect of which the producer sells, offers for sale, distributes or uses in a commercial enterprise a product.
- (3) If a collection facility is operated at a location other than at the premises of a retailer who sells the producer's products, the producer must locate the collection facility
- (a) within 4 kilometres by road from the retailer's premises if the retailer's premises are located in a municipality that has a population greater than 25 000, or
  - (b) within 10 kilometres by road from the retailer's premises if the retailer's premises are located outside a municipality that has a population greater than 25 000.
- (4) A producer must make its collection facility
- (a) available without charge to any consumer who wishes to return unlimited quantities of products within the product categories it sells, offers for sale, distributes or uses in a commercial enterprise, and
  - (b) operate during regular business hours, 5 days per week, one day of which must be Saturday.

[am. B.C. Reg. 88/2011, Sch. s. 10.]

#### **Consumer notification by advertisement**

- 12** (1) The producers using a collection facility must notify the consumers served by the facility of the location and operating hours of the facility by inserting an advertisement in a newspaper serving the consumers' area.
- (2) The advertisement must
- (a) have a minimum dimension of 15 cm by 10 cm, and
  - (b) be published
    - (i) once per week for the first 4 consecutive weeks the collection facility is open,
    - (ii) thereafter once every 2 weeks until the facility has been open for 52 weeks, and

(iii) thereafter once every 4 weeks.

### **Management of collected products**

**13** A producer must manage all products collected at a collection facility provided by that producer in adherence to the following descending order of preference, such that pollution prevention is not undertaken at one level unless or until all feasible opportunities for pollution prevention at a higher level have been taken:

- (a) reuse the product;
- (b) recycle the product;
- (c) recover material or energy from the product;
- (d) otherwise dispose of the waste from the product in compliance with the Act.

### **Reports**

**14** (1) On or before April 30 in each year, a producer must

- (a) provide to a director a report respecting the preceding calendar year, and
- (b) post the report on the Internet.

(2) The report referred to in subsection (1) must include the following:

- (a) a description of educational materials and educational strategies the producer uses for the purposes of this Part;
- (b) the total amount of the producer's product sold and collected;
- (c) the location of the producer's collection facilities;
- (d) the amount of product managed at each level referred to in section 13 by or on behalf of the producer;
- (e) efforts taken by or on behalf of the producer through redesign or repackaging to reduce product waste;
- (f) a description and rationale, prepared by an independent auditor, of the processes used by or on behalf of the producer to store and transport products and to manage products at each level referred to in section 13;
- (g) a description of the management system used by or on behalf of the producer to monitor the effectiveness of the producer's efforts under this Part.

- (3) Subject to subsection (3.1), on or before April 30, July 31, October 31 and January 31 of each year, a producer must provide a director with information on the total product collected on the producer's behalf during the previous calendar quarter.
- (3.1) If a producer complies with subsection (3) for 2 consecutive years beginning on the date the producer first provides information to a director under that subsection, the director may exempt the producer from further compliance with subsection (3) if the director determines that the producer is meeting the requirements of this Part.
- (3.2) A director who, under subsection (3.1), exempts a producer from complying with subsection (3) may require the producer to resume complying with subsection (3) if the director determines that
- (a) the producer has provided inaccurate or inadequate information in the most recent report required under subsection (1), or
  - (b) the producer is not meeting the requirements of this Part.
- (4) On or before April 30 of each year, a producer charging a fee associated with the product stewardship program that is identified separately on the consumer receipt of sale must provide a director with audited financial statements detailing revenues and expenditures associated with its efforts under this Part for the previous calendar year.

[am. B.C. Reg. 88/2011, Sch. s. 11.]

## **Part 4 — General**

### **Repealed**

**15** Repealed. [B.C. Reg. 88/2011, Sch. s. 12.]

### **Offences**

**16** A person who contravenes

- (a) sections 2 (1), (2) or (3), 6, 8 or 17 (2), or
- (b) sections 5 (1) and (2), 6 (1), 7 (1) or (2) or 8 (1) or (2) of Schedule 1

commits an offence and is liable to a fine not exceeding \$200 000.

[am. B.C. Regs. 65/2006, s. 3; 297/2006, s. 4.]



**Transitional — product stewardship plans**

- 17** (1) A plan approved under section 5 of the Post-Consumer Residual Stewardship Program Regulation or section 7 of the Beverage Container Stewardship Program Regulation is deemed to be a plan approved under section 5 of this regulation.
- (2) A producer whose existing plan is deemed to be an approved plan under subsection (1) must submit a plan or amendments to the existing plan for approval in accordance with this regulation as follows:
- (a) subject to paragraph (b), within 2 years of this regulation coming into force;
  - (b) if the plan is in respect of products in the lubricating oil, empty oil container and oil filter product categories, within 3 years of this regulation coming into force.

**Repealed**

- 18** Repealed. [B.C. Reg. 297/2006, s. 5.]

**Schedule 1**

[am. B.C. Regs. 112/2010, s. 11; 284/2016.]

**Beverage Container Product Category****Definitions**

- 1** In this Schedule:

**"beverage"** means any liquid that is a ready-to-serve drink but does not include milk, milk substitutes, rice milk, soya milk, flavoured milk, infant formulas, meal replacements or dietary supplements;

**"container"** means a container made of aluminum, glass, paper, plastic, steel or other similar material, or any combination of them, that is or was sealed by its manufacturer;

**"container redemption facility"** means an operation, facility or retail premises, or an association of operations, facilities or retail premises, identified in an approved plan for the collection and redemption of a producer's containers;

**"liquor"** means liquor as defined in section 1 (1) of the *Liquor Distribution Act*;

**"Liquor Distribution Branch"** means the Liquor Distribution Branch in British

Columbia continued under section 2 of the *Liquor Distribution Act*;

**"manufacturer's agent"** means manufacturer's agent as defined in section 1 (1) of the *Liquor Distribution Act*;

**"refill"** means to reuse without remanufacturing;

**"seller"** means a producer, retailer or other person who sells a beverage in a container.

### **Producers**

**2** (1) A producer of a container is one of the following:

(a) a person who manufactures in British Columbia a beverage which is sold in a container;

(b) if paragraph (a) does not apply, a manufacturer's agent who represents to the Liquor Distribution Branch a person who manufactures outside British Columbia a beverage which is sold in a container;

(c) if paragraphs (a) and (b) do not apply, a person who distributes in British Columbia a beverage, other than liquor, which is sold in a container;

(d) if paragraphs (a) to (c) do not apply, a person who imports into British Columbia, for sale in British Columbia, a beverage which is sold in a container.

(2) Despite subsection (1) (a) and (b), the Liquor Distribution Branch may elect to be the producer of a beverage which is sold in a container.

(3) Subsection (2) does not apply to

(a) non-alcoholic beverages, or

(b) a beverage sold by a producer who gives written notice to the Liquor Distribution Branch and a director that, despite subsection (2), it will continue to be the producer under subsection (1) (a) or (b).

(4) The Liquor Distribution Branch must give a director written notice of any election made under subsection (2) by giving particulars of the beverage category and container type for which it elects to become the producer and, if applicable, naming any manufacturer or manufacturer's agent not otherwise included in that election.

### **Application**

**3** This Schedule applies to a container that

- (a) may hold, holds or has held a beverage,
- (b) is offered for sale or sold in British Columbia, and
- (c) is not a refillable container having a capacity of 10 litres or more.

**Beverage container product subcategories****4** The beverage container product category consists of the following subcategories based on container material and container size:

- (a) aluminum cans;
- (b) refillable glass bottles;
- (c) non-refillable glass bottles;
- (d) plastic containers, able to hold 1 litre or less;
- (e) plastic containers, able to hold more than 1 litre;
- (f) drinking boxes;
- (g) bag in a box;
- (h) bimetal cans;
- (i) gable top containers;
- (j) stand up pouches;
- (k) beverage containers not referred to in paragraphs (a) to (j).

**Deposit**

- 5** (1) A seller must collect from the purchaser, at the time of sale of a beverage in a container, a deposit in an amount not less than the amount in Column 2 of Table 1, set out opposite the container size and beverage type in Column 1.

**Table 1 — Container Deposit and Refund**

<b>Item</b>	<b>Column 1 Container Size and Beverage Type</b>	<b>Column 2 Minimum Amount of Deposit or Refund</b>
1	one litre or less for non-alcoholic beverages	5¢
2	one litre or less for alcoholic beverages	10¢

3 more than 1 litre for any beverages

20¢

- (2) The deposit required by subsection (1) must be shown on the purchaser's receipt if a receipt is given.
- (3) The deposit amount set out in Table 1 is an amount that includes any applicable taxes imposed under Part IX of the *Excise Tax Act* (Canada).
- (4) This section does not apply to a seller if
  - (a) the seller sells a beverage in a container for consumption on the premises of the seller and the beverage is consumed on those premises, or
  - (b) the seller is a manufacturer or manufacturer's agent who sells a beverage in a container to the Liquor Distribution Branch and the Liquor Distribution Branch has elected under section 2 (2) to be the producer for that container.

#### Refund

- 6 (1) A container redemption facility or, subject to subsection (2), a retailer whose premises are not identified in an approved plan, must accept containers for return and pay to the person returning the containers a cash refund in an amount
  - (a) not less than the amount set out in Table 1, or
  - (b) if the amount of deposit collected is greater than the amount in Column 2 for the container size and beverage type set out opposite in Column 1, not less than the deposit amount collected.
- (2) Subject to subsection (3), a person may return for refund to a retailer not more than 24 containers per day that are of the same beverage container subcategory and brand that the retailer sells.
- (3) If the director determines that there are adequate container redemption facilities and retailers in a regional district, a person may return for refund to a retailer not more than 6 containers per day that are of the same beverage container subcategory and brand that the retailer sells to consumers.
- (4) Subsections (2) and (3) do not apply to the return of containers to a retailer whose premises is identified as a container redemption facility in an approved plan.
- (5) A container redemption facility or retailer is not required to accept a container, or pay a cash refund for a container, if the container

- (a) is contaminated, rusty or dirty,
- (b) can be reasonably identified as a container that was purchased outside of British Columbia, or
- (c) cannot be reasonably identified as a container to which this Schedule applies.

#### **Container design requirements**

- 7** (1) A seller must offer for sale or sell a beverage only in a container that can be refilled or recycled.
- (2) A seller must not offer for sale or sell a beverage
- (a) in a metal container that is opened by use of a rigid metal pull-tab which can be removed from the container, or
  - (b) in a container that bears any label, mark, stamp or inscription which indicates that the container cannot be returned for refund.

#### **Redeemed containers**

- 8** (1) A producer must ensure that its redeemed containers are refilled or recycled.
- (2) A person must not dispose of redeemed containers in a landfill or incinerator.

#### **Schedule 2**

[am. B.C. Reg. 296/2009, s. 6.]

#### **Residual Product Categories**

#### **Definitions**

- 1** In this Schedule, "**empty container**" means a container that holds less than 3% residual by volume.

#### **Solvent and flammable liquids product category**

- 2** The solvent and flammable liquids product category consists of
- (a) products with a flash point as tested by the ASTM D1310 Tag Open Cup Test Method of less than 61°C with the exception of
    - (i) products containing less than 50% water-miscible flammable liquid, as defined by the *National Fire Code* of Canada, 1990, as published by the National Research Council of Canada, by volume with the remainder of the product not being flammable,

- (ii) liquids that have no fire point as tested by the ASTM D1310 Tag Open Cup Test Method,
  - (iii) wine and distilled spirit beverages,
  - (iv) cosmetic and beauty products,
  - (v) drugs, medicines and other health products,
  - (vi) unpackaged products or products not ordinarily sold to, used or purchased by a consumer without repackaging,
  - (vii) pre-packaged products produced for use by commercial or industrial enterprises without resale to other consumers as pre-packaged goods,
  - (viii) products in the paint product category,
  - (ix) coatings formulated for industrial or automotive use, and
  - (x) pre-packaged kerosene in containers larger than 9 litres, and
- (b) paint strippers containing methylene chloride.

#### **Pesticide product category**

- 3** (1) Subject to subsection (2), the pesticide product category consists of control products registered under the *Pest Control Products Act* (Canada) that
- (a) are required to show on the label the domestic product class designation, and
  - (b) display on the label the symbol shown in Schedule III of the Pest Control Products Regulation (Canada) for the signal word "**Poison**".
- (2) The pesticide product category does not include the following:
- (a) insect repellents;
  - (b) sanitizers and disinfectants;
  - (c) pet products;
  - (d) unpackaged products or products not ordinarily sold to, used or purchased by a consumer without repackaging.

#### **Gasoline product category**

- 4** The gasoline product category consists of gasoline sold for use in spark ignition engines and returned in an approved Underwriters Laboratories of Canada container.

#### **Pharmaceutical product category**

- 5** The pharmaceutical product category consists of all unused or expired drugs, as defined in the *Food and Drugs Act* (Canada) except without reference to animals or paragraph (c) of that definition, except

- (a) unused or expired drugs from a hospital, as defined in section 1 of the *Hospital Act*, or the office of a medical practitioner,
- (b) contact lens disinfectants,
- (c) antidandruff shampoo or products,
- (d) antiperspirants,
- (e) antiseptic or medicated skin care products,
- (f) sunburn protectants,
- (g) mouthwashes, and
- (h) fluoridated toothpastes.

**Lubricating oil product category**

- 6** The lubricating oil product category includes all

- (a) petroleum-derived or synthetic
  - (i) crankcase, engine and gear oils, and
  - (ii) hydraulic, transmission and heat transfer fluids, and
- (b) fluids used for lubricating purposes in machinery or equipment.

**Empty oil container product category**

- 7** The empty oil container product category consists of empty containers with a capacity of 30 litres or less, manufactured and used for any product in the lubricating oil product category.

**Oil filter product category**

- 8** The oil filter product category consists of

- (a) spin-on-style or element-style fluid filters that are used in hydraulic, transmission or internal combustion engine applications, and
- (b) oil, diesel fuel, storage tank fuel, coolant and household furnace oil filters,

but does not include gasoline, air or household furnace air filters.

**Paint product category**

**9** The paint product category consists of

- (a) latex, oil and solvent-based architectural coatings, including paints and stains for commercial and household use, whether tinted or untinted, and including empty containers for any of these, and
- (b) paints and stains, whether coloured or clear, sold in aerosol containers, and including empty aerosol containers for any of these, but not including unpressurized coatings formulated for industrial, automotive or marine anti-fouling applications.

**Lead-acid battery product category**

- 10** Effective July 1, 2011, the lead-acid battery category consists of lead-acid batteries weighing more than 2 kg, and includes, without limitation, lead-acid batteries for automobiles, motorcycles, recreation vehicles, marine vehicles and locomotives.

**Antifreeze product category**

- 11** Effective July 1, 2011, the antifreeze product category consists of automotive antifreeze and includes empty containers for this antifreeze.

**Transitional — July 1, 2011**

- 12** A producer that wishes to be covered by Part 2 [*Product Stewardship Plans*] of this regulation on July 1, 2011 in relation to the lead-acid batteries set out in section 10 of this Schedule must submit, on or before October 1, 2010, a product stewardship plan under section 4 [*submission of product stewardship plan*] of this regulation respecting those lead-acid batteries.

**Transitional — July 1, 2011**

- 13** A producer that wishes to be covered by Part 2 [*Product Stewardship Plans*] of this regulation on July 1, 2011 in relation to the automotive anti-freeze or empty automotive anti-freeze containers set out in section 11 of this Schedule must submit, on or before October 1, 2010, a product stewardship plan under section 4 [*submission of product stewardship plan*] of this regulation respecting that anti-freeze or those containers.

**Schedule 3**

[en. B.C. Reg. 23/2006, s. 8; am. B.C. Regs. 374/2008, ss. 2 to 6; 296/2009, s. 7; 132/2011, App. ss. 1 to 3; 297/2009, Sch. ss. 1 and 2.]

**Electronic and Electrical Product Category**



### Definitions

**1** In this Schedule:

**"computer"** includes a computer monitor and computer peripheral;

**"computer peripheral"** means a keyboard, mouse or cable that attaches or is attached to a computer;

**"desktop printer"** means a printer that will print on paper not exceeding 8.5 inches in width but does not include a label printer.

### Electronic and electrical product category

**2** (1) The electronic and electrical product category consists of the following products:

- (a) electronic or electrical information technology or telecommunication devices or equipment including, without limitation,
  - (i) computers, whether desktop, laptop, portable or part of other products, printers, computer peripherals and parts of computer systems,
  - (ii) copying equipment,
  - (iii) typewriters,
  - (iv) calculators,
  - (v) fax machines, telex machines and telephones and telephone answering systems, and
  - (vi) other devices, equipment or media for collecting, storing, processing, presenting or communicating information, including, without limitation, sounds and images;
- (b) electronic or electrical audio visual and consumer equipment or media, including, without limitation, televisions, radio sets, cameras, video recorders and projectors, audio players, recorders, headphones, microphones, amplifiers, equalizers, speakers, musical instruments, and any other products or equipment for recording or reproducing sound or images, including equipment or media for distributing sound and images other than telecommunication equipment described in paragraph (a);
- (c) electronic or electrical appliances including, without limitation,
  - (i) floor or carpet care appliances,
  - (ii) garment care appliances including, without limitation, irons

and mangles,

(iii) appliances for counter top cooking, including, without limitation, toasters, toaster ovens, fryers, hot plates, microwave ovens, coffee makers, coffee grinders, kettles, blenders, mixers and food processors,

(iv) knives,

(v) devices for opening or sealing containers or packages,

(vi) devices for measuring time,

(vii) personal care appliances, including, without limitation, hair cutting and drying appliances, tooth care appliances, shavers and massagers,

(viii) scales,

(ix) portable air treatment appliances, including, without limitation, fans, air purifiers, humidifiers and air conditioners,

(x) large cooling appliances, including, without limitation, refrigerators, freezers and coolers,

(xi) clothes washing machines and dryers,

(xii) dishwashing machines, whether or not portable,

(xiii) large heating or cooking appliances for food, including, without limitation, stoves, ranges, ovens, including microwave ovens, and warming drawers,

(xiv) radiators,

(xv) large air treatment appliances, including, without limitation, furnaces and large heaters, dehumidifiers and air conditioners,

(xvi) large fans and exhaust ventilation equipment,

(xvii) water purifiers, and

(xviii) trash compactors and food waste disposal appliances;

(d) electronic or electrical tools, other than large-scale stationary industrial tools, including, without limitation,

(i) drills, saws and welding and soldering tools,

(ii) equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, punching, folding, bending or otherwise processing wood, metal or other materials,

(iii) tools for riveting, nailing or screwing or removing rivets, nails or screws,

(iv) sewing machines, knitting machines and other appliances for

weaving or processing textiles,

(v) snow blowers and mowers and other gardening tools,

(vi) slot machines,

(vii) bar code and point-of-sale scanners;

(e) all electronic or electrical lighting equipment, parts and bulbs;

(f) electronic or electrical toys, including, without limitation, trains, car racing sets, cars and trucks, including remote control and ride on toys, video games and video gaming equipment and consoles;

(g) electronic or electrical biking, diving, running and rowing machines or computers and other sports equipment with electronic or electrical components;

(h) electronic or electrical devices for arts, hobbies or crafts;

(i) electronic or electrical monitoring and control instruments, including, without limitation, smoke detectors, alarm systems, heating regulators, thermostats and appliances for measuring, weighing or adjusting;

(j) electronic or electrical appliances that automatically dispense money or products on demand;

(k) electronic or electrical medical devices or equipment for detecting, preventing, monitoring, treating or alleviating illness, injury or disability, other than a medical device that has been implanted in a person or that has been exposed to infectious matter;

(l) accessories for use with any products referred to in Schedule 3, including cables, adapters, connection cords and chargers;

(m) batteries that could be used in an electronic or electrical product listed in this section, including primary batteries and rechargeable batteries.

- (2) The electronic and electrical product category does not include computers and televisions that are part of or attached to vehicles, marine vessels or commercial or industrial equipment.

[am. B.C. Reg. 297/2009, Sch. s. 1.]

## **Repealed**

**2.1** Repealed. [B.C. Reg. 297/2009, Sch. s. 2.]

## **Repealed**

**2.2 to 3.21** Repealed. [B.C. Reg. 297/2009, Sch. s. 2, as am. by B.C. Reg. 132/2011, App. s. 3.]

### **Repealed**

**3.3** Repealed. [B.C. Reg. 297/2009, Sch. s. 2.]

### **Schedule 4**

[en. B.C. Reg. 65/2006, s. 5.]

### **Tire Product Category**

### **Definitions**

**1** In this Schedule:

**"cycle", "farm tractor", "highway", "motor vehicle", and "trailer"** have the same meaning as in the *Motor Vehicle Act*;

**"pneumatic tire" and "solid tire"** have the same meaning as in the Motor Vehicle Act Regulations, B.C. Reg. 26/58.

### **Tire product category**

**2** The tire product category consists of pneumatic or solid tires designed for use on a motor vehicle, farm tractor, trailer, or other equipment or machinery but does not include

(a) tires designed for use on cycles, wheelchairs or three-wheeled motorized devices designed for the transportation of persons with physical impairment,

(b) tires designed for use on an aircraft or wheelbarrow,

(c) tires that ordinarily have a retail value of less than \$30, and

(d) tires designated with a tire tread code of C, E, G, L, or IND in the 2005 Tire and Rim Handbook of The Tire and Rim Association of the United States, as amended from time to time.

### **Schedule 5**

[en. B.C. Reg. 88/2011, Sch. s. 13.]

### **Packaging and Printed Paper Product Category**

### **Definitions**

- 1** In this Schedule, "**printed paper**" means paper that is not packaging, but is printed with text or graphics as a medium for communicating information, and includes telephone directories, but does not include

- (a) other types of bound reference books,
- (b) bound literary books, or
- (c) bound text books.

**Packaging and printed paper category**

- 2** The packaging and printed paper product category consists of packaging and printed paper.

**Transitional**

- 3** A person who, on the date this section comes into force, is a producer of a product within the packaging and printed paper product category must

- (a) submit a product stewardship plan under section 4 [submission of product stewardship plan] of this regulation on or before the date that is 18 months after the date this section comes into force, if the person continues to be a producer on this date, and
- (b) have an approved plan under Part 2 of this regulation, and comply with the approved plan, on or before the date that is 36 months after the date this section comes into force, if the person continues to be a producer on this date,

in order to sell, offer for sale, distribute or use in a commercial enterprise the product in British Columbia.

**Note:** *this regulation replaces B.C. Regs. 406/97 and 111/97.*

[Provisions relevant to the enactment of this regulation: [Environmental Management Act](#), S.B.C. 2003, c. 53, sections 21 and 138]

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## USED OIL RECYCLING IN BC FACT SHEET FOR RDKB DIRECTORS

### LEGAL FRAMEWORK

In BC the oil industry is responsible for recycling used oil, oil filters and oil containers. The *Recycling Regulation* requires the oil industry, represented by the BC Used Oil Management Association (BCUOMA) to provide access to oil recycling to all BC residents. BCUOMA is required to fulfill their legal obligations without assistance from local governments.

BCUOMA must submit a stewardship plan to be approved by the provincial government that describes how they will meet the requirements of the *Recycling Regulation*. The stewardship plan should describe what types of facilities or depots will be established to provide access to oil recycling across the province.

### CURRENT SITUATION

In the RDKB and throughout the province access to oil recycling services in smaller municipalities and rural areas is poor. Many program participants, Canadian Tire (with 79 outlets in BC) for example have dropped out of the program. BCUOMA has a stewardship plan under review by the province. Most Regional Districts have requested improvements to oil recycling services and the province has asked BCUOMA to address the poor access. On January 1st, 2017 BCUOMA increased financial incentives to encourage more participation in their program however it is too early to measure the results.

### RDKB POSITION

One of the specific objectives of the *Recycling Regulation* is to remove from local government, the burden of managing difficult to recycle and highly toxic materials. As a result of *Recycling Regulation* obligations many items are successfully managed by industry and completely removed from local government waste management services, electronic waste as one example.

The RDKB Board of Directors has a long-standing policy to discontinue managing waste materials that are included in an approved stewardship plan. It is the position of the RDKB Board that since all residents pay for oil recycling services through payments to BCUOMA at point of purchase and that managing oil recycling adds costs to RDKB solid waste management services which would be collected through taxation or user fees it is unfair and inconsistent with the principles of the *Recycling Regulation* to make RDKB residents pay twice for the same service.

BCUOMA tries to establish partnerships with local governments to host depots and manage their products. They have not offered sufficient financial incentives to cover the costs of managing their program. The RDKB established fair pricing for rental of space at RDKB solid waste management facilities for stewardship agencies to locate depots. BCUOMA is aware of the option but has chosen not to use it.

Recently, the RDKB Board, in an attempt to encourage the province to compel changes to the BCUOMA stewardship plan passed the following resolution, intended to go to the BC Union of Municipalities for endorsement:

*That the Provincial Ministry of Environment require that the BCUOMA stewardship plan include minimum requirements for public drop-off depots that will insure that there is access to public recycling facilities no more than 10 km from where BCUOMA recycling program materials are sold.*

## USED OIL RECYCLING IN BC FACT SHEET FOR RDKB DIRECTORS

### Key Points

- The oil industry is required by law to provide all BC residents access to oil recycling services
- The relevant law does not apply to local governments
- It would cost the RDKB money to provide service which are already paid to the oil industry at point of sale
- Costs to provide oil recycling services would not be reimbursed by the oil industry and would have to be raised through taxes or user fees, in effect double-charging RDKB residents
- The RDKB has offered rental space to the oil industry at a fair price which has been declined
- The RDKB is demanding that the province make the oil industry do a better job complying with their legal obligations
- The RDKB offered suggestions to the province that will improve access to oil recycling services for RDKB residents
- RDKB Staff work with the province and industry to develop a plan that will better serve residents

## **Division 2 — Restrictions on Providing Assistance**

### **Publication of intention to provide certain kinds of assistance**

**24** (1) A council must give notice in accordance with section 94 [*public notice*] of its intention to provide any of the following forms of assistance to a person or organization:

- (a) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- (b) lending money;
- (c) guaranteeing repayment of borrowing or providing security for borrowing;
- (d) assistance under a partnering agreement.

(2) The notice must be published before the assistance is provided and must

- (a) identify the intended recipient of the assistance, and
- (b) describe the nature, term and extent of the proposed assistance.

### **General prohibition against assistance to business and exceptions**

**25** (1) Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business, including

- (a) any form of assistance referred to in section 24 (1) [*publication of intention to provide certain kinds of assistance*], or
- (b) an exemption from a tax or fee.

(2) A council may provide assistance to a business for one or more of the following purposes:

- (a) acquiring, conserving and developing heritage property and other heritage resources;



(b) gaining knowledge and increasing public awareness about the community's history and heritage;

(c) any other activities the council considers necessary or desirable with respect to the conservation of heritage property and other heritage resources.

(3) A council may, by an affirmative vote of at least 2/3 of all the members of council, provide assistance to a business for the conservation of any of the following property:

(a) property that is protected heritage property;

(b) property that is subject to a heritage revitalization agreement under section 610 of the [Local Government Act](#);

(c) property that is subject to a covenant under section 219 of the [Land Title Act](#) that relates to the conservation of heritage property.

**SCHEDULE "G" TO BYLAW NO. 1605**

**PRODUCT STEWARDSHIP DEPOT HOSTING CONDITIONS AND FEES**

The Regional District of Kootenay Boundary shall comply with *Local Government Act* and ensure that local government facilities are not used to subsidize private business. A Product Stewardship Agency may apply to the Manager for approval to locate a Product Stewardship Depot at an RDKB Solid Waste Management Facility subject to the fees, terms and conditions contained herein. The RDKB at its sole discretion reserves the right to deny an application from a Product Stewardship Agency to host a Stewardship Depot for any reason.

**1. CONDITIONS OF USE**

- 1.1 There must be no direct or indirect costs to the RDKB resulting from hosting a Product stewardship Depot.
- 1.2 An application to host a Product Stewardship Depot must contain full details on space, infrastructure, equipment and labour requirements.
- 1.3 An application to host a Product Stewardship Depot must contain details on full indemnification to the RDKB for any liabilities that may arise through the operation of a Product Stewardship Depot.
- 1.4 An application to host a Product Stewardship Depot must contain details on insurance that the Product Stewardship Agency deems adequate for any liabilities that may arise through the operation of a Product Stewardship Depot.
- 1.5 Upon approval to site a Product Stewardship Depot at an RDKB Solid Waste Management Facility, a Product Stewardship Agency through the provision of appropriate insurance must fully indemnify and save harmless the RDKB from any liabilities That may arise through the operation of a Product Stewardship Depot.
- 1.6 The area required to host the Product Stewardship Depot will be determined by the Manager based on the application submitted by the Product Stewardship Agency.
- 1.7 All site preparation, infrastructure upgrades, buildings or structures, operational equipment, safety equipment, paving, utilities and any other changes to the RDKB Solid Waste Management Facility required to operate and maintain a Product Stewardship Depot shall be completed by, and at the sole cost to the Product Stewardship Agency.
- 1.8 All transportation, handling and tipping, receiving, processing or penalty fees for Product Stewardship Materials collected at a Product Stewardship Depot will be borne solely by the Product Stewardship Agency.
- 1.9 If the actual area required to host the Product Stewardship Depot exceeds the area indicated in the application the fees will be adjusted at the sole discretion of the Manager based on actual area used.

- 1.10 The area required to host the Product Stewardship Depot will include all areas that are used solely in the operation of the Product Stewardship Depot and include but are not limited to walkways, parking areas and loading/unloading areas.
- 1.11 Covered Areas are only available to host a Product Stewardship Depot if the RDKB has sufficient surplus Covered Area available and the RDKB will not construct additional Covered Area for the purpose of hosting a Product Stewardship Depot.
- 1.11 In the instance where a Product Stewardship Depot requires covered and uncovered areas, both covered area and uncovered area fees will be levied.
- 1.12 The RDKB in its sole discretion will determine the minimum value of insurance required to be provided by a Product Stewardship Agency to protect the RDKB against any liabilities that may arise through the operation of a Product Stewardship Depot in each instance.
- 1.13 Fees and charges contained herein must be paid within thirty (30) days of the first day of each month for the preceding month's rent, labour and any other costs related to the operation of a Product Stewardship Depot.
- 1.14 The RDKB Board in its sole discretion may change any or all fees contained herein and may cancel any agreement to host a Product Stewardship Depot.

## **2. FEES AND CHARGES**

### **2.1 Monthly Rental:**

The following monthly rental rates shall apply to Product Stewardship Agencies for siting Product Stewardship Depots at RDKB Facilities and are based on the area required to operate the Product Stewardship Depot.

#### **Class 1 Facility:**

Uncovered Area up to 200m <sup>2</sup>	\$500 per month
Covered Area up to 200 m <sup>2</sup>	\$2000 per month
Uncovered Area greater than 200m <sup>2</sup> but less than 300m <sup>2</sup>	\$1000 per month
Covered Area greater than 200m <sup>2</sup> but less than 300m <sup>2</sup>	\$4000 per month
Area greater than 300m <sup>2</sup>	per the determination of the RDKB

#### **Class 2 Facility:**

Uncovered Area up to 200m <sup>2</sup>	\$200 per month
Covered Area up to 200m <sup>2</sup>	\$800 per month
Uncovered Area greater than 200m <sup>2</sup> but less than 300m <sup>2</sup>	\$500 per month
Covered Area greater than 200m <sup>2</sup> but less than 300m <sup>2</sup>	\$1500 per month
Area greater than 300m <sup>2</sup>	per the determination of the RDKB

**Class 3 Facility:**

No Product Stewardship Depots will be sited at Class 3 Facilities

2.2 Additional Cost Charges

Labour	\$30 per hour
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**CANADA-WIDE ACTION PLAN  
FOR EXTENDED PRODUCER RESPONSIBILITY**

**Canadian Council of Ministers of the Environment**

October 2009

**PN 1499**

Approved in principle by CCME Council of Ministers October 29, 2009

## PREFACE

Extended producer responsibility (EPR) is defined as a policy approach in which a producer's responsibility, physical and/or financial, for a product is extended to the post-consumer stage of a product's life cycle. EPR shifts responsibility upstream in the product life cycle to the producer and away from municipalities. As a policy approach it provides incentives to producers to incorporate environmental considerations in the design of their products. EPR also shifts the historical public sector tax-supported responsibility for some waste to the individual brand owner, manufacturer or first importer.

In order to create a harmonized approach to EPR, the Canadian Council of Ministers of the Environment (CCME) has prepared a Canada-wide Action Plan for Extended Producer Responsibility with common coordinated policies and commitments for government action and common key elements for building producer responsibility through the adoption of EPR approaches to identified priority products.

The implementation of The Canada-Wide Action Plan for Extended Producers Responsibility will be done within the jurisdictional authority of each government.

## EXECUTIVE SUMMARY

### Introduction

In 2006, Statistics Canada data showed Canadians generated almost 1,100 kg of municipal solid waste per person, up 8 per cent from 2004. This represents about 35 million tonnes, of which just over 27 million tonnes was sent for disposal in landfills and incinerators and another 7.7 million tonnes was diverted as recyclables or organics. Nationally the rate of diversion from landfill and incineration was 22 per cent, with the highest rate of diversion for a provincial jurisdiction being 41 per cent. Since the rate in 2004 was also 22 per cent, this suggests little or no progress in enhancing the extent or effectiveness of waste recycling and organics programs over that period. Despite efforts by all levels of governments over the last three decades, Canada's performance lags behind other G8 and Organization for Economic Cooperation and Development (OECD) countries when it comes to municipal solid waste (MSW) diversion and disposal.

### Extended Producer Responsibility

A waste management approach that has developed in response to these issues is the concept of the producers of products being responsible for their end-of-life management. Similarly to the OECD, CCME defines Extended Producer Responsibility (EPR) as:

*an environmental policy approach in which a producer's responsibility for a product is extended to the post-consumer stage of its life cycle.*

Through the Canada-wide Action Plan (CAP) for EPR, the Canadian Council of Ministers of the Environment (CCME) and its member jurisdictions commit to working towards the development and implementation of EPR programs, have provided guidance on how to strengthen the use of EPR as an environmental risk-management tool and have prepared a plan to promote the harmonization and consistency of programs across the country.

### Objectives

The Canada-wide Action Plan for EPR would seek the adoption by producers of full life-cycle cost accounting for their products. This would see the costs of the end-of-life management of products treated similarly to other factors of production and incorporated into wholesale and retail product prices. Successful EPR shifts the expenses associated with product end-of-life management from taxpayers to producers and consumers and reduces the amount of waste generated and going to disposal. In addition the Action Plan seeks to reduce the toxicity and environmental risks from products and product waste and to improve the overall life-cycle performance of products, including reducing associated greenhouse gas emissions

### **Implementation of the Canada-wide Action Plan for Extended Producer Responsibility**

Under the terms of the Action Plan Canadian jurisdictions commit to working towards the development of EPR framework legislation and/or regulations to allow for action on the following identified priority products and materials.

#### **Phase 1**

Jurisdictions commit to working towards managing the following products and materials in operational EPR programs within six (6) years of the adoption of the CAP:

- Packaging
- Printed materials
- Mercury containing lamps
- Other mercury-containing products
- Electronics and electrical products
- Household hazardous and special wastes
- Automotive products

Existing product stewardship, non-EPR programs, which were established before the adoption of the CAP will be reviewed within the context of the CAP within six (6) years of the adoption of the CAP.

Jurisdictions will seek within two (2) years of the CAP's adoption to identify a more detailed phased implementation plan for the product categories and products listed in Phase 1.

#### **Phase 2**

Jurisdictions commit to working towards incorporation into operational EPR programs within eight (8) years of the adoption of the CAP for each of the following product categories, of specific identified products and materials as further elaborated upon by CCME

- Construction materials
  - Demolition materials
  - Furniture
  - Textiles and carpet
  - Appliances, including ozone-depleting substances (ODS)

Jurisdictions will seek, within two (2) years of the adoption of the CAP, to publish a detailed list of products to be managed through EPR programs for each of the above, Phase 2, product categories.

#### **Territories**

Given their unique circumstances of geography, population and infrastructure, it must be recognized that EPR may not be an appropriate instrument for all products or product categories in the northern Territories. EPR programs, stewardship programs or a variety of supporting measures may therefore be necessary to achieve the desired outcomes across all product categories.



Within six (6) years of ministerial concurrence Territorial jurisdictions will review their progress toward the development of EPR frameworks for all product categories and provide an update to CCME which will include a determination of whether EPR will be pursued for each of the remaining Phase 1 and Phase 2 categories.

#### **Tracking Performance of the Priority EPR Programs**

CCME, with stakeholder input, will identify protocols, responsibilities and timelines for producing a national annual status report on the performance of the priority EPR programs. A number of key performance indicators have been identified to measure progress in the national annual status report. These include: kilograms per capita captured or recovered; dollars per kilogram captured or recovered; per cent of waste captured, per cent of waste recovered; and avoided greenhouse gas emissions.

Performance indicators may be adjusted to recognize the unique circumstances of particular products and product categories.

#### **Model EPR Program**

In order to facilitate the creation of consistent and harmonious EPR regulations and programs, the CAP outlines a number of common elements that set out recommendations and guidance for all EPR programs to ensure common interpretation and application. These elements include the responsibilities of designated producers and producer responsibility organizations, the relationship to stewardship plans, the establishment of targets and reporting mechanisms, the raising of funds and design for environment considerations. The EPR program elements are designed so that through a successful EPR program, and the regulations which mandate it, cost and management signals are given to producers to improve the life-cycle performance of their products knowing that at some point in the future they will be responsible for the collection, recycling and the environmentally sound management of products that would otherwise be discarded.

#### **Supportive Policies and Regulations**

In a complex and competitive national and global business market signals to producers from a relatively small market like Canada may not be strong enough alone to influence new environmentally conscious product design and supply chain management. The environmental objectives of EPR may therefore need to be supported and reinforced by other measures, such as: eco-labelling; restrictions on toxic substances; recycled content standards and regulations; green procurement policies; environmental performance/voluntary agreements and a variety of other potential standards, bans, guidelines and educational tools.

**A National Harmonized Approach**

The purpose of the CAP for EPR is to extend the principle of producer responsibility across the country in a consistent and harmonized way with maximum impact across the national marketplace. By shifting the responsibility for the end-of-life management of products to the manufacturer and/or importer of that product, effects will be felt throughout the product life cycle. This provides incentives to producers and importers to design their products with less environmental risk, reduced use of toxic and hazardous substances, enhanced ease of product disassembly and with other factors reducing their products' overall environmental footprint.

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## 1. INTRODUCTION

### Why a Canada-wide Action Plan on Extended Producer Responsibility?

Statistics Canada data from 2006 showed Canadians generated almost 1,100 kg of municipal solid waste per person, up 8 per cent from 2004. This represents some 35 million tonnes, of which just over 27 million tonnes was sent for disposal in landfills and incinerators and another 7.7 million tonnes was diverted as recyclables or as organics. The national diversion rate from landfill and incineration was 22 per cent with the highest provincial rate being 41 per cent. In 2004 the national rate was also 22 per cent, suggesting little or no progress in enhancing the extent or effectiveness of waste recycling and organics programs over that period.

Despite efforts by all levels of governments over the last three decades, Canada's performance lags behind other G8 and Organization for Economic Cooperation and Development (OECD) countries when it comes to Municipal Solid Waste (MSW) diversion and disposal. In 2006 the diversion rate for both the residential and non-residential sectors was 22 per cent, with 835 kilograms of MSW per capita heading for disposal. Of this, 97 per cent was landfilled and 3 per cent was incinerated to produce energy.

Among the Canadian public, MSW management continues to be an important topic as issues such as packaging, plastic bags, thermal treatment, export and import of MSW and the public outcry associated with the siting of landfills are continually being raised.

The following table identifies diversion performance by each province as reported by Statistics Canada. Information from PEI and the territories is not provided due to confidentiality issues.

2006		Total Disposal	Disposal kg/capita	Total Diversion	Diversion kg/capita	Total Generation	Generation kg/capita	Diversion Rate
Province/Territory	Population							
NFLD	509,940	407,728	800					
Prince Edward Island	138,027							
Nova Scotia	935,050	401,670	430	275,983	295	677,653	725	41%
New Brunswick	749,225	450,238	601	252,174	337	702,412	938	36%
Quebec	7,651,033	6,808,441	890	2,456,300	321	9,264,741	1211	27%
Ontario	12,705,328	10,437,780	822	2,396,856	189	12,834,636	1010	19%
Manitoba	1,178,492	1,024,272	869	152,799	130	1,177,071	999	13%
Saskatchewan	987,520	833,753	844	106,868	108	940,621	953	11%
Alberta	3,370,600	3,819,872	1133	652,636	194	4,472,508	1327	15%
British Columbia	4,320,255	2,917,081	675	1,366,191	316	4,283,272	991	32%
YK, NWT, NT								
<b>Canada</b>	<b>32,649,482</b>	<b>27,249,177</b>	<b>835</b>	<b>7,749,030</b>	<b>237</b>	<b>34,998,207</b>	<b>1,072</b>	<b>22%</b>

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An Environment Canada study projects national MSW quantities over the next 25 years and points to the magnitude of the future environmental impacts of waste. Under a business-as-usual scenario, it is estimated that close to 1 billion tonnes of MSW will be generated over the next 25 years (2008-2033). Almost half of this total consists of paper, food, leaf and yard waste – materials that directly contribute to greenhouse gas emissions in the form of methane from landfills.

From an economic perspective, continuing as is would mean some \$25 billion of recyclable materials would be sent to disposal from 2008 to 2033 (this does not include the potential value of compost or energy from waste). Achieving a disposal rate of 500 kg/capita by 2030, however, would inject about \$10 billion directly into the Canadian economy by increasing the recovery of paper, metals and plastics.

Managing these waste quantities is primarily the responsibility of Canadian municipalities. Although waste management is a core municipal service it is often uniquely challenging because municipalities have limited capacity or tools to affect waste generation. Their abilities to divert waste from disposal are also constrained by practical issues, such as affordable diversion technologies, weak or non-existent secondary materials markets and facility-siting challenges. Perhaps the most difficult aspect is that municipalities have few tools to address the consumption and design of products that are purchased and used by their citizens and which, at the end of their life, become a municipal waste management responsibility.

Reducing the rate of waste generation and increasing the quantities of waste diverted from disposal and incineration are two key environmental and management challenges faced directly by municipalities and indirectly by senior levels of government in Canada. While there is a significant challenge in managing the large quantities of solid waste, there is a bigger challenge in reducing waste generation in the first place and in increasing the diversion from disposal of those wastes that are produced. Gains in both of these areas will result in lasting environmental benefits, such as reduced risks from the release of toxic and hazardous substances and reduced greenhouse gas production.

In addition to the challenges of waste quantities there are challenges associated with the environmentally sound management of end-of-life products that are hazardous, contain toxic materials or are in others ways problematic for the traditional solid waste management system. Many of these products are best managed through special collection and recycling systems that operate separately from conventional municipal waste management programs.

The “polluter pay” concept is an alternative waste management approach that has developed in response to these issues. This concept sees producers ultimately being responsible for the end-of-life management of their products. Known as EPR, the approach was first discussed in Sweden and originated in regulatory form in Germany in 1991 with the German Packaging Ordinance. Under the German ordinance responsibility for waste packaging was given to the producers of products that used packaging. In

response producers established Duales System Deutschland, the producer responsibility program that oversees and funds the collection and recycling of waste packaging.

EPR has been the subject of extensive discussion in Canada. The OECD has defined it as a policy approach in which a producer's responsibility, physical and/or financial, for a product is extended to the post-consumer stage of a product's life cycle.

The Canadian Council of Ministers of the Environment (CCME) has explored the potential for EPR as a public policy to help address the problems associated with our growing waste stream. It determined that national definitions and principles for EPR would help to harmonize approaches and provide a level playing field for applying EPR initiatives across the country. CCME has therefore adopted a similar definition of EPR as the OECD:

*"EPR means an environmental policy approach in which a producer's responsibility for a product is extended to the post-consumer stage of a product's life cycle."*

EPR shifts responsibility upstream in the product life cycle to the producer and away from municipalities. As a policy approach it provides incentives to producers to incorporate environmental considerations in the design of their products. EPR also shifts the historical public sector tax-supported responsibility for waste to the individual brand owner, manufacturer or first importer.

Part of the rationale for the EPR approach has been that giving responsibility for the end-of-life management of products to the manufacturer and/or importer of that product will affect the product's entire life cycle and provide incentives to producers and first importers to more efficiently manage, with less environmental risk, the products at the end of life. This could be done by such means as reducing the use of toxic and hazardous substances in the products, enhancing the ease of product disassembly and by considering other ways to reduce the overall environmental footprint of a product.

Knowing that as producers companies will have to collect and recycle a product some time in the future can have positive impacts on all stages of the product's life, including the crucial design phase. The concept of design for the environment has been at the core of EPR thinking since the outset. The focus of such thinking has been how to provide incentives through an EPR program for action by individual producers to improve the life cycle environmental performance of their products. The ability to redesign products with environmental considerations in mind rests most clearly with the producers that typically identify their products with a brand name and trademark. It is the producer who is ultimately responsible for the product design and production engineering, the choice of materials and techniques to be used in manufacture, the product's energy consumption during use and the product's packaging for distribution and sale.

The challenge of many EPR programs is how to provide incentives to producers to redesign their products and how to reward in the marketplace good product environmental design. The CAP for EPR is built on the premise that EPR is an important

instrument that can advance the design-for-environment concept while recognizing EPR may not be the only instrument needed to advance such objectives. Section 7 notes that EPR may need to be buttressed by other regulatory and non-regulatory approaches to meet stated environmental goals.

The organic portion of the residential waste stream (household food and leaf-and-yard waste materials) is generally not well-suited to an EPR approach because a specific product or package has not been manufactured or produced and a producer cannot be identified. EPR could, however, be applied to some organic materials, such as manufactured organic materials (such as diapers) as well as commercial sources of organics waste. Excluding those materials, the following quantities remain for consideration for the EPR Action Plan:

	Total MSW Stream	MSW Stream minus Organics (food and leaf and yard)
Total Quantities Diverted	7,749,030	6,456,423
Total Quantities Disposed	27,249,177	21,809,455
Kg/capita Diverted	237	198
Kg/capita Disposed	835	668

The first EPR program in Canada modelled on the German EPR approach was the British Columbia waste paint program established in 1994. Since then forms of EPR and product stewardship have found wide favour in Canada and have been adopted or are being considered by all jurisdictions. In 2009 there are now more than 40 such programs operating in Canada. Canadian practice and experience is being closely followed and, in some cases, adopted by jurisdictions outside the country.

### Overview of EPR and Stewardship Programs

The following table displays the wide range and number of regulated EPR and Product Stewardship programs in Canada.

EPR programs, identified by an “E” in the table, follow the definition used by the CCME and are programs in which manufacturers and importers are fully and directly responsible for both the funding and operation of programs.

Product stewardship programs, identified by a “P”, are programs in which manufacturers and importers are neither directly responsible for program funding nor for program operations.

To a consumer an EPR and a product stewardship program can look similar but it is the lack of ability of producers to directly influence program funding, cost, design and operations that distinguishes the two approaches.

More detail on the classification of programs and comments on specific product categories in the table are included in Appendix H.

Jurisdiction	Phase 1																	Phase 2					
	Packaging			Printed Materials	Compact fluorescent and other lamps containing mercury	Automotive products				Other HHW						Electronics		Construction and Demolition materials	Furniture	Textiles and carpet	Appliances, including ozone-depleting substances		
	Milk	Beverage Containers	Other			Used oil	Lead-acid batteries	Tires	Other	Paint	Solvents	Batteries	Fertilizers/pesticides	Pharmaceuticals	Mercury containing products							TVs and Computers	Telephones, VCRs, etc
AB	E				E	E		P		P													
BC		E			E	E	P	E		E	E	E	E	E	E	E	E						E
MB	E	E	E	E	E	E		E															
NB	P	E			P	P		P		E													
NL		P			P	P		P															
NS	E/P	P		P	P	P		P		P		P				E	E						
ON	E/P	E/P	E/P	E/P	E			E	E	E	E	E	E	E	E	E	E						
PE		E			P	P		P															
QC	E/P	E	E/P	E/P	E			P		E													
SK		P			E			P		E													
NT		P																					
NU		P																					
YT		P						P															
EC									E														



### **CCME Objectives**

Confronted with the widespread application of the EPR approach to the management of a variety of end-of-life products and materials and the growing number of EPR programs and industry/producer responsibility organizations, CCME has undertaken through this CAP to provide guidance on the potential development and implementation of EPR programs, to strengthen the use of EPR as an environmental risk-management tool and to contribute to the harmonization and consistency of programs across the country.

Consistent and harmonious programs can address program issues between adjoining jurisdictions, provide Canadians with comparable levels of environmental protection and program service, and facilitate the operational efficiency of producer responsibility organizations. It can also support the objectives of improving the environmental performance of products by providing incentives to producers over a larger national marketplace. In addition, it can assist producers who distribute and market products based on a national business strategy and who are, at the same time, challenged to address regulatory EPR obligations in a variety of different ways depending on jurisdictions.

### **The Canada-wide Action Plan for Extended Producer Responsibility**

The CAP for EPR provides regulatory and EPR program clarity for both jurisdictions and the producers themselves by identifying what CCME understands EPR to mean and what principles can be used to govern its adoption. The Action Plan contains guidelines on key elements that should be common to all EPR programs in Canada. It commits jurisdictions to work towards developing and regulating the development of EPR programs for implementation and operation by industry stewards, and includes a list of priority products for action within six years of the plan's adoption and a secondary list of products for action within, eight years. The identification of specific product categories and specific products with timetables for program implementation is designed to give producers and their organizations the necessary signals to start considering their EPR program options knowing that regulations governing their products could be adopted.

EPR programs can vary substantially from one another and can be operated collectively or individually. They can reflect different local circumstances, different products and different program objectives. They share one fundamental characteristic, however: producers and/or distributors are involved in the post-consumer management of their specific products (e.g. batteries), product categories (e.g. electronic products) or waste streams (e.g. packaging).

One of the first priority projects for EPR action is packaging. CCME has developed a Sustainable Packaging Strategy that gives guidance on how to address the issue of packaging waste in concert with the CAP for EPR. While the Action Plan describes the core elements of an EPR approach, the Sustainable Packaging Strategy shows how the EPR approach can be used to address packaging. See Section 9 and Appendix G for more information.

When considering EPR programs, the “producer” is the most responsible entity and may include but is not limited to the brand owner, manufacturer, franchisee, assembler, filler, distributor, retailer or first importer of the product who sells, offers for sale or distributes the product in or into a jurisdiction. The CAP also includes guidance on the performance measurement and reporting of EPR programs in a consistent way to allow accurate measurement of program efficiency and verification of performance compared to other similar programs. It identifies supportive policies and regulations that can be used to enhance and complement an EPR program. Such supportive initiatives include green procurement, restrictions on toxic and hazardous materials in products, eco-labelling and bans on the disposal of products covered by EPR regulations.

#### **Review of the CAP for EPR**

The overall provisions of this Action Plan will be reviewed within five (5) years of its adoption by CCME to determine the effectiveness of the Plan and the appropriateness of the implementation timetable. The review will at a minimum include the following:

- Verification of performance against the Phase 1 and Phase 2 targets for EPR program implementation
- The consideration of the use of targets for diversion from disposal for particular products within the Phase 1 and Phase 2 groupings
- The measurement of progress on objectives for enhanced waste diversion
- The measurement of improved product performance by for example substituting for less toxic materials, and through the adoption of design for the environment strategies, and the implementation of other regulations and policy initiatives to support EPR

## **2. VISION**

Through the use of EPR, CCME seeks to transform Canada, one of the world’s largest per capita generators of waste, into one of world’s leaders in sustainable product design and end-of-life product management.

CCME envisions the concept of EPR as a public policy approach to help address the problems associated with Canada’s growing waste stream and as a means to provide clear signals to producers that Canadians want improved environmental performance of products and better product design with reduced use of toxic materials, enhanced recyclability, increased use of recycled materials, reduced life-cycle energy and materials consumption and reduced greenhouse gas emissions.

CCME’s proposed action plan for EPR would promote harmonization of approaches and help provide a level playing field for application of EPR initiatives across the country. While recognizing differences in the legislative framework and existing programs among jurisdictions, CCME encourages regional or national cooperation in the development of

EPR programs. Specific measures undertaken by each jurisdiction are at their discretion, with the goal of effective, efficient, and harmonized implementation.

A harmonized approach to EPR program implementation has benefits for a number of different stakeholders:

Municipalities can benefit from the shifting of waste management collection and disposal costs to a producer responsibility organization in a consistent way across jurisdictions. This will be of particular interest in provincial border areas, such as Ottawa/Gatineau and Lloydminster, and will assist municipalities if they wish to promote EPR programs to their citizens in a coordinated way.

Industry can benefit from the harmonized application of EPR policies and consistent program operations through such means as standardized product lists and reporting requirements. Harmonization also supports the establishment of integrated national program management (e.g. through common administration and accounting across the country) to match the integration of national-level production, distribution and marketing by producers and importers.

Government benefits directly from the experiences of other jurisdictions and can negotiate for industry EPR engagement on a more level national playing field.

Brand owners could see improved prospects over a national market for EPR programs sending design-for-the-environment signals. While an EPR program operating over a large provincial market may have some small incentives to consider environmental design for products sold primarily within the jurisdiction, the odds of improved product environmental performance could be enhanced if the changes were addressed over a considerably larger national market.

The CAP is also designed to clarify EPR terminology and suggest best practices with the intention of helping jurisdictions to work together with comparable objectives for an agreed-upon set on EPR product priorities. Concerted action at the national level with a clear common vision, set of EPR tools and a list of products to be addressed in a consistent way by an agreed-upon time would assist industry in addressing their stewardship obligations in a way that will support national business strategies and maximize program efficiency and effectiveness.

Working together, jurisdictions will be able to give industry the opportunity to be proactive and to integrate EPR responsibilities more effectively into their business models. Harmonized program and operational structures, including things like standard fee structures, will simplify program operations, promotion and reporting and will assist in reducing administrative burdens within programs and within participating companies.

### 3. PRINCIPLES

In accordance with the CCME guiding principles for pollution prevention, producers are responsible for their products at end of life. In consultation with stakeholders, CCME has developed a list of Canada-wide EPR Principles for management of waste materials.

The objective of the Canada-wide Principles for EPR is to assist and support jurisdictions in the development of EPR programs. The overarching goals of the principles are to minimize environmental impacts, maximize environmental benefits, promote the transfer of end-of-life responsibility for the product and/or material to the producer, and encourage design for environment (DfE). DfE examines a product's entire life cycle and proposes design changes to minimize its environmental footprint. Incorporating DfE may contribute to natural resource and energy conservation, biodiversity preservation, source reduction, waste minimization, and pollution prevention. While recognizing differences in the legislative/regulatory framework and existing programs among jurisdictions, CCME encourages regional or national cooperation in the development of EPR programs. Specific measures undertaken by each jurisdiction are at their discretion, with the goal of effective, efficient and harmonized implementation.

#### **Over-Archiving Principles**

To promote harmonization of approaches to the greatest extent possible, CCME proposes the following guiding principles for the design and development of EPR policies and programs:

#### **I. Environmental Principles:**

To the greatest extent possible, programs seek to reduce the environmental impact of a product.

EPR programs are consistent with the 4R waste management hierarchy:

- Reduce, including reduction in toxicity and redesign of products for improved reusability or recyclability
- Reuse
- Recycle
- Recovery of materials and/or energy

EPR programs encourage producers to incorporate design for environment to minimize impacts to environment and human health.

#### **II. Program Design Principles**

EPR programs transfer end-of-life responsibility for waste product or materials to producers from municipalities and other waste management authorities.

- Potential programs undergo a comprehensive analysis to assess whether they are appropriate for EPR and to define the role of the various actors in the product chain.
- Policy instruments selected are flexible and determined on a case-by-case basis.

- Local governments and other stakeholders are engaged to discuss environmental goals, objectives, priorities and performance measurement, and to enhance a program's acceptability and effectiveness.
- EPR program and policy development and implementation is based on transparency

### **III. Implementation Principles**

EPR programs will be designed with the following general roles and responsibilities in mind:

- Governments are responsible for setting the scope for EPR programs, establishing measurable performance targets and ensuring that a level playing field exists for producers and importers covered by the EPR initiative. Governments are primarily interested in the performance of the EPR program and less interested in program mechanics and operation. Governments do however have responsibilities to ensure that programs operate fairly in accordance with other regulations and policy and do have interests in ensuring the public has free and reasonable access to the program.
- Producers and importers are the primary agents who are responsible for EPR program design, operation and funding. They have a responsibility to improve the environmental performance of their products and have an interest in operating programs efficiently and effectively while at the same time meeting the performance measurement targets which are set by government. Producers need to operate in a fair and transparent manner with due regard to other regulatory requirements and policies.
- Consumers have a responsibility to participate in EPR programs provided that access to the program is convenient. Consumers also have responsibilities to make environmentally responsible choices in the market place when provided with appropriate life cycle information on products.

Programs and policies are designed and implemented in a way that environmental benefits are maximized while economic dislocations are minimized.

- A communication strategy is devised to inform participants in the product chain, including consumers, about the program and to enlist their support and cooperation.
- EPR programs undergo periodic evaluations to ensure they are functioning appropriately, are subject to performance measurement and include accessible and transparent reporting.
- Costs of program management are not borne by general taxpayers.
- Consumers have reasonable access to collection systems without charge to maximize recovery opportunities.

## 4. OBJECTIVES, STRATEGIES, PERFORMANCE MEASURES AND TARGETS

### Objectives

- To encourage producers to adopt full life-cycle cost accounting for their products and, in particular, to ensure the costs of the end-of-life management of products are treated similarly to other factors of production (such as manufacturing, distribution, marketing and sales) and are incorporated into wholesale and retail product prices.
- To shift the expenses associated with product end-of-life management from taxpayers – primarily municipal – to producers and to consumers.
- To reduce the amount of waste generated and going to disposal.
- To reduce the toxicity and environmental risks from products and product waste and improve the overall life-cycle performance of products, including reducing associated greenhouse gas emissions.
- To expand the use of EPR in Canada and to ensure producer responsibility requirements are extended across the country in a consistent and harmonized way with a view to maximizing the impact of producer responsibility across the national marketplace.

### Strategies

- Build the level of manufacturer responsibility for the management of their products by increasing the number of product categories managed under EPR programs.
- Harmonize EPR programs under common principles with similar regulatory frameworks.
- Monitor and report on program performance in a consistent way using common key performance indicators and common standards for equivalency measures.
- Strategies should also identify and recognize the role that other policies and regulations can play in supporting an EPR program (see Section 7).

### Performance Measures for the Canada-wide Action Plan

- The key performance measure for the Action Plan will be the number of operational EPR programs and product categories in place by the commitment target dates. The implementation of EPR framework legislation and operational programs will be reported on annually by CCME.
- All jurisdictions should have in place the necessary EPR frameworks and specific product regulations or designations by the program target dates (see below).

### EPR Implementation Targets

Jurisdictions commit to working towards the development of EPR framework legislation and/or regulations for the implementation of EPR programs for the following identified priority products and materials in accordance with the phases outlined below.

**Phase 1**

Jurisdictions commit to working towards managing the following products and materials in operational EPR programs within six (6) years following the adoption of the CAP :

Packaging –all packaging currently handled by municipalities or generated from the industrial, commercial and institutional sectors either as waste or through recycling programs in accordance with the proposed Canada-wide Strategy for Sustainable Packaging (see Section 9)

Printed Materials – printed materials (newspapers, advertising flyers, magazines, directories etc.) will be included in all packaging EPR programs as described above

Mercury containing lamps – including compact fluorescents and other lamps containing mercury such as linear lamps for general lighting purposed, high intensity discharge lamps, and lamps used in signage and decorative building and cove lighting

Other mercury-containing products –thermostats, thermometers, barometers, or other measuring devices, switches (See Appendix I)

Electronics and electrical equipment – all products identified on the “common” list of CCME-recommended electronics. (See Appendix D)

Household hazardous and special wastes – all products identified in Appendix F

Automotive products – used crankcase oil, filters and containers, lead acid batteries, and lamps, tires, refrigerants and anti-freeze, brake, transmission, other fluids and their containers.

**Existing product stewardship programs**

Existing product stewardship and non-EPR programs which were established before the adoption of the CAP will be reviewed and assessed for consistency with the CAP within six (6) years of the CAP’s adoption

Jurisdictions will seek within two (2) years of the CAP’s adoption to identify a more detailed phased implementation plan for the product categories and products listed in Phase 1.

**Phase 2:**

Jurisdictions commit to working towards incorporation into operational programs within eight (8) years of the adoption of the CAP for each of the following product categories, of specific identified products and materials as further elaborated upon by CCME.

- Construction materials
- Demolition materials
- Furniture
- Textiles and carpet

- Appliances including ozone-depleting substances (ODS)

Given the paucity of information which generally exists regarding these waste streams in comparison to the Phase 1 products, jurisdictions will seek, within two (2) years of the adoption of the CAP, to publish a detailed list of products and materials to be managed through EPR programs in each of the listed product categories.

#### **EPR in the Territories**

Given their unique circumstances of geography, population and infrastructure, it must be recognized that EPR may not be an appropriate instrument for all products or product categories in the northern Territories. EPR programs, stewardship programs or a variety of supporting measures may therefore be necessary to achieve the desired outcomes across all product categories.

Within six (6) years of ministerial concurrence Territorial jurisdictions will review their progress toward the development of EPR frameworks for all product categories and provide an update to CCME which will include a determination of whether EPR will be pursued for each of the remaining Phase 1 and Phase 2 categories.

#### **Product Priorities**

The listing of Phase 1 products and materials was drawn from the overview of current and planned EPR and other stewardship programs operating in Canada which is shown in the Introduction to the CAP on page 4. The product categories, and the products and materials themselves were determined based on the level of regulatory and program activity across the country, and on an assessment of the areas of greatest concentration of effort and engagement. The selection was also based on the objective of building on existing successful programs and committing to bring such programs to jurisdictions which did not yet have a program in place. For example 7 jurisdictions have paint programs, 5 have electronics and electrical equipment programs and 10 have tire programs. With the objective of harmonization and coordinated action on a national basis in mind, the Phase 1 products were thus identified for selection.

Selection of the Phase 2 product categories was based on the identification of certain waste stream categories which: constitute a significant part of the municipal waste stream as measured by weight and/or volume, are particularly problematic in a traditional municipal waste management system, and/or have particular environmental impacts. For example, approximately 25% of MSW measured by weight could be identified as construction and demolition materials.

These priorities have been confirmed with the assistance of the CCME EPR Evaluation Tool (see [www.ccme.ca](http://www.ccme.ca)). The objective of the evaluation tool is to examine the relevance of EPR as an instrument for managing a product at the end of its useful life and is designed to assist in identifying priority candidate products for an EPR program.



Candidate products were evaluated using the tool with regard to environmental impact criteria, EPR criteria and criteria for public and political interest and industry readiness.

**Best Placed Jurisdiction or Jurisdictions to Act**

Recognizing that authority for the regulation and establishment of EPR programs exists with both provincial/territorial governments and with the federal government, responsibilities for initiating and regulating an EPR approach will fall to the jurisdiction or jurisdictions that are the best placed to act in accordance with the vision and goals of the CAP.

Responsibilities for many products and product categories will fall exclusively within the legislative mandates of provinces and territories and under their authorities to manage municipal solid waste. For example packaging and printed papers fall exclusively within the legislative responsibility of provincial governments and territories. In these cases harmonization and consistency will be built around jurisdiction's working cooperatively together to regulate and manage similar products in a similar way. Industry stewards have a significant capacity to link programs which are regulated by separate jurisdictions through the use of common fee structures, administration functions and promotional activity.

In other cases authority may reside with the federal government if the product contains a toxic substance or is itself a toxic substance, scheduled under the terms of the Canadian Environmental Protection Act, (CEPA)1999. In these cases harmonization will occur through a federal regulation applied nationally. For example the federal government has indicated its intention to manage Ozone Depleting Substances in stationary and mobile refrigeration systems through the use of an EPR instrument under CEPA. It is also anticipated that Environment Canada will publish proposed regulations by winter 2009/10 to prohibit most mercury-containing products by 2012.

**Key Performance Indicators (KPIs) for EPR Programs**

The following key performance indicators derived from the Reporting Guidance Document for Performance Measurement and Reporting for EPR Programs (Stratos Consultants for Environment Canada, October 2007) and EPR Program Measurement and Tracking (Kelleher Environmental for CCME, December 2008) are the basis to measure the performance of the product and material EPR programs:

- Kilograms/capita captured (amount of material collected divided by the unit sales of the product) or recovered (amount of material collected divided by the amount of product discarded)
- Dollars/Kilogram captured or recovered
- Per cent captured
- Per cent recovered
- Per cent collected and percent diverted
- Avoided GHG emissions

It is recognized that these KPIs may not be universally applicable to all products and materials managed through an EPR program and may change over time. Additional key performance indicators, such as a measurement of awareness of the program by the public, are available for use or will be created as necessary as part of the development of the priority EPR programs described above.

On a case by case and in situations where the above standard key performance indicators are not easily applicable, other performance indicators may be used or adjusted to recognize the unique circumstances of particular products and product categories.

#### **EPR Performance Targets**

In situations where key performance measurements are established to measure performance against a regulated or other established target for collection, recycling, and waste diversion, jurisdictions will work with stakeholders to develop and establish similar and consistent targets across the country to minimize difficulties associated with Producer Responsibility Organizations being accountable for meeting different targets established by individual jurisdictions. Establishment of such targets by jurisdictions will need to take into account varying levels of EPR program implementation and maturity and other issues such as target phasing, and program infrastructure.

In cases where authority resides with the federal government under CEPA an EPR program target could be established nationally as part of the federal EPR regulation.

#### **National Performance Measures**

While the KPIs are to be used to measure the performance of the EPR programs for individual products and categories, the following national performance measures will be used as indicators of the overall performance of waste diversion strategies in Canada:

- Per capita waste generated (disposal plus diversion) in Canada using the 2006 Statistics Canada baseline
- Waste per capita recycled and composted using the 2006 Statistics Canada baseline
- Waste per capita (kg/kg equivalents) diverted by EPR programs using the 2008 EPR Program Measurement and Tracking report baseline
- Greenhouse gas emissions reduced or avoided by EPR programs in Canada using a baseline to be determined with Industry EPR annual reports and other reporting required by authorities

#### **Reporting**

Using the key performance indicators cited above CCME will, with stakeholder input, identify the necessary protocols and responsibilities for collection of the necessary data from EPR programs and make recommendations on how to produce a national annual status report on the performance of the priority EPR programs.

#### **Promotion of the Plan**

To ensure effective and efficient implementation of the CAP, CCME will work to make individual manufacturers, importers and industry sectors aware of the CAP and of the

intention of the signatories to support the establishment of industry-funded and managed EPR programs for the above priority product and product categories in a harmonious and consistent way.

## 5. MODEL EPR PROGRAM – KEY ELEMENTS

The following is a suggested summary of the program elements that are key to considering the structuring of EPR programs by both governments and producer responsibility organizations (PROs) and are main considerations in EPR program development, design and implementation. These elements may or may not be prescribed in EPR regulations. These elements can be represented through such means as regulation and best practices guidance. The summary is presented in more detail in Appendix A.

### Scope

In the interests of clarity and a level playing field in the marketplace the responsible producer needs to be clearly identified.

### Product Definition

The products from both the residential and non-residential waste streams should be covered by the EPR program and both need to be clearly identified, defined and listed.

### Responsibilities of Designated Producers and Producer Responsibility Organizations (PROs)

Identified producers should be individually and fully responsible for the financing and operation of the EPR program and have the ability to raise and spend funds to meet the program objectives. PROs need to operate with due regard to the needs for accountability and transparency.

### Stewardship Plan

A stewardship plan sets out how the designated producer or producers and the PRO will meet their obligations. The elements to be considered or included in the plan can be specified in a governing regulation or set out in other guidance documents. Generally stewardship plans contain details on such things as how waste products are to be collected and recycled, key program performance indicators, recovery rate targets, timelines for implementation and reporting protocols. Stewardship plans should be reviewed and revised on a regular basis and at least every five years.

### Approvals

Producers are accountable for the content, technical details and for meeting established performance targets arising from a stewardship plan and EPR obligation. Jurisdictions require proper reporting of program outcomes, environmental benefits and waste diversion performance. Stewardship plans need to be available for review and consultation.

Information Requirements/Reporting/Communications

Documentation and public reporting of the EPR program's performance will be necessary and should follow established or recommended key performance indicator and reporting formats. Efforts should be made to limit reporting requirements and concentrate on key measures which are strong indicators of program performance.

Training and Education

Training and education of staff working for the EPR program's PRO is essential to ensure compliance with environmental and occupational health and safety requirements and best management practices.

Performance Measures

EPR programs should operate using recognized and comparable key performance indicators in keeping with the recommended indicators cited in this Action Plan and in Environment Canada's guidance document on Performance Measures and Reporting for EPR Programs.

Targets

EPR programs should set measurable and quantifiable targets for products captured and/or recovered and reused and/or refurbished. Targets should be designed to ensure measureable, waste diversion and environmentally sound end-of-life management.

Design for Environment

Producers are encouraged to improve the life-cycle environmental performance of their products, to undertake the necessary research and development to improve their products and to voluntarily report on their progress to improved environmental product design.

Fees

Costs associated with an EPR program should be internalized as a factor of production of the product – i.e., the costs for end-of-life management of products should be treated similarly to other factors of production (such as manufacturing, distribution, marketing and sales) and incorporated into wholesale and retail product prices. Jurisdictions may or may not choose to regulate the visibility or non-visibility of such fees at the point of consumer purchase. Fees should be differential and should be linked to material- and product-specific costs and designed to reward improved environmental performance. Fees should be structured with due regard to the nexus principle, which means those levied should be closely connected to the product offered.

Historic and Orphan Products

Historic and orphan products should be received and managed by the EPR program regardless of their provenance and costs associated with such products will be borne by existing producers and shared based on a system of their devising.

Auditing

EPR programs should be audited for financial and operational performance and such audits should report on the final disposition of the secondary materials collected. Efforts

should be made to not increase the administrative burden or overhead for companies in meeting these auditing requirements.

#### Offences and Enforcement

Jurisdictional authorities can enforce regulation provisions by restricting a product's market access as provided for under the governing legislation.

#### End-of-Life Management

Recycling and other end-of-life management practices should be conducted in accordance with the appropriate environmental regulations and recognized environmentally sound management standard or guidance document. Producers and PROs should be required to report on the ultimate disposition of materials recovered by the EPR program.

#### Competition

In accordance with guidance from the federal Competition Bureau, authorities, producers and PROs are encouraged to take whatever steps are necessary to ensure competition issues are considered when developing and operating an EPR program.

In addition the Competition Bureau recommends that EPR programs are designed not only to avoid offending the various civil and criminal provisions of the Competition Act, but that they are formulated and implemented in a way that minimizes the harm to competition, while still achieving their policy objectives.

#### Consultation

Consultation should be undertaken with all interested stakeholders and members of the public in the preparation of stewardship plans and regarding other program proposals.

## **6. MONITORING OF THE CANADA-WIDE ACTION PLAN**

CCME will create a process to monitor the implementation of the Action Plan. One potential model is the results-based management (RBM) framework developed by the Treasury Board of Canada Secretariat (TBS) in August 2001 ([http://www.tbs-sct.gc.ca/eval/pubs/RMAF-CGRR/rmafegrr\\_e.asp](http://www.tbs-sct.gc.ca/eval/pubs/RMAF-CGRR/rmafegrr_e.asp)). The RBM framework monitors the goals and targets annually, semi-annually or for another timeline deemed appropriate.

The RBM framework should represent an understanding between the partners on what they aim to achieve, how they plan to work together to achieve it and how they will measure and report on outcomes. It is a tool for better management, learning and accountability throughout the life cycle of a policy, program or initiative and also represents an early indication that the policy, program or initiative is set up logically – with a strong commitment to results – and with a good chance to succeed.

The RBM framework is intended to:

- Describe clear roles and responsibilities for the main partners involved in delivering the policy, program or initiative – a sound governance structure
- Ensure clear and logical design that ties resources to expected outcomes – a results-based logic model that shows a logical sequence of activities, outputs and a chain of outcomes for the policy, program or initiative
- Determine appropriate performance measures and a sound performance-measurement strategy that allows managers to track progress, measure outcomes, support subsequent evaluation work, learn and make adjustments to improve on an ongoing basis
- Set out any evaluation work that is expected to be done over the life cycle of a policy, program or initiative
- Ensure adequate reporting on outcomes.

## 7. SUPPORTIVE POLICIES AND REGULATIONS

EPR regulations and programs are directed at the end-of-life management of products by putting responsibility on producers. Through this mechanism and through regulations mandating it, cost and management signals are given to producers to improve the life-cycle performance of their products because at some point in the future they will be responsible for the collection, recycling and the environmentally sound management of products that would otherwise be discarded.

In a complex and competitive national and global business market signals to producers may not be strong enough alone to influence new environmentally conscious product design and supply chain management. This may be because the pricing associated with conforming to an EPR program may be negligible when compared to the market price of the product or a regional market may be too small compared to a national or global one to warrant product redesign for one particular jurisdiction. It could also be that the product may have a long life and the payback from any investment in environmental redesign is too distant to warrant action.

In these situations, which may be the case in many EPR programs in Canada and elsewhere, the environmental objectives of EPR may need to be supported and reinforced by other measures. To ensure the environmental objectives are met, particularly as they relate to design for the environment, jurisdictions will have to think comprehensively and package EPR regulations and policies with other complementary initiatives and regulatory instruments. For example, even though the removal of a toxic substance may be necessary when properly recycling a waste product, the fact the producer may have to pay extra to handle that product at its end of life may not be sufficient incentive to redesign the product to remove the toxic substance altogether. In this case another instrument, such as a restriction on the use of the substance, may be necessary to complement the EPR program.

There are a number of first and second priority policies and regulations that could be used to support an EPR program.

First priority policies and regulations are those that have readily measurable outcomes within shorter term timelines and are built on clear and existing regulatory authority and policy precedent.

Second priority measures are generally less quantifiable in nature are less prescriptive and are longer term in their vision. They are also priorities in which legislative and policy experience is less strong. .

### **First Priority Policies and Regulations**

#### **Restrictions on Toxic Substances**

Restrictions on substances used in products can support an EPR program by minimizing or eliminating risks to the environment and/or human health and by making it easier and less expensive to recycle at the end of life. The removal, separation and management of toxic and hazardous substances and components in products during the recycling process can be eased or eliminated completely if the producer has redesigned the product to reduce or eliminate such substances in response to a regulation.

The Canadian Environmental Protection Act (CEPA) 1999 provides the authority to assess and manage risks to the environment and human health, to sustainably prevent pollution and to address potentially dangerous exposure to chemical substances. Under this legislation the Ministers of the Environment and Health control chemical substances using a variety of tools ranging from providing information about proper use to regulations that restrict or ban use. For example, it is anticipated that Environment Canada will publish proposed regulations by winter 2009/10 to prohibit or restrict mercury in products by 2012.

Federal authority under CEPA also exists to mandate the preparation of pollution prevention plans through the issuance of Pollution Prevention Planning Notices. For example, a P2 Notice has been used as a mechanism to manage mercury switches. Affected parties, vehicle manufacturers and steel mills, must participate in a national switch management program for 15 years after mercury switches were last installed in their vehicles.

#### **Environmental Performance Agreements**

An environmental performance agreement consists of core criteria negotiated among parties to achieve specified environmental results. It can be signed between a government and a single company, multiple companies, regional industry associations, an industry sector association or a number of sector associations. Such an agreement would commit signatories to specific challenges or performance levels and is possible when the parties involved share common objectives and each can derive benefits from addressing a particular environmental issue. On industry's part, interest may stem from the increased

flexibility an agreement may allow in achieving an environmental objective and increased certainty that such an agreement can provide.

An environmental performance agreement could include a commitment by a product or industry sector to implement an EPR program. To make this workable all industry players would have to be party to the agreement to ensure that free riders (those who aren't contributing to the program) did not compromise whatever EPR initiative was planned.

#### **Green Procurement Policies**

Because of its significant buying power, "green procurement" by government has the ability to reduce consumption of materials, resources and energy. With appropriate green procurement policy in place it is expected producers will be more inclined to consider their products' design for environment in order to stay competitive in the market. Across Canada the idea of buying green has been incorporated into many procurement programs and such programs could be linked specifically to EPR programs. Governments should at least ensure the producers of any products they purchase that are subject to an EPR regulation are actually participating in the stewardship of those products through the EPR program. By favouring the purchase of products with better environmental performance, green procurement strategies can reinforce similar signals given through EPR programs.

Guidelines for environmentally responsible procurement have been prepared by a number of jurisdictions and can be used to direct procurement practices. Green product standards, certifications, procurement checklists and labels such as the Environmental Choice Program EcoLogo, are tools that can be used to proactively identify preferred green products.

#### **Disposal Bans and Disposal Surcharges**

Once an EPR program has been put into operation and an appropriately convenient collection infrastructure has been established by the producer responsibility organization, the disposal of products covered by the EPR program should be banned or have a surcharge on disposal applied. Municipalities have the ability to restrict access to their waste disposal facilities and provincial authorities can regulate access to all waste disposal facilities within their jurisdiction. Such bans on disposal and surcharges will help ensure designated products are directed to the EPR program.

#### **Guidelines/Sustainability Criteria**

Guidelines for products and packaging design or for things like operational and management practices can be used to promote best practices and improved performance in EPR programs. Guidelines can be developed by public authorities or by industry and are voluntary in nature. In the area of packaging, for example, the Sustainable Packaging Coalition has developed Sustainable Packaging Design Guidelines that are intended to provide an overview of life-cycle design considerations for sustainable packaging, including elements on source reduction, recycled content and design for reuse and recycling.



Guidelines can be used to support EPR programs in numerous ways. For example, guidelines and related tools have been prepared to help select which products are best suited to EPR (CCME Evaluation Matrix). Environment Canada has published guidance on the operation of producer responsibility organizations in EPR programs and guidance on the performance measurement and reporting of EPR programs as a means to promote and develop consistent, accurate and transparent reports on EPR program performance. In all cases guidelines and specific criteria are a useful means to enhance program performance.

### **Second Priority Supportive Policies and Regulations**

#### **Eco-Labeling**

Eco-labelling is a method of environmental performance certification and labelling that is well established in Canada and elsewhere around the world. An “eco-label,” such as Environment Canada’s Environmental Choice Program EcoLogo, is a means to identify overall environmental preference of a product or service based on life-cycle considerations. An eco-label that meets Organization for Standardization (ISO) Type 1 designation is awarded by an impartial third party based on independently determined environmental-leadership criteria.

An eco-label can support an EPR program by identifying branded products within a category that have leading environmental performance. For the producer the eco-label can be used to promote to the public claims for the product’s environmental features and thereby hopefully increase its market share relative to its competitors.

Labels can be informational and could be used to advise the public on safe practices and appropriate end-of-life management. A label on a compact fluorescent bulb, for example, could identify the amount of mercury in the lamp and advise consumers that spent bulbs should be handled through a household hazardous or special waste program and not be thrown out with household waste.

Eco-labels are commonly and most effectively developed on a national basis or by particular industry or business sectors.

#### **Product Standards**

Environmental standards typically apply to products, processes, activities, organizations or aspects of the environment and can exist in a variety of forms (guidelines, codes of practice, auditing protocols, life-cycle assessment methodology, labelling, etc). Standards are non-regulatory in nature, but they can be cited in regulations and be encouraged by positive government incentives.

Standards can be used to support an EPR program in a number of ways with a number of benefits. Standards provide uniform requirements and are aimed at producing consistent practices and generally levelling the playing field. They can be directed at different stages of a product life cycle and, in the case of an EPR program, could provide for such things

as a standard for product disassembly, an environmentally sound management recycling standard or “good practice” guidance on program operation and reporting. Such standards could be incorporated into regulations either in whole or in part or could be cited in the regulation as “good practice.”

The advantages to an EPR program of supportive standards are related significantly to harmonization between programs, program efficiency and the application of scientific and technical expertise. The strength of any particular standard is also related to those undergoing a public review, a consensus-building process with stakeholders and maintenance and review at appropriate intervals to ensure currency with technical and program developments.

#### **Waste/Packaging Reduction Strategies**

Waste reduction and packaging reduction strategies, commonly developed by public authorities, can set the context within which an EPR program is established and identify intentions to use the EPR instrument. Waste reduction strategies can identify overall objectives and specific targets and identify certain waste product categories or products for priority action through an EPR initiative.

Such reduction strategies can be developed by all levels of government and set out for their particular jurisdiction the policies, programs, strategies and regulations they intend to use to meet the goals they have set. EPR is one instrument among many that is available to governments and producers. A waste reduction strategy can serve as a notice of intent to risk manage identified products through an EPR initiative. A waste reduction strategy would identify the product and industry sectors targeted for an EPR approach and set out a timeline for implementation. Using such an approach would give the respective product or industry sector notice and could encourage proactive steps in advance of any regulatory initiatives.

#### **Promotion and Education**

All EPR programs can benefit from the use of promotion and education programs especially to contribute to the high levels of public participation that are commonly necessary to meet collection and recycling targets. Promotion and education are commonly the primary responsibility of the producer responsibility organization operating the EPR program.

#### **Recycled Content Standards and Regulations**

The markets for secondary materials recovered through EPR programs can be supported if regulations mandate how much secondary material has to be used in products. Because of the national nature of businesses and manufacturing, such regulatory requirements would be most effective if they were adopted by all jurisdictions and used the same recycled content standard. Authority for such recycled content regulations already exists in the case of packaging in many jurisdictions.

## 8. IMPLEMENTATION CONSIDERATIONS

The implementation of EPR programs will need to be sufficiently flexible to take into account unique local and regional circumstances. This could include population distribution and density, access to processing facilities, distances to intermediary and final markets and the wholesale and retail distribution systems of products covered under the EPR program. EPR programs will also need to ensure conformity to the regulations and established practices that are particular to a jurisdiction.

These local and regional circumstances have been recognized in EPR programs and by producer responsibility organizations. Some operating EPR programs, for example, have developed internal operational subsidies to ensure there is equal access to the program and a sustainable collection system from remote, small or rural communities. Existing depot networks may provide an obvious option for the collection of products designated under a new EPR designation. Similarly, certain retail operations may be very well suited to the collection of certain types of EPR-designated product, but not to others. Market capacity and infrastructure varies widely across the country and will influence the systems for collecting and recycling products and materials.

These unique local and regional circumstances are nowhere more obvious than in Nunavut, the Northwest Territories and the Yukon. Vast distances between small remote communities and major centres of population south of 60, long product-supply lines (resulting in significantly higher transportation costs) and the lack of local infrastructure are issues unique to the North. In areas where the cost of living is sometimes already very high and access to some products already limited, the advent of EPR programs could potentially result in significant price increases to fund Northern EPR programs (relative to Southern programs), and/or the possible withdrawal of some products from Northern markets if producers determine that the costs of programs are too high relative to their expected sales.

Thus, while EPR instruments could be applied in the territories, their design will require particular attention to the unique circumstances of the North and flexibility and innovation on the part of producers and regulatory authorities in both Northern and Southern Canadian jurisdictions. For example, it is expected that the successful roll-out of EPR programs in the territories will depend at least partially on the ability and willingness of producers to easily transfer or adapt the programs in use in Southern Canadian jurisdictions to the North. This will be greatly facilitated by the adoption of harmonized EPR frameworks in the Southern provinces in accordance with the CAP, but this is difficult to accurately assess in advance of such initiatives. In addition, it must be recognized that EPR may not be an appropriate instrument for all products or product categories in the North. EPR programs, stewardship programs or a variety of supporting measures may therefore be necessary to achieve the desired outcomes across all product categories.

## **9. STRATEGIES FLOWING FROM THE CANADA-WIDE ACTION PLAN: SUSTAINABLE PACKAGING STRATEGY**

The CAP for EPR represents CCME's framework and strategy for the use of EPR as an environmental-management tool and is guidance on the most appropriate and most effective way to implement EPR programs. It also identifies priority products for EPR action, of which the first is action on packaging.

In keeping with this priority CCME has developed a Sustainable Packaging Strategy. The strategy provides details on how to address the issue of packaging waste and is consistent with the provisions and direction of the CAP for EPR. The CAP serves as a "chapeau" for the Sustainable Packaging Strategy and for all other specific product strategies that might follow. The Action Plan describes the core elements of an EPR approach and the Sustainable Packaging Strategy shows how the EPR approach can be used to address packaging. The strategy also identifies the supportive actions that need to surround packaging EPR programs to ensure the full potential of the EPR initiative and other strategic goals are met.

The Executive Summary of the Sustainable Packaging Strategy document can be found in Appendix G.

## Appendix A – Model EPR Program – Detailed Elements

The following model program elements are presented to guide the establishment of consistent and harmonious EPR programs across the country. The model EPR program elements codify recommended EPR program design and practice for consideration by governments and by producer responsibility organizations. They clarify program language, identify clear roles and responsibilities for program stewards and governments, and describe best management practices in key policy areas. EPR stewards and regulators could take these program elements as a common platform for EPR regulations and policies and tailor their jurisdictional program design with regard to the direction laid out as follows:

### **Scope**

The manufacturer or first importer who puts a designated product on the market for sale within the jurisdiction is the identified responsible producer under the EPR program.

A producer can also be identified as a brand owner, a retailer, a franchisee or a wholesaler.

Producers of a designated product should not sell, offer for sale or otherwise distribute a designated product unless they operate a product stewardship program either individually, collectively or through a third party.

The responsibility should be clearly given to the individual producer or first importer (brand owner, retailer, franchisee, wholesaler). Commonly the producer or first importer has the most influence over the designated product and has the greatest ability to fund and operate the EPR program and to improve the environmental design of the designated product.

Responsible producers can be named and be required to register with the responsible jurisdictional authority.

Small producers with gross sales below a certain minimum amount could be exempted from the scope of the EPR if it is determined that meeting the program requirements would be too onerous or too administratively complex and expensive.

### **Product Definition**

The product category and the specific products within the category to be subject of the EPR program should be clearly identified.

Product category and product definitions should be provided using both commonly used terminology and accepted industry product terminology as appropriate.

**Responsibilities of Designated Producers and Producer Responsibility**

**Organizations (PROs)**

Identified producers should be individually responsible for financing and operating a program to collect and manage, in an environmentally sound manner in accordance with a stewardship plan, the end-of-life products they produce or put on the market for sale.

Regulations should provide for product manufacturers located outside the regulating jurisdiction to act as voluntary producers or stewards and to assume the same responsibilities as the first supplier or the producer within the jurisdiction.

Individual producers may choose to discharge their responsibilities through a third-party producer responsibility organization, but this does not alleviate their individual accountability for the products they manufacture and put on the market for sale.

Individual producers and PROs should have the ability to levy fees on stewards for the services directly associated with operation of the stewardship program.

Individual producers and PROs should operate in accordance with established norms, regulations and international conventions for occupational health and safety, labour management and environmental risks.

Particular attention should be paid to the appropriate management of risks associated with toxic and hazardous materials and products.

Individual producers and PROs should operate in a transparent way and be solely accountable to the organization's mandate and program targets.

**Stewardship Plan**

Producers should be responsible for preparing an individual stewardship plan for their designated products or must be part of a collective stewardship program with other designated producers.

Stewardship plans should address the full life cycle of the designated product and must assume full financial and operational responsibility for the collection of the end-of-life management of the designated product(s).

The stewardship plan should establish, implement and maintain a procedure for dealing with actual or potential non-conformity(ies), such as free riders – those who aren't contributing to the program. The stewardship plan would indicate corrective and preventative action.

The elements of a stewardship plan can be prescribed by governments or left to stewardship organizations to include with a view to meeting performance based measures established by governments.

A stewardship plan should consider the following factors for inclusion:

- Program objectives
- Plans for collection, storage, transport, reuse, refurbishing, recycling and recovery
- Identification of facilities such as depots, consolidation facilities and recycling and refurbishing establishments to be used in the program
- Information on number of units of the designated product sold on the market, the quantities of toxic materials contained in the designated products, methods of collection, storage, transportation
- Expected number of units to be collected, reused, refurbished, recycled, and recovered as well as associated costs
- Population and geographic area to be served
- Special provisions for remote or rural areas served
- Measurement, monitoring and reporting protocols
- Audit reports
- Recovery rate, recycling, reuse and other performance-measurement targets
- An education and awareness plan for consumers and users of the end-of-life management program including information on access to the collection system
- Timelines for implementation
- Environmental design initiatives and other related environmental policies
- Confirmation of adherence to all relevant statutes, regulations and by-laws
- Stewardship plans will be reviewed and updated at least every five years

#### **Approvals**

Stewardship plans prepared by producers should be filed with the jurisdictional authority. Authorities may request changes to a stewardship plan if the authority has reason to think the program is not meeting the stated environmental objectives or the applicable performance targets.

Producers would be accountable for the technical details and content of the stewardship plan and program implementation and for achieving the stated performance targets.

Jurisdictions may establish approval processes for stewardship plans as required.

The jurisdictional authority would be responsible for setting the program performance measures and feasible targets and the implementation timetable.

#### **Information Requirements/Reporting/Communications**

Baseline reports should be prepared to document status and relevant environmental profile(s) at the program outset.

Annual, bi-annual or quarterly reports should be prepared and submitted to the authority and made available to the public to identify progress towards the program targets and objectives.

Reports should also document plans for the EPR program for the coming fiscal year and planning period.

All relevant records associated with the EPR program should be kept by the responsible producer or producer responsibility organization and made available on request.

#### **Training and Education**

The producer or PRO should ensure employees have the necessary education, training and experience to administer the program.

Where appropriate, such training should include occupational health and safety practices, hazardous materials management and recycling best management practices.

Records of training and education associated with the operation of a stewardship program should be retained by the producer or the PRO.

#### **Performance Measures**

Procedures to monitor and measure on a regular basis the key characteristics of operations that can have significant environmental impact(s) should be established, implemented and maintained.

Performance measures should be established that allow evaluation of program performance against stated targets and program objectives. Efforts should be made to limit reporting requirements and concentrate on key measures which are strong indicators of program performance.

Measurement protocols should be in accordance with the Environment Canada Guidance Document on Performance Measures and Reporting for EPR Programs (Stratos for Environment Canada, October 2007) and the report on Extended Producer Responsibility (EPR) Program Measurement and Tracking (Kelleher Environmental for CCME, January 2009).

Programs should include a capture and/or recovery rate performance indicator that allows comparison between programs in similar product categories as a measure of program efficiency and effectiveness.

Absolute collection data provides an understanding of program size and impact, but should not be used as a measure of program efficiency or effectiveness.

Producers should be encouraged to report on the design-for-environment measures they have implemented and what other actions they have taken to improve the life-cycle environmental performance and the recyclability of their products.

#### **Targets**

Programs should include measureable and quantifiable targets by product or product category established at the program outset.

Targets should be phased in for identified products. Justification must be provided as to the phasing of the target.



Targets should be established to ensure measurable, waste diversion and environmentally sound end-of-life management.

Targets should be reviewed and revised at least every five years along with the revision of the stewardship plan.

Targets should also be established for reuse and refurbishment and appropriate metrics for measurement developed.

#### **Design for Environment**

The objective of the design process is to produce a product that is least damaging to the environment while balancing other relevant considerations, such as function, technical requirements, quality, performance and safety.

Producers and PROs should undertake research and implement environmental design improvements for products collected and managed by the EPR program.

Environmental design improvements could include such things as:

- Elimination and reduction of toxic substances as defined by the Canadian Environmental Protection Act, 1999 and by Environment Canada's Chemicals Management Plan
- The reduction in the use of substances of concern
- Design for product disassembly
- Design for product recyclability
- Use of recycled materials
- Ease of repair and refurbishment
- Reduced energy consumption during both use and stand by

Jurisdictions should consider requiring producers to report on progress towards improved environmental design as part of their regular reporting.

#### **Fees**

Any fees associated with the program and product management should be directly linked to and reflect actual costs associated with the program objectives and mandate.

Taxing authority is limited to Crown authorities and agencies.

Costs associated with an EPR program should be internalized as a factor of production and be incorporated into market price of the product – i.e., the costs for end-of-life management of products should be treated similarly to other factors of production (such as manufacturing, distribution, marketing and sales) and incorporated into wholesale and retail product prices. Jurisdictions may or may not choose to regulate the visibility or non-visibility of such fees at the point of consumer purchase.

There should be no cross-subsidization of program costs between products. In the case of multi-product programs, “common costs” (e.g. compliance, administration, program start up) should be allocated among products in a way that reflects each product’s share of the overall waste generation.

Programs should be structured to ensure fees to manage products reflect the actual costs of the end-of-life management of that product and are designed to provide incentives for improved environmental product design and performance.

Fees should be linked to material and product-specific costs, adjusted regularly to reflect actual costs and shifted to poorer-performing materials and products to achieve program objectives.

Producers operating individual producer responsibility programs should have incentives to reduce costs and should structure their programs to encourage waste reduction and improved product environmental performance.

PROs should structure their program management and use differential internalized fees to encourage waste reduction and improved product environmental performance by adjusting internal fees/levies/costs to reflect such things as reduced special handling of toxic materials, disassembly efficiencies and changes in the values of recyclable material.

No fees or service charges should be levied at drop off depots or other places where consumers are requested to return end-of-life products.

Fees should be designed to provide a financial incentive to:

- 1) increase product recovery rates
- 2) avoid penalizing producers for success in achieving high recovery rates
- 3) select products with low recycling costs

Funds should be raised for promotion and education, research and development and for capital or new infrastructure to divert materials.

#### **Historic and orphan products**

Historic products that were put onto the market prior to the implementation of the EPR program and orphan products that were put on the market by producers no longer in business at the time of the program implementation should be received and managed by the producer or the PRO if delivered to the program regardless of their provenance.

Costs for managing historic and orphan products delivered to a collectively operated EPR program should be borne collectively by the members of the PRO based on either a return share or a current market share calculation.

**Auditing**

Programs should be audited for financial performance and required to publicly file an annual audited financial statement.

Programs should be required to conduct independent third-party audits each year to ensure compliance with relevant regulations and with the environmental objectives of the program.

Environmental compliance audits should be conducted to ensure compliance with environmental and occupational health and safety and any other applicable legislation and regulations.

Environmental conformance audits should be conducted to ensure conformity with the program mandate and objectives and to ensure the EPR program conforms to specific criteria, such as an identified ISO or other standard.

Environmental audits should review and report on end-of-life market chains to ensure compliance with program and stewardship plan objectives.

Audit procedures should be established, implemented and maintained to address responsibilities for planning and conducting audits, reporting results and retaining records, and for determining audit criteria, scope, frequency and methods.

Audit results should be made available to the jurisdictional authority and to the public.

Audits should review urban/rural service equity and effectiveness.

**Offences and Enforcement**

Contravention of regulations governing EPR programs will be addressed as provided for under the governing legislation.

If a producer or obligated steward sells a designated product into a jurisdiction's market without fulfilling the obligation to prepare or be part of a stewardship plan or fails to operate or be part of a product stewardship plan, efforts will first be made to bring the producer into compliance. Enforcement could result in the producer or obligated steward being prohibited from selling the designated product in the jurisdiction.

In the face of a failure to meet stewardship plan obligations and established targets, jurisdictional authorities can specify remedial action by a producer or PRO in areas such as product collection.

Jurisdictional authorities should act to enforce the level playing field provisions of EPR regulations and product stewardship plans and ensure that "free riders" who could damage program integrity are brought into the EPR program or prosecuted.

**Plan Review**

Stewardship plans should be reviewed and revised on a regular basis and at least every five years.

Producers and PROs should adopt continuous improvement strategies to ensure continued enhancement of program performance.

**End-of-life Management**

Recycling and other end-of-life management processes should be conducted in accordance with the appropriate environmental regulations and recognized environmentally sound management standard or guidance document.

Producers and PROs should be required to report on the ultimate disposition of materials recovered by the EPR program and programs must include mechanisms to track the ultimate end-of-life disposition of products, and show that they are managed in an environmentally sound manner.

Processed materials and products recovered through the EPR program should not be landfilled, exported to non-OECD countries or processed by prison labour or child labour.

Shipment and exporting of processed materials and products recovered through the EPR program must be done in compliance with the Transportation of Dangerous Goods Act and with the Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulation if applicable.

The downstream processor of materials and products must be authorized in the country of operation to receive the materials.

**Competition**

In accordance with guidance from the Competition Bureau (Canada) authorities, producers and PROs are encouraged to take whatever steps are necessary to ensure that competition issues are considered when developing and evaluating an EPR stewardship plan. In addition the Competition Bureau recommends that EPR programs are designed not only to avoid offending the various civil and criminal provisions of the federal Competition Act, but that they are formulated and implemented in a way that minimizes the harm to competition, while still achieving their policy objectives.

As a general rule legislators and regulators can improve their decision making process with the use of a set of principles that recognizes the importance of competition as a source of public welfare and by undertaking a competition assessment to analyse the impact of any proposed or existing regulation in affected markets.

Programs should promote competition while meeting the environmental objectives of the program.

Regulations should interfere with existing markets to the least extent possible.

**Consultation**

Consultation should be undertaken with all interested stakeholders and members of the public in the preparation of stewardship plans and regarding other program proposals.

Consultation should be conducted in an open and accessible manner and stewards and PROs should report on the outcomes of such consultations.

Consultation can be undertaken by the regulatory authority or by Producer Responsibility Organizations on behalf of member stewards.

## Appendix B – Model EPR Program Regulation(s)

The following two categories of regulations are cited as examples of how an EPR program is initiated and supported in law. The first category is an example of an omnibus EPR framework regulation that allows the designation of identified products and product sectors for risk management through an EPR approach. The advantage of such an approach is it simplifies the designation of a product or product category. Such a regulation usually would identify, upon its passage, a product or a number of products for an EPR approach, but such regulations commonly allow for additional designations as new products and product categories are identified and considered for EPR action.

The second category of regulations cited is an individual regulation targeting only one category or identified product. Such a regulation is uniquely crafted for the product in question and does not include the capacity to add thorough designation of other products. In this instance each new product that is identified for an EPR risk-management approach would require a separate regulation.

All regulations should address the issues identified in the CAP, Section 5 (Model EPR Program – Key Elements) and in Appendix A (Model EPR Program – Detailed Elements).

### Category 1: Omnibus/Framework Regulations

- ☐ Province of British Columbia, Canada: Recycling Regulation and Guide.

### Category 2: Individual Product Category/Product Regulations

- ☐ Province of Nova Scotia, Canada: Electronic Product Stewardship Regulations.

## **Appendix C – Canada-wide Principles for Electronics Product Stewardship**

Responsibilities associated with management of e-waste are primarily borne by producers of the products, where “producer(s)” means the manufacturer, brand owner or first importer of the product who sells or offers for sale the product in each jurisdiction. Costs of program management are not borne by general taxpayers. Environmental and human-health impacts are minimized throughout the product life cycle, from design to end-of-life management.

Management of e-waste is environmentally sound and consistent with the 4R waste management hierarchy:

- Reduce, including reduction in toxicity and redesign of products for improved reusability or recyclability
- Reuse
- Recycle
- Recovery of materials and/or energy from the mixed e-waste stream

Consumers have reasonable access to collection systems without charge. Education and awareness programs ensure that consumers, retailers and other stakeholders have sufficient information on program design and knowledge of their roles.

Program design and implementation will strive for equity and consistency for consumers, particularly between those who live in adjacent jurisdictions and between those who live in small, rural and remote communities and large urban centres. Adjacent jurisdictions will strive for consistency in e-waste products collected.

Programs will include residential, commercial, historic and orphan products and will report on performance, specify objectives and targets, and be transparent in financial management.

E-waste is managed in the most economically and logistically feasible manner, while striving to maximize local economic and social benefits.

E-waste is exported from Canada for recycling only at facilities with a documented commitment to environmentally sound management and fair labour practices.

For more information, see: [http://www.ccme.ca/assets/pdf/eps\\_principles\\_e.pdf](http://www.ccme.ca/assets/pdf/eps_principles_e.pdf)

## Appendix D – E-Waste Products Recommended For EPR (CCME)

This list was developed through stakeholder consultation and is available on the CCME website. CCME anticipates the lists could be revised from time to time to reflect changing priorities, new information, the development of stewardship programs and the introduction of new electronic devices into the Canadian market. This priority list includes the following:

### Personal computing

- ☐ Personal computers (CPU, mouse, screen and keyboard included)
- ☐ Laptop computers (CPU, mouse, screen and keyboard included)
- ☐ Peripherals
- ☐ Keyboards
- ☐ Mouse devices
- ☐ Monitors (CRT)
- ☐ Flat panel displays (i.e., complete units), computer peripheral equipment
- ☐ LCD (liquid crystal display) unit screens
- ☐ Bar code scanners
- ☐ Disk drives
- ☐ DVD (digital video disc) drives
- ☐ CD-ROM drives
- ☐ Personal computer modems
- ☐ Other peripheral equipment and components
- ☐ Small computers
- ☐ Notebook computers
- ☐ Hand-held computers (e.g., PDA's)
- ☐ Printers
- ☐ Printers including fax and copying devices

### Other electronics:

- ☐ Cathode ray picture tubes (CRTs)
- ☐ Audio and Visual Equipment
- ☐ Radios (household-type portable, plug in (AM/FM))
- ☐ Television sets cathode ray tube (CRT)
- ☐ Television sets
- ☐ Rear projection TVs
- ☐ Liquid crystal display (LCD) Televisions
- ☐ Plasma televisions
- ☐ Combination TV/VCRs
- ☐ VCRs
- ☐ Amplifiers (e.g., auto, home, musical instrument, public address)
- ☐ Amplifiers, speakers and related sound equipment
- ☐ Stereo systems, speaker systems
- ☐ Home stereo systems

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- ☐ Home theatre audio and video equipment
- ☐ Hi-fi recorders
- ☐ Compact disc players (e.g., automotive, household-type)
- ☐ DVD (digital video disc) players
- ☐ Cassette players, recorders
- ☐ Turntables/record players
- ☐ Telephones (except cellular telephones)
- ☐ Cordless telephones (except cellular)
- ☐ Cellular telephones
- ☐ Telephone answering machines
- ☐ Fax/facsimile equipment, stand-alone

## Appendix E – Guidance Tools

Extended Producer Responsibility Program Measurement and Tracking (CCME, Due for completion January 2009)

EPR Evaluation Tool and User Guidance Manual (CCME, 2007)

The evaluation tool is intended to be used by decision makers across Canada to assist in the prioritization of candidate products for an EPR program. CCME recognizes jurisdictions have different EPR programs already in place and encourages each to use this tool to assist them in prioritizing products for EPR to suit their needs. This evaluation tool can be used in two ways:

- 1) For a single candidate product (or a family of related products) to determine whether EPR is a suitable program option
- 2) For a list of possible candidate products (or families of related products) to help prioritize and determine which is best suited to EPR.

A detailed user manual accompanies this tool. Both the tool and the user manual are available on the CCME website.

Performance Measurement and Reporting for Extended Producer Responsibility Programs - Reporting Guidance Document (Environment Canada, October 2007)

Guidance relating to performance measurement of EPR programs will provide managers of EPR and product stewardship programs with specific information on what performance data and information they should consider when reporting on their programs, including performance indicators, supporting calculations and a suggested outline for reporting.

Guidance Manual for Establishing, Maintaining and Improving Producer Responsibility Organizations (PRO) in Canada (Environment Canada, August 2001)

Extended Producer Responsibility (EPR) Guidance Manual for Governments (OECD, 2001)

## Appendix F – Household Hazardous and Special Waste List

- paints and coatings and their containers
- solvents, such as thinners for paint, lacquer and contact cement, paint strippers and degreasers, and their containers
- all batteries, including single-use, dry cell batteries (e.g. non-rechargeable batteries that can be easily removed and replaced by the consumer), but excluding lead acid batteries
- pressurized containers, such as propane tanks and cylinders
- fertilizers and their containers
- pesticides, fungicides, herbicides, insecticides and their containers
- aerosol containers, such as hair-spray containers
- portable fire extinguishers
- pharmaceuticals and sharps, including syringes
- any product that meets the criteria of the CSA standard for HHW (CSA HHW Z752-03) containing corrosive materials
- environmentally hazardous materials
- flammable materials
- explosives (but not including ammunition)
- toxic materials.

## Appendix G – Executive Summary of the Canada-wide Strategy for Sustainable Packaging

In 2005, the Canadian Council of Ministers of the Environment (CCME) established an Extended Producer Responsibility (EPR) Task Group with a mandate to provide guidance on the development and implementation of EPR programs in Canada. Packaging, which makes up a significant portion of the waste stream in Canada, was identified as a first priority.

To this end, the EPR Task Group developed the following two documents:

- *A Canada-wide Action Plan for Extended Producer Responsibility*; and
- *A Canada-wide Strategy for Sustainable Packaging*.

The Canada-wide Strategy for Sustainable Packaging is part of the broader Canada-wide Action Plan for Extended Producer Responsibility, which provides guidance to provinces and territories as they develop EPR programs.

### **Purpose**

The purpose of the Canada-wide Strategy for Sustainable Packaging is to build on the Canada-wide Action Plan for EPR to help create a more consistent Canada-wide approach to EPR for packaging and to support a shift by all packaging actors towards greater packaging sustainability.

The Strategy aims to increase awareness and information about packaging sustainability among all packaging actors and to promote reductions in packaging and more sustainable packaging choices at all stages of the packaging life cycle – from packaging design to waste management. CCME's ultimate goal is to reduce the overall quantity of packaging materials generated and disposed throughout Canada, with an aspirational goal of zero-waste.

### **EPR for Packaging**

The Canada-wide Action Plan for Extended Producer Responsibility commits all jurisdictions to work towards the establishment of operational EPR programs for packaging (among other things) within six years, and sets out general principles and guidance for provincial/territorial regulators and program developers in regulating, developing, designing and implementing consistent EPR programs across Canada.

The Strategy builds on the EPR Action Plan by providing additional guidance for EPR requirements as they specifically relate to packaging. The Strategy aims to provide a harmonized approach to EPR program requirements for packaging across Canada by providing guidance on key program elements for EPR for packaging, including steward fees, targets, data collection and reporting. A Canada-wide approach to EPR for packaging can help to create a level playing field for industry, ease regulatory burdens on

industry, and place provinces/territories in a better position to drive sustainable packaging design and reduction.

#### **Supporting Measures**

EPR provides an effective tool for: shifting the costs for end-of-life management onto those responsible for the packaging; improving end-of-life management of packaging; and providing incentives for producers to incorporate environmental considerations into the design of their products. However, EPR requirements alone may not be sufficient to drive producers and other packaging actors to meet CCME's broader goals for packaging sustainability.

To drive further reductions in packaging and improved sustainability, this Strategy sets out nine supporting measures aimed at increasing awareness of sustainable packaging options, providing incentives for packaging actors to make more sustainable choices, and supporting the development of better systems to optimally recover packaging materials:

- Establishment of an *industry-government working group* to provide a forum for greater dialogue and to facilitate implementation of the other supporting measures included in the Strategy.
- Negotiated *industry agreements* with interested industry sectors to reduce packaging and improve its sustainability.
- Development of a Canada-wide *standard and certification program for compostable packaging*.
- Exploration with industry of the potential development of a Canada-wide *labelling system for recyclable packaging*.
- Exploration with industry of opportunities for implementation and expansion of *reuse systems*.
- Adoption of Canada-wide *sustainability indicators and metrics* that can be used to assess the sustainability of packaging over its entire life cycle.
- Development and implementation of industry-led *educational initiatives, best practices and industry recognition programs* that promote sustainable packaging design.
- Exploration with stakeholders of the establishment of a *packaging ombudsman* to address consumer complaints regarding excessive packaging.
- Exploration with industry of the potential development of an *index* used to measure on packaging sustainability across Canada.

CCME recognizes that, while producers bear the primary responsibility for managing packaging, there continues to be a role for CCME and its member governments to support industry as they transition to full EPR, as well as to assist all packaging actors in achieving greater packaging sustainability. Therefore, the Strategy sets out roles for both government and industry in implementing each of the supporting measures.

## Appendix H – Notes on the EPR and Product Stewardship Table

### 1. General points for classifying programs:

- An EPR program is a program in which manufacturers and importers are fully and directly responsible for both the funding and operation of programs. EPR programs provide incentives for producers to improve the environmental design of their products.
- A product stewardship program is a program in which manufacturers and importers are neither directly responsible for program funding nor program operations. To a consumer an EPR program and a product stewardship program can look similar but it is the lack of ability of producers to directly influence program funding, cost, design and operations that distinguishes the two approaches.
- Voluntary programs, operating either nationally or provincially, with no regulated mandate, public accountability or reporting requirements are not included in the table.
- If products can be returned to municipalities or vendors for management without any producer responsibility or funding for collection or end of life management, the initiative is not included in the chart as either a product stewardship or an EPR program..
- If regulations have been adopted, a stewardship plan completed and an implementation timetable exists but the program is not actually operational, it is still classified as an EPR program for the purposes of the table. Public commitments through such means as Ministerial statements or throne speeches to manage priority products through an EPR approach are not included
- Only programs covering the listed priority products in the Canada-wide Action Plan are included.
- The Ontario and Quebec blue box packaging and printed paper programs are partly EPR and partly product stewardship because the funding and operational responsibilities are shared equally between stewards and municipalities. These programs have therefore been given an “E/P” coding to reflect their uniqueness.

### 2. Comments on specific product categories:

- Packaging: includes beverage containers and other packaging materials i.e. cardboard. There is a recycling program for beverage containers in all provinces, the Yukon and the Northwest Territories. Some of these programs are EPR programs (Alberta, British Columbia, Ontario, Prince Edward’s Island, Quebec), however, the Ontario and Quebec programs are municipal recycling programs half funded by the industry. While the programs in SK, NB, NS, NFL, YT, and NWT operate on a deposit return system where producers are not responsible for managing the program, the Manitoba product stewardship program is funded by a two cent levy paid on the purchase of any beverage container.
- None of these programs include milk packaging except Alberta’s, Ontario’s and Quebec’s. However, milk packaging is managed through a voluntary EPR program in BC, SK, NB and NS.

- Printed material is managed through the municipal recycling programs in Ontario and Quebec half funded by the producers.
- Compact fluorescent and other lamps containing mercury are not included in an EPR program to date. However, they are listed in the second phase of the Ontario MHSW program and regulated in BC for implementation by 2010.
- Used oil, oil containers and filters are managed in all the provinces except in Ontario where only containers and filters are included in the first phase of the Ontario MHSW program.
- Mercury containing switches and other products containing mercury, automotive fluids, paint, batteries, solvents, pesticides and fertilisers, and pharmaceuticals are included in the Ontario and BC's MHSW program.
- Electronics: there are 5 programs. Ontario, Nova Scotia, BC and Saskatchewan have listed at least two phases for electronic recycling (three in the case of Ontario and British Columbia). The third phases of Ontario and British Columbia include appliances containing ozone depleting substances (ODS). All programs include computers, monitors, printers, computer accessories, and televisions. However, there is a slight inconsistency between the phases. While fax machines are included in phase one in Ontario, they are second phase items in BC and Nova Scotia. The Alberta program includes additional items such as cash register printers and medical imaging, EKG equipment and x-ray CPUs that are not included in any of the other programs.

## Appendix I – Mercury Containing Products

### Lamps

Environment Canada is leading a multi-stakeholder workgroup developing recommendations on a national EPR framework for all end-of-life mercury-containing lamps. This working group brings together specialists from the federal and provincial governments, manufacturers, recyclers, retailers, and environmental organizations.

### Other Mercury-containing Products

- switches that contain mercury
- thermostats,
- thermometers
- barometers or
- other measuring and control devices that contain mercury

It is anticipated that Environment Canada will publish proposed regulations under *The Canadian Environmental Protection Act, 1999* by winter 2009/10 to prohibit most mercury-containing products by 2012. However there is a legacy of mercury in products already in service in Canada of approximately 250 tonnes.

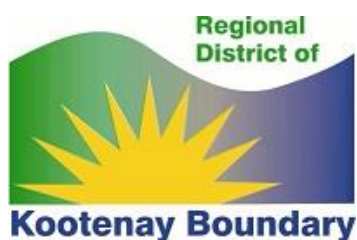
### Automotive Mercury Switches

A federal instrument is in place to manage mercury from switches found in automobiles. Environment Canada published a Pollution Prevention Planning Notice in Respect of Mercury Releases from Mercury Switches in End-of-life Vehicles Processed by Steel Mills made pursuant to section 56 of *Canadian Environmental Protection Act, 1999* (CEPA 1999) was published in *Canada Gazette*, Part I on December 29, 2007.

As part of their pollution prevention plans, both vehicle manufacturers and steel mills must consider participating in a national mercury switch management program that requires the collection and recycling of mercury switches. Manufacturers are asked to participate in the program for 15 years after the last model year in which mercury switches were installed in their vehicles, and steel mills are asked to participate until December 31, 2017.

The ultimate goal of the Notice is to achieve an annual capture rate of 90% in the first 4 years of the program. Vehicle manufacturers must also consider providing vehicle recyclers with information on how to remove, collect and manage mercury switches. As for steel mills that use recycled vehicles, they must prepare a plan on how they will make an effort to buy only scrap metal from which the mercury has been removed.





## STAFF REPORT

**Date:** 10 May 2017

**File**

ES Administration -  
Solid Waste  
Management Plan  
Management Plan

**To:** Chair Russell and Members,  
Committee of the Whole  
(Environmental Services)

**From:** Alan Stanley - General Manager of  
Environmental Services

**Re:** Solid Waste Management Plan -  
Development Schedule

### Issue Introduction

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a draft schedule for Solid Waste Management Plan development.

### History/Background Factors

Staff received direction from the Board to prepare a schedule for Solid Waste Management Plan (SWMP) development activities.

The attached document shows the steps required as per provincial guidelines with draft timelines for discussion.

### Implications

Any discussion on SWMP development will be influenced by current staff resource issues and a schedule should reflect capacity and future staff changes.

### Advancement of Strategic Planning Goals

SWMP development supports a number of strategic planning goals including a focus on environmental stewardship and waste management.

### Background Information Provided

DRAFT SWMP Development Schedule

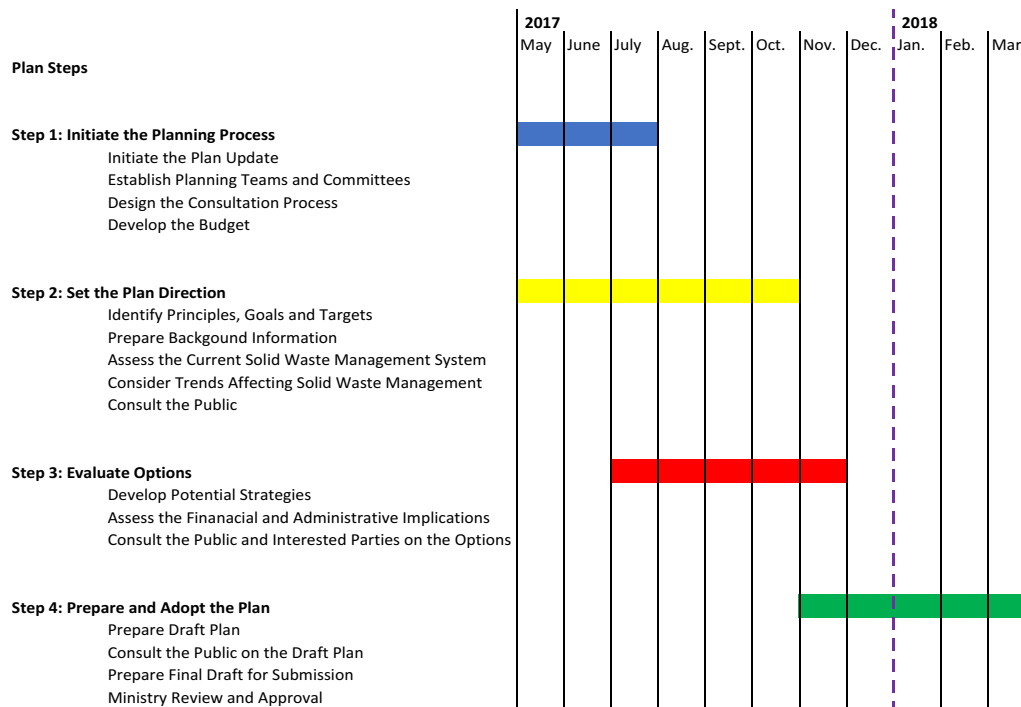
**Alternatives**

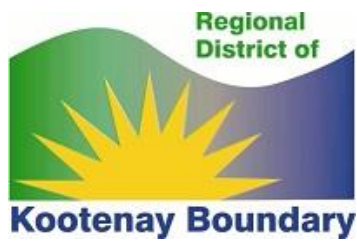
1. Refer the DRAFT schedule to the Solid Waste Management Plan Steering Committee
2. Direct Staff to amend the DRAFT schedule

**Recommendation(s)**

That the Committee of the Whole (Environmental Services) refer the DRAFT Solid Waste Management Plan development schedule to the Solid Waste Management Plan Steering Committee for discussion.

### RDKB Solid Waste Management Plan Development Draft Schedule





## STAFF REPORT

**Date:** 05 May 2017 **File**  
**To:** **Chair Gee and Members - Policy, Executive and Personnel Committee**  
**From:** John M. MacLean, CAO  
**Re:** Eliminating COW and adding a 2nd Board Meeting

### Issue Introduction

A staff report presenting the advantages and disadvantages of eliminating the Committee of the Whole meeting and adding a second Board meeting per month.

### History/Background Factors

The Committee had an initial discussion around this issue at the PEP Committee meeting held in April.

At that meeting we presented the following information regarding the advantages and disadvantages of such a change:

#### *Benefits*

- *Smaller agendas for the Directors to download and read. This concern was raised in the governance/organizational review for the elected officials.*
- *More flexibility for staff to get important reports and information to the Board for consideration and decisions. Staff would have the opportunity to look at multiple opportunities to get important information to the Board. This should help limit the times that reports are rushed and the Board has limited time to consider them.*
- *It should drastically reduce the number of late items. Why should there be a rush, there is another meeting in two weeks?*
- *The Board could simply eliminate meetings where there is a conflict with the knowledge that those items will be dealt with in a timely manner.*

- *Applicants seeking Board approval will have a greater opportunity to have their application considered in shorter time frame. They would also have greater flexibility in possibly appearing before the Board should they desire to do so.*
- *We would be able to limit the number of times we would have to use the Regional District Special Voting Regulation.*
- *Less concern with a Director missing a meeting as it is rather easy to defer an item for two weeks to allow a Director to be present rather than a month later.*

#### *Costs*

- *The Manager of Corporate Administration would be in agenda/minutes cycle that is more pronounced than now. We would have to be sure to recognize this when managing workload.*
- *Staff would have to manage vacation and other absences to ensure that appropriate staffing is available to prepare the agendas and attend the meetings.*
- *Board meetings tend to be more rigid and formal, possibly limiting opportunity for discussion.*
- *This change would not likely result in a significant cost saving for the Board. We are far more likely to cancel a COW meeting than a Board meeting.*

#### *Other Considerations*

- *COW is designed for discussion and the Board for "sober, second thought" and ratification. The Board may have to consider modifying its practices to allow for a more frank discussion, and to allow for, if not encouraging the deferral of a final decision to the next meeting. As the next meeting is relatively soon there should be limited impacts on RDKB operations.*
- *If we go down this path we would recommend that we continue the practice of eliminating as much as possible the meetings in July and August, and going to a single Board meeting.*
- *The Policy, Executive and Personnel Committee has long been an item of discussion. Many Directors have expressed over the years a desire to more involved in the work that this Committee does. The Board, on several occasions, has discussed whether this Committee should be a COW. With a new meeting structure it might be advisable to have that discussion again. If we were to roll PEP into the Board meeting we would eliminate one more agenda and meeting.*

We stand by those initial statements.

The Committee did express concern, in those initial discussions, that there would be a loss of connection between the current Committee Chairs and the respective General Managers or Staff. The Committee found consensus in that there was value in having a Director liaise with the respective General Manager in order to gain a full and complete understanding of the issue being presented to the Committee. The Committee has asked that we develop a terms of reference for a Portfolio Liaison position. We would propose the introduction of a Finance, Environmental Services and Protective Services Liaison. We have prepared a sample Terms of Reference for the Liaison Position which outlines what we feel are reasonable expectations of the position.

We feel that the introduction of a Board member who has responsibility for acting as a liaison with Finance, Environmental Services or Protective Services will foster more discussion, an issue that has been raised. The appointed Liaison will not be constrained by the position of Chair, nor responsible for controlling the meeting, and will be able to fully participate in any discussion.

Should the Board decide to adopt this model we will have to rewrite the Procedural Bylaw. At that time it would be relatively easy to implement guidance that facilitated frank and open discussion as well as the opportunity to defer further discussion until the next meeting to allow for Directors to still have the "sober, second" thought when they felt the need.

The last matter we need to address is compensation. The current Committee Chairs each receive \$111 per meeting in addition to normal meeting fees. As the COW does not meet every month, and in the proposed model items could go to any meeting we feel the best way to compensate the Liaison positions would be to offer \$60.00 per month. This would be roughly equivalent and would recognize a year long commitment.

### **Implications**

There may be a small cost savings in looking at this alternative. However the real benefit is in greater flexibility in getting required Board decisions.

Should the Committee approve and the board ultimately endorse this change, we feel the earliest it could be implemented would be September, if not January of next year.

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

The Board has a focus on organizational excellence, which is manifested through a review of internal processes and a focus on good management and governance. Undertaking this discussion, regardless of outcome, is consistent with this focus.

**Background Information Provided**

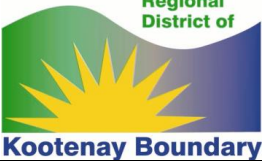
Proposed terms of reference - Finance Liaison

**Alternatives**

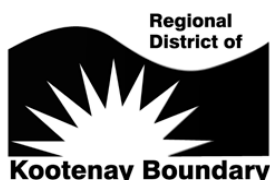
1. Receipt
2. Deferral
3. Approval and referral to the Board for discussion.

**Recommendation(s)**

The the Policy, Executive and Personnel Committee endorse the recommendation of adopting a two Board meeting per month schedule and refer it to the Board of Directors for discussion and decision.

 <p><b>Regional District of Kootenay Boundary</b></p>	
<b>Terms of Reference</b>	
FINANCE LIASION	
Effective Date:	
Review:	
Revised:	
<b>The Finance Liaison is a Director to act as an intermediary between the Board and the General Manager – Finance.</b>	
Appointed by:	Chair of the Board
Responsibilities:	<p>The Finance Liaison shall:</p> <ul style="list-style-type: none"> <li>➤ Discuss and familiarize him/herself with all agenda items prepared by the General Manager – Finance and the Finance Department for the Board that fall into one or more of the following categories: <ul style="list-style-type: none"> <li>▪ The development, adoption or amendment of the annual Financial Plan</li> <li>▪ Regular reports presenting information to the Board on the status of the annual financial plan and the RDKB's financial position.</li> <li>▪ The preparation and findings of the Annual Audit.</li> <li>▪ Issues that diverge from existing policy or practice or that propose amendment or development of new policies and/or procedures.</li> </ul> </li> <li>➤ Be prepared to discuss, if not lead the discussion at the Board table as required.</li> <li>➤ Make suggestions as to the information being provided in order to maximize the benefit and utility of the information for the Board.</li> </ul>
Staff Responsibilities:	The General Manager – Finance shall be responsible for initiating contact with the Finance Liaison and ensuring that there is ample opportunity for discussion and developing understanding of the issues to be discussed by the Board.





## Electoral Area Services Committee Staff Report

Prepared for meeting of May 2017

Development Variance Permit			
<b>Owners:</b> Randy De Biasio		<b>File No:</b> B-367-002303.070	
<b>Location:</b> 420 3 <sup>rd</sup> Avenue, Trail BC			
<b>Legal Description:</b> Lot 35, District Lot 367, Plan NEP2667, KD		<b>Area:</b> 526m <sup>2</sup> (0.13 acres)	
<b>OCP Designation:</b> Rivervale-Oasis Residential	<b>Zoning:</b> Residential 1	<b>ALR status:</b> No	<b>DP Area:</b> No
<b>Report Prepared by:</b> Ken Gobeil, Planner			

### ISSUE INTRODUCTION

The owner has applied for a Development Variance Permit to decrease the rear yard setback to 0 metres in order to locate an accessory building on the property line as per the conditions of the Zoning Bylaw for an accessory building on the subject parcel (*see Site Location Map, Subject Property Map, and Applicant's Submission*).

### HISTORY / BACKGROUND FACTORS

The subject property is located at 420 3<sup>rd</sup> Avenue, Trail BC. The property is designated as 'Rivervale-Oasis Residential' in the *Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw 1470, 2012* and zoned 'Residential 1' (R1) in the *Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw 1540, 2015*.

The subject property is not within the ALR or a Development Permit Area. The subject property, which is rectangular in shape, is adjacent to 3<sup>rd</sup> Avenue to the east (front) and 2<sup>nd</sup> Avenue to west (rear). To the north is a 12-foot laneway that is currently being used as a drainage corridor. The property is within a subdivision plan NEP2667 that was registered in 1954. All properties in this subdivision are zoned 'Residential 1'.

Frontage to the Subject Property is considered to be off 3<sup>rd</sup> Avenue, while 2<sup>nd</sup> Avenue is considered to be the rear of the property. The applicant currently utilizes access from 2<sup>nd</sup> Avenue to park vehicles and trailers at the back of the house.

In 1990 the property owner applied to the Board of Variance for an application to construct an accessory building (13ft x 40ft carport) within 5 feet of a side yard.

*Zoning Bylaw No. 76*, which was in affect at the time of application, had a setback requirement of 10 feet. This application was approved April 26, 1990 however the approval has expired. A cement pad was poured, however the structure was never completed.

## **PROPOSAL**

The applicant wishes to construct an accessory building (a detached garage) on the western end (rear) of the property. The current setback for an accessory building to a rear property line is 3 metres.

The requested variance is as follows:

- Decrease the minimum rear yard setback by 3.0m from 3.0m to 0.0m

To date a no application has been made for a Building Permit for this proposed garage.

## **IMPLICATIONS**

Development and Building applications adjacent to a road will require approval from the Ministry of Transportation and Infrastructure (MoTI) prior to approval from the RDKB regarding this application. An inquiry has been made to the MoTI regarding this application and the applicant has been made aware of the requirement.

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

In response to these, the applicant has provided the following points:

- a) The hardship expressed within the application is the aesthetics of a garage compared to the existing yard and vehicles being stored in the open, and the protection of goods on the owner's property.
- b) The proposed accessory building will not impede any views and will be similar to other properties in the neighbourhood that have very little to no setback from a road.
- c) There are no potential negative impacts of the development that the applicant noted.

### *Surrounding properties*

Surrounding landowners will be notified of the proposed Development Variance Permit Application and given the opportunity to provide comments or express concerns.

Given the age of the subdivision and the fact that the average parcel size is relatively narrow compared to common rural subdivisions, over the years there have been many different applications for buildings and variances. These applications could either be made to the Board of Variance, or as a development variance permit application.

Circumstances regarding the approval of each one are unique and should not be used as a precedent to give rationale to approve another variance application.

RDKB Orthophotos do not have enough resolution to determine the exact setbacks of all surrounding houses. The Bing Maps orthophotos are not correctly aligned with RDKB parcel data and cannot be considered accurate (see, *Site Location Map, Subject Property Map*). The best method to confirm building location would be a certificate of location for buildings and structures on each parcel.

In 2008 Development Variance Permit 349-07V was issued on 456 2<sup>nd</sup> Avenue for a rear yard setback variance for a storage shed with a 1.5m setback. This application was recommended for approval as the variance proposed was still further set back than the majority of neighbouring properties.

In 2009 a Variance Development Permit 2009-08-14 was issued on 254 2<sup>nd</sup> Ave for a proposed shop to be within the rear and side yard setbacks. The setback proposed was a 1m rear and 1m side yard. This approval was recommended for approved because the surrounding properties were undeveloped and it was believed there would be no negative impact.

Files indicate that an accessory building was constructed without a rear yard setback on 372 2<sup>nd</sup> Avenue in 1994. This was not approved and had been enforced. Records indicate that this has not been resolved.

#### *Zoning Bylaw and Official Community Plan*

This subdivision was registered in 1954, Bylaw 76 was enacted in 1974, it is unknown how many houses were built prior to zoning regulations being in effect.

This garage would be a permitted secondary use (accessory building) to the principal use (single family residential) of the property.

The maximum total site coverage permitted on the subject parcel with the all structures is 33%. The site coverage on the subject property, including this proposal, would be approximately 31%. Under current coverage standards, it is unlikely that future building and development of the property could take place, should the proposed garage be constructed.

The minimum parking required for a residence is 2 spaces. These spaces can be within the garage.

#### **ADVISORY PLANNING COMMISSION COMMENTS**

The Advisory Planning Commission (APC) supported the application on the condition that the setback be 1.5 metres from the rear property line.

#### **PLANNING COMMENTS**

A letter submitted with the application indicated that space is limited and if the desired variance cannot be granted it will force him to attach the garage to his residence which

would dramatically increase the cost of construction. This letter also stated that a 1m setback is a preferred compromise.

According to the building code, there will be no effect on the location of the proposed garage and its separation distance to the house or side property line.

The applicant has stated there is not enough room for a 1.5 m setback and requests that a 0 metre setback be used or a 1 metre at the most. The extra half metre will reduce the space between the house and garage to the point that the area will not be enjoyable.

To date there has been no confirmation from MoTI that the applicant has applied to build adjacent to a road allowance.

### **RECOMMENDATION**

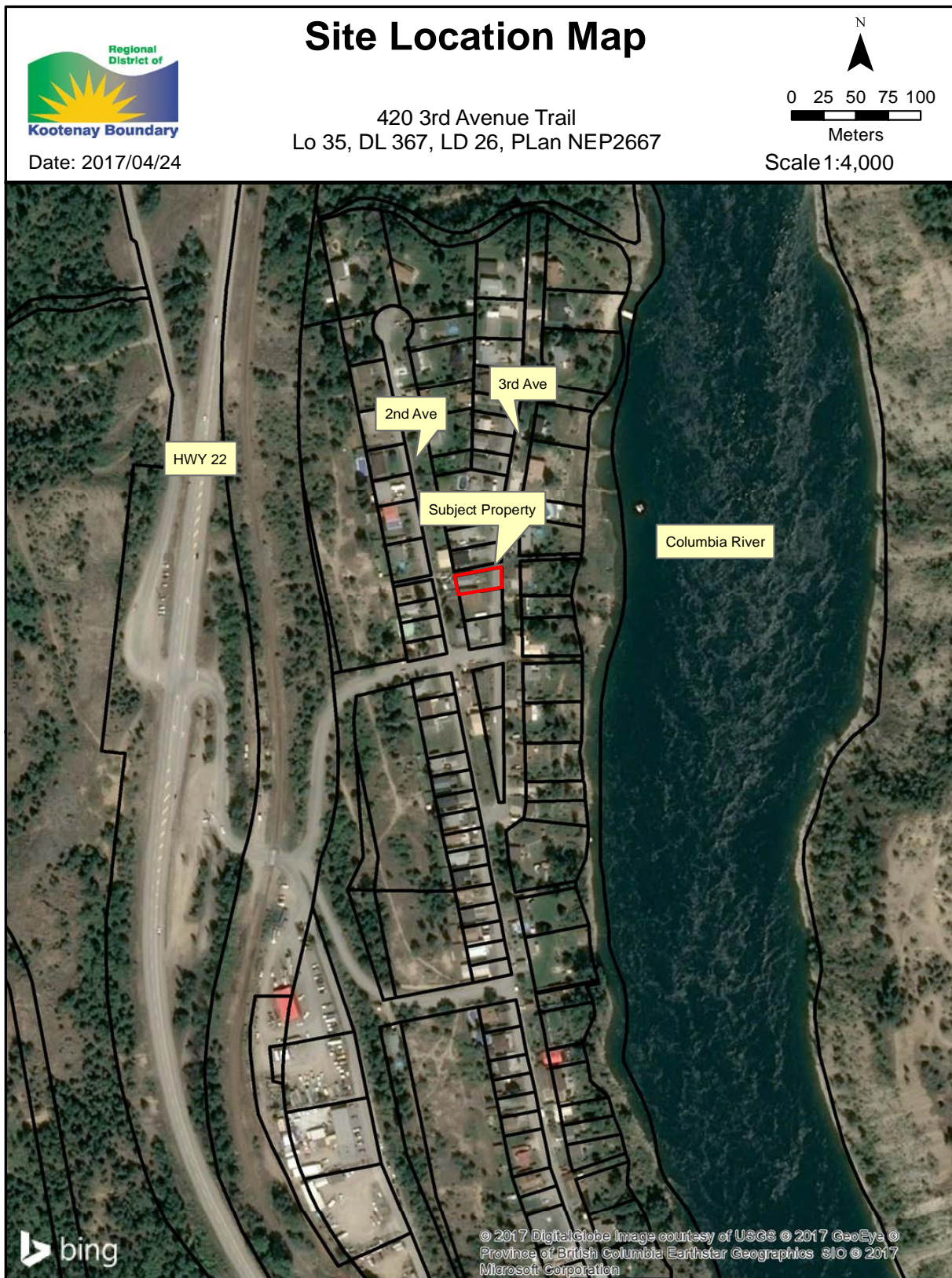
That the application for a Development Variance Permit submitted by Randy DeBiasio to allow for an accessory building rear yard setback variance of 0 metres (from 3 metres to 0 metres) on Lot 35, District Lot 367, Plan NEP2667, KD, *Electoral Area 'B' / Lower Columbia - Old Glory* be presented to the Regional District of Kootenay Boundary Board of Directors for consideration with a recommendation of conditional support, subject to a variance of 1.5 metres to permit a setback of 1.5 metres from the rear yard for an accessory building, and approval from the Ministry of Transportation and Infrastructure.

### **ATTACHMENTS:**

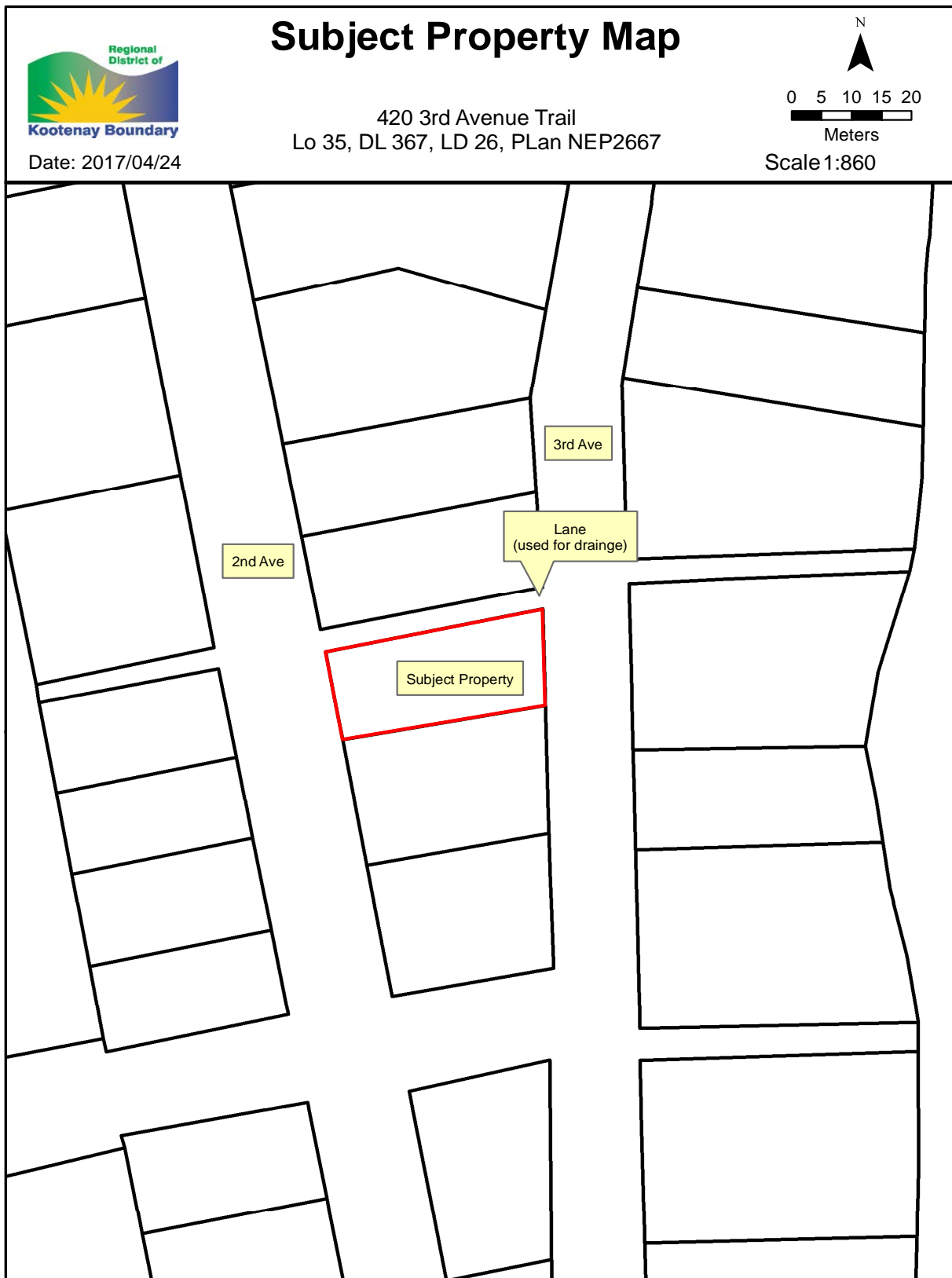
*Site Location Map*

*Subject Property Map*

*Applicant's Submission*



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PAGE ①

The space below is provided to describe the proposed development. Additional pages may be attached.

I AM REQUESTING A VARIANCE TO THE REAR PARCEL LINE SETBACK. I WOULD LIKE A SETBACK VARIANCE OF 0 FROM THE ZONING BYLAW REQUIRING ACCESSORY BUILDINGS TO BE 3 METRES FROM THE REAR PROPERTY LINE.

I WOULD LIKE TO BUILD A GARAGE AT THE BACK OF MY PROPERTY. THIS GARAGE WOULD BE 30 FT WIDE BY 20 FEET IN DEPTH. THE GARAGE WOULD GREATLY IMPROVE THE LOOK OF THE PROPERTY. IT WOULD GET RID OF A TEMPORARY GARAGE AND AN EIGHT BY EIGHT SHED. IT WOULD GET MY QUAD AND VEHICLES OUT OF SIGHT. I NEED THE SETBACK CHANGED AS I WOULD NOT HAVE ENOUGH ROOM BETWEEN THE BACK OF MY HOUSE AND THE GARAGE TO MAKE IT FEASIBLE TO BUILD. THERE SHOULD BE NO IMPACT ON NEIGHBOURS ON EITHER SIDE AS I HAVE NO PROBLEM WITH THE PROPER SETBACKS. THEY WOULD SEE A NICE FINISHED BUILDING INSTEAD OF TEMPORARY TARP SHELTERS AND VEHICLES. WITHOUT THE SETBACK VARIANCE THE ~~GARAGE~~ ONLY WAY TO BUILD THE GARAGE WOULD BE TO TEAR OFF MY BACK PORCH AND ATTACH THE GARAGE TO MY HOUSE. THIS WOULD MAKE IT COST PROHIBITIVE AS THIS WOULD DRIVE THE COST OF THE PROPOSED GARAGE FROM \$15000.00 TO OVER \$30,000.00. AND WOULD NOT MAKE THE PROPERTY LOOK AS NICE AS THE PROPOSED STRUCTURE. THE FRONT OF THE PROPOSED BUILDING WOULD STILL BE 4 METRES FROM THE PAVED ROAD ON SECOND AVE. SO IT ~~WOULD~~ WOULD NOT CAUSE ANY PROBLEMS WITH

(OVER) →  
ATTACHED  
PAGE

Page 3 of 4

**APPLICANTS' SUBMISSION**



PAGE (2)

WITH SNOW REMOVAL OR WORK ON WATER, SEWER OR FIRE LINES. THIS GARAGE WOULD ALSO HELP WITH A DRAINAGE PROBLEM I HAVE AT THE BACK OF MY PROPERTY AS THE CEMENT PAD AND BUILDING WOULD DIRECT EXCESS WATER TO THE DRAINAGE DITCH BETWEEN MY PROPERTY AND THE PROPERTY ON THE NORTH SIDE OF MY PROPERTY. THIS IS WHERE THE WATER IS SUPPOSED TO GO. RIGHT NOW AT TIMES OF HIGH FLOW IT RUNS INTO MY BACK YARD AND DRAINS BETWEEN MY PROPERTY AND MY NEIGHBOUR ON THE SOUTH SIDE. THIS HAS CAUSED PROBLEMS FOR ME BECAUSE THE NEIGHBOUR ON THE SOUTH SIDE BUILT THEIR PROPERTY UP. ~~THIS~~ THIS CAUSES A SMALL CREEK TO FORM AGAINST THE SOUTH SIDE OF MY HOUSE AT THE TIMES OF HIGH WATER FLOWS.

THE PROPOSED GARAGE WOULD NOT BLOCK ~~ANYONE'S~~ THE VIEW OF ANY OF THE PROPERTIES AT THE BACK OF MY PROPERTY AS IT WOULD BE CONSIDERABLY LOWER THAN MY EXISTING HOUSE.

AS YOU CAN SEE BY THE ACCOMPANYING PICTURES MANY PROPERTIES ALREADY HAVE SIMILAR VARIANCES.

IF POSSIBLE WOULD LIKE THE REAR SETBACK BE VARIED FROM 2.0M TO 0. COULD SQUEEZE IT IN WITH A 1M SETBACK.

THANK YOU R. De Brasio

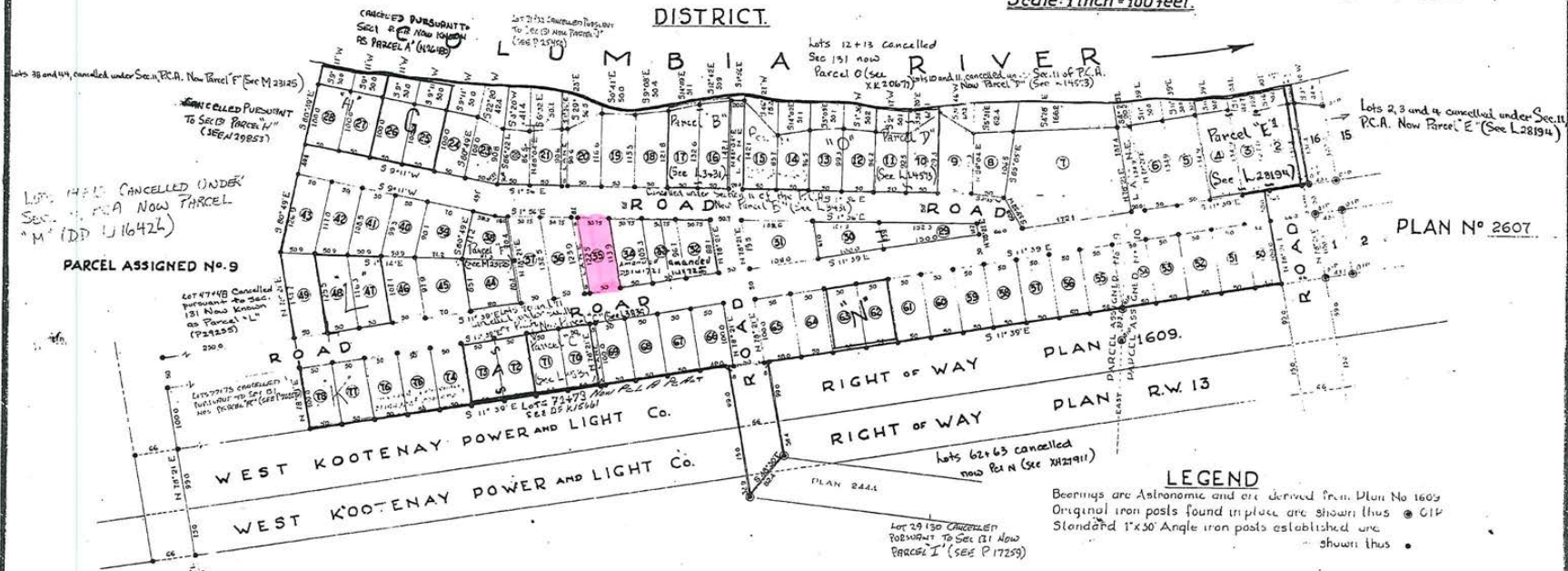
**APPLICANTS' SUBMISSION**



## 1TB/CD/14/04/82

Scale: 1 inch = 100 feet.

Plan No. 2667  
Deposited in the Land Registry  
Office at Nelson, B.C. this 12<sup>th</sup>  
day of March 1954 Deputy  
R.A. McPhail Registrar



1. Boyd C Affleck of Nelson British Columbia Land Surveyor make oath and say that I was present at and did personally superintend the survey represented by this plan and that the plan and survey are correct. The said survey was completed on the 4th day of July 1953

Boyd C. Affleck

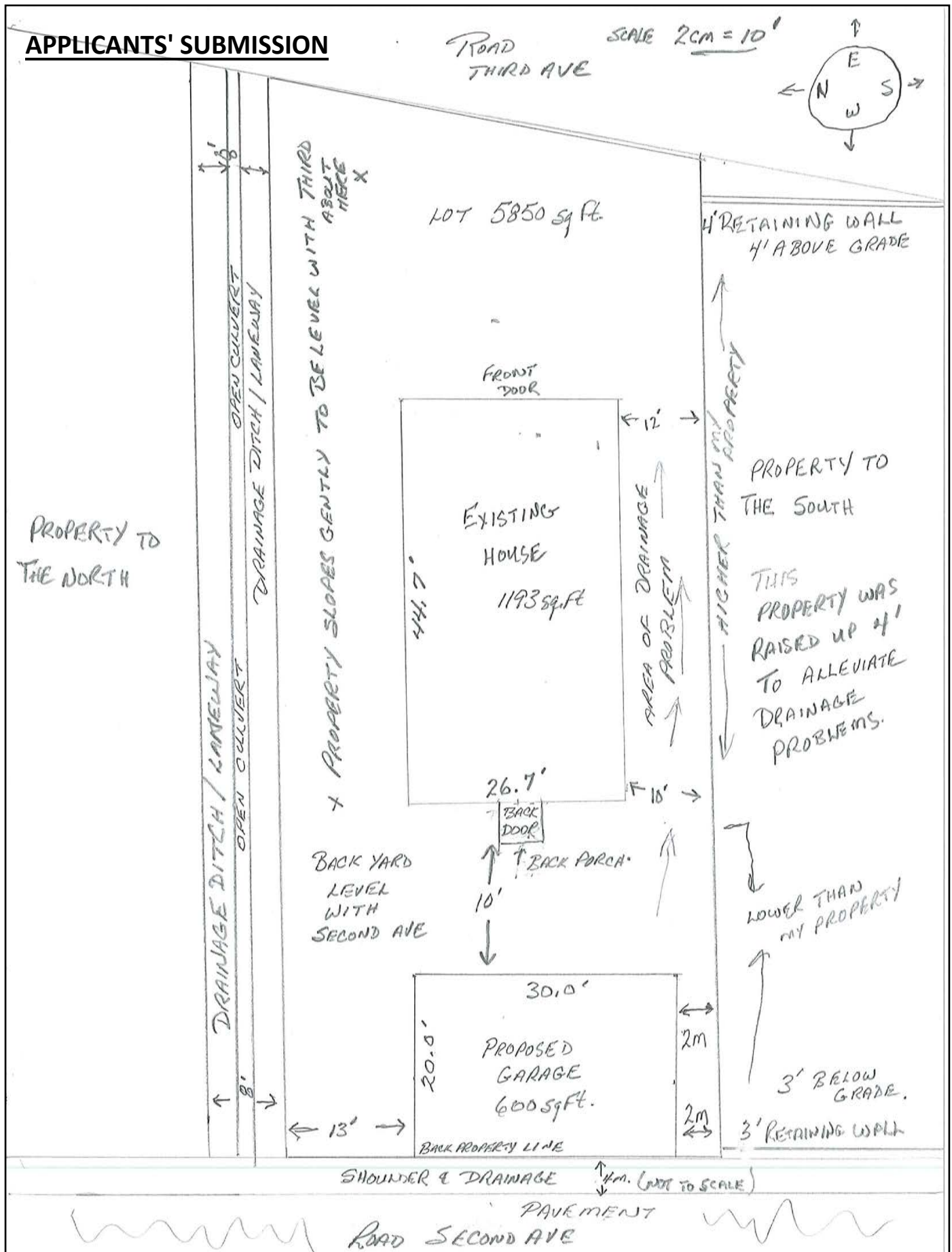
Sworn before me this 5<sup>th</sup> day of August 1953.

A Notary Public in and for British Columbia

Approved under the Land Registry Act  
this 2<sup>ND</sup> day of FEBRUARY ~~1954~~ 1954.  
A. J. Bowring  
Asst. Chief Engineer PWT

Registered Owners: Mildred O. King  
Peter J. Durkin.  
Witness: Sybil K. Sharp

Witness: Sybil K. Sharp

**APPLICANTS' SUBMISSION**



THIS IS THE VIEW OF THE BACK OF MY HOUSE FROM SECOND AVE. THE PROPOSED GARAGE ~~REMOVED~~ WOULD GET RID OF MY TEMPORARY GARAGE AND MY QUAD AND VEHICLE WOULD BE STORED OUT OF SIGHT IN GARAGE.



**APPLICANTS' SUBMISSION**



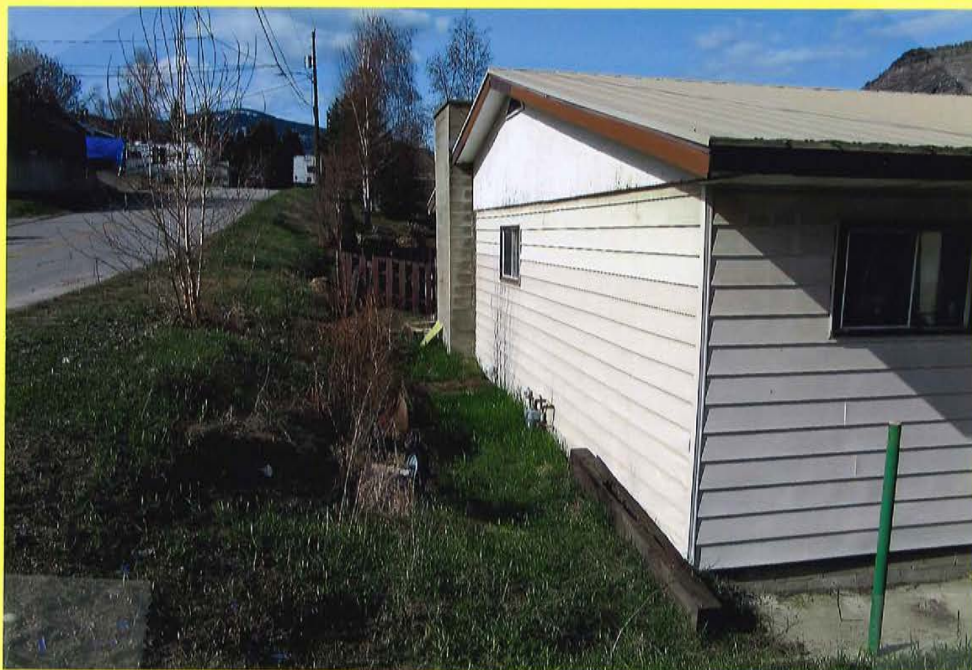
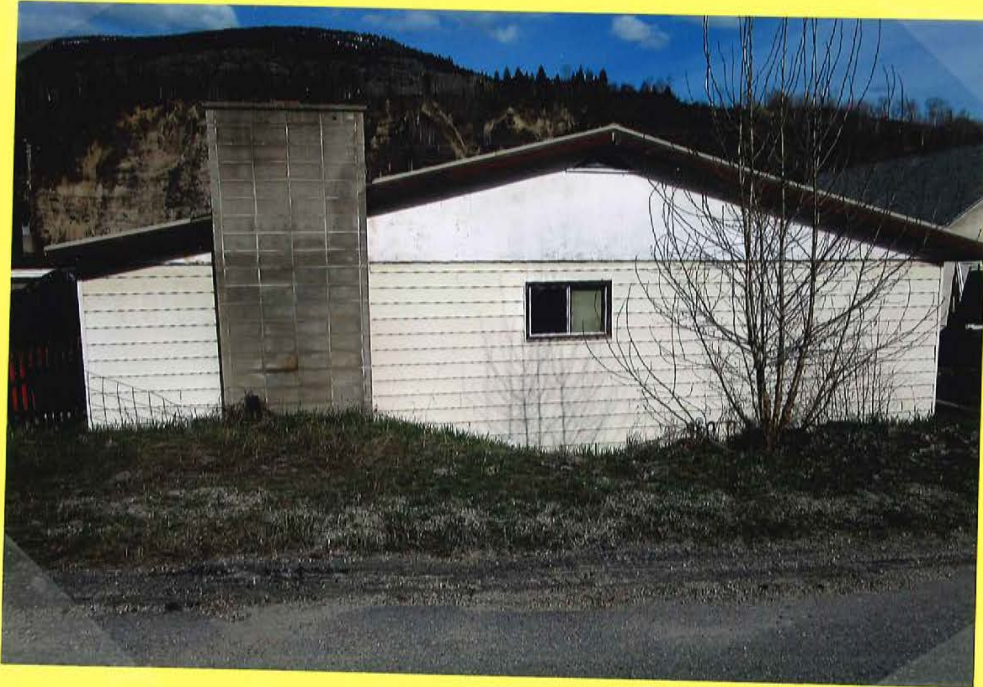
THIS IS THE BACK VIEW OF MY PROPERTY, THE SAW  
HORSE IS WHERE THE FRONT OF THE GARAGE WILL  
BE SITUATED. THE SOUTH SIDE OF THE GARAGE  
WILL BE SITUATED 2 METRES FROM MY NEIGHBOR  
FENCE ON THE SOUTH SIDE OF PROPERTY (BOTTOM PICTURE)



APPLICANTS' SUBMISSION



THIS IS THE VIEW OF THE BACK OF MY NEIGHBORS HOUSE TAKEN FROM SECOND AVE. THIS IS THE HOUSE ON THE NORTH SIDE. THE HOUSE IS LESS THAN 9 FT. FROM THE PROPERTY LINE FACING SECOND AVE.



**APPLICANTS' SUBMISSION**



THIS IS THE VIEW FROM THE FRONT OF WHERE MY GARAGE WOULD BE LOOKING WEST ACROSS SECOND AVE. TO THE EMPTY LOT BEHIND MY HOUSE. ALSO SHOWS THE NEIGHBORS HOUSE ON THE WEST SIDE OF SECOND AVE, WHICH IS ON THE SOUTH SIDE OF THE EMPTY LOT.



APPLICANTS' SUBMISSION



THIS IS THE VIEW FROM MY BACKYARD LOOKING ACROSS SECOND AVE. TOWARDS THE HOUSE ON THE NORTH SIDE OF THE EMPTY LOT ACROSS FROM THE BACK OF MY HOUSE. THIS PROPERTY IS A WIDE (DOUBLE LOT). THE HOUSE IS ON TOP OF THE HILL ON THE NORTH SIDE OF THE LOT. THE HALF OF THE LOT FACING THE BACK OF MY PROPERTY HAS NO VIEW OF MY BACK YARD AS IT IS TOTALLY FENCED WITH A HIGH FENCE. THE LANEWAY (DRAIN CULVERT) IS USED BY THIS NEIGHBOR TO CUT FIREWOOD.



**APPLICANTS' SUBMISSION**



THIS IS THE VIEW OF THE NEIGHBOR 4 DOORS TO THE SOUTH. THIS HOUSE HAS FRONTAGE ON FIRST AVE, AND HAS THIRD AVE AND SECOND AVE, AS THE SIDES. THIS IS THE VIEW OF HIS GARAGE AND CARPORT LOOKING EAST ACROSS SECOND AVE. THE BUILDINGS ARE RIGHT TO THE PROPERTY LINE,



**APPLICANTS' SUBMISSION**



THESE ARE TWO OTHER HOUSE SOUTH OF MINE THAT HAVE THE FRONT OF THE HOUSE ~~ON~~ FACING THIRD AVE. WITH THE BACK FACING SECOND AVE. BOTH ARE BUILT QUITE CLOSE TO THE PROPERTY LINE ON SECOND AVE. THE BOTTOM HOUSE HAS ACCESS FROM SECOND & THIRD AVES. LIKE MINE DOES



**APPLICANTS' SUBMISSION**



THIS IS A HOUSE ON THE EAST SIDE OF  
THIRD AVE. THAT IS BUILT WITHIN A FEW  
FEET OF THE FRONT PROPERTY LINE.



**APPLICANTS' SUBMISSION**

THESE ARE HOUSES FRONTING SECOND AVE TO THE SOUTH OF MY PROPERTY THAT HAVE BEEN ALLOWED TO BUILD ON OR CLOSE TO FRONT PROPERTY LINES WITH GARAGES.



**APPLICANTS' SUBMISSION**



MORE HOUSES FRONTING SECOND THAT HAVE GARAGES  
ON OR CLOSE TO FRONT PROPERTY LINES



APPLICANTS' SUBMISSION



THESE TWO GARAGES ARE ON THIRD AVE ON THE EAST SIDE OF THE ROAD. THEY ARE BUILT ON THE FRONT PROPERTY LINE.



**APPLICANTS' SUBMISSION**



THESE TWO GARAGES ON SECOND AND THIRD AVE  
ARE ALSO CLOSE TO OR ON PROPERTY LINES.  
TOP PICTURE GARAGE IS THE FRONT.  
BOTTOM PICTURE IS BACK OF PROPERTY



**APPLICANTS' SUBMISSION**

ANOTHER EXAMPLE OF A RIVERVALE  
PROPERTY WITH A "TALL" CARPORT BUILT  
CLOSE TO A FRONT PROPERTY LINE.



**APPLICANTS' SUBMISSION**



ITEM ATTACHMENT # 6.K)



### Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Westbridge Recreation Society		
Address	PO box 95, 2935 Hwy 33 Westbridge		
Phone No.	2504462988	Fax No.	N/A
Email Address	jjsarsons@gmail.com		

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

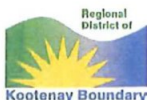
Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
Westbridge Recreation Society	Lot "A", District Lot 2515, Similkameen Div., Yale Dist., Plan 20920

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



## ITEM ATTACHMENT # 6.K)



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:

Investment in Recreation infrastructure:

The goal of this project is to strengthen community through investment to a long term community asset.

The Westbridge Recreation society is undertaking the replacement of their community hall's kitchen. This project will be completed over the summer of 2017.

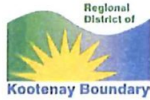
There are separate funds available for new appliances.

We have already received \$24,900 towards the project from The New Horizons for Seniors.

In Kind work for plumbing will be completed by volunteers.

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

## ITEM ATTACHMENT # 6.K)



## 1.1 Project Impact:

The mandate of the Westbridge Recreation Society is to promote recreation for local community members. Currently the hall is used by local community members for a variety of recreation activities including cribbage, floor curling and other activities. It is also used by community groups for church gatherings, quilt shows, seniors events and other activities hosted by the Women's Institute. There are a number of annual functions for children and families including Christmas and Easter celebrations. The hall is also used in other community development activities including the regional district.

The hall is the only community building in Westbridge and has been a cornerstone of the community for decades.

A recent wildfire has raised a new awareness about the need for such community assets and the Westbridge Recreation Society has undertaken many projects to maintain the hall to serve the communities recreation needs as well as to serve as a possible emergency response center.

A functional kitchen is essential to meet food safety requirements for the many activities where food is prepared and served.

This capital investment will help to ensure the sustainability of an important community gathering place and ensure the continued use for recreational and social functions, which in turn helps build capacity.

## Impact:

1. Meet food safety requirements
2. Support community and recreational events where food is prepared and served. This includes community gatherings, group functions and festivities for local families and community members.
3. Improvement and sustainability of a long term community asset.

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1.2 Project Outcomes:

1. Food safe, functional Kitchen.
2. Sustainable community resource, capable of growth.

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## 1.3 Project Team and Qualifications:

Jeff Sarsons, WRS president  
 Lynne McKilican, Director  
 Celia Evanson, Volunteer  
 July Letendre, Volunteer  
 Jill Chapin, Director Treasurer

## Management Framework:

The Kitchen replacement committee is comprised of 6 members, some of whom are directors. Lynne McKilican is the chair of this committee. This group will oversee the project and manage the funds. Lynne McKilican will be involved with day to day project oversight. Reporting will occur at the societies meetings throughout the project.

## 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 (\$)
Flooring	Rudy's Flooring	6236.16
Cabinets and counters	Century Lane	18837.26
Contractor	Robert Malina	16758.00
Electrician	Local Contractor	2394.00
Kitchen sinks and faucet	Home Depot	1029.43
Mop service and faucet	Amazon	344.56
	Subtotal	45,599.41
	New Horizons Seniors grant	<24,900.00>
	We do not have a GST# and will be paying the GST	
	Total	\$20,699.41

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## ITEM ATTACHMENT # 6.K)

## Additional Budget Information

New Horizons for Seniors Grant received \$24,900  
No GST number, we will be paying the GST

## 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
	Jeff Sarsons	08/05/2017

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## ITEM ATTACHMENT # 6.K)

**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

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ITEM ATTACHMENT # 6.K)

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

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## ITEM ATTACHMENT # 6.K)

4/25/2017 Place Your Order - Amazon.ca Checkout

amazon.ca

TELEPHONE ADDRESS ITEMS SHOP CART PAY PLACE ORDER

### Review your order

By placing your order, you agree to Amazon.ca's [privacy notice](#) and [conditions of use](#).

**Shipping address** [Change](#)

Lynne McKillican  
Box 29, 3601 Highway 33  
Westbridge, British Columbia  
V0H 2B0  
Canada  
Phone: 250-446-2616  
[Ship to multiple addresses](#)

**Payment method** [Change](#)

ending in 0710

**Billing address** [Change](#)

Same as shipping address

**Gift cards & promotional codes**

Enter Code

**Order Summary**

Items (2):	CDN\$ 291.79
Shipping & Handling:	CDN\$ 24.13
Total before tax:	CDN\$ 315.92
Estimated GST/HST:	CDN\$ 15.80
Estimated PST/ST/QST:	CDN\$ 12.84
<b>Order Total:</b>	<b>CDN\$ 344.56</b>

[How are shipping costs calculated?](#)

**Items shipped from UrbanInspirations**  
**Estimated delivery: May 1 2017 - May 12 2017**

Mustee 65.403 Mop Service Basin  
Bumper Guard, White by Mustee  
**CDN\$ 126.57**  
*Usually ships within 2 to 3 days.*  
Quantity: 1 [Change](#)  
Sold by: UrbanInspirations  
Gift options not available.

**Choose a delivery option:**

☒ Standard Shipping — get it May 1-12

**Items shipped from Amazon.ca**  
**Estimated delivery: April 28 2017 - May 1 2017**

Chicago Faucets 697-RCF Wall  
Mount Adjustable Center Service  
Sink Faucet (Rough Chrome)  
**CDN\$ 166.22**  
*Only 4 left in stock (more on the way).*  
Quantity: 1 [Change](#)  
Sold by: Amazon.com.ca, Inc.  
[Add gift options](#)

**Choose a delivery option:**

☐ FREE Shipping (averages 4-8 business days)

☐ Standard Shipping (averages 3-5 business days)

☒ Express Shipping (averages 2-4 business days)

Do you need help? [Explore our help pages](#) or [contact us](#)

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<https://www.amazon.ca/gp/buy/spc/handlers/display.html?hasWorkingJavascript=1> 1/1



ITEM ATTACHMENT # 6.K)



# Century Lane Kitchens Inc.

800 MCCURDY ROAD, KELOWNA, BC - V1X2P7  
 Telephone: (250) 765-2366 Fax: (250) 765-8466

## QUOTATION & CONTRACT

Quote #: 26332.1.1

Page: 1

To: MCKILLICAN, LYNN

WESTBRIDGE, BC

Original Quote Date  
 07-04-2017 :dd-mm-yyyy

Job Name:

Job Location: WESTBRIDGE, BC

Legal:

Sales Person: WERNER, DURWIN

Date: 02-05-2017 08:06:25  
 dd-mm-yyyy Time

We hereby submit our quotation for the above project as per specifications below, and as per attached layouts which are an integral part of this quotation and contract.

ACC Cabinets	Cabinet Colour	Countertops	Counter Patterns	Handle	Handle Dwr	Drawers
11 CANCUN		COVE		H		INO-WHT-FESC-GAL

NOTE: There may be an extra charge for non stocking countertops and special textures.

Installation Incl = Yes

Delivery Incl = Yes

GST INCLUDED

THIS QUOTATION is to supply the materials listed above and on other detail sheets for a total price..

Pre-Tax 17940.25

**\*\* \$18,837 DOLLARS \*\* 26 cents \*\* \$18,837.26**

GST 897.01

TOTAL 18837.26

Payment terms: 50% Deposit, balance one week before pickup/delivery.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications and the attached layout sheets involving extra costs will be executed only upon written orders, and will become an extra charge over and above the quotation. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, theft, windstorm, and other necessary insur- ances. Our workers are fully covered by workers compensation insurance.

INITIALS  
 L.

NOTE: This Quotation is valid for 5 days.

PRICES ARE VALID FOR 30 DAYS FROM ORIGINAL QUOTE..

Authorized Sales..

Approved:

ACCEPTANCE OF QUOTATION: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer(s) Signature..

Signature:

Date of Acceptance.... MAY 2ND 2017

CUSTOMER: Please sign the layout sheets.

## ITEM ATTACHMENT # 6.K)

FROM: Robert Malina  
P.O Box 45  
Rock Creek, BC  
Tel: 250-446-2617

TO: Westbridge Hall  
2935 HWY 33  
Westbridge, BC

April 21st, 2017

RE: E S T I M A T E

Dear Sir/ Madam,

We are pleased to offer our estimate budget for kitchen renovation in Westbridge Hall as we discussed on site recently.

SCOPE OF WORK:

- removing existing kitchen cabinets and countertops
- removing existing dividing wall between kitchen and storage
- removing rest of paneling in kitchen's common area
- plumbing for second sink
- ducting for two new hood fans
- new drywall over existing ceiling and on walls
- hanging new doors (doors not included)
- priming, painting: - 2 finish coats
- new trims around doors and windows ( 1"x4") and baseboards (1"x6") and painting
- hook up two new hood fans

ITEM ATTACHMENT # 6.K)

- backsplash subway with tiles 3"x6" on wall with the sinks

Total price is \$ 15,960;- CAD, plus GST. Including the price is labor, rubbish removal, 2 hood fans, drywall materials and supplies, trims, baseboards and paint.

If you have any questions, please contact me at 250-446-2617.

Best Regards,



Robert Malina

Page 129 of 144

Page 130 of 144

ITEM ATTACHMENT # 6.K)

4/25/2017

Checkout: Add Address | The Home Depot Canada

Optional

Home

Add additional phone numbers (optional)

Confirm Email Address


lynemckillican@gmail.com

☐ Preferred Shipping Address

☐ Billing and shipping address are the same


Next

SKU #1000693155

  
**KOHLER**  
Model K-15176-P-CP  
Coralais Single-Control  
Kitchen Sink Faucet In  
Polished Chrome  
SKU #1000692624

\$205.00  
Qty: 1  
**Subtotal**  
**\$205.00**

SKU #1000774197

  
**Wessan**  
Model WESP702  
Single Bowl Hospitality/Bar -  
15 Inch x 15 Inch x 6.125  
deep  
SKU #1000774197

\$195.00  
Qty: 1  
**Subtotal**  
**\$195.00**

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2/2



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### LEASE AGREEMENT FOR SKATE PARK

THIS INDENTURE made the \_\_\_\_ day of \_\_\_\_\_, 2017.

BETWEEN: Village of Montrose  
565 11th Ave.  
Box 510  
Montrose, B.C. V0G 1P0

(hereinafter referenced as the "Lessor")

OF THE FIRST PART

AND: The Regional District of Kootenay Boundary  
202 - 843 Rossland Ave.  
Trail, BC V1R 4S8

(hereinafter referenced as the "Lessee")

OF THE SECOND PART

For the purposes of this agreement:

VILLAGE means the Village of Montrose;

RDKB means the Regional District of Kootenay Boundary;

SKATEPARK LANDS means that parcel of land upon which is constructed the skatepark;

LEASE PERIOD means a twenty (20) year term from January 1, 2017 to December 31, 2036;

WHEREAS the Village is the owner of those lands and premises in the Village of Montrose, more particularly known and described as Lot B, Land District 26, Township 7A, Section 32, Plan NE73949 which lands and premises are used as a skatepark;

AND WHEREAS The RDKB desires to operate and maintain the existing skateboarding park located on the Skatepark Lands;



AND WHEREAS the Village and the RDKB have agreed to grant and take respectively a lease portion of said Skatepark Lands, the details of which are hereinunder set forth;

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the mutual covenants hereinafter contained the parties hereto covenant and agree with each other as follows:

1. The Lessor hereby demises and leases to the Lessee that portion of the said Skatepark Lands, approximately 1.08 acres of property, within the Village of Montrose, identified in the attached sketch plan being Schedule "A" (herein referred to as the "Premises").
2. The term of this lease shall be for twenty (20) years, commencing on January 1, 2017 and terminating on December 31, 2036.
3. The "Leased Improvements" shall include a concrete slab over a portion of the Premises, a fence around it, and any ramps or fixtures installed as part of the park.
4. The Lessee shall have the right to erect signs upon the Premises, provided that said signs are approved by Lessor in writing.
5. The Lessee covenants and agrees with the Village as follows:
  - 5.1 To pay rent of one dollar (\$1.00) for the term of the Lease Period, due and payable upon the execution of this Lease.
  - 5.2 The Lessee shall use and occupy the Premises for operation of a skateboard park. The Lessee agrees to provide general oversight for the skatepark operations to regulate any illegal activity or any activity constituting a nuisance.
  - 5.3 The Lessee covenants and agrees that the Lease shall immediately terminate if the Premises are no longer being used as a skateboard park open to the general public. The Lessee will surrender and deliver up the Premises, together with the appurtenances thereunto belonging to the said Lessor, its successors or assigns, peaceably and quietly upon the termination of the Lease, or at the expiration of the said term of time in good condition, injury or destruction by fire and natural wear and decay excepted.

- 5.4 Lessee covenants and agrees that it will not do or suffer any waste in said Premises.
- 5.5 The Lessee shall keep the Premises in a good state of repair, shall maintain the landscape in a neat and clean condition, and shall not make any other improvements to the Premises without the written consent of Lessor. Any improvements or alterations so made shall at the discretion of the Lessor, either become the property of the Lessor at the termination of the Lease, or the Lessee shall, at its expense, remove the improvements and restore the Premises in as near to its condition at the commencement of the lease as is reasonably possible.
- 5.6 The Lessee will indemnify, defend and hold harmless the Lessor, its officers, agents and employees from any claim and demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner, where said damages or injury arises from the Lessee's operation of the skatepark facility. The Lessee shall have no obligation to defend, indemnify, or hold harmless the Lessor from any damages or injuries arising from the sole negligence of the Lessor's agents or employees.
- 5.7 The Lessee shall, at its own expense, maintain a policy of public liability and property damage insurance acceptable to the Village providing coverage in respect of any one accident to a limit of at least \$5,000,000.00 covering the Premises. Such policy will name the Village as an additional insured thereunder and will protect the Village against all claims for all damage or injury including death to any person or persons and for damages to any property of the Village resulting from or arising out of any act or omission on the part of the Lessee, or its servants or agents. The Lessee shall furnish to the Lessor a certificate of insurance within thirty (30) days of occupancy, and shall forward a certified copy of the policy to the Village at the beginning of each year of the Lease Period.
- 5.8 The liability insurance policy referred to in section 5.7 above is subject to review after a period of ten (10 years) from the commencement of the Lease. In the event the Village determines, in its sole discretion, acting reasonably, that the existing policy is insufficient to cover potential liability, coverage shall be increased as necessary and under the same terms as existing section 5.7 to address additional liability.

6. The Village covenants with the Lessee that the Lessee, making the lease payments hereby reserved and performing the covenants hereinbefore on the Lessee's part contained, shall and may peaceably possess and enjoy the Premises for the term granted, without any interruption or disturbance from the Village.
7. Provided always and it is hereby agreed between the parties as follows:
  - 7.1 The Lessee retains the right during the Lease Period to cancel and terminate the Lease by giving six (6) months written notice.
  - 7.2 The Lessor may not terminate this Lease except for due cause and then only by giving the Lessee 180 days written notice in the manner provided for notices hereunder, of the nature of such cause and thereupon the expiration of such period of notification (provided the Lessee is unable to rectify such cause) this Lease shall be determined and ended and the Lessee shall thereupon and also in the event of the determination of the Lease in any manner if required by the Village, forthwith remove from the Premises all supplies, articles, materials, effects, fixtures, and things at any time brought or placed thereupon by the Lessee.
  - 7.3 The Lessee may not assign this lease or sublet the whole or a portion of the Premises to any individual or business without the written consent of the Lessor, which may be withheld in the Lessor's sole discretion. Any assignment or sublease which may be so approved shall in no way affect or diminish the obligations of the Lessee under this lease unless the Lessor consents, in writing, to release the Lessee from said obligations.
  - 7.4 If the Lessee holds over or remains in possession or occupancy of the Premises after the expiration of the term of this lease or after any sooner termination thereof, without any written lease of the Premises being actually made and entered into between Lessor and Lessee, such holding over or continued possession or occupancy shall not be deemed or held to operate as any renewal or extension of this lease, and shall only create a tenancy at will, upon the same terms as are herein set out. It being expressly agreed that the acceptance of any rent, or any implied condition, or any implication of law, shall in no way renew this Lease or create any other tenancy than a tenancy at will.
8. It is hereby declared and agreed that all covenants, conditions, provisos and agreements hereinbefore contained shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns and



that words imparting singular and masculine shall be construed as including the plural, feminine or neuter and to corporations, associations, partnerships or individuals where the context requires.

9. The Village shall not be required to perform any covenant or obligation in this Lease, or be liable in damages to the Lessee, in the event that the Premises becomes unsuitable for use as a skatepark due to an act of God, force majeure, changes in provincial or federal legislation, or as a result of the acts or omissions of the Lessee.
10. Any notice herein provided for or given hereunder if given to the Village shall be sufficiently given to the Village of Montrose at their office location (565 – 11<sup>th</sup> Avenue, Montrose, BC), during normal working hours. Any notice herein provided for or given hereunder if give to the Lessee, shall be sufficiently given at the premises of the Lessee at the address of the Lessee as shown herein. Any party may at any time give notice in writing to the others of any change of address of the party giving such notice and from and after such notice, the address therein specified shall be deemed to be the address of such party for the giving of notices. The word Notice in this paragraph shall be deemed to include any request, demand, direction or statement in writing in this Lease provided or permitted to be given by the Village to the Lessee or by the Lessee to the Village.
11. If the term hereby granted shall be at any time seized or taken in execution or in attachment by any creditor of the Lessee or if the Lessee shall make any assignment for the benefit of creditors, or becoming bankrupt or insolvent, shall take the benefit any Act that may be in force for bankrupt or insolvent debtors, then in any such case, the said term shall, at the option of the Village, immediately become forfeited and void and the then current month's lease payment and the lease payment for the three months next following shall immediately become due and payable as liquidated damages and in such case, it shall be lawful for the Village at any time to enter into an upon the Premises, or any part thereof, in the name of the whole, to re-enter and the same to have again, repossess and enjoy as of its former state, anything herein contained to the contrary notwithstanding.
12. This agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.
13. Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in writing signed by each party

- 14. This Lease shall be construed in accordance with and governed by the Statutes of the Province of British Columbia and any amendments thereto.
- 15. In the event of any dispute arising in the interpretation or application of this Lease, the parties hereto agree to arbitration by a single arbitrator acceptable to both parties under the Commercial Arbitration Act.
- 16. Time shall be of the essence hereof.

IN WITNESS WHEREOF the Village has duly executed this Agreement as of the \_\_\_\_\_, 2017.

VILLAGE OF MONTROSE

by its authorized signatories:

\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF the RDKB has duly executed this Agreement as of the \_\_\_\_\_, 2017.

THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

by its authorized signatories:

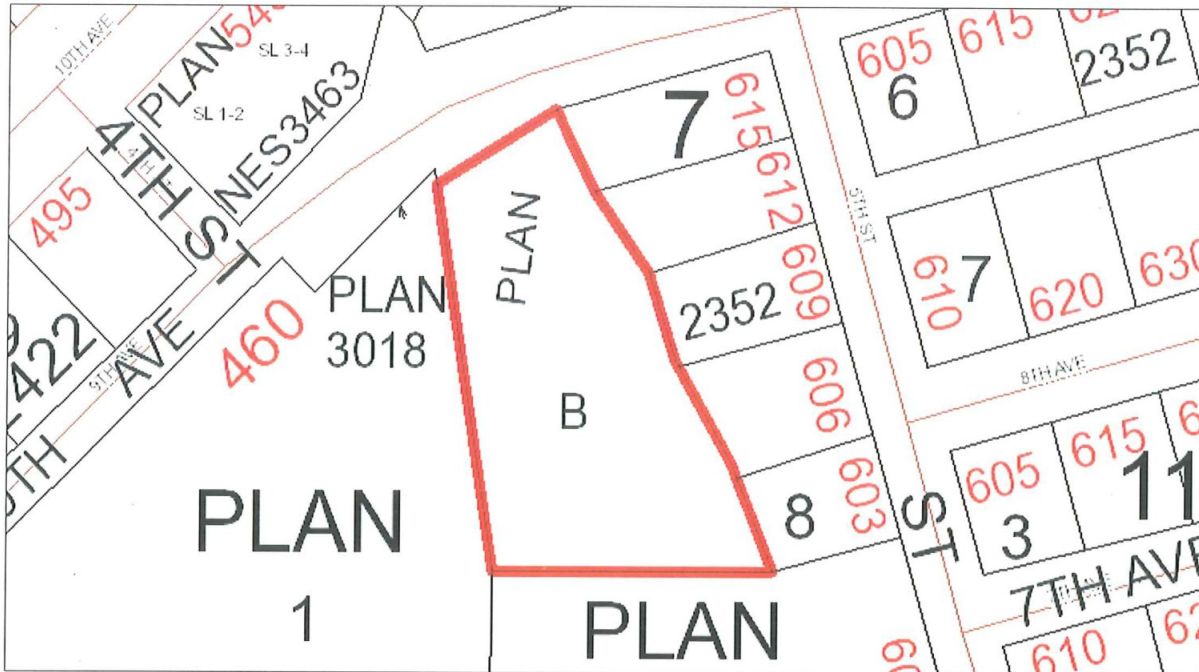
\_\_\_\_\_  
\_\_\_\_\_



# Owner Report

Wednesday, April 12, 2017

*Schedule A  
Skateboard Park (Montrose)*



Scale 1: 1,205

## Legal Informations

Plan: NEP73949	Section: 32	Jurs: 548	Lot Area: 1.08
Block:	Township: 7A	Roll: 169200	Area Unit: acr
Lot: B	Land District: 26	PID: 025-726-145	Width (ft): 0
District Lot:	Electoral Area:		Depth (ft): 0
Street: NINTH AVE			
Description:			

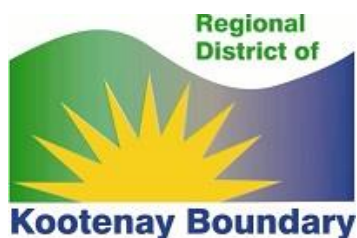
## Owner Information:

MONTROSE (VILLAGE)

PO BOX 510  
MONTROSE BC  
V0G1P0

**CONFIDENTIAL** This report and map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified. This ownership information should be used for internal government use only and is to be kept confidential.

Page 1 of 1



## STAFF REPORT

**Date:** 05 May 2017

**File**

Staff Report - BRD-  
Beaver Valley  
Skatepark Agreement

**To:** **RDKB Board of Directors**

**From:** Mark Daines - Manager of Facilities  
and Recreation

**Re:** Staff Report - BRD- Beaver Valley  
Skatepark Agreement

### Issue Introduction

A staff report from Mark Daines, Manager of Facilities and Recreation regarding an agreement with the Village of Montrose and the Beaver Valley Recreation Committee for purpose of operating the Beaver Valley Skatepark.

### History/Background Factors

In 2016 the Beaver Valley Recreation Committee proposed to the Village of Montrose to enter in to a Lease Agreement whereby Beaver Valley Recreation would take over the responsibility of the Montrose Skatepark once the capital was invested to make improvements to the park.

The Lease Agreement has been vetted through the RDKB's legal department and signed off by the Village of Montrose.

### Implications

Beaver Valley Recreation and the RDKB would be adding another service to it's portfolio. This service would assume repairs, maintenance, capital improvements and liability.

### Advancement of Strategic Planning Goals

That by approving the Lease Agreement ensures that we are responsible and proactive in funding our services and that plans are developed to address aging infrastructure in our services to ensure sustainable services.

**Background Information Provided**

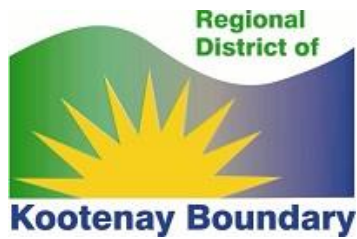
See attached Lease Agreement.

**Alternatives**

None

**Recommendation(s)**



**STAFF REPORT**

**Date:** 16 May 2017 **File**  
**To:** **Chair McGregor and Board of Directors**  
**From:** Mark Andison, General Manager,  
 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:

**1268 Timberwolf Trail, Bridesville, B.C.**

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

**Parcel Identifier: 028-874-609**

**Lot A, Section 9, Township 66, SDYD, Plan EPP20880**

**Owner: Rock Creek Equity Inc.**

**History/Background Factors**

The owner, Rock Creek Equity Inc., has constructed an accessory building on the above referenced property for which no inspections have been conducted.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner

12.1 - Every owner shall:

h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

**Implications**

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

- History/Background Factors;
- Registered letter dated April 10, 2017;
- Letter dated November 24, 2016;
- Letter dated October 20, 2016;
- Building Permit 14-0271E.

**Alternatives**

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Rock Creek Equity Inc., to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, Section 9, Township 66, Similkameen Division Yale District, Plan EPP20880.

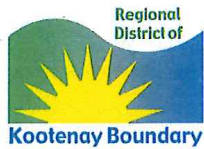
**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>May 16, 2017</b>	<b>File:</b>	
<b>To:</b>	<b>Chair McGregor and Board of Directors</b>		
<b>From:</b>	<b>Mark Andison, General Manager, Operations / Deputy CAO</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>1268 TIMBERWOLF TRAIL, BRIDESVILLE, B.C.</b> <b>ELECTORAL AREA 'E' / WEST BOUNDARY</b> <b>PARCEL IDENTIFIER: 028-874-609</b> <b>LOT A, SECTION 9, TOWNSHIP 66, SDYD, PLAN EPP20880</b> <b>OWNER: ROCK CREEK EQUITY INC.</b>		

**History/Background Factors**

The owner, Rock Creek Equity Inc., has constructed an accessory building on the above referenced property for which no inspections have been conducted.

Aug. 12, 2014	Application and documentation received to construct an accessory building;
Aug. 25, 2014	Building permit 14-0271E issued to construct an accessory building;
Oct. 30, 2014	Field review received from Ecora Engineering Ltd.;
Aug. 22, 2016	Site inspection conducted noting the building is completed;
Oct. 20, 2016	Letter to owner requesting a response by November 21, 2016;
Nov. 24, 2016	Letter to owner requesting a response by January 4, 2017;
April 10, 2017	<b>Registered letter</b> to owner;
April 26, 2017	Canada Post confirmation that the letter was unclaimed;
May 16, 2017	To date, we have had no contact from the owner.



April 10, 2017

**REGISTERED LETTER**

Rock Creek Equity  
320-1100 Melville Street  
Vancouver, B.C.  
V6E 4A6

**RE: Building Permit # 14-0271E-Accessory Building  
Lot A, Section 9, Township 66, SDYD, Plan EPP20880– Electoral Area E  
1268 Timberwolf Trail, Bridesville, B.C.**

This letter is a follow up to our letters of October 20, 2016 and November 24, 2016, requesting that an inspection scheduled for the above noted property to update or close the file.

To date, no inspection has been scheduled through with this office.

We will now be recommending to the RDKB 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 noted property and does not limit further action being taken.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw and under the Local Government Act to enforce compliance with regulations.

Yours truly,

Robert Silva, RBO  
Building & Plumbing Official

RS/ss

cc: Mark Andison, MCIP, RPP, General Manager/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





November 24, 2016

Rock Creek Equity Inc., BC0951793  
 320 – 1100 Melville St.  
 Vancouver, B.C.  
 V6E 4A6

**RE: Inspection for Building Permit 14-0271E – Construct Accessory Building  
 1268 Timberwolf Trail, Electoral Area 'E'/West Boundary  
 Plan EPP20880, Lot A**

As mentioned in our letter dated October 20, 2016 an inspection has not been carried out on your file since the permit was issued on August 26, 2014.

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.

Please contact our Building Department at 442-2708 by January 4, 2017 and make arrangements to update or close your file. Failing to respond may result in legal action. Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "R. Silva".

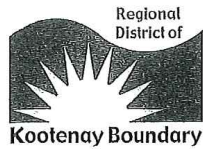
Robert Silva, RBO  
 Building & Plumbing Official

RS:ss

COPY

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
 email: building-gf@rdkb.com • web: www.rdkb.com





October 20, 2016

Rock Creek Equity Inc., BC0951793  
 320 – 1100 Melville St.  
 Vancouver, B.C.  
 V6E 4A6

**RE: Inspection for Building Permit 14-0271E – Construct Accessory Building**  
**1268 Timerwold Trail, Electoral Area 'E'/West Boundary**  
**Plan EPP20880, Lot A**

A recent review was carried out on your building permit file, which indicates that an inspection has not been carried out since issuing the permit on August 26, 2014.

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.

Please contact our Building Department at 442-2708 by **November 21, 2016** and make arrangements to update or close your file. Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "R. Silva".

Robert Silva, RBO  
 Building & Plumbing Official

RS:rt

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-gt@rdkb.com • web: www.rdkb.com





No. 14-0271E

INSPECTION CALLS: (250) 442-2708 or 1-877-520-7352

DATE PERMIT  
GRANTED: Aug 25, 14**Regional District of Kootenay Boundary**BUILDING INSPECTION DEPT.  
2140 Central Ave., Box 1985, Grand Forks, B.C. V0H 1H0PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

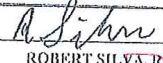
ROCK CREEK EQUITY		ADDRESS: ROCK CREEK, B.C.		TELEPHONE:	
A PERMIT TO: CONSTRUCT ACCESSORY BUILDING					
AT: 1268		TIMBERWOLF TRAIL		FOLIO: 713 07980.500	
LOT: A	BLOCK:	RANGE:	D.L.	PLAN: EPP20880	L.D.
OWNER: ROCK CREEK EQUITY		ADDRESS:		TELEPHONE:	
CONTRACTOR: MANUEL VIEIRA		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO CONFORM TO THE 2012 B.C. BUILDING CODE AND RELEVANT AREA 'E' BYLAWS.</p> <p>MINIMUM SETBACKS: FRONT 4.5M.</p> <p>CALL FOR: SETBACKS, PRIOR TO PLACING CONCRETE &amp; FINAL/OCCUPANCY INSPECTIONS.</p> <p>SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT.</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION.</p> <p>SCHEDULES C-A &amp; C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.</p> <p>GIVE AT LEAST 72 HOURS NOTICE TO THE AUTHORITY HAVING JURISDICTION TO REQUEST INSPECTION OF THE WORK.</p>					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 75000	
BUILDING PERMIT FEE		\$ 600
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	SEC 290 (-10%)	-\$ 60
SUB-TOTAL		\$ 540
TITLE SEARCH		
TOTAL		\$ 540
LESS DEPOSIT		
BALANCE OWING		\$ 540

**WAIVER OF INDEMNITY**

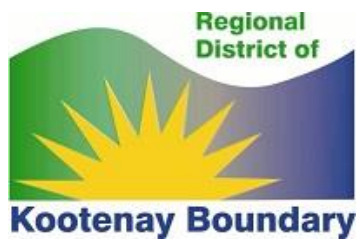
In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters. The owner or contractor must give 72 hours notice upon completion of the work.

  
Owner's Signature

  
ROBERT SILVA, RBO  
BUILDING INSPECTOR'S SIGNATURE

DATE PAID: AUG 27 2014

1. Prior to placing concrete in footings 2. After installation of drain tiles/damproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

**STAFF REPORT**

**Date:** 16 May 2017 **File**  
**To:** **Chair McGregor and Board of Directors**  
**From:** Mark Andison, General Manager,  
 Operations / Deputy CAO  
**Re:** Cancellation Building Bylaw  
 Contravention

**Issue Introduction**

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

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

**Parcel Identifier: 001-716-786**

**The East ½ of the South East ¼ of Section 8, Township 66, SDYD, Except Plans KAP56219, KAP58611 and KAP88513**

**Owners: Daniel and Sonya Miller**

**History/Background Factors**

A Notice on Title was registered against the above referenced property for construction of a single family dwelling without obtaining a building permit contrary to the Building Code by the Regional District of Kootenay Boundary. The above mentioned property was subdivided from the original piece of property and the Notice on Title was grandfathered onto it upon subdivision. This property is a raw piece of land, thus not subject to KJ91024. All circumstances that required the registering of the Notice on Title have been rectified to the satisfaction of the Regional District of Kootenay Boundary. A written request to have the Notice removed from the property and a cheque in the amount of \$200.00 for Administration fees has been received from the owner.



**Implications**

The owners have met all requirements of the Regional District of Kootenay Boundary to have the Notice on Title removed from the property.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

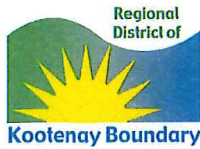
- Memo dated April 25, 2017 from Robert Silva, RBO;
- Letter from Sonya Miller received April 19, 2017, requesting removal of Notice on Title;
- Title Search;
- Bylaw Contravention Notice KJ91024;
- Memo dated August 16, 1995 from Keith Williams, Senior Building and Plumbing Official.

**Alternatives**

1. None.

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 58 of the Community Charter against the property legally described as The East ½ of the South East ¼ of Section 8, Township 66, Similkameen Division Yale District, Except Plans KAP56219, KAP58611 and KAP88513.



## Memo

**To:** Mark Andison, MCIP, RP, General Manager, Operations/ Deputy CAO

**From:** Robert Silva, RBO

**Date:** April 25, 2017

**Re:** **Cancellation of Notice on Title KJ91024**

The East ½ of the Southeast ¼ of Section 8, Township 66, SDYD, Except Plans KAP56219, KAP58611 and KAP88513

PID 001-716-786

Please be advised that the owners, Daniel & Sonya Miller have requested that the Board of the Regional District of Kootenay Boundary remove the Bylaw Contravention Notice **KJ91024** filed against the property.

The original Notice on Title was for the construction of a Single Family Dwelling without obtaining a building permit as required by Bylaw 449. The above-mentioned property was subdivided from the original piece of property and the Notice on Title was grandfathered onto it upon subdivision. This property is a raw piece of land thus not subject to KJ91024..

Find attached:

- Title Search and Land Title Notice;
- Copy of \$200.00 Administration Fee;
- Letter from the owner requesting removal of Notice on Title;
- Memo to the Board dated Aug 16, 1995 recommending a Notice on Title for the construction of a Single Family Dwelling without a building permit.

I recommend that the Board of the Regional District of Kootenay Boundary consider the owner's request to remove the Notice on Title. The owner submitted the administrative fee of \$200.00, as required.




Regional Kootenay District

To Whom It May Concern:

We are requesting the bylaw contravention notice municipal act, section 750.1 Sec KJ 91024 be removed from our title ---

The East 1/2 of the Southeast 1/4 of Section 8 Township 66. Smilkamen Division Yale District except plans KAP56219 KAP58611 and KAP 88513.

Enclosed payment for \$200.  
Thankyou for your co-operation.

Sincerely  
Sonya Meller  


**RECEIVED**

APR 19 2017

DISTRICT OF

**TITLE SEARCH PRINT**

File Reference: 16-0690swo

2017-04-24, 14:49:35

Requestor: Rosanne Tomashewsky

**\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\***

<b>Title Issued Under</b>	SECTION 189 LAND TITLE ACT
<b>Land Title District</b>	KAMLOOPS
Land Title Office	KAMLOOPS
<b>Title Number</b>	LB277341
From Title Number	KL15503
<b>Application Received</b>	2009-02-04
<b>Application Entered</b>	2009-02-10
<b>Registered Owner in Fee Simple</b>	
Registered Owner/Mailing Address:	DANIEL EDWARD MILLER, RANCHER SONYA MILLER, HOMEMAKER 6297 SIDLEY MOUNTAIN ROAD BRIDESVILLE, BC VOH 1B0 AS JOINT TENANTS
<b>Taxation Authority</b>	PENTICTON ASSESSMENT AREA
<b>Description of Land</b>	
Parcel Identifier:	001-716-786
Legal Description:	THE EAST 1/2 OF THE SOUTH EAST 1/4 OF SECTION 8 TOWNSHIP 66 SIMILKAMEEN DIVISION YALE DISTRICT EXCEPT PLANS KAP56219, KAP58611 AND KAP88513
<b>Legal Notations</b>	
	THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND COMMISSION ACT. PLAN M11427
	BYLAW CONTRAVENTION NOTICE, MUNICIPAL ACT, SECTION 750.1 SEE KJ91024
<b>Charges, Liens and Interests</b>	
Nature:	EASEMENT
Registration Number:	KX104393
Registration Date and Time:	2005-08-02 15:05
Remarks:	INTER ALIA APPURTENANT TO LANDS DESCRIBED IN KX104393 OVER PART DESCRIBED IN KX104393

Title Number: LB277341

TITLE SEARCH PRINT

Page 1 of 2

**TITLE SEARCH PRINT**

File Reference: 16-0690swo

2017-04-24, 14:49:35

Requestor: Rosanne Tomashewsky

Nature: EASEMENT  
Registration Number: LB126061  
Registration Date and Time: 2007-10-22 09:56  
Remarks: PART ON PLAN KAP85069  
APPURTENANT TO LOT 1 PLAN KAP58611

Nature: MORTGAGE  
Registration Number: CA5167413  
Registration Date and Time: 2016-05-06 16:13  
Registered Owner: PARADIGM MORTGAGE INVESTMENT CORPORATION  
INCORPORATION NO. BC0476294  
Remarks: INTER ALIA

Nature: ASSIGNMENT OF RENTS  
Registration Number: CA5167414  
Registration Date and Time: 2016-05-06 16:13  
Registered Owner: PARADIGM MORTGAGE INVESTMENT CORPORATION  
INCORPORATION NO. BC0476294  
Remarks: INTER ALIA

**Duplicate Indefeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications**  
Parcel Identifier: 001-716-786  
Application Number/Type: WX2043050 LEGAL NOTATION  
Application Number/Type: CA5932689 TO CA5932690 CHARGE RELEASE

95 NOV - 3 15 55  
LAND TITLE OFFICE  
KAMLOOPS

~~XU029930~~

~~95 OCT 30 09 25 AM~~

LAND TITLE NOTICE

~~RECEIVED~~  
~~LAND TITLE OFFICE~~  
NELSON

KJ091024

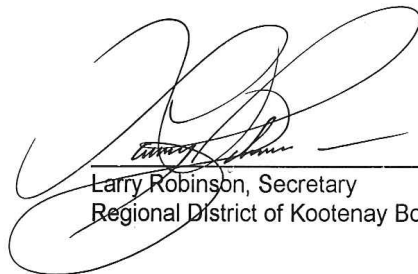
TAKE NOTICE THAT the Regional District of Kootenay Boundary Board at its meeting held on the 28th day of September, 1995, adopted a resolution under Section 750.1 of the Municipal Act relating to land described as:

PARCEL IDENTIFIER: 001-716-786

THE EAST 1/2 OF THE SOUTH EAST 1/4 OF SECTION 8 TOWNSHIP 66  
SIMILKAMEEN DIVISION YALE DISTRICT.

FURTHER information respecting the resolution may be inspected at the offices of the Regional District of Kootenay Boundary located at 202-843 Rossland Avenue, Trail, B.C. on normal work days and during regular office hours.

DATED at the City of Trail, Province of British Columbia this 26th day of October, 1995.

  
Larry Robinson, Secretary  
Regional District of Kootenay Boundary

## M E M O R A N D U M

TO: LARRY ROBINSON, ADMINISTRATOR

FROM: KEITH WILLIAMS, SR. BUILDING/PLUMBING INSPECTOR

DATE: AUGUST 16TH, 1995

RE: BUILDING BYLAW CONTRAVENTION ON PROPERTY  
LEGALLY DESCRIBED AS:  
THE EAST 1/2 OF THE NORTH EAST 1/4 OF SECTION 8,  
TOWNSHIP 66, SIMILKAMEEN DIVISION, YALE DISTRICT AND  
THE EAST 1/2 OF THE SOUTH EAST 1/4 OF SECTION 8,  
TOWNSHIP 66, SIMILKAMEEN DIVISION, YALE DISTRICT  
DANIEL AND SONYA MILLER - OWNER AND DENNY ROUSSEAU -  
BUILDER

-----  
Please be advised that Denny Rousseau constructed a single family dwelling without obtaining a building permit as required by Bylaw #449. *Area E*

May 17, 1993	Information from Matt Nobles that a house was under construction about 1/2 mile past top of Anarchist summit (Osoyoos side) and first road to the right.
May 20, 1993	Site inspection by John Malloff. Footings were poured for what appeared to be a dwelling and accessory building. Worker on site was given a building permit application and also a checklist for obtaining a permit. He was told to forward this to his supervisor, Denny Rousseau.
Aug. 5, 1993	Site inspection by John Malloff at 12:40 p.m. Foundation poured for single family dwelling and accessory building. I left another application, checklist and card pinned to power supply pole.
Sept. 9, 1993	Fax from Mike Tippet stating that the subject property is in the ALR and the second dwelling under construction is in contravention of the ALC regulations.

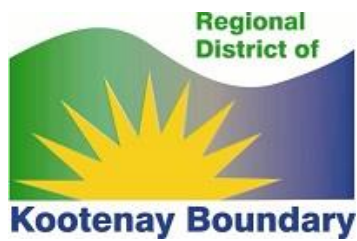
- Nov. 16, 1993 Site inspection at 12:30 p.m. Talked to Denny Rousseau, Owner/Builder - framework of machined logs is up, roof is up and fireplace chimney is up. Mr. Rousseau said he will not complete an application for a building permit and will not stop work. He said Mr. Miller applied for a subdivision. He had no update of the subdivision. Mr. Rousseau refused an application for another building permit and said he had no plans of the building. I informed him to stop work as there was no valid building permit.
- Nov. 22, 1993 Sent double registered letter to Mr. Daniel Miller (owner of the property) informing him that this letter is an official STOP WORK ORDER.
- Nov. 24, 1993 Double registered letter picked up by Sonya Miller.
- Dec. 17, 1993 Copy of a letter to Denny Rousseau from Lorraine Thompson, Health Inspector, essentially saying that septic system was installed without permit and therefore was in contravention of the relevant regulations.
- July 18, 1995 John Popoff informed the Boundary Office that Miller/Rousseau were not applying for subdivision. This does not coincide with the earlier statements in 1993 that application was in process for subdivision. Submitted relevant information to John Popoff regarding circumstances of this file.
- July 26, 1995 Copy of a letter from Lorraine Thompson to J. Bodnarchuk, District Highways Manager, not supporting the application for subdivision because the sewage disposal system was illegally constructed.

Based on the information related above, the applicant did not have a valid building permit or sewage disposal permit and the dwelling was constructed in contravention of ALC regulation, I submit for consideration the following recommendation to be adopted by the Board of Directors of the Regional District of Kootenay Boundary.

"It be recommended to the Regional District of Kootenay Boundary that Mr. Daniel Miller and Mrs. Sonya Miller of Bridesville, B.C. be invited to appear before the Board to make presentation relative to the filing of a Notice in the Land Title under Section 750.1 of the Municipal Act against the property legally described as The East 1/2 of the North East 1/4 of Section 8 Township 66 Similkameen Division Yale District and The East 1/2 of the South East 1/4 of Section 8 Township 66 Similkameen Division Yale District."

K122.m



**STAFF REPORT**

**Date:** 24 May 2017 **File**

**To:** **Chair McGregor and Regional District of Kootenay Boundary Board of Directors**

**From:** Goran Denkovski, Manager of Infrastructure and Sustainability

**Re:** Strategic Priorities Fund Area 'D' Rural  
Grand Forks Saddle Lake Dam  
Spillway Construction

**Issue Introduction**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Union of British Columbia Strategic Priorities Fund opportunity for the Area 'D'/Rural Grand Forks Regional Parks and Trails Service.

**History/Background Factors**

The Strategic Priorities Fund is an application based program available to local governments and other recipients outside of the Greater Vancouver Regional District to support infrastructure and capacity building projects that are either large in scale, regional in impact or innovative, and align with the program objectives of productivity and economic growth, a clean environment and strong cities and communities.

The SPF provides up to 100% funding for eligible capital and capacity building projects to a maximum SPF contribution \$6 million per project. Project applications over \$6 million remain eligible provided that additional costs are confirmed through other funding sources.

Each eligible applicant may submit up to two capital applications and one capacity building application.

The deadline for applications is June 1, 2017.

Regional District of Kootenay Boundary (RDKB) is required to complete dam safety upgrades at the Saddle Lake Dam, located approximately 6.5 km west of Grand Forks, BC. The dam safety upgrades are primarily a result of recommendations from the 2014 Dam Safety Review for Saddle Lake Dam completed by EBA Engineering Consultants Ltd. The upgrades include the following items:

- Saddle Lake Dam requires a new outflow spillway structure to increase the discharge capacity of the dam and ensure the water level can be regulated without the use of pumping.
- Decrease the expected maximum stress applied by the upstream heel of the dam to below the allowable bearing capacity during a seismic event.
- Increase the slope stability of the downstream face of the dam the Canadian Dam Association (CDA) criteria.

### **Implications**

The Area 'D'/Rural Grand Forks Regional Parks and Trails Service would not be affected as the fund covers 100% of the project costs.

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

Exceptional Cost Effective And Efficient Services - We will ensure we are responsible and proactive in funding our services.

### **Background Information Provided**

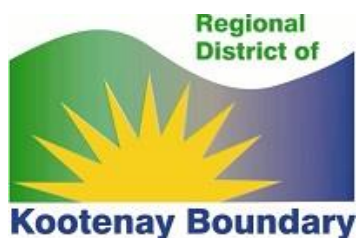
N/A

### **Alternatives**

1. Receive the report.
2. Direct staff to submit an application for grant funding for the Saddle Lake Dam Spillway Project.
3. Not receive the report.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for the Saddle Lake Dam spillway project in the Area 'D'/Rural Grand Forks Regional Parks and Trails Service (045) through the Strategic Priorities Fund.

**STAFF REPORT**

**Date:** 24 May 2017 **File**

**To:** **Chair McGregor and Regional District of Kootenay Boundary Board of Directors**

**From:** Goran Denkovski, Manager of Infrastructure and Sustainability

**Re:** Strategic Priorities Fund Regional District of Kootenay Boundary Water Utility Acquisition and Sustainability Policy

**Issue Introduction**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Union of British Columbia Municipalities Strategic Priorities Fund opportunity for developing a Regional District of Kootenay Boundary Water Utility Acquisition and Sustainability Policy.

**History/Background Factors**

The Strategic Priorities Fund is an application based program available to local governments and other recipients outside of the Greater Vancouver Regional District to support infrastructure and capacity building projects that are either large in scale, regional in impact or innovative, and align with the program objectives of productivity and economic growth, a clean environment and strong cities and communities.

The SPF provides up to 100% funding for eligible capital and capacity building projects to a maximum SPF contribution \$6 million per project. Project applications over \$6 million remain eligible provided that additional costs are confirmed through other funding sources.

Each eligible applicant may submit up to two capital applications and one capacity building application.

The deadline for applications is June 1, 2017.

The Regional District of Kootenay Boundary (RDKB) currently owns and operates four water utilities, provides support to operation of the Warfield Water Treatment Plant. There are additional water utilities which fall within the boundaries of RDKB which are not owned by the Regional District, yet may approach the local government in the coming years with a desire to be taken over. The RDKB would like to be fully prepared for this eventuality. The Board and staff at RDKB have undertaken some work in the areas of water utility acquisition and sustainability, and would like to formalize this as policy.

### **Implications**

The fund covers 100% of the project costs.

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

Exceptional Cost Effective And Efficient Services - We will ensure we are responsible and proactive in funding our services.

### **Background Information Provided**

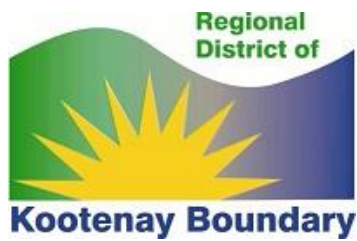
N/A

### **Alternatives**

1. Receive the report.
2. Direct staff to submit an application for grant funding for the development of a Regional District of Kootenay Boundary Water Utility Acquisition and Sustainability Policy.
3. Not receive the report.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for the development of a Regional District of Kootenay Boundary Water Utility Acquisition and Sustainability Policy through the Strategic Priorities Fund.



## STAFF REPORT

**Date:** 19 May 2017 **File**  
**To:** Chair McGregor and Board  
**From:** John M. MacLean, CAO  
**Re:** Inclusion of Oasis-Rivervale Sewer  
 Service in the East End Regionalized  
 Sewer Service

### Issue Introduction

A staff report from John M. MacLean, CAO regarding the process to be followed if the Board wished to include Electoral Area 'B'/Lower Columbia-Old Glory in the East End Regionalized Sewer Service.

### History/Background Factors

#### Context:

The East End Regionalized Sewer Service is made up of the City of Rossland, Village of Warfield and the City of Trail. The three participants share, through a rather complicated model determined through an arbitration process, in the costs associated with the conveyance, treatment and discharge of sanitary sewage. The Oasis-Rivervale Sewer Service collects sanitary sewage from the communities of Oasis and Rivervale and pumps it into the East End Regionalized Sewer Service where it is conveyed to the sewer treatment plant. For many years Oasis-Rivervale paid a fixed percentage, but with the introduction of flow metering in the system has moved to paying on the basis of flows - the same method that Trail, Warfield and Rossland use to share costs. At this time the calculated share of flows is 0.77% for Oasis-Rivervale.

At the February Board meeting Director Worley requested that staff prepare a staff report on how Electoral Area 'B'/Lower Columbia-Old Glory could become part of the East End Regionalized Sewer Service. This is after a resolution from the former Sewer Committee, directing Staff to prepare the necessary Bylaws for the Board's consideration was defeated at the Board table on a weighted vote.

We have read the relevant legislation and discussed the matter with our Solicitors. Our interpretation is that the recommendation coming out of the Sewer Committee was properly voted on. However, the ultimate decision on service participants belongs to the Board, therefore Director Worley has the ability to appeal directly to the Board for consideration of her request.

The Board should only proceed with development of the necessary Bylaws with the minimum "in principle" approval of 2/3's of the participants.

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

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

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

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

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

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

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

*(4) The minister may order that a bylaw amending or repealing an establishing bylaw may be adopted only in accordance with the requirements applicable to the adoption of the bylaw that it repeals or amends.*

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

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

*(b) in the entire service area,*

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

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

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

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

So the process to be followed would be:

1. The Board gives three readings to Bylaw 1615 (Corporate Vote - Unweighted).
2. The Councils of Trail, Warfield and Rossland are asked if they consent to the adoption of the Bylaw.
3. The Director of Electoral Area 'B'/Lower Columbia-Old Glory will also be asked to consent to the Bylaw. There is a requirement for some consultation with property owners of the Oasis-Rivervale service area to ensure that they have no concerns with the proposed change. We will have to provide information on any proposed changes in taxation (there should be a positive impacts tot he taxpayers of Oasis-Rivervale as the measured flows are lower than historic allocations used).
4. If at least 2/3's of the participants, including Electoral Area 'B'/Lower Columbia-Old Glory consent to the adoption, the RDKB will send the Bylaw to the Province for approval.
5. Once approved by the Province, Electoral Area 'B'/Lower Columbia-Old Glory will be part of the East End Regional Sewer Service. They will pay their share of the costs of that service based on their relative share of the total flows. The existing service will continue to pay for the cost associated with the collection system in Oasis-Rivervale.

### **Implications**

The inclusion of Electoral Area 'B'/Lower Columbia-Old Glory does nothing in terms of financial planning or operating the system as both continue as before. However it does change the voting structure on resolutions dealing with the administration and operation of the service. Current voting weights are as follows:

City of Trail - 4 votes  
 Village of Warfield - 1 vote  
 City of Rossland - 2 votes

Electoral Area 'B'/Lower Columbia-old Glory would have 1 vote.

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

Not applicable.

### **Background Information Provided**

None

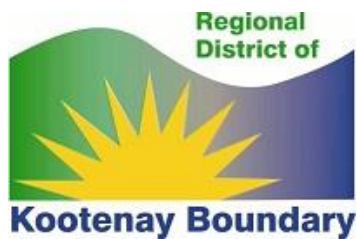
**Alternatives**

1. Receipt
2. Deferral
3. Direction to staff to prepare the necessary bylaws to include Electoral Area 'B'/Lower Columbia-Old Glory in the East End Regionalized Sewer Service as a participant.

**Recommendation(s)**

That the Board discuss the matter and advise staff of any action to be taken.



**STAFF REPORT**

**Date:** 19 May 2017 **File**

**To:** **Chair McGregor and Board of Directors**

**From:** Mark Andison, General Manager,  
Operations / DCAO

**Re:** RDKB - Village of Midway Fire  
Protection Service Agreement

**Issue Introduction**

A staff report from Mark Andison, General Manager, Operations / DCAO recommending the implementation of an agreement between the RDKB and the Village of Midway regarding the provision of fire protection services to the Kettle Valley Fire Protection Area.

**History/Background Factors**

With the establishment of the new Kettle Valley Fire Protection Service in early 2017, work has been underway to: finalize a fire protection agreement with the Village of Midway; secure a Crown lease at the BC Wildfire Service's Forward Attack Base for a new fire hall; and procure a pumper truck for the rural fire protection service. The Village of Midway will be providing contract fire service to the rural fire protection area in a manner similar to that undertaken for the rural Grand Forks Fire Protection Service by the City of Grand Forks.

Accompanying this staff report, for the Board's consideration, is a draft agreement between the RDKB and Village of Midway which establishes the terms and conditions relating to the provision of fire protection service to the area by the Village of Midway Fire Department. The agreement as presented has been drafted as an outcome of several meetings between RDKB and Village of Midway staff and elected officials.

**Implications**

Implementation of the draft agreement will formalize the arrangement between the RDKB and Village of Midway regarding the provision of fire protection services to the Kettle Valley Fire Protection Area. Recently, RDKB and Village of Midway have heard

from some residents of the area that the Fire Underwriters Survey is not yet recognizing the Kettle Valley Fire Protection Service as a bona fide fire protection area for insurance assessment purposes. It is hoped that the formalization of the service agreement between the two jurisdictions will lead the Fire Underwriters Survey to recognize the legitimacy of the fire protection area.

**Advancement of Strategic Planning Goals**

Implementation of the fire protection agreement for the newly established Kettle Valley Fire Protection Service advances a couple of the Board's strategic goals:

- To continue to focus on good management and governance; and
- To continue to focus on partnerships that advance the interests of the region.

**Background Information Provided**

Draft Kettle Valley Fire Protection Services Agreement

**Alternatives**

1. Execute the Kettle Valley Fire Protection Services Agreement;
2. Defer consideration of the draft agreement and provide staff with direction to amend the draft agreement as desired.

**Recommendation(s)**

That the Board of Directors approve the execution of the Kettle Valley Fire Protection Services Agreement between the RDKB and the Village of Midway for the provision of fire protection services to the Kettle Valley Fire Protection Area.

THIS AGREEMENT is dated for reference April 24 , 2017.

**BETWEEN:**

**VILLAGE OF MIDWAY**, a duly incorporated Village under the laws of the Province of British Columbia, having an office at 661 8<sup>th</sup> Avenue, P.O. Box 160, Midway, British Columbia, V0H 1M0

(hereinafter called the "Village")

**OF THE FIRST PART:**

**AND:**

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**, a duly incorporated Regional District under the laws of the Province of British Columbia, having an office at 202-843 Rossland Avenue, Trail BC V1R 4S8

(hereinafter called the "Regional District")

**OF THE SECOND PART:**

**KETTLE VALLEY FIRE PROTECTION SERVICES AGREEMENT**

**WHEREAS** the Village has established and operates a fire and rescue service under and pursuant to the Village's Fire Services Bylaw;

**AND WHEREAS** pursuant to Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary (Kettle Valley) Fire Protection Service Establishment Bylaw No. 1606, 2016, the Regional District has established a local service area for the provision of fire and related services in a portion of Electoral Area 'E'/West Boundary, which is proximate to the municipal boundaries of the Village;

**AND WHEREAS** the Regional District wishes to contract for, and the Village has agreed to provide, Fire Protection Services to the Fire Protection Area;

**AND WHEREAS** under subsection 796(3) of the *Local Government Act* (B.C.) a regional district service may be operated through another public authority and under paragraph 176(3)(b) of the *Local Government Act* (B.C.), the Regional District may enter into an agreement with such public authority in connection with the provision of that service;

**AND WHEREAS** under section 13 of the *Community Charter* (B.C.) the Village may provide a service in an area outside of the municipality and under section 23 of the *Community Charter* (B.C.), may enter into an agreement with another public authority in connection with the provision of such service;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that, in consideration of the payments provided for herein and the mutual covenants and undertakings herein contained, the parties agree as follows:

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#### 1.00 DEFINITIONS IN THIS AGREEMENT:

In this Agreement, including in the recitals hereto, the following terms, shown in bold text, will have the following respective meanings:

- 1.01 **"Agreement"** means this Agreement, including all Appendices hereto, as same may be supplemented or amended from time to time by agreement of the parties;
- 1.02 **"Alternative Water Supply"** has the meaning ascribed thereto in section 3.07 hereof;
- 1.03 **"Automatic Aid Agreement"** means the Agreement entered into between the Village and the Regional District dated January 1, 2014, pursuant to which automatic aid for certain classes of emergency responses have been agreed to be provided by and between the fire services (including the Fire Department) identified therein;
- 1.04 **"Committee"** means the Midway/Kettle Valley Fire Committee;
- 1.05 **"Designate"** means the person who, in the absence of the Fire Chief, is assigned to be in charge of a particular activity of the Fire Department;
- 1.05 **"Fire Chief"** means the individual appointed by the Village as Fire Chief of the Fire Department or any Designate thereof;
- 1.06 **"Fire Department"** means Midway Volunteer Fire Department;
- 1.07 **"Fire Protection Area"** means the local service area for fire protection and rescue services established by Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary (Kettle Valley) Fire Protection Service Establishment Bylaw No. 1606, 2016;
- 1.08 **"Fire Protection Services"** means and includes only the following:
  - (a) Fire suppression;
  - (b) Fire and life safety education;
  - (c) Fire investigations as required by the *Fire Services Act* (B.C.);
  - (d) Fire inspections on a complaint basis, and for greater clarity, not including inspections on a regular or routine basis;
  - (e) Enforcement of the portions of the Fire Services Bylaw applicable to the Fire Protection Area.
- 1.09 **"Fire Services Bylaw"** means the Fire Services Bylaw No. 451, 2014 of the Village, as same may be amended, revised or replaced;
- 1.10 **"Local Government"** means the Village of Midway and/or the Regional District of Kootenay Boundary;

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- 1.11 **“Officer-in-Charge”** means the Fire Department member who, in the absence of the Fire Chief or his or her Designate, is responsible for the deployment and direction of the Fire Department's resources and personnel at the scene of an incident or emergency;
- 1.12 **“Ordinary Jurisdiction”** means the usual response area covered by the Fire Department, including the municipal boundaries of the Village, the Fire Protection Area as more particularly shown in Appendix 2, attached to and forming part of this Agreement;
- 1.13 **“Playbook”** means the minimum mandatory training requirements of fire services personnel established by the Fire Commissioner pursuant to paragraph 3(3)(b) of the *Fire Services Act* (B.C.), in: *British Columbia Fire Service: Minimum Training Standards – Structure Firefighters Competency and Training Playbook* (most current version);
- 1.14 **“Kettle Valley Fire Protection Service”** is the service created by Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary (Kettle Valley) Fire Protection Service Establishment Bylaw No. 1606, 2016 used to provide Fire Protection Services to the Fire Protection Area.

## **2.00 SERVICE**

- 2.01 The Village agrees to provide Fire Protection Services within the Fire Protection Area, using the same fire protection equipment and personnel, and providing the service in substantially the same manner and to the same extent, as if the Fire Protection Area was located within the corporate boundaries of the Village, with the exception that the Village's primary Class A pumper truck must remain within the Village boundaries. In addition, in cooperation with the Regional District, the Village will manage, equip, staff and operate fire halls, to be located in the Fire Protection Area, as more specifically described in section 3.03 of this Agreement. Also, in cooperation with the Regional District, the Village will manage, operate and maintain the Alternative Water Supply, to be located in the Fire Protection Area, as more specifically described in section 3.07 of this Agreement.
- 2.02 The Regional District agrees that, by entering into this Agreement, the Fire Chief is authorized to exercise all the powers, duties and functions that are assigned to the Fire Chief under the Fire Services Bylaw. In providing Fire Protection Services, the Department is authorized to exercise the same powers and authorities within the Fire Protection Area as are granted to the Department under the Fire Services Bylaw.
- 2.03 The Regional District agrees that the Fire Chief is authorized by the Regional District to act as the Local Assistant to the Fire Commissioner, and that the Fire Chief will exercise all the powers, duties and functions that are assigned to a Local Assistant to the Fire Commissioner under the *Fire Services Act* (B.C.).

## **3.00 FIRE PROTECTION SERVICE LEVELS AND SERVICE DELIVERY**

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- 3.01 The Village shall provide Fire Protection Services on a 24-hour a day, seven day per week basis from the Village's main fire hall located within the Village as well as any other fire halls that may be in operation.
- 3.02 The Fire Chief, Designate or Officer-In-Charge has the discretion to determine the number of Fire Department personnel and the apparatus and equipment that are required to be deployed in response to any incident or emergency response within the Fire Protection Area that is reported to the Fire Department. The determination of the Fire Chief, Designate or Officer-In-Charge shall be made in accordance with the circumstances of the emergency, and shall be subject to their discretion regarding the priority of response to concurrent incidents.
- 3.03 In cooperation with the Regional District, the Village will use its reasonable best efforts to manage, staff, equip and operate appropriate fire halls, which are to be based in the Fire Protection Area, and provide Fire Protection Services from both its existing and any additional, required fire halls during the term of this Agreement. The Village agrees:
  - (a) in cooperation with the Regional District, as required, to secure and maintain a lease for a facility within the Fire Protection Area suitable for housing equipment and apparatus for the provision of Fire Protection Services;
  - (b) in cooperation with the Regional District, to use reasonable efforts to recruit and retain a sufficient number of volunteer firefighters to provide Fire Protection Services in an effective manner;
  - (c) to train volunteer firefighters for the Fire Protection Area to fulfil all regulatory requirements (including those under the *Workers Compensation Act* (B.C.) and the Playbook) and to provide the operational skills required for undertaking fire suppression to the service level declared by the Regional District and assisting with rescue responses to the available training standards (the Regional District will designate a service level for the Fire Protection Area which is consistent with that designated by the Village for areas within the Village of Midway boundaries);
  - (d) to equip the required fire hall(s) with such apparatus and equipment considered necessary by the Fire Chief, in his or her discretion, to provide Fire Protection Services, but in any event comprising of not less than one pumper unit, with a minimum pump capacity of 1050 Imperial Gallons per minute, specified and constructed to meet the requirements of the Fire Underwriters; and,
  - (e) to provide maintenance and upkeep, with due acknowledgment of approved financial plans, for the apparatus and equipment in the fire halls in accordance with the standards generally applied by the Village, and to maintain the fire halls in accordance with the terms of any lease.
- 3.04 The Village agrees to maintain appropriate records related to the provision of Fire Protection Services, including: incident reporting, training records, equipment and building maintenance records, inventory control, and personnel records. The Village will provide an annual report to the Regional District on its emergency response

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activities within the Fire Protection Area and such interim updates as may reasonably be requested by the Regional District or the Electoral Area 'E' Director.

- 3.05 Subject to sections 3.06, 3.07, 3.08 and 3.09, the Village shall provide the Fire Protection Services in accordance with the standard for such services provided within the Village (including, without limitation, the level of service established by the Village for the Fire Department under and in accordance with the Playbook), and for greater certainty, nothing under this Agreement shall oblige the Village to provide:
- (a) Fire Protection Services in a manner that exceeds the level of service provided by the Village to owners or occupiers of property within the Village during the term of this Agreement; or,
  - (b) provide any inspection or regulatory services not provided as of the date of this Agreement or included in local government bylaws or provincial legislation brought into force after that date.
- 3.06 In providing the Fire Protection Services:
- (a) the Village utilizes and relies principally upon volunteers. The Regional District acknowledges that the response to any particular incident within the Fire Protection Area may be adversely affected in circumstances where insufficient volunteers turn out in response to a call-out and agrees that the Village shall not be liable as a result; and
  - (b) the Village is not responsible for ensuring access to and identification of properties within the Fire Protection Area as contemplated by paragraphs 4.02(d), (e) and (f) below, and will not be liable if a response is delayed or not made because access is obstructed or not possible.
- 3.07 The Regional District and the Village both acknowledge the need for development of Alternative Water Supply within the Fire Protection Area:
- (a) an Alternative Water Supply will be a source of water of not less than 10,000 US gallons suitable for use by the Fire Department in connection with delivering its Fire Protection Services (the "Alternative Water Supply");
  - (b) the Regional District is responsible for fully funding the development, operation and maintenance of Alternative Water Supply within the Fire Protection Area;
  - (c) the Village is responsible for managing the development, maintenance and operation of the Alternative Water Supply;
- 3.08 The Regional District and the Village both acknowledge that there is no hydrant system and that there are limited supplies of water within the Fire Protection Area for firefighting purposes, even following the installation of the proposed Alternative Water Supply as contemplated herein. The Village agrees that the available firefighting apparatus, equipment and personnel shall be dispatched and deployed in a manner that maximizes the effectiveness of the Fire Protection Services that can be provided,

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in light of the limitations on the availability of water for firefighting purposes within the Fire Protection Area, but shall not be liable if an insufficiency of water adversely affects an incident response.

3.09 It is acknowledged and agreed by both parties that the Village shall not be considered to be in breach of this Agreement or negligent in providing the Fire Protection Services to the Fire Protection Area if the Fire Department has insufficient or no fire personnel and/or apparatus and equipment to provide Fire Protection Services to the Fire Protection Area adequately or at all in response to any incident at any given time by reason of having deployed its personnel, apparatus or equipment outside its Ordinary Jurisdiction for the following reasons:

- (a) a response under an approved Emergency Management British Columbia response task number;
- (b) a response under a mutual or automatic aid or service contract agreement, including the Automatic Aid Agreement;
- (c) a response to a request for assistance by the Wildfire Management Branch;
- (d) where the Village CAO or designate, or in the absence, the Emergency Operations Centre Director, has given approval in accordance with the policies or guidelines of the Council of the Village;
- (e) in connection with the provision of assistance in a declared Provincial or local emergency within British Columbia or Canada; or
- (f) in any other circumstances where the Fire Department is conducting extra-jurisdictional activities as authorized under or in accordance with the Fire Services Bylaw.

#### **4.00 REGIONAL DISTRICT OBLIGATIONS**

4.01 The Regional District will have the following obligations to enable and/or support the provision of Fire Protection Services in the Fire Protection Area by the Village:

- (a) the acquisition of appropriate tenure of a suitable property(ies), to be located in the Kettle Valley Fire Service Area, to enable for the construction of a fire hall(s) suitable for the needs of the Fire Service. Further the Regional District shall also be responsible for the capital financing, design, construction and insuring of such a facility;
- (b) the approval of one or more bylaws which establish the Fire Protection Area as a local service area and which authorize the provision of the Fire Protection Services and the contracting out of such services to the Village on the terms of this Agreement;
- (c) the approval on an annual basis of a Financial Plan to meet the operating and capital needs of the Kettle Valley Fire service as recommended by the



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Midway/Kettle Valley Fire Committee on the advice of the Fire Chief and the Village CAO;

- (d) the on-going provision of current map data, in a format to be agreed by the parties, showing the location of all roadways, lanes, bridges and other access routes within the Fire Protection Area;
  - (e) the on-going provision of current property data within the Fire Protection Area to the Fire Department for incident reporting, fire prevention and bylaw compliance, in a format compatible with the Fire Department's records management software;
  - (f) the provision of reasonable ongoing assistance as may be requested by the Village in connection with the recruitment and retention of volunteers in the Fire Protection Area, including hosting of information on the Regional District's website, outreach efforts in the community and participation by the Regional District in volunteer recognition events.
- 4.02 The Regional District will take reasonable steps annually to notify residents and property owners within the Fire Protection Area of:
- (a) the location of the Fire Hall(s);
  - (b) the limits on the Fire Department's ability to provide Fire Protection Services as a result of limitations on the availability of water for firefighting purposes within the Fire Protection Area and any other factors noted in this Agreement;
  - (c) the responsibility of property owners to provide adequate access to their respective properties during all seasons of the year, including but not limited to, ensuring the following issues are addressed:
    - (i) snow and ice removal;
    - (ii) access roadway widths;
    - (iii) access roadway grades;
    - (iv) of sufficient construction necessary to accommodate Fire Department apparatus size and weight and turning radii; and,
    - (v) natural growth or debris that impact access;
- and, that the Fire Department is not responsible to gain access to property where such access is not maintained;
- (d) the Fire Department will not cross any private bridge with fire apparatus on private property that has not been engineered and constructed to meet the acceptable standards regulating bridge design and construction, including maintenance and inspections of bridge structures and it is the responsibility of residents to provide reasonable evidence in advance to the Fire Department that any such private bridge meets such requirements; and,

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- (e) the responsibility of property owners and occupiers to ensure that adequate civic property numbering is visible at the end of access roads where the building is more than 10 meters from the public roadway or otherwise obscured from view.
- 4.03 The Regional District will provide assistance in negotiation with property owners, occupiers and/or Ministry of Transportation and Infrastructure to secure access or to develop the Alternative Water Supply and any necessary communication sites, including registered easements, in consultation with the Village and the Fire Chief. The Regional District shall provide such planning permissions and consents as may be required in connection with such undertakings.
- 4.04 The Regional District agrees to be responsible to provide through taxation or borrowing any required capital funds for its own capital projects, including but not limited to: purchase of property, building of fire hall(s) and fire apparatus, and, development of Alternative Water Supply. The Regional District also agrees that any costs associated with attaining voter approval related to borrowing are costs borne by the Regional District.
- 4.05 The Village agrees to be responsible to provide, through taxation or borrowing, any required capital funds for its own capital projects, including but not limited to: purchase of property, building of fire hall(s) and fire apparatus. The Village also agrees that any costs associated with attaining voter approval related to borrowing are costs borne by the Village.

#### **5.00 CONTROL OF FIRE PROTECTION SERVICES**

- 5.01 There shall be a governance committee established to review, evaluate and make recommendations regarding the Fire Department. The Committee Shall be known as the Midway/Kettle Valley Fire Service Committee.
- 5.02 The Committee will meet a minimum of three times a year.
- 5.03 The Committee shall be made up of:
  - 5.03.1 The Mayor of the Village.
  - 5.03.2 A member at large, who is a resident of the Village, appointed by the Council
  - 5.03.3 The Director for Electoral Area 'E'/West Boundary
  - 5.03.4 A member at large who is a resident of the Kettle Valley Fire Service Area, nominated by the Director for Electoral Area 'E'/West Boundary and appointed by the Regional District Board of Directors.
  - 5.03.5 A member at large, who shall be Chair of the Committee, agreed to and appointed by the other members of the Committee through consensus.
  - 5.03.6 Members of the Fire Service are not eligible to be appointed to the Committee.

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5.04 The Committee shall be responsible for:

5.04.1 Being an advisory body to the Council of the Village and the Board of Directors of the Regional District;

5.04.2 Participation in developing and recommending policies related to governance of the Fire Department;

5.04.3 Determining the content and the receiving of information and reports from the Fire Chief and Village CAO on fire department issues, responses and concerns;

5.04.4 Recommending annual financial plans to the respective jurisdictions. The recommended financial plans must be forwarded to the respective jurisdictions no later than March 1 of each year;

5.04.5 Based on information and guidance provided by the Fire Chief, establishing response standards in keeping with the responsibilities established by the Playbook;

5.04.6 Participation in the selection process of the Fire Chief in a manner jointly determined by the Regional District and the Village.

5.05 The operational aspects of all Fire Protection Services provided under this Agreement shall be under the exclusive direction and control of the Fire Chief, his or her Designate or Officer-In-Charge.

5.06 The Fire Chief, and any required staff from the Village and/or Regional District shall be support staff to the Committee.

**6.00 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

6.01 The Regional District and the Village both acknowledge and agree that the printed, electronic and other records produced and maintained by the Village for the purpose of or in connection with the provision of the *Freedom of Information and Protection of Privacy Act* (B.C.) ("FIPPA") are under the custody and control of the Village of Midway. The Village agrees that it shall meet its statutory requirements and obligations under FIPPA. It shall process any requests under FIPPA in a timely fashion and copy the Regional District on any such response in relation to requests which affect or involve the Fire Protection Area.

**7.00 INDEMNITY AND INSURANCE:**

7.01 The Regional District shall indemnify and hold harmless the Village from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the Village's provision of the Fire Protection Services under this Agreement, including but not limited to any that arise as a result of section 3.09 of this Agreement or resulting from constraints on the level of Fire Protection Services provided due to limits on the availability of water for firefighting purposes within the Fire Protection

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Area, but in any event excluding any claims, actions, causes of action, demands, or suits that arise from the gross negligence of the Village or its employees, servants, agents, volunteers and contractors.

- 7.02 Each party agrees to procure and maintain in force at its own cost during the entire term of this Agreement, a comprehensive general liability policy, policies and/or program.
- 7.03 The Regional District agrees to procure and maintain as part of the approved Financial Plan, during the entire term of this Agreement, automobile insurance on owned and/or leased vehicles as required by the laws of British Columbia, and as required under any motor vehicle lease agreement.
- 7.04 The Village agrees to procure and maintain, as part of the approved Financial Plan, during the entire term of this Agreement, workers' compensation coverage for all employees and volunteers employed by the Fire Department, whether as career, work experience or volunteer members.

#### **8.00 ADMINISTRATION FEES**

- 8.01 In consideration for the provision of Fire Protection Services by the Village in the Fire Protection Area and the fulfilment by the Village of its other obligations hereunder, the Regional District shall pay the amounts annually as set forth in Appendix 3.

#### **9.00 DURATION AND RENEWAL OF AGREEMENT:**

- 9.01 This Agreement shall be in effect for a term of 60 months commencing on January 1, 2017 and expiring on December 31, 2021 unless otherwise terminated in accordance with this Agreement.
- 9.02 The parties may negotiate to continue or extend this Agreement, with such changes, amendments or modifications as they may agree in relation to such renewal. The parties shall commence discussion of any possible renewal not less than 12 months prior to the expiry of term set in section 10.01 hereof.

#### **10.00 EARLY TERMINATION**

- 10.01 Notwithstanding section 9.00, this Agreement may be terminated at any time by either party giving written notice to the other party, not less than eighteen (18) months prior to the desired termination date.
- 10.02 In consideration of any fees within a lease or contractual agreement, as approved as part the Annual Financial Plan, that the Village may have to enter into in order to provide for a facility to house fire apparatus, the Regional District agrees to assume the lease or compensate the Village for the remaining value of the lease in the event of termination of this Agreement.

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Fire Protection Agreement

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10.03 In the event of the early termination or non-renewal of this agreement, the parties agree to negotiate the allocation of equipment, and supplies in a fair and equitable manner that will allow for independent fire protection services by each party to the extent possible.

#### **11.00 AMENDMENT OF AGREEMENT**

11.01 This Agreement may be amended by mutual agreement of the parties evidenced in writing, duly signed by authorized signatories.

#### **12.00 GENERAL**

##### **Time**

12.01 Time shall be of the essence of this Agreement.

##### **Assignment**

12.02 This Agreement shall not be assigned by either party hereto except with the prior written consent of the other which consent shall not be unreasonably withheld.

##### **No Agency or Partnership**

12.03 Nothing in this Agreement shall be interpreted as creating an agency, partnership or joint venture among or between the parties hereto.

##### **Binding Effect**

12.04 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

##### **Waiver**

12.05 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

##### **Headings**

12.06 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope of meaning of this Agreement or any provision of it.

##### **Language**

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12.07 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine of the body corporate or politic as the context so requires.

#### **Cumulative Remedies**

12.08 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

#### **Applicable Law**

12.09 This Agreement is to be construed in accordance with and governed by the laws of the Province of British Columbia and the federal laws of Canada applicable therein.

#### **13.00 DISPUTE RESOLUTION**

13.01 If a dispute arises between the parties regarding this Agreement or any matter arising hereunder:

- (a) either party (the "Sender") may give written notice (the "Notice") to the other party that it wishes to resolve the dispute through the procedures set out in this section.
- (b) the Notice shall set out in reasonable detail the matter the Sender wishes to resolve, and the position of the Sender in respect to the disputed matter.
- (c) upon either party receiving a Notice, the Chief Administrative Officer of the Regional District and the Village CAO of the Village shall meet and, in good faith, attempt to settle the dispute through negotiation.
- (d) if the dispute cannot be settled by negotiation within thirty (30) days of receipt of the Notice, either party may serve an Arbitration Notice upon the other party to submit the dispute to arbitration in accordance with the *Arbitration Act* (B.C.) by a single arbitrator agreed upon by the parties.
- (e) the decision of an arbitrator appointed pursuant to this Agreement is final and binding on the parties and shall be handed down within sixty (60) days of the arbitrator's appointment and shall contain detailed reasons for the decision.
- (f) each party shall bear its own costs of any arbitration and pay one-half of the arbitrator's fee and expenses, including the cost of the site of the arbitration, unless otherwise ordered by the arbitrator.

**IN WITNESS WHEREOF** the parties have affixed the signatures of their duly authorized officers together with their corporate seals.

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Fire Protection Agreement

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Midway/RDKB

**THE CORPORATE SEAL OF THE VILLAGE OF MIDWAY** was affixed in the presence of its duly authorized officers, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
**Mayor**

c/s

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

**THE CORPORATE SEAL OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY** was affixed in the presence of its duly authorized officers, this \_\_\_\_ day of \_\_\_\_\_, 2017.

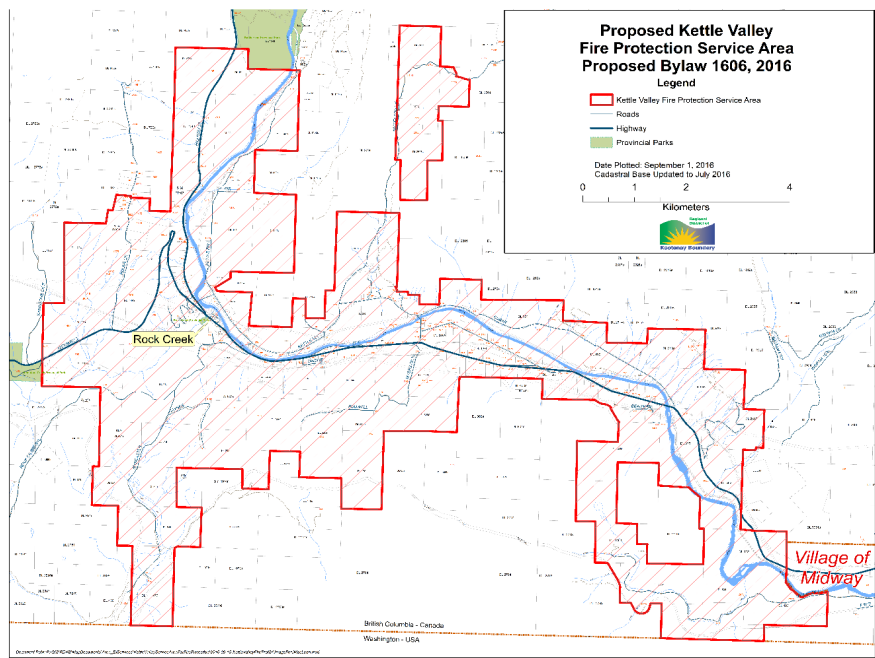
\_\_\_\_\_  
**Chair**

c/s

\_\_\_\_\_  
**Administrator**

**APPENDIX 1**  
**Fire Protection Area**

The following map shows the boundaries of the Fire Protection Area in respect of which the Village will provide Fire Protection Services.





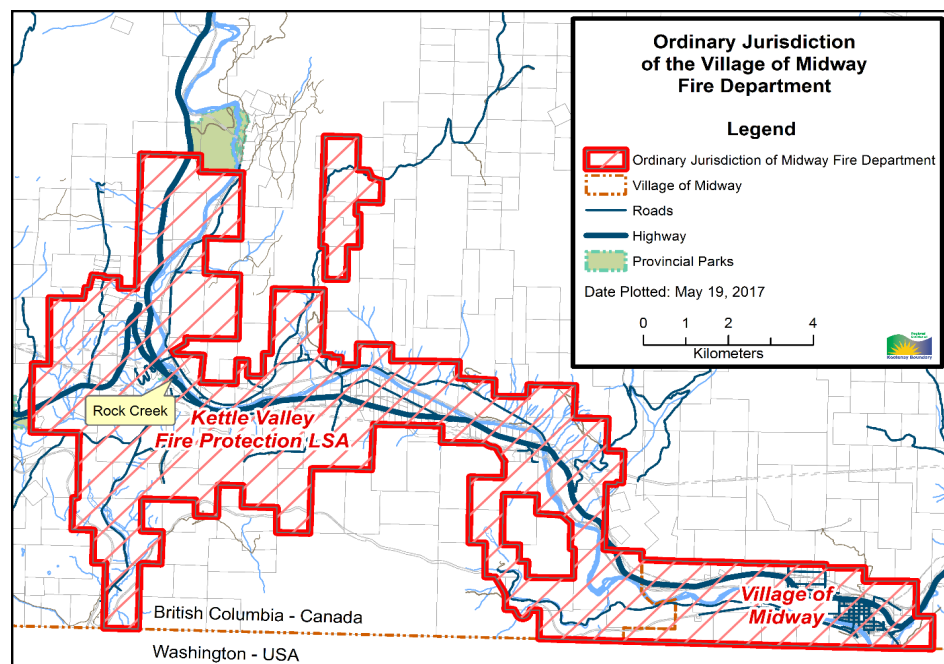
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Fire Protection Agreement

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## APPENDIX 2

### Ordinary Jurisdiction

The following map shows the Ordinary Jurisdiction of the Fire Department, including: the municipal boundaries of the Village and the Fire Protection Area, to which the Fire Department provides fire and emergency response services under contract.



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Fire Protection Agreement

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### APPENDIX 3

This Appendix establishes the Administration, Capital and Operating fees and responsibilities for the provision of Fire Protection Services by the Village to the Fire Protection Area established by the Regional District.

**1.00** Notwithstanding the terms of section 8 of this Agreement, there shall be no payment of fees for service that are part of any other service Agreement by the Village and the Regional District.

#### **2.00 ANNUAL ADMINISTRATION FEE**

2.01 In consideration of Fire Protection Services provided under this Agreement the Regional District agrees to pay the Administration Fee to the Village agreed upon to be \$5,000.00 per year.

2.02 The established Administration Fee for the Fire Protection Area may be subject to percentage increases from year to year, not to exceed an amount equal to twice the prior year's BC Consumer Price Index ("CPI"), as established by Statistics Canada. If the CPI is zero or less than zero, then a maximum of 1% may be applied.

2.03 The Village will invoice the Administration Fee to the Regional District annually in August of each year, for the entire calendar year. The Administration Fee is payable within 30 days of the date of the invoice.

2.04 In the event that this Agreement is terminated otherwise than at a calendar year end, the Administration Fee will be prorated based on the period that the Fire Protection Services were provided during such calendar year.

#### **3.00 ANNUAL CAPITAL FEES**

3.01 As per section 4.04 of the Agreement, the RDKB is responsible for all capital expenditures for projects, including but not limited to: capital lease or purchase of property, building of fire station(s) and fire apparatus, and development of Alternative Water Supply.

#### **4.00 ANNUAL OPERATING EXPENDITURES**

**4.01** As per Section 4.01(c) of this agreement, the RDKB is responsible for operating expenditures which will be paid to the Village based upon invoices received.



## BC RURAL DIVIDEND PROGRAM

Applicati  
on Questions Project  
Development Third Intake

Below are the questions that are included in the online application form. Please keep answers to a maximum of approximately 2000 characters.

This document is intended to assist prospective applicants for the Project Development (up to \$10,000) funding stream in preparing their application for submission to the Third Intake which runs April 3, 2017 to May 31, 2017.

*DISCLAIMER: This material is to support preparation only. The final version of the online application form could have minor changes.*

### OVERVIEW:

- **Select the BC Economic Development Region where your project will take place:** Kootenay Boundary
- **Provide the physical address or geographic location where the project will primarily take place:**
  - 3655 Hardy Mountain Rd, Grand Forks, BC V0H 1H2
  - Consultation will be mainly with the residents, or stakeholders, of the City of GF and Rural GF areas.
- **Identify the individual community/communities and their population numbers benefitting from this project. (e.g. East Kootenay-2500; Greater Vancouver area-3000; etc.)**

City of Grand Forks – pop 4049  
Area D – Rural Grand Forks – pop 3225

  - Census 2016 (<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>)
- **Which project funding stream are you applying for?** Project Development
- **Eligible Applicant Organization Type:** Local Government
- **In which project category is your initiative primarily focused?** Community Capacity Building
- **Is your application for a Destination Trails project?** No

### ORGANIZATION PROFILE:

- **What is the legal name of the Applicant?** The Regional District of Kootenay Boundary
- **Enter the organization's registration number. (Only required for not-for-profit organizations and First Nations development corporations)**

**BC RURAL DIVIDEND PROGRAM**

Applicati  
on Questions Project  
Development Third Intake

- **What is the mailing address of the applicant organization?**
  - o #202- 843 Rossland Ave, Trail, B.C. V1R 4S8
- **Who is the primary contact for the project?** Rural Director, Area D – [Roland Russell](#)
- **Who is the signatory for the organization?** *(The application form will require that the contact details for the signatory be added.)*
- **Do you have any project partners associated with your project?** (Required for Partnerships Project)  
*(The application form will require that the contact details for the partner be added.)*

DRAFT

**BC RURAL DIVIDEND PROGRAM**

Applicati  
on Questions Project  
Development Third Intake

**PROJECT DETAILS:**

- Project Title: **Hardy Mountain Doukhobor Village: Vision Exploration & Concept Development**

- **Provide a brief project description including how the project would support future eligible project applications. For Destination Trails projects please also provide a description of how the project supports and is linked to the Trails Strategy for British Columbia.**

The “Hardy Mountain Doukhobor Site” is located at 3655 Hardy Mountain Road, one kilometer west of Grand Forks in Area D of the Regional District of Kootenay Boundary. It is a 16.9 acre property which houses what remains of the historical “Makortoff Village” site and includes a main village house, out buildings and surrounding property. In an effort to save a valued cultural asset, Kootenay Boundary Area D Director, Roly Russell, purchased the “Hardy Mountain Doukhobor Village” property on August 11, 2016 from the TLC (The Land Conservancy) who were experiencing financial hardship. Shortly thereafter, Director Russell held a consultation session with community stakeholders to seek input on the vision for the structure and surrounding property. Now, there is a need to further engage the community in collaborative dialogue to determine the community’s vision for this site and to assess the viability of this vision(s). This project seeks to develop a concept plan that outlines a phased development approach for this property moving forward that will help attract further funding and investment. The heritage site is a valuable community asset of significant cultural importance and as such, it is important that this work be done strategically and responsibly to help ensure best possible outcome for development possibilities moving forward.

- **Describe how the project addresses all or some of the following program objectives:**
  - **Community resiliency**
  - **Partnerships and shared prosperity**
  - **Innovation**
  - **Youth**
  - **Job creation**

The Hardy Mountain Doukhobor Village site is of important cultural significance to Area D, the City of Grand Forks, the Doukhobor community and the general public in the Boundary Region. The site has been in disrepair for a long period of time, and there is a growing desire to see it restored, maintained and appropriately developed. By identifying and articulating a vision collaboratively, the Doukhobor community and other key stakeholders will regain the pride and ownership they once had for this site and in developing a shared vision, the community will rebuild important connections thereby increasing community resilience. Initial consultation strongly articulates a vision for this site that is in keeping with Doukhobor values, and that is tied to the agricultural heritage of the region. This will create an innovative flagship project for the Boundary region that is a niche example of the importance of agriculture and



## BC RURAL DIVIDEND PROGRAM

Applicati  
on Questions Project  
Development Third Intake

cultural tourism in the region. This grassroots, multi- partnership approach lays the groundwork for a successful exploration of project possibilities for the Hardy Mountain Doukhobor Village site which will, in the future, provide much needed employment opportunities for youth and others in the region.

- **Describe potential indirect employment (not in the project itself) created as a result of the project.**

Consultation/Design Phase - The initial phase of this project will employ one to three consultants to facilitate the community consultation(s) and write the resulting concept development plan.

Development Phase - Moving forward Director Russell is hopeful that further funding will be secured which will generate further employment opportunities related to and dependant on the concept development paper recommendations.

- **Describe the successful outcome(s) for the project:**

This consultation/design phase of the project will generate a well researched concept paper that identifies sustainable development opportunities for the revitalization of the Hardy Mountain Doukhobor Village site. The community collaboration included in this project will result in a high level of satisfaction with the project recommendations and will build strong community partnerships in the process.

- ***For each "outcome": What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?***

1. At least two events will be facilitated in the community and will be attended by key stakeholders in the region.
2. The creation and completion of a survey, for stakeholders unavailable for other consultation avenues.
3. A concept development plan will be completed and made available recommending appropriate steps, development timelines, and associated costs, moving forward for the revitalization of the Hardy Mountain Doukhobor site.
4. Given that the decision-makers for the site are intimately involved with this project, the strong expectation is the direction set by the report would be pursued. Given this anticipated outcome, an expected indicator would be the adoption of the recommended path forward, and the pursuit of future funding for site development.

- **Does the community/communities in which the project will be implemented have a current community and/or economic development plan? (Yes/No)**

Yes

**BC RURAL DIVIDEND PROGRAM**

Applicati  
on Questions Project  
Development Third Intake

- o ***If yes:* Please note the section(s) in the plan which relate directly to the project and describe how the project supports the plan(s):**

The intent of the project is to identify a future site development plan that celebrates both heritage and agricultural food production. The Boundary Economic Development Committee (representing all 6 local governments in the Boundary) has a strategic plan that identifies these elements as two of three primary areas of focus (agriculture/food systems support, heritage development, along with the third focus, which is regional trail development). Plan is attached.

- **Describe the existing community support for the project. Indicate how support has been demonstrated within the community/communities:**

An event has been held prior to the submission of this application. There is significant interest in this project as it is an important cultural asset and the community is enthusiastic to see a consensus reached and movement towards the revitalization of the site. Director Russell is in discussion with residents who are interested in working with the project and who continue to offer resources. The RDKB Board is supportive of this application and the BEDC (Boundary Economic Development Committee) have also offered a letter of support (see attached). Additionally, the USCC Executive are aware of and in support of the exploration of opportunities for this site and key agricultural stakeholders have submitted letters of support (also attached).

**BUDGET:**

*Questions regarding the project cost, funding request and financial and in-kind contribution amounts should reflect the information on the applicant's completed budget template (found [here](#)).*

*Please note that if the amounts listed in the application differ from the completed Budget Form, the Program will assess the project utilizing the information in the Budget Form.*

**BC RURAL DIVIDEND PROGRAM**

Applicati  
on Questions Project  
Development Third Intake

- What is the total project cost: \$10,500
- What is the total funding request: \$10,000
- What is total financial contribution from applicant and/or partners: 0
- What is the total in-kind contribution from applicant and/or partners: \$1500
- Are other organizations providing funds or lending money regarding this project? (Yes/No) No
  - If yes: Please enter the other funders for this project. Include the organization name, contact person details (phone # and email), and amount of funding.
  - If yes: What is the total amount of funding from other sources:
- Indicate the estimated start and end dates of the project (maximum project duration is two years):
  - Estimated start date: September 4, 2017
  - Estimated end date: October 31, 2017
  - Full project duration (months): Two months

Is the project ready to commence immediately upon receipt of funding? (Yes/No) Yes

- If no: List the steps (e.g. obtaining permits, completing consultation, securing additional funding) that must be completed before the project can proceed. Please explain what steps, how they will be undertaken, and associated timelines:
- Indicate the key milestones and associated deliverables that support the intended project actions and accomplishments as well as an approximate timeline for each component of the project leading to completion.
  - Consultant contract is signed. 1 week
  - Dates are community consultation are identified, venues are secured and stakeholders confirm attendance. 2 weeks
  - Consultations) take place and feedback is recorded. 4 days
  - Consultants identify timeline for the development of project plan. 1 week
  - Plan is developed in consultation with Director Russell and using the consultation feedback as a baseline. 3-4 weeks
  - Plan is presented to and approved by Rural Director. 1 week
- For Destination Trails projects, please describe the status of any required permits and identify all relevant jurisdiction/ownership of the land on which the trail project will take place (ex.



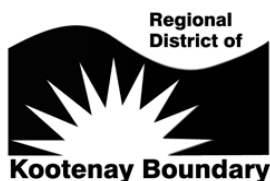
**BC RURAL DIVIDEND PROGRAM**

Applicati  
on Questions Project  
Development Third Intake

**provincial crown land, BC Parks, Municipal Parks, Regional District  
land, Reserve, other, etc.). (If the project is not a Destination Trails project, please enter "N/A".)**

**DOCUMENTS:**

- The following are REQUIRED documents that must be included with the online application form.
- Financial statements *(The type of financial statement required depends on the funding request. Please review the BC Rural Dividend Program Guide for more details.)*
- Articles of incorporation or similar evidence of legal status *(Only required for not-for-profit organizations and First Nations development corporations.)*
- Completed Rural Dividend Budget Form
- Board or Band Council Resolution *(Information is to be entered in the application form.)*
  - Resolution:
  - Moved by:
  - Seconded by:
  - Date of Resolution
- Optional Supporting documents may also be included with the application form and may include:
  - Letter(s) from stakeholders indicating support
    - KVFC has been asked, and approved the request as I understand it; they are waiting for a draft letter to work with.
  - Approved financial plan
  - Community Plans
  - Economic Development Plans
  - Evidence of consultation with the community
  - Financial plans
  - Quotes from contractors and vendors
  - Business Plans
  - Feasibility Studies



## STAFF REPORT

Prepared for meeting of May 2017

<b>Ministry of Forests, Lands, and Natural Resource Operations – Lower Columbia</b> Recontouring Project			
<b><i>Applicant:</i></b> Julie Dalla Gassa, BC Hydro			<b><i>File No:</i></b> B-24
<b><i>Location:</i></b> Genelle Mainland Bar, Electoral Area 'B'/ Lower Columbia-Old Glory			
<b><i>Legal Description:</i></b> Unsurveyed Crown Land			<b><i>Application Area:</i></b> Approximately 5 hectares
<b><i>OCP Designation:</i></b> 'Genelle Residential'	<b><i>Zoning:</i></b> 'Residential 2 (R2)'	<b><i>ALR status:</i></b> No	<b><i>DP Area:</i></b> No
<b><i>Report Prepared by:</i></b> Ken Gobeil, Planner			

### ISSUE INTRODUCTION

The Ministry of Forests, Lands, and Natural Resource Operations has invited the Regional District of Kootenay Boundary to comment on an application submitted by BC Hydro, for recontouring a portion of the Columbia River (*see Site Location Map; Applicants' Submission*).

This application would normally be submitted through Front Counter BC, however, due to a processing error, the application was originally submitted to the Regional District of Central Kootenay. Due to timelines, the Ministry has submitted the referral directly in hopes of a faster response.

### HISTORY / BACKGROUND FACTORS

A similar application was made in the past, and in February 2003 the same area was recontoured. This application is intended to do the same work.

BC Hydro has been ordered by the Comptroller of Water Rights to recontour where fish are being stranded on the Columbia and Kootenay Rivers. The Genelle Mainland Bar is identified for monitoring under *the Lower Columbia River Fish Stranding Study*. The site is described to benefit from recontouring due to recurrent fish stranding at various river stage changes, the large abundance and diversity of fish that are commonly found in this area of the river, and the changes to morphology that have taken place since the last recontouring that was done in 2003.

## PROPOSAL

BC Hydro has requested to the Ministry of Forests, Lands, and Natural Resource Operations that a map reserve is established over the area to protect the foreshore from incompatible development while also allowing them to recontour the bar.

In the referral response the RDKB has been asked to answer or respond the following:

1. Does this application impact your agency's legislated responsibilities?
2. If the proposal proceeds, will the proponent require a permit from your agency?
3. Will on-going compliance monitoring be required by your agency as a result of your legislated responsibilities?
4. Will this application affect public use of this area?

## IMPLICATIONS

In the Management Plan it describes all work to be done during low flows when the land is dry. Access to the site is to be done by existing roads, all fueling and equipment maintenance will also be done out of the streambed. Spill kits appropriate for the equipment will be on site.

Work is expected to take less than 5 days to complete. Risks of environmental damage are considered low for this project; there is no vegetation or timber to be removed for this project.

Due to the proposal being for the same scope and type of work that was done in 2003, the applicant expects there to be minimal concern and risk as there were none noted in 2003.

In response to the questions posed to the RDKB the following may be considered

1. This application has little to no impact on the legislated responsibilities of the RDKB.
2. No permits are required by the RDKB for this project.
3. On-going monitoring will not be required and is not a legislated responsibility of the RDKB.
4. Public use of the crown land and road into the work area may be affected during the recontouring, however, this should be minimal and access is a responsibility of the Ministry of Transportation and Infrastructure to ensure sufficient access is preserved.

## ADVISORY PLANNING COMMISSION COMMENTS

The Advisory Planning Commission (APC) supported the development however, they noted concern with the access route to the work site because of a recent land accretion by the Whispering Pines Mobile Home Park.

Land that BC Hydro intends to use to access the site is now part of the privately owned Whispering Pines Mobile Home Park in Genelle. Access to the site was the only concern noted.

## PLANNING DEPARTMENT COMMENTS

The lands that are referenced in the Tenure Area are crown lands, however, a recent accretion by the Whispering Pines Mobile Home Park has meant that portions of 17<sup>th</sup> Avenue and the existing boat launch are now privately owned. This is the proposed access route for the BC Hydro.

BC Hydro is mandated to complete this task. If the owners of Whispering Pines refuse access through the newly acquired land, there are alternatives for vehicles and equipment to access the work location, such as equipment driving on the shore of the river for longer distances, or creating a new access route elsewhere.

## RECOMMENDATION

That the staff report regarding Recontouring of the Genelle Mainland Bar, being Unsurveyed Crown Land adjacent to District Lot 2404 in the Columbia River, Electoral Area 'B'/ Lower Columbia-Old Glory submitted by the Ministry of Forests, Lands, and Natural Resource Operations be received.

## ATTACHMENTS

*Site Location Map*

*Applicants' Submission*

*Lower Columbia River Recontouring Project Management Plan*

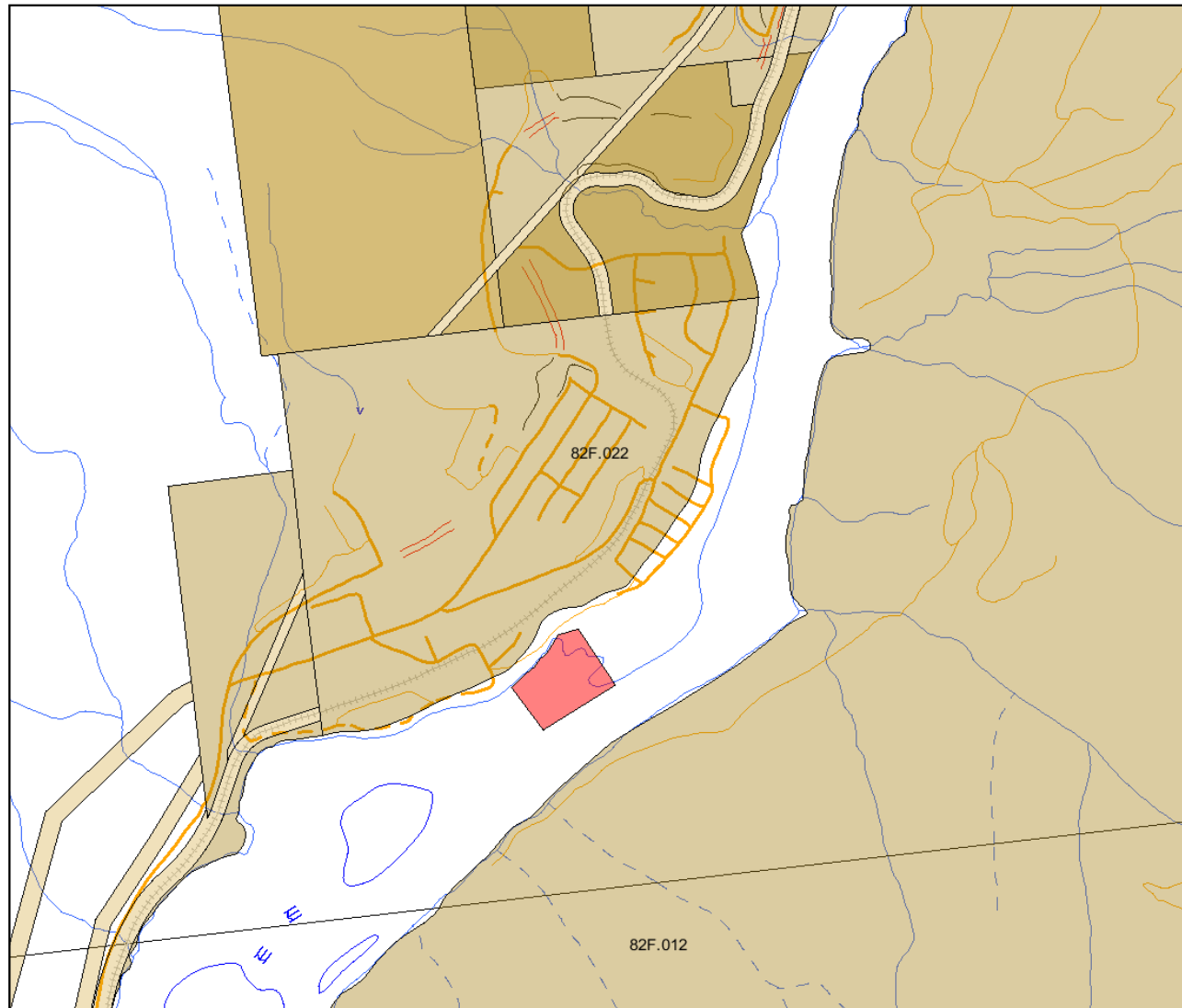
*Whispering Pines Site Location Map*

*Whispering Pines Plan of Accretion*









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**LEGEND**

-  Land Act Crown Grants
-  Surveyed Parcel Base - Cadastre
-  Road
-  Trail
-  Water
-  Rail Line

**Map Centerpoint:**

Map center: 49° 12' 41" N, 117° 41' 21" W  
 Mapsheet: 82F.022

This map is a user generated static output from the ILRR Internet mapping site and is general reference only. Data and layers that appear on this map may or may not be accurate, current or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION PURPOSES.

0 160 320 480 m.



**APPLICANTS' SUBMISSION**









BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
(BC HYDRO)

## **Lower Columbia River Recontouring Project – located in Genelle, B.C.**

MANAGEMENT PLAN FOR APPLICATION FOR SECTION 17 WITHDRAWL  
FILE NO.: 209-1206.0(1) Pt 3

BC HYDRO PROJECT NO.: GR0008-P4B7 CLBMON 42B

**TO:**

MINISTRY OF FORESTS, LANDS & NATURAL RESOURCE OPERATIONS  
Castlegar  
845 Columbia Avenue  
Castlegar, BC V1N 1H3

**SUBMITTED BY:**

Julie Dalla Gassa, Property Coordinator  
BC HYDRO, PROPERTY RESERVOIR RIGHTS  
6911 Southpoint Drive, Podium A03  
Burnaby, BC, V3N 4XB  
T. 604 529-5705  
E. julie.dalla.gassa@bchydro.com  
F. 604 528 1856

Signature of Project Manager: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

October 2016





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## Management Plan for Section 17 Reserve for Lower Columbia River Recontouring Project – located in Genelle, B.C.

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### 1.0 Background

#### 1.1 Project Overview

BC Hydro has been ordered by the Comptroller of Water Rights to undertake physical recontouring where fish are being stranded on the Columbia River. BC Hydro employees, agents, contractor's and/or licensees are proposing to recontour these gravel bars and depressions that create stranded pools following flow changes on the lower Columbia and Kootenay rivers which will result in reduced fish stranding and will improve fish and wildlife conditions in the Columbia River.

The recontouring at Genelle entails excavation of deposited sediments that are currently nearly blocking the west channel. This excavated material will be used to fill in two large stranding pools and used to reslope some of the gravel bar so that it promotes positive drainage of this area back into the Columbia River mainstem channel.

BC Hydro is applying for a Section 17 withdrawal to complete this work.

#### 1.2 Investigative Work

Activity	Brief Description of Activity	Status (e.g. Complete; Incomplete; Ongoing)	Comments / Milestones
<b>CLBMON-42A Lower Columbia River (LCR) Fish Stranding Monitoring Study</b>	Monitoring of fish stranding during flow changes as per Columbia WUP Order Schedule E Clause2.a.	Ongoing since 2007 until 2019	Annual Stranding Reports available online at <a href="http://www.bchydro.com">www.bchydro.com</a> under Water Use Planning <sup>1</sup>
<b>CLBMON-42B LCR Preliminary Design</b>	Engineering aerial assessment of 3 stranding sites and design specifications	In Draft	

<sup>1</sup>

[https://www.bchydro.com/about/sustainability/conservation/water\\_use\\_planning/southern\\_interior/columbia\\_river/lower-columbia-fish.html](https://www.bchydro.com/about/sustainability/conservation/water_use_planning/southern_interior/columbia_river/lower-columbia-fish.html)



### 1.3 Confirmation of Safety Plan

Your Project must meet the Occupational Health and Safety (OHS) criteria set out by WorkSafe BC. Does your Project meet these criteria?

Yes: ☒ No: ☐

### 1.4 First Nations Consultation

First Nation (per CAD)	Emailed Cover Letter & Fact Sheet	Other communications
Kerri Garner, for Akisqnuk First Nation Ktunaxa Nation Council Lower Kootenay Indian Band St. Mary's Indian Band Tobacco Plains Indian Band	August 29, 2016 and October 4, 2016	KNC, Nicole Kappell (via conference call) and CCRIFC environmental professional, Will Warnock, attended a BCH project overview at the Upper Columbia Aquatic Management Partnership meeting on June 8, 2016
Upper Nicola Indian Band	October 4, 2016	
Lisa Wilson, for Lower Similkameen Indian Band Okanagan Indian Band Okanagan Nation Alliance Penticton Indian Band	October 4, 2016	ONA environmental professional, Michael Zimmer attended a BCH project overview at the Upper Columbia Aquatic Management Partnership meeting on June 8, 2016
Travis Marr, for Stkemlupsemc and Skeetchestn Bands	October 4, 2016	
Sierra Stump, for Shuswap Indian Band	October 4, 2016	
Ray Cormier, for Splats'in First Nation	October 4, 2016	
Dave Nordquist, for Adams Lake Indian Band	October 4, 2016	Relationship meeting with Darrell Mounsey (BCH) providing project information on Sept 22, 2016; Email from Dave Nordquist on October 13, 2016 deferring to Splatsin or Shuswap Indian Band
Shane Vensenzi, for Neskonlith Indian Band	October 4, 2016	Relationship meeting with Darrell Mounsey (BCH) providing project information on Sept 22, 2016
Carli Regher, for Simpco Indian Band	October 4, 2016	Relationship meeting with Darrell Mounsey (BCH) providing project information on Sept 22, 2016; Email from Simpcw on October 13, 2016 deferring to Okanagan Indian Band
Aaron Arnouse, for Little Shuswap Indian Band	October 4, 2016	Relationship meeting with Darrell Mounsey (BCH) providing project information on Sept 22, 2016

## 2.0 Location

### 2.1 Description

The site is located within the river channel adjacent to the community of Genelle, approximately 8 kms downstream of Castlegar. This site has been recontoured in the past (February 2003) and is referred to as the Genelle Mainland Bar.



Figure 1: Genelle Mainland Bar (September 2016)

### 2.2 Location Justification

Genelle Mainland Bar has been identified for several years of monitoring under CLBMON42A – Lower Columbia River Fish Stranding Study as a site that would benefit from recontouring due to recurrent fish stranding at various river stage changes, the large abundance and diversity of fish that are commonly found in this area of the river, and the changes to river morphology since the last recontouring in 2003.

### 2.3 Seasonal Expectations of Use

Project Phase	Brief Description of Activity / Works	Season
Construction (Implementation)	Excavation of blocked channel and filling in of stranding pools in the dry when river levels are low enough to safely conduct the work.	March-April; October if river levels permit

## 3.0 Infrastructure and Improvements

### 3.1 New Facilities and Infrastructure

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Not applicable		

### 3.2 Access

Roadway / Proposed Connection	Existing / Proposed	Existing Road Classification	Road Permittee Informatio n and Road Use Agreement s	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
17 <sup>th</sup> Avenue to existing dirt road	Existing	Public to private	N/A	Excavator and trucks will work within streambed for <5 days when river levels are low (March, April or October)	N/A	N/A



Figure 2: Access within streambed from 17th Avenue (Sept 2016)



Figure 3: Access in streambed to Genelle Mainland Bar (Sept 2016)



### 3.3 Utility Requirements and Sources

Not applicable.

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction / Operations)	Water Requirement (e.g. surface water or ground water etc.)	Source / Location	Volume	Infrastructur e Description	Agreement s
	n/a				

### 3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:

Project Phase (Construction / Operations)	Water Requirement (e.g. surface water or ground water etc.)	Source / Location	Volume	Infrastructur e Description	Agreement s
	n/a				

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

Yes: ☐ No: ☒

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes: ☒ No: ☐

Removal Type	Potential Effects	Proposed Mitigation
Excavation of deposited river sediments and re-use to fill stranding pool areas and recontour/reslope site to promote positive drainage back to main channel.  Requires large mechanical equipment (excavators and cats with push blades) to move material and to ensure that finer sediments are removed and recontoured site is capped with larger cobble and gravel.	Soil disturbance is anticipated. Site is primarily comprised of river bed material (cobble and gravel).  BC Hydro does not anticipate residual sedimentation issues when river channel becomes inundated at a future date following recontouring.  This type of project has been completed in the past at the Genelle Mainland Bar and all potential environmental impacts are considered to be low.	The work will be conducted in the dry. Erosion and Sediment Control will be implemented during construction.

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes: ☐ No: ☒

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes: ☐ No: ☒

#### 4.1.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

Yes: ☒ No: ☐

Identify all works that may affect the Riparian zone, the impacts, and proposed mitigations:

Work Type	Potential Effects	Proposed Mitigation
Recontouring requires large mechanical equipment (excavators and cats with push blades) to move material and to ensure that finer sediments are removed and recontoured site is capped with larger cobble and gravel.	No impacts to riparian zone vegetation are anticipated and no vegetation removal is required to complete the work.	On the approach to the stranding site, equipment will remain on established roadways in the streambed.





#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes: ☐ No: ☒

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes: ☐ No: ☒

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes: ☐ No: ☒

BC Hydro's Heritage Resources "Chance Find – Stop Work Procedure" will be implemented during the work in the event that any heritage/artefacts are discovered during the project.

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes: ☐ No: ☒

#### 4.1.7 Construction Methods and Materials

Construction Material / Method	Potential effects	Mitigations
Recontouring requires large mechanical equipment (excavators and cats with push blades) to move material and to ensure that finer sediments are removed and recontoured site is capped with larger cobble and gravel.	see section 4.1.2	On the approach to the stranding site, equipment will remain on established roadways in the streambed.  The work will be conducted in the dry.



## 4.2 Atmospheric Impacts

### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents?

Sound? Yes: ☒ No: ☐

Emission Source	Current Conditions	Potential Effects	Proposed Mitigations / Management
Excavator; trucks	Residents of the community have been supportive of this project in the past (Feb 2003) and understand the biological benefits of conducting this work.	The use of heavy machinery may create some noise that has the potential to be heard by nearby residents.	Mitigation will be covered by EMP, Stakeholder Communications, and Public Safety Plan. Local noise bylaws will be adhered to.

Odor? Yes: ☐ No: ☒

Gas? Yes: ☐ No: ☒

Fuel Emissions? Yes: ☒ No: ☐

Emission Source	Current Conditions	Potential Effects	Proposed Mitigations / Management
Excavator; trucks	Streambed is used by recreational stakeholders to access river.	Limited local emissions during recontouring work (less than 1 week of activity).	Fueling to be conducted off-site out of the streambed. Adequate spill kits will be on site during construction and spill response procedures will be implemented in the event of a spill incident. Idling and vehicle trips will be minimized.

## 4.3 Water or Land Covered by Water Impacts

### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

Yes: ☐ No: ☒



#### 4.3.2 Public Access

Will the project result in changes to public access?

Yes: ☐ No: ☒

#### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

Yes: ☐ No: ☒

### 4.4 Fish and Wildlife Habitat Impacts

#### 4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

Yes: ☐ No: ☒

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

Yes: ☒ No: ☐

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc.), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase and Environmental Setting	Potential Effects	Proposed Mitigations / Management
Construction; recontouring of streambed of Lower Columbia River	Not expected to have any impacts to adjacent habitats.	All proposed work will occur in the dry and conducted during the regional fish timing window. No stream crossings are required to access or conduct the work.

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes: ☐ No: ☒

Will the project (construction or operations phase) require water diversion?

Yes: ☐ No: ☒

Will the project threaten or endanger species at risk in the area?

Yes: ☐ No: ☒

The project will not threaten SARA species in the area.



White Sturgeon, *Acipenser transmontanus* are listed as endangered under SARA, Schedule 1 and are present in the Columbia River adjacent to the project site. However, both White Sturgeon juveniles and adults utilize deep, slow moving habitats in the river that are not subject to dewatering. As a result, individuals will not be harmed or displaced as a result of this work.

Umatilla Dace, *Rhinichthys umatilla* are listed as species of special concern under SARA, Schedule 3 and are known to frequent area of the lower Columbia River. The fish are typically found along the river banks, at depths of less than 1 m. The proposed work will not be conducted within the Columbia River or adjacent watercourses, therefore, it is not anticipated that this species will be impacted by the project.

Western Screech-owl, *Megascops kennicottii macfarlanei* are listed as endangered on Schedule 1 of SARA and are known to frequent the Genelle area. The proposed work does not require any vegetation removal to access or conduct the work, therefore, it is not anticipated that this species will be impacted by the project.

## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas:

The project is commencing within the Kootenay Boundary Regional District. The Site is located in the community of Genelle, B.C.

The City of Trail is the largest population in the vicinity of the application area. The population of Trail as of 2001 census was 7,320 people.

The city is located on both banks of the Columbia River and is approximately 10 north of the United States boarder. Trail has an Airport and is the home of the Kootenay Boundary Regional District. The largest employer is Teck Trail Operations. Trail is also the home of the largest hospital in the West Kootenay Region.

The following First Nations have claims within the region:

Akisqnuq First Nation	Windermere
Upper Nicola Indian Band	Merritt
Ktunaxa Nation Council	Cranbrook
Lower Kootenay Indian Band	Creston



Lower Columbia River Recontouring Project –Genelle, B.C.  
MANAGEMENT PLAN

Lower Similkameen Indian Band	Keremeos
Okanagan Indian Band	Vernon
Okanagan Nation Alliance	Westbank
Penticton Indian Band	Penticton
Stkemlupsemc and Skeetchestn Bands	Kamloops & Savona
Shuswap Indian Band	Invermere
Splats'in First Nation	Enderby
St. Mary's Indian Band	Cranbrook
Tobacco Plains Indian Band	Grassmere
Adams Lake Indian Band	Chase
Neskonlith Indian Band	Chase
Simpcw Indian Band	Barriere
Little Shuswap Indian Band	Chase

The planned works overlap with:

- Trapline TR0408T001;
- Flowage Reserve 212933 which is held by the Ministry of Agriculture and Land on behalf of BC Hydro;
- Mineral and placer reserve 366438 which is held by the Province on behalf of BC Hydro; and
- Statement of boundary intent for the Ktunaxa Kinbasket Treaty Council.

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the Union of BC Municipalities (UBCM) and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

Yes: ☐ No: ☒

## 5.2 Socio-Community Conditions

#### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

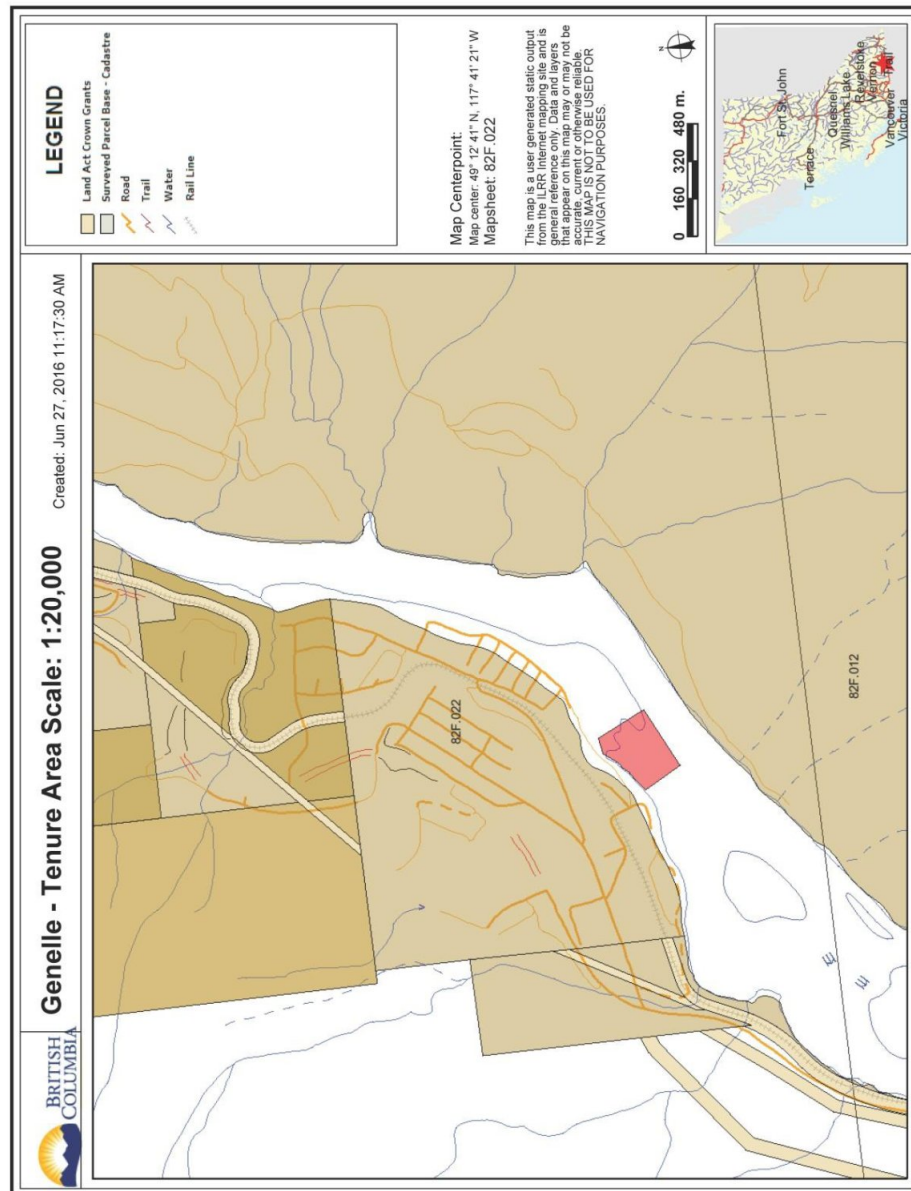
Yes: ☐ No: ☒

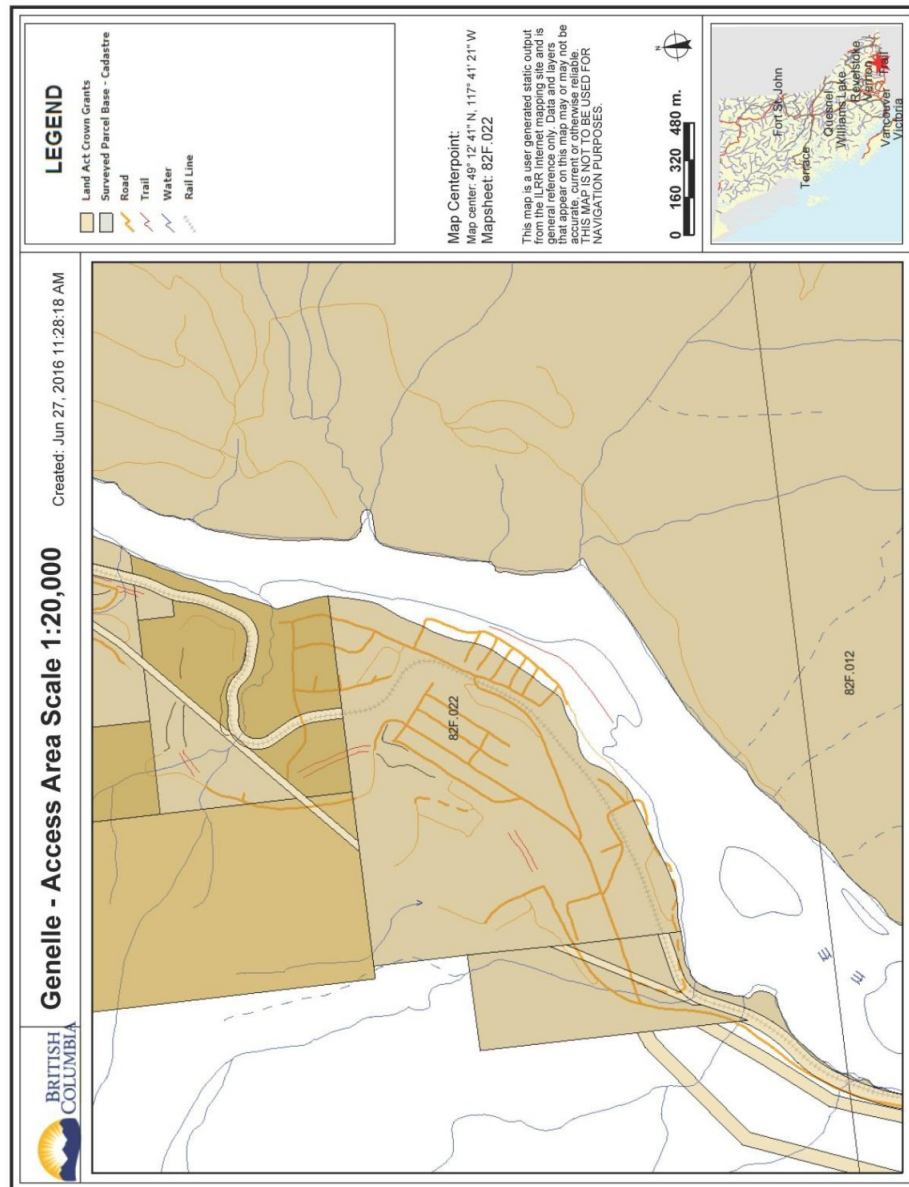


#### **5.2.2 Existing Services**

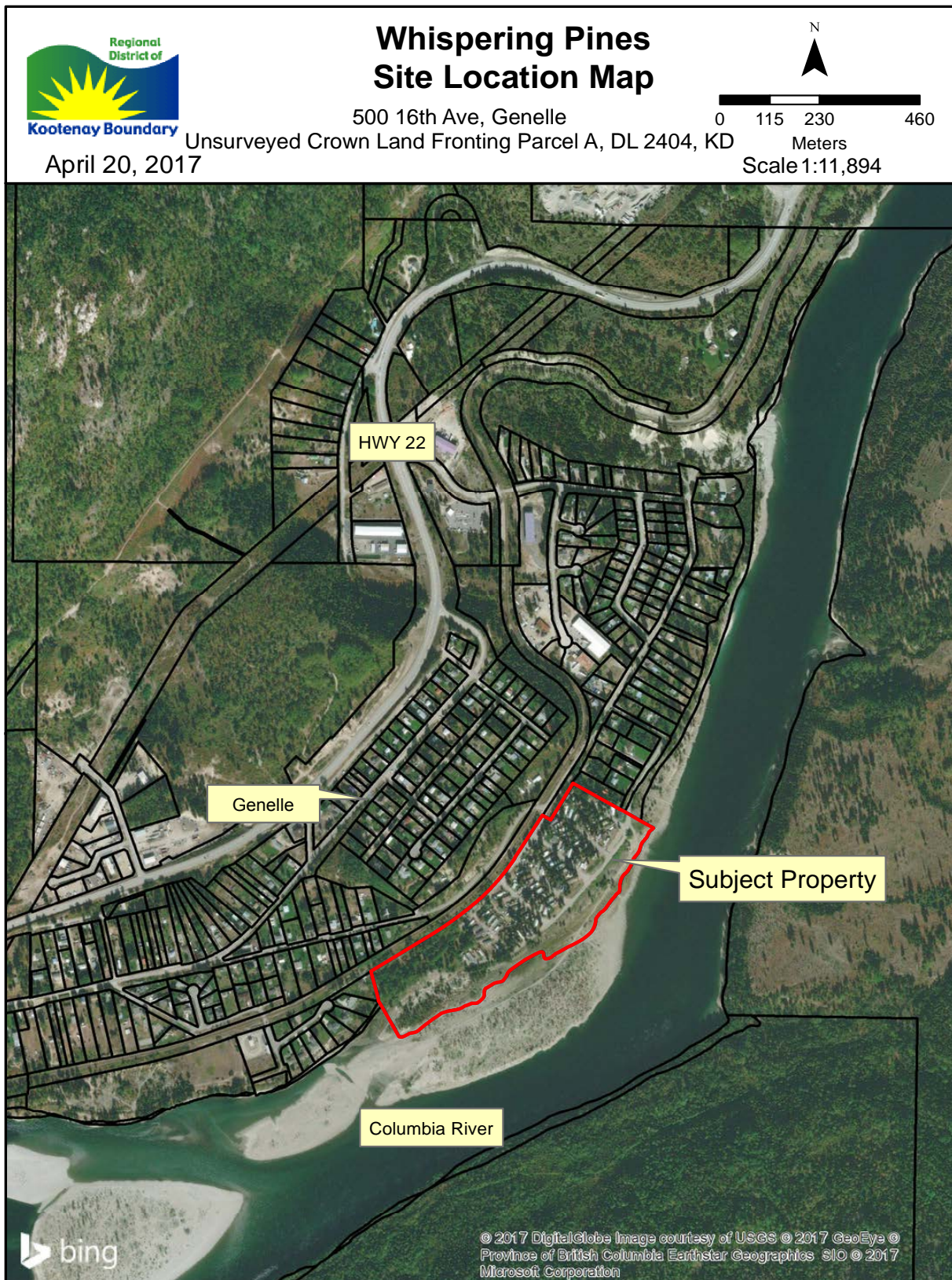
Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures:

Not applicable

**Appendix A – General Site Map – Genelle Site**


**Appendix B – Access Map– Genelle Site**

**End of Document**





Document Path: P:\KG\Maps\YYYY-MM-DD\_SLM\_EA-DL-Roll-template.mxd

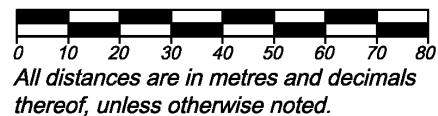


REFERENCE PLAN OF PARCEL A (SEE 16120-i), DISTRICT LOT 2404, KOOTENAY DISTRICT EXCEPT:

- (1) PARCEL 1 (REFERENCE PLAN 39692-i)
- (2) PARCEL 1 (REFERENCE PLAN 48884-i)
- (3) PARCEL 1 (REFERENCE PLAN 58592-i)
- (4) PARCEL 1 (REFERENCE PLAN 110575-i)
- (5) PARTS INCLUDED IN PLANS 1824, 1861, 2035, 2066, 2231, 2423, 4156, 5633, 5685, 17533 AND NEP19802
- (6) PART LYING TO THE NORTHWEST OF THE RIGHT OF WAY ON PLAN 6600,
- (7) PART INCLUDED IN RW PLAN 6600 AND
- (8) PLAN EPP54777

AND ACCRETED LAND.

Pursuant to Sections 100(1)(a)  
BCGS MAP SHEET 82F.022



The intended plot size of this plan is 864mm in width by 560mm in height ( D Size ) when plotted at a scale of 1:1250.

LEGEND

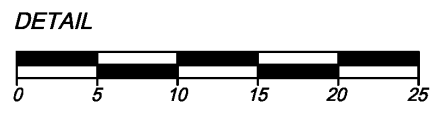
- denotes standard iron post found
- denotes standard iron post placed
- ⊙ denotes control monument
- △ denotes traverse hub placed
- ⊙ denotes GNSS control point
- a denotes arc
- r denotes radius
- ha denotes hectares
- REM. denotes remainder
- WT denotes witness post

Grid bearings are derived from four GNSS control points and are referenced to the central meridian of UTM Zone 11.

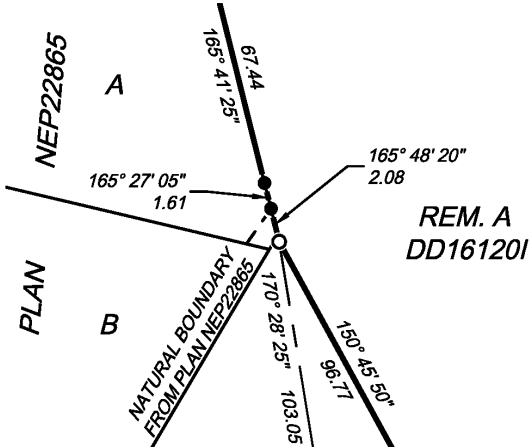
This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.999568. The average combined factor has been determined based on an ellipsoidal elevation of 400 metres.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from single frequency GNSS observations to geodetic control marker 97H2186.

Note: This plan shows one or more witness posts which are not set on the true corner(s).

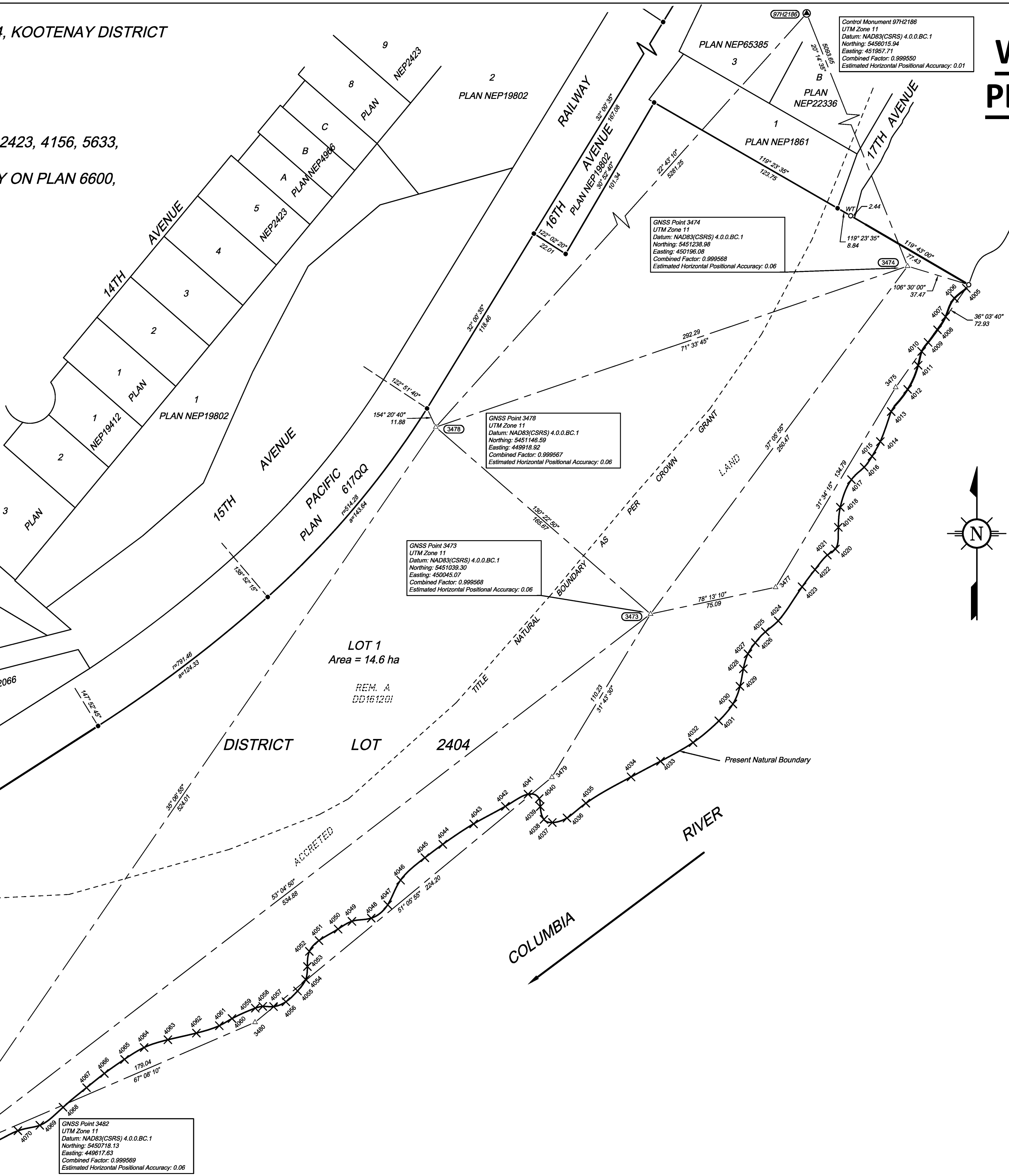


Scale of enlargement is 1:400 at intended plot size of plan



Polaris Land Surveying Inc.  
Box 324, #110-174 Wilson Street  
Victoria BC V9A 7N7

File: 0502-LeDressay-001  
Drawing: 0502-001-local-C3D.DWG  
Date: 2015-11-02



PLAN EPP52635

# WHISPERING PINES PLAN OF ACCRETION

TIES TO PRESENT NATURAL BOUNDARY							
FROM	TO	AZIMUTH	DISTANCE	FROM	TO	AZIMUTH	DISTANCE
3475	4005	036°07'25"	70.4	3479	4036	150°17'15"	25.1
	4006	034°00'40"	61.7		4037	179°26'20"	26.0
	4007	035°51'55"	20.1		4038	180°55'45"	24.7
	4008	036°40'55"	41.2		4039	302°02'15"	18.2
	4009	036°23'45"	32.1		4040	211°11'35"	14.4
	4010	036°31'45"	25.6		4041	235°05'50"	17.1
	4011	046°12'15"	18.3		4042	238°32'40"	32.1
	4012	089°16'00"	7.2		4043	239°45'50"	53.3
	4013	180°42'25"	14.1		4044	238°58'30"	74.8
	4014	196°08'20"	32.4		4045	238°13'25"	87.8
	4015	195°22'10"	42.0		4046	238°22'10"	106.8
	4016	201°58'40"	49.5		4047	232°45'50"	121.2
	4017	206°07'40"	59.1		4048	232°40'30"	133.5
	4018	205°17'40"	76.2		4049	234°49'55"	143.8
	4019	202°44'25"	67.2		4050	235°19'45"	153.0
	4020	202°51'30"	69.4		4051	235°34'05"	166.0
	4021	202°36'30"	104.3		4052	234°56'15"	174.1
	4022	204°21'00"	115.0		4053	232°52'05"	180.2
	4023	205°38'55"	127.1		4054	231°14'35"	185.6
3477	4024	175°32'55"	19.3		4055	230°38'20"	193.5
	4025	193°17'20"	26.3		4056	230°28'15"	202.7
	4026	200°31'05"	34.0		4057	231°09'20"	210.1
	4027	203°04'05"	41.5		4058	232°14'10"	215.0
	4028	202°01'30"	50.5		4059	232°43'45"	218.1
	4029	200°13'20"	60.6	3480	4080	279°05'30"	13.7
	4030	200°32'20"	71.6		4081	264°43'50"	21.1
	4031	203°31'00"	83.7		4062	259°49'05"	35.1
	4032	206°33'10"	101.5		4063	258°55'50"	52.2
	4033	214°05'50"	120.7		4064	257°29'15"	66.9
	4034	217°57'15"	138.1		4065	264°22'25"	79.5
	4035	221°57'25"	166.8		4066	261°38'50"	93.3
					4067	249°14'20"	105.9
					4068	246°37'05"	123.0
					4069	244°55'55"	139.7
					4070	245°55'55"	152.7
					4071	246°03'15"	173.4
3482	4080	001°37'20"	67.8				
	4081	356°36'20"	79.7				

The unregistered land included within this plan is accreted land.

This plan lies within the Regional District of Kootenay Boundary.

The field survey represented by this plan was completed on May 25th 2015.  
Brent Alan Taylor, BCLS 642.

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** May-16-17 10:02 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by The Arthritis Society, email address - adamromano@shaw.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

**Applicant Information:**

Applicant: The Arthritis Society

Address: 121 Portview Ave Kelowna BC V1V 1T2

Phone: 250-712-1659

Fax:

Email: adamromano@shaw.ca

Representative: Adam Romano

Make Cheque Payable To: The Arthritis Society

**Other Expenses:**

Total Cost of Project: \$\$\$3000

Amount Requested from RDKB Director(s): ~~\$\$\$200~~ \$100

*Director Ali Grieve*

What is the Grant-in-Aid for?

This request for Grant-in-Aid would be used to support the Walk to Fight Arthritis occurring June 4, 2017 at Gyro Park in Trail BC. This is the first year that we are having a walk in the West Kootenay area. The walk raises funds that are put toward research, education and to find a cure for arthritis. The walk also raises awareness of the 650,000 people in BC that are living with arthritis. The funds would go to offset the costs of putting on an outdoor event such as rental of chairs and tables, promotion, and supplies needed for the walk such as route markers.

**List of Other Organizations Applied to for Funding**

Name of Organization    Teck

Amount Requested    \$500

Amount Secured    \$500

Name of Organization    City of Trail

Amount Requested    \$130

Amount Secured    \$65

Name of Organization    Columbia Basin Trust

Amount Requested    \$1500

Amount Secured    \$0

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** April-20-17 4:32 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Western Communities Foundation, email address - rebecca.demoskoff@westernfg.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve

**Applicant Information:**

Applicant: Western Communities Foundation

Address: 1948 Main Street, Fruitvale, BC, V0G 1L0

Phone: 250.367.9414

Fax: 250.367.9455

Email: rebecca.demoskoff@westernfg.ca

Representative: Rebecca Demoskoff

Make Cheque Payable To: Western Communities Foundation

**Other Expenses:**

Total Cost of Project: \$300.00

Amount Requested from RDKB Director(s): \$300.00

*Approved Director Ali Grieve  
April 24/17*

What is the Grant-in-Aid for?

If accepted for this grant, we would meet our office goal of \$300.00, anything collected over and above will be donated to organizations in Fruitvale. Last year with Area A's generous donation we made our office goal. The Foundations was able to donate \$130 to the Fruitvale Elementary Breakfast Program, we matched \$500 that the BV Girls Softball raised during a BBQ at our office, we gave a \$750 bursary to a 2016 JL Crowe grad, as well as we obtained a \$5,000 grant that was given to Fruitvale PAC LEAP Playgroud project.

**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

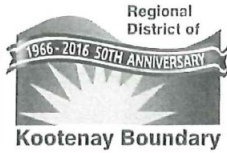
Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\





## Grant-in-Aid Request

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 foj@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
--	--	--	---	--

Applicant:	* HOLLY GORDON BVBS - Fruitvale			
Address:	* Box 873 Fruitvale BC			
Phone:	* 250-367-2116	Fax:		E-Mail: * hollymgordon2@gmail.com
Representative:	* Holly Gordon			
Make Cheque Payable To:	* BVBS			

\*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? \$6000 What amount are you requesting from this RDKB Director(s)? \$3000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

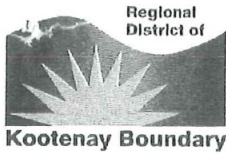
Our Canada 150 project is to make a Canadian Flag in the large (5x20') bed on Main St. in red & white flowers. Also in red & white will be the hanging baskets and planters along Main St.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	LeRoi Foundation	
Amount Requested: \$	2000	Amount Secured: \$ 0
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Date: May 10/17	Applicant Signature: H. McGordon	Print Name:

Office Use Only
Grant approved by Electoral Area Director: Approved by Director Grieve May 8/17
Approved by Board:

**SUBMIT**



# Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input checked="" type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Kural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	---	--	---	--

Applicant:	Kootenay-Columbia Learning Centre				
Address:	2001 Third Avenue Trail, BC V1R 1R6				
Phone:	250-364-1275 Ext. 299	Fax:	250-364-5743	E-Mail:	dflick@sd20.bc.ca
Representative:	Denise Flick				
Make Cheque Payable To:	Kootenay-Columbia Learning Centre				

\*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? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 750.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Kootenay-Columbia Learning Centre – Graduating Class of 2017

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization <u>Teck Metals</u>	Amount Requested: \$ _____	Amount Secured: \$ <u>1250.00</u>
Name of Organization <u>City of Trail</u>	Amount Requested: \$ _____	Amount Secured: \$ <u>650.00</u>
Name of Organization <u>Trail Kiwanis Club</u>	Amount Requested: \$ _____	Amount Secured: \$ _____
Date: May 5, 2017	Applicant Signature <u>Denise Flick</u>	Print Name <u>Denise Flick</u>

## Office Use Only

Grant approved by Electoral Area Director: Linda Worley  
 Approved by Board: \_\_\_\_\_

**STIRMIT**



**Reginal District of Kootenay Boundary – Scholarship Application**

Name of Organization – Lauener Brothers Jewelers Ltd  
Amount Secured: \$

Name of Organization – Lion Clubs of Trail  
Amount Secured: \$

Name of Organization – Village of Warfield  
Amount Secured: \$

Name of Organization – City of Rossland  
Amount Secured: \$ 200.00

Name of Organization – MLA Kootenay West Katrine Conroy  
Amount Secured: \$

Name of Organization – Aboriginal Education  
Amount Secured: \$

Name of Organization – Catalano Family  
Amount Secured: \$

Name of Organization – Castlegar Sunrise 2000 Rotary  
Amount Secured: \$ 500.00

Name of Organization – United Steelworkers Local 480  
Amount Secured: \$ 500.00

Name of Organization – Rotary Club of Trail  
Amount Secured: \$

Name of Organization – City of Castlegar  
Amount Secured: \$

Name of Organization – KCTU Social Justice Division  
Amount Secured: \$150.00

Name of Organization – Castlegar Selkirk Lions Club  
Amount Secured: \$ 500.00

Name of Organization – Fruitvale Quilters Guild  
Amount Secured: \$ Quilt

Name of Organization – School District No. 20  
Amount Secured: \$ 3600.00

Name of Organization - Smokettes  
Amount Secured: \$500.00

**Theresa Lenardon**

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**From:** is@rdkb.com  
**Sent:** May-04-17 11:53 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Rossland Golden City Days, email address - terrycbrinson@gmail.com

**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

**Applicant Information:**

Applicant: Rossland Golden City Days

Address: PO Box 1572, Rossland BC V0G 1Y0

Phone: 2503629562

Fax:

Email: terrycbrinson@gmail.com

Representative: Terry Brinson, Coordinator

Make Cheque Payable To: Rossland Golden City Days

**Other Expenses:**

Total Cost of Project: \$\$9,000 cash, approximately

Amount Requested from  
RDKB Director(s): \$1,000

*Approved by Director Worley  
MAY 5/17*

What is the Grant-in-Aid for?

The Grant-in-Aid will be used toward expenses related to children's and family events, heritage activities,

the parade, outhouse races, and outdoor entertainment. The funds will allow us to promote and produce various events during our annual weekend festival. We will encourage new activities.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Teck Trail Operations

Amount Requested    \$1,000

Amount Secured

Name of Organization    Columbia Basin Trust

Amount Requested    \$1,000

Amount Secured    \$1,000

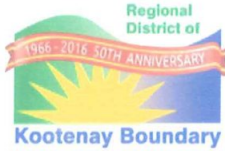
Name of Organization    Nelson & District Credit Union

Amount Requested    \$2,000

Amount Secured

Documents uploaded with Submission?

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## Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input checked="" type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	--	---	--	---

Applicant:	* Silver City Trap and Skeet Club		
Address:	* Box 426 7000 Hwy 22		
Phone:	* 250-365-9422	Fax:	
E-Mail:	* gdsriver56@shaw.ca		
Representative:	* Rick Miller President		
Make Cheque Payable To:	* Silver City Trap and Skeet Club		

*\*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? \$ 4000.00 What amount are you requesting from this RDKB Director(s)? \$ 2,500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The monies will be used for grounds keeping equipment maintenance and upgrades. Lawn mowers, Snow blowers Leaf blowers, irrigation etc.

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: May 8 2017 Applicant Signature \_\_\_\_\_ Print Name Rick Miller

### Office Use Only

Grant approved by Electoral Area Director: Linda Worley  
 Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** May-16-17 10:02 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by The Arthritis Society, email address - adamromano@shaw.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

**Applicant Information:**

Applicant: The Arthritis Society

Address: 121 Portview Ave Kelowna BC V1V 1T2

Phone: 250-712-1659

Fax:

Email: adamromano@shaw.ca

Representative: Adam Romano

Make Cheque Payable To: The Arthritis Society

**Other Expenses:**

Total Cost of Project: \$\$3000

Amount Requested from RDKB Director(s): \$\$200

*Approved by Director Worley May 17/17*

**What is the Grant-in-Aid for?**

This request for Grant-in-Aid would be used to support the Walk to Fight Arthritis occurring June 4, 2017 at Gyro Park in Trail BC. This is the first year that we are having a walk in the West Kootenay area. The walk raises funds that are put toward research, education and to find a cure for arthritis. The walk also raises awareness of the 650,000 people in BC that are living with arthritis. The funds would go to offset the costs of putting on an outdoor event such as rental of chairs and tables, promotion, and supplies needed for the walk such as route markers.

**List of Other Organizations Applied to for Funding**

Name of Organization    Teck

Amount Requested    \$500

Amount Secured    \$500

Name of Organization    City of Trail

Amount Requested    \$130

Amount Secured    \$65

Name of Organization    Columbia Basin Trust

Amount Requested    \$1500

Amount Secured    \$0

Documents uploaded with Submission?

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**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** May-10-17 8:13 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Little Lakers Learning Centre Society, email address - lakedaycare@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Little Lakers Learning Centre Society  
 Address: 1680 B Santa Rosa Rd Christina Lake BC V0H 1E3  
 Phone: 250-447-6336  
 Fax:  
 Email: lakedaycare@gmail.com  
 Representative: Karla Dick, Treasurer (karladick3@gmail.com)  
 Make Cheque Payable To: Little Lakers Learning Centre Society

**Other Expenses:**

Total Cost of Project: \$\$3500

Amount Requested from RDKB Director(s): **\$\$3500**

*Approved by Chair/Director McGregor  
May 10/17*

What is the Grant-in-Aid for?

To support outdoor activities and recreation at the Little Laker Learning Centre. The recreation equipment we require is CSA approved and includes items are for safety, like high visibility vests to get the kids across the highway this summer. The cost of the equipment is about \$1500.00. The programming portion is for \$2000. We really want to attract the families who call Christina Lake home in the summer, but they need a bit more incentive other then daycare, so we are making theme camp weeks all summer to get them to try us out. All week camps involve some creative programming.

**List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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# Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input 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
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Applicant:	Christina Lake Elementary School PAC			
Address:	Box 240 49 Westlake Drive Christina Lake BC V0H 1E0			
Phone:	250-444-7026	Fax:		E-Mail: s_n_e@telusplanet.net
Representative:	Sheldon Weigel			
Make Cheque Payable To:	Christina Lake Elementary School PAC			

\*\*\*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? \$2,500 What amount are you requesting from this RDKB Director(s)? \$2,500

What is the Grant-in-Aid for? (attach an extra sheet if necessary) *Approved by Director*

See attached letter

*McGregor May 9/17*

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization N/A  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: 05/04/17 Applicant Signature *Sheldon Weigel* Print Name Sheldon Weigel

## Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**SUBMIT**



CHRISTINA LAKE  
ELEMENTARY SCHOOL

WAVE OF THE FUTURE

**DELIVERED BY EMAIL**

May 4, 2017

Grace McGregor  
Electoral Area 'C'/Christina Lake Director  
E: gem9293@gmail.com

Dear Madam;

**Re: Request for Grant In Aid Funding**

I am the President of Christine Lake Elementary School Parent Advisory Committee (CLES PAC). In that capacity I am writing to you to request a grant in aid to assist PAC and CLES with providing its annual swim safety program to students of our school.

As parents of students in a community with ready access to the lakeshore, we place a high degree of importance on ensuring that every student has basic swim safety knowledge. To that end, each year we have swim instructors from the Grand Forks Aquatic Centre provide a special swim safety program to all our students at the pool located at the Christina Pines Campground adjacent to our school. This program comes at a considerable cost (\$2500) and we are asking if you would consider making a grant in aid to assist us with this very worthwhile program. We are currently scheduled to run the program from June 6 – 15, 2017 for all our students.

If there is any further information you require, I would be pleased to discuss this matter with you further. I can be reached at ? Thank you in advance for your consideration. I look forward to the opportunity to discussing this matter with you.

Yours truly,

  
Sheldon Weigel  
CLES PAC President

❖ 49 West Lake Drive ❖ Box 240 ❖ Christina Lake ❖ BC ❖ V0H 1E0 ❖ Ph (250) 447-9423 ❖ Fax (250) 447-6443 ❖

❖ [www.st51.bc.ca/CLES](http://www.st51.bc.ca/CLES) ❖

**Theresa Lenardon**

---

**From:** is@rdkb.com  
**Sent:** April-29-17 10:37 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Ladies Golf Club, email address - lynnwebster@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 Ladies Golf Club

Address: P. O. Box 268, Christina Lake, B. C. V0H 1E2

Phone: 250-447-9313

Fax: 250-447-6628

Email: lynnwebster@gmail.com

Representative: Lynne Webster

Make Cheque Payable To: Christina Lake Ladies Golf Club

**Other Expenses:**

Total Cost of Project: \$

Amount Requested from  
RDKB Director(s):

\$5300.00

Approved by Director McGregor  
MAY 1/17

What is the Grant-in-Aid for?

Annual Ladies Open Golf Tournament. Tuesday, August 29, 2017

This tournament draws golfers from the East and West Kootenays, The Okanagan, Lower Mainland, Boundary and Washington and Idaho. Our theme is "Swing with Bling"

**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**

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**From:** is@rdkb.com  
**Sent:** April-30-17 9:19 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Les Sawyer, email address - lessawyer@shaw.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Les Sawyer

Address: 2013 Carol Court Christina Lake B.C.

Phone: 1-250-447-9764

Fax:

Email: lessawyer@shaw.ca

Representative: Les Sawyer ( organizer for the pickle ball tournament )

Make Cheque Payable To: Les Sawyer ( president of Christina Lake Pickle Ball Association )

**Other Expenses:**

Total Cost of Project: \$

Amount Requested from RDKB Director(s): \$\$500.00

*Approved by Chair McGregor MAY 1/17*

What is the Grant-in-Aid for?

Money to purchase prizes for the Christina Lake Home Coming "Pickle Ball Tournament".

**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**

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**From:** is@rdkb.com  
**Sent:** May-07-17 1:01 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Boat Access Society, email address - sue.verigin@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 Boat Access Society

Address: c/o Sue Verigin @ 1181 Keith Road, West Vancouver, BC V7T1M7

Phone: 6043068231

Fax:

Email: sue.verigin@gmail.com

Representative: Sue Verigin

Make Cheque Payable To: Christina Lake Boat Access Society

**Other Expenses:**

Total Cost of Project: \$800.00

Amount Requested from  
RDKB Director(s): \$400.00

*Approved by Chair/Director MCGREGOR  
MAY 8/17*

What is the Grant-in-Aid for?

To support the Annual Dump Day initiative that is hosted by the CLBAS with volunteers collecting and sorting trash to help keep the properties around the lake safe and clean.

**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:** May-11-17 4:00 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Recreation Commission, email address - gfplay@rdkb.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Recreation Commission

Address: Box 1486

Phone:

Fax:

Email: gfplay@rdkb.com

Representative: Lilly Bryant

Make Cheque Payable To: Grand Forks Recreation

**Other Expenses:**

Total Cost of Project: \$1000.00

Amount Requested from RDKB Director(s): \$500.00

*Approved by Director  
McGregor May 8/17*

What is the Grant-in-Aid for?

To Assist with the Christina Lake Pickleball Tournament on July 7 to 9 2017. To help purchase T-shirts and prizes. The Christina Lake Pickleball group has already applied for \$500 to help with the tournament expenses

**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:** May-10-17 1:42 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Grand Forks & District Public Library, email address - director@gfpl.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Grand Forks & District Public Library

Address: 7342 5th Street

Phone: 2504428382

Fax:

Email: director@gfpl.ca

Representative: Cari Lynn Gawletz

Make Cheque Payable To: Grand Forks & District Public Library

**Other Expenses:**

Total Cost of Project: \$8118

Amount Requested from  
RDKB Director(s):

\$1,700 — \$850

Approved by Directr McGregor  
May 11/17

What is the Grant-in-Aid for?

The Kids' Summer Reading Club is one of the most popular and influential programs offered by the Grand Forks & District Public Library. In order to provide the same level of service for this program in 2016 that we have in previous years, we require two short-term employees. In the past, this program has been supported by the Canada Summer Jobs and Young Canada Works programs. Unfortunately, in recent years, public libraries are having trouble securing these grants. We were one of the successful libraries in receiving the Canada Summer Jobs grant to hire one student, but were not chosen to receive the Young Canada Works grant. Our Collective Agreement prevents us from hiring a second young person from our own budget, they

must be paid via grants. As such, it is unlikely that we will be able to afford a second person for the full 30 hours per week, and the job of two people will be piled onto one. If we could have a one-time grant-in-aid from the RDKB of \$1700, we will be able to employ a second person and deliver the same program that the people in our area know and love. The employee would be paid \$12.75 per hour for a total of 240 hours over the course of the summer.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Young Canada Works

Amount Requested    1,764.15

Amount Secured    0

Name of Organization    Canada Summer Jobs

Amount Requested    4448

Amount Secured    3329

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** May-10-17 1:42 PM  
**To:** Theresa Lenardon; Jennifer Kuhn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Grand Forks & District Public Library, email address - director@gfpl.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks  
 Director Roly Russell

**Applicant Information:**

Applicant: Grand Forks & District Public Library

Address: 7342 5th Street

Phone: 2504428382

Fax:

Email: director@gfpl.ca

Representative: Cari Lynn Gawletz

Make Cheque Payable To: Grand Forks & District Public Library

**Other Expenses:**

Total Cost of Project: \$8118

Amount Requested from  
 RDKB Director(s):

~~\$1,700~~ \$850

Approved by Director Russell  
 May 11/17

What is the Grant-in-Aid for?

The Kids' Summer Reading Club is one of the most popular and influential programs offered by the Grand Forks & District Public Library. In order to provide the same level of service for this program in 2016 that we have in previous years, we require two short-term employees. In the past, this program has been supported by the Canada Summer Jobs and Young Canada Works programs. Unfortunately, in recent years, public libraries are having trouble securing these grants. We were one of the successful libraries in receiving the Canada Summer Jobs grant to hire one student, but were not chosen to receive the Young Canada Works grant. Our Collective Agreement prevents us from hiring a second young person from our own budget, they

must be paid via grants. As such, it is unlikely that we will be able to afford a second person for the full 30 hours per week, and the job of two people will be piled onto one. If we could have a one-time grant-in-aid from the RDKB of \$1700, we will be able to employ a second person and deliver the same program that the people in our area know and love. The employee would be paid \$12.75 per hour for a total of 240 hours over the course of the summer.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Young Canada Works

Amount Requested    1,764.15

Amount Secured    0

Name of Organization    Canada Summer Jobs

Amount Requested    4448

Amount Secured    3329

Name of Organization

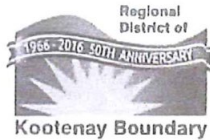
Amount Requested

Amount Secured

Documents uploaded with Submission?

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## Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' 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:	* City of Greenwood			
Address:	* 202 S Government Ave. P.O. Box 129			
Phone:	* 2504456644	Fax:	2504456441	E-Mail:
Representative:	* Wendy Higashi, CAO			
Make Cheque Payable To:	* City of Greenwood.			

\*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? \$39,889.00 What amount are you requesting from this RDKB Director(s)? \$4,500

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To assist with lifeguard and instructor expenses for the municipal pool. The majority of the lifeguards and instructors are from Regional District Area E.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization Canada Summer Jobs, Federal Grants  
Amount Requested: \$ 3475 Amount Secured: \$ approx 2,000. (phone call)

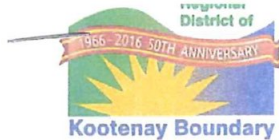
Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: Apr 13/17 Applicant Signature Wendy Higashi Print Name WENDY HIGASHI

Office Use Only
Grant approved by Electoral Area Director: <u>[Signature]</u>
Approved by Board: _____

**SUBMIT**



# Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* Bridesville Women's Institute			
Address:	* 4985 Hwy 3 RR#1 Rock Creek BC V0H 1Y0			
Phone:	* 250 446 2210	Fax:	—	E-Mail: * <a href="mailto:fossenair@tdus.net">fossenair@tdus.net</a>
Representative:	* Louise Fossen			
Make Cheque Payable To:	* Bridesville Women's Institute			

\*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? \$ 250.00 What amount are you requesting from this RDKB Director(s)? \$ 250

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

to provide lunch on April 18/17 at fairgrounds for RDKB workshop on registering wells & irrigation for 25 people @ 10.00 each Soup sandwiches desert

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization NA  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization NA  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

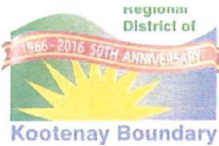
Name of Organization NA  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: April 25/17 Applicant Signature Louise Fossen Print Name Louise Fossen

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
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
---	--	--	---	---

Applicant:	* Kettle Valley Golf Club		
Address:	* RR2 SIMCO Camp 8 Rock Creek B.C. V0M-1X0		
Phone:	* 250 446-2826	Fax:	E-Mail: * kvgc1927@gmail.com
Representative:	* Aaron Rexin		
Make Cheque Payable To:	* Kettle Valley Golf Club		

\*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? \$1165<sup>40</sup> What amount are you requesting from this RDKB Director(s)? \$1165<sup>40</sup>

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Junior Golf Program - Waive a \$20.00 enrolment fee so everyone can participate - Provide lunches & refreshments - Provide free balls, tees, ball markers & golf hats Access to golf expertise provided by volunteers including a professional instructor Sponsorship of wind-up tourney, luncheon, certificates, etc.
---

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: \_\_\_\_\_ Applicant Signature Earl Lindsay Print Name EARL LINDSAY  
TREASURER

## 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
---	--	--	---	---

Applicant:	* <u>GREENWOOD BOARD OF TRADE</u>		
Address:	* <u>PO BOX 430, GREENWOOD BC V0H 1J0</u>		
Phone:	* <u>(250) 442-6343</u>	Fax:	E-Mail: * <u>greenwoodbot@gmail.com</u>
Representative:	* <u>SUSAN CHARNELL OR CHRIS ESSELINK</u>		
Make Cheque Payable To:	* <u>GREENWOOD BOARD OF TRADE</u>		

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$13,985 What amount are you requesting from this RDKB Director(s)? \$1,800

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

<u>SEE ATTACHED &amp; ATTACHMENTS EMAILED MAY 3, 2017</u>

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization GREENWOOD COMMUNITY ASSOCIATION  
Amount Requested: \$ OPEN Amount Secured: \$ IN-KIND: USE OF COMMUNITY HALL

Name of Organization THE GREENWOOD IMPROVEMENT SOCIETY  
Amount Requested: \$ OPEN Amount Secured: \$ 777.00

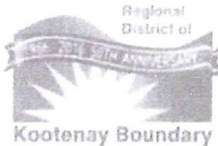
Name of Organization COMMUNITY FUTURES BOUNDARY  
Amount Requested: \$ OPEN Amount Secured: \$ UP TO \$1,500.00

Date: May 4/17 Applicant Signature Chris Esselink Print Name Christine Esselink

Office Use Only
Grant approved by Electoral Area Director: <u>[Signature]</u>
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:	Boundary Womens softball league c/o Celeste Deal		
Address:	6270 Como st, Grand Forks, BC, V0H1H4		
Phone:	250-444-0066	Fax:	
Representative:	Celeste Deal (manager)		
Make Cheque Payable To:	BWSL		

\*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? \$\_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 1000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Softball BC insurance, which is required to be a member of our league (players, coaches) is annually \$30 per player and an extra \$10 for a lifetime membership for new players.

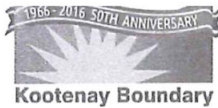
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: May 16/2017 Applicant Signature Alex K. Deal Print Name Celeste K. Deal

Office Use Only
Grant approved by Electoral Area Director: <u>[Signature]</u>
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:	* Trails to the Boundary Society				
Address:	* Box 492, Midway, BC V0H 1M0				
Phone:	* 250 528-0227	Fax:		E-Mail:	* rags-relics@hotmail.com
Representative:	* Pat Henley				
Make Cheque Payable To:	* Trails to the Boundary Society				

\*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? \$ 2073.75 What amount are you requesting from this RDKB Director(s)? \$ 2073.75

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

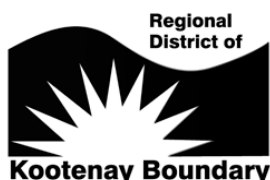
Registration for representatives from 5 communities in West Boundary to attend SIBAC "Keeping It Rural" conference, in Kelowna, June 20-21, 2017. Cost is \$395 + GST per registrant. Meals are included. Arrangements are being made to put people up overnight in Kelowna. Someone will be coming from each of: Greenwood, Midway, Rock Creek, Westbridge & Beaverdell.

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: May 16, 2017	Applicant Signature <u>Patricia Henley</u>	Print Name Pat Henley

Office Use Only
Grant approved by Electoral Area Director: <u>W. Lee</u>
Approved by Board: _____

**SUBMIT**



# STAFF REPORT

Prepared for meeting of May 2017

License of Occupation and Non-Farm Use in the ALR			
<i>To:</i> Chair McGregor and Members of the RDKB Board of Directors			
<i>Applicant:</i> Regional District of Kootenay Boundary		<i>File No:</i> E-2455-03110.100	
<i>Owner:</i> Crown, as represented by the Ministry of Forests, Lands and Natural Resource Operations			
<i>Location:</i> 3645 Highway 3, Rock Creek, Electoral Area 'E' / West Boundary			
<i>Legal Descriptions:</i> Lot 71, District Lot 2455, Plan KAP378 PID: 012-478-563		<i>Area(s):</i> 4.5acres (1.8 hectares)	
<i>OCP Designation:</i> NA	<i>Zoning:</i> NA	<i>ALR status:</i> In	<i>DP Area:</i> No
<i>Report Prepared by:</i> Ken Gobeil, Planner			

## ISSUE INTRODUCTION

The Regional District of Kootenay Boundary (RDKB), is applying for a license of occupation from the Province and non-farm use from the Agricultural Land Commission (ALC) for approximately 3500m<sup>2</sup> area of land for a fire hall to service the Kettle Valley region.

## HISTORY / BACKGROUND FACTORS

In November 2016 electors in the Kettle Valley Fire Service Area voted in favour of the establishment of a fire service and the necessary borrowing to construct the required buildings and purchase needed equipment. A location has been chosen that requires Board support to secure.

The subject property is approximately half way between Rock Creek and Midway on the north side of Highway 3 (*see attached, Site Location Map*). This portion of Electoral E / West Boundary does not have an Official Community Plan or Zoning Bylaw to regulate



land use at a local level. The majority of surrounding land uses include acreages and small farms. There is a Fortis Transfer Station to the southeast.

This property, which is within the Agricultural Land Reserve (ALR), and has an agricultural capability rating of 5A (6:3AP 4:2A). The subject property and surrounding area has a class 5 rating with an aridity deficiency, with irrigation the subject property could have a class 2 or 3 rating.

The subject parcel is home to the Boundary Fire Zone Staging Area, used by the BC Wildfire Service (a division of the Ministry of Forests Lands and Natural Resource Operations) to store resources and materials for fighting forest fires. Because this property is within the ALR, approval for a non-farm use from the Agricultural Land Commission (ALC) was required for these uses. Application number O/B-Q-77-05174 for non-farm use was approved October 7, 1977, which spans over multiple properties to include camping areas, storage areas, and an air strip. The original approval for this non-farm use had very specific provisions regarding the placement of structures and uses on the properties.



*Figure 1: Proposed site looking north*

This parcel is owned by the Crown in the right of British Columbia. A License of Occupation will be required for the RDKB to use a portion of the property. Currently the BC Wildfire Service uses trailers for fire fighters stationed on the subject property; these trailers include kitchen and bathroom facilities. Although the BC Wildfire Service does have approval to use the property for a staging and storage area for firefighting, due to the specific details of the 1977 non-farm use approval, the RDKB cannot use this approval to place a fire hall on the property. The ALC have stated they will require a

*Page 2 of 5*

P:\PD\EA\_'E'\E-2455-03110.100 Crown\2017\_Fire\_Hall\Board\2017-05-01\_L.O.\_N.F.U.\_Board.docx

separate application to be submitted for the RDKB to use the subject property for a new fire hall.

RDKB Orthophotos are have not been correctly aligned to parcel lines.

### PROPOSAL

The RDKB proposes to place a fire hall on the subject parcel adjacent to Highway 3 and west of the existing driveway and parking area. The Fire Hall will be approximately 300 m<sup>2</sup> in size although the building plans have not been finalized. The building will require power, water and a septic system. The hall would be designed to contain all vehicles and equipment and there would be no outdoor storage. It is not known at this time if there is an existing well or septic system that could be used for the proposed structure.

It is not anticipated that additional paved parking will be required. To anticipate possible well and septic locations an area of approximately 3500m<sup>2</sup> has been highlighted in the License of Occupation Area Map.

The proposed hall will be similar to others in the RDKB, such as the George Evans Fire Hall and Big Y Fire Hall in Electoral Area D / Rural Grand Forks although it is anticipated that only 2 bays may be required.



Figure 2: George Evans Fire Hall



Figure 3: Big Y Fire Hall

## IMPLICATIONS

The RDKB has no land use bylaws in this area of the Electoral Area E / West Boundary to consider. The intended use is complimentary to the existing use of the property, which has been operating in this location since the late 1970's.

The 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 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.

Agricultural land is being preserved as none of the land is being removed from the ALR with the exception of the building footprint, and no land is being taken out of active production. The proposed hall location was previously used to store trailers containing kitchen and bathroom facilities for firefighters stationed at the subject property. The site is clear of all vegetation and levelled to have trailers stationed on site. Other than the building, and its associated connections to a well and septic system, there will be minimal impact to the current environment.

The status and ability of the water wells and septic system has not been confirmed. Tying into or expanding upon an existing water well and sewage system may be an option. However, sufficient space is included in the application to ensure a well and appropriate septic system can be created if needed.

If the proposed non farm use for a fire hall is approved and a license of occupation is granted it will alleviate the pressure of fire response for the Kettle Valley area and provide additional support to the BC Wildfire Service with minimal effects on the surrounding landscape. This would increase the safety and general enjoyment of the area for all surrounding property owners.

The BC Wildfire Service is supportive of sharing the property for a fire hall, and expect to have a mutually beneficial relationship. Particularly, the BC Wildfire Service hopes that the common facilities within the fire hall (such as bathroom and showers) could be shared between local and provincial fire fighters. In anticipation of the approvals required from the ALC and a License of Occupation being issued from the province, the BC Wildfire Service has moved trailers and materials that had been stored in the proposed fire hall site to another location on the property.



**ADVISORY PLANNING COMMISSION COMMENTS**

This was not taken to the APC or EAS for Comment.

**BACKGROUND INFORMATION PROVIDED**

*Site Location Map*

*Subject Property Map*

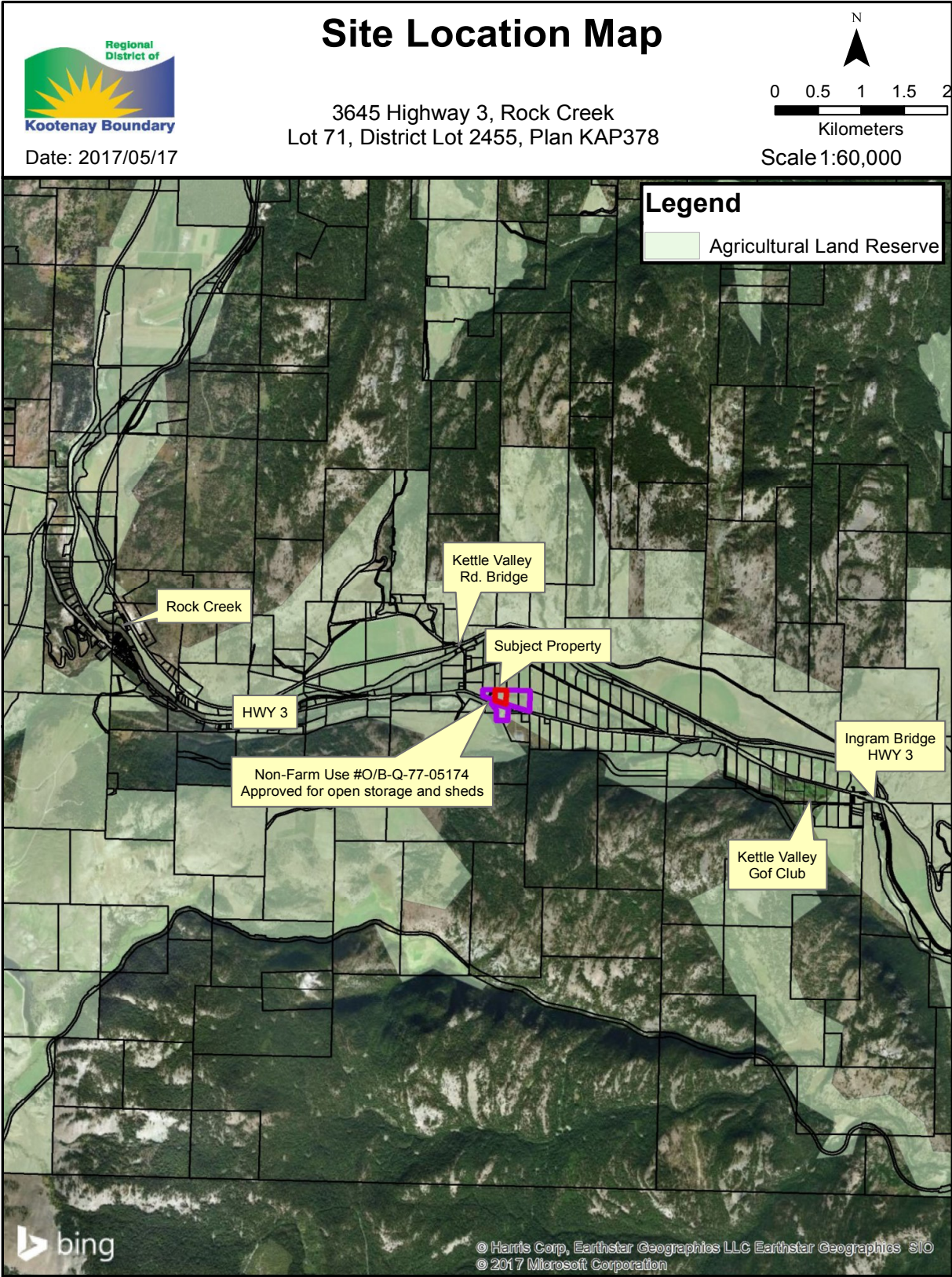
*License of Occupation Area Map*

*1977 Plans*

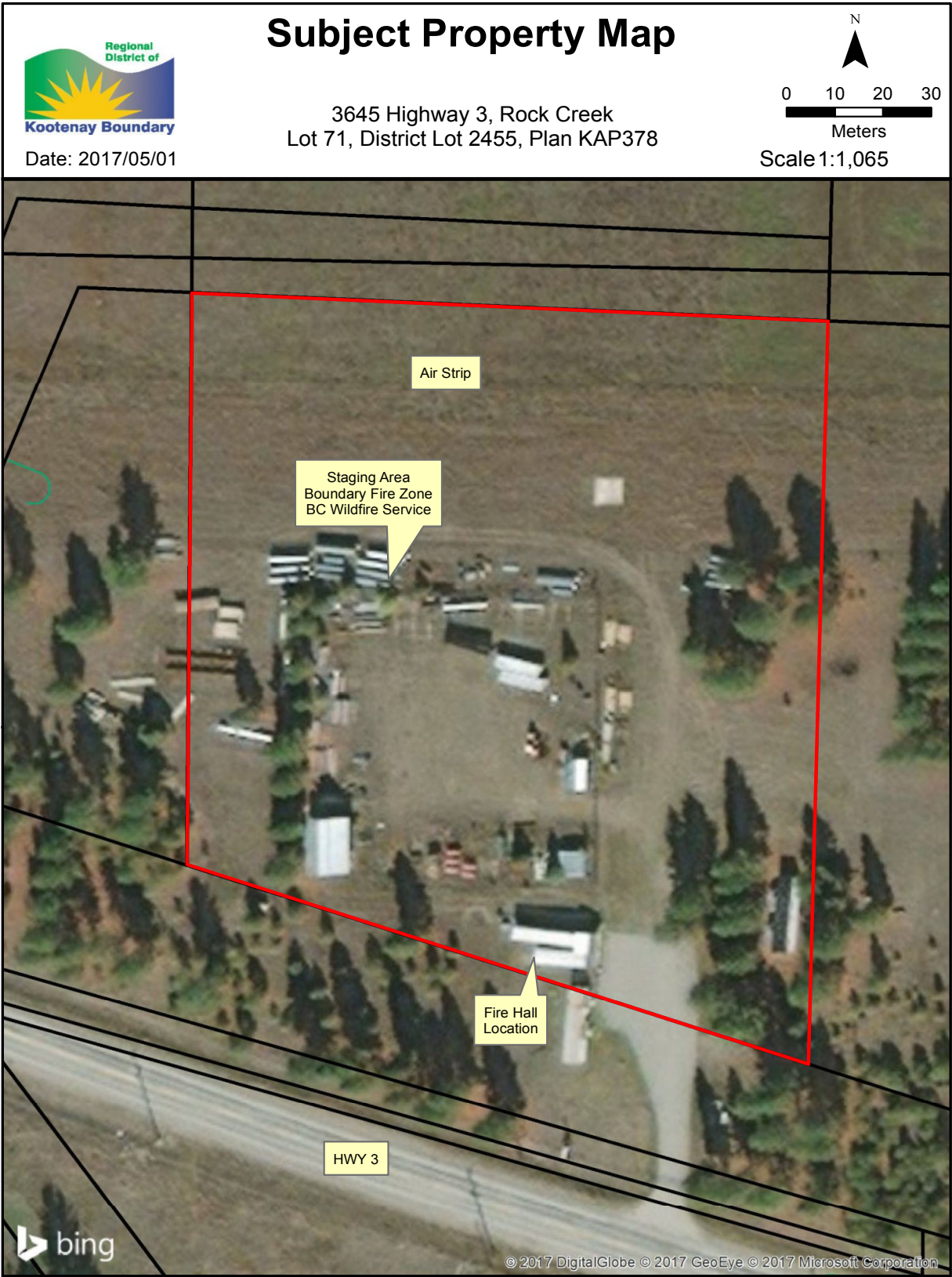
**RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors supports the application to the Province of British Columbia for a Community/Institutional License of Occupation for a Fire Hall on a portion of Lot 71 District Lot 2455, Plan KAP378, SDYD as described in the staff report presented to the Regional District of Kootenay Boundary Board of Directors on May 24, 2017

And further, that the application for non-farm use within the ALR submitted by the Regional District of the Kootenay Boundary for an area  $\pm 3500\text{m}^2$  of land for a fire hall on the property owned by the Crown, in the Right of British Columbia, as represented by the Ministry of Forests, Lands, and Natural Resource Operations, legally described as Lot 71 District Lot 2455, Plan KAP378, SDYD, be forwarded to the Agricultural Land Reserve with a recommendation of support.



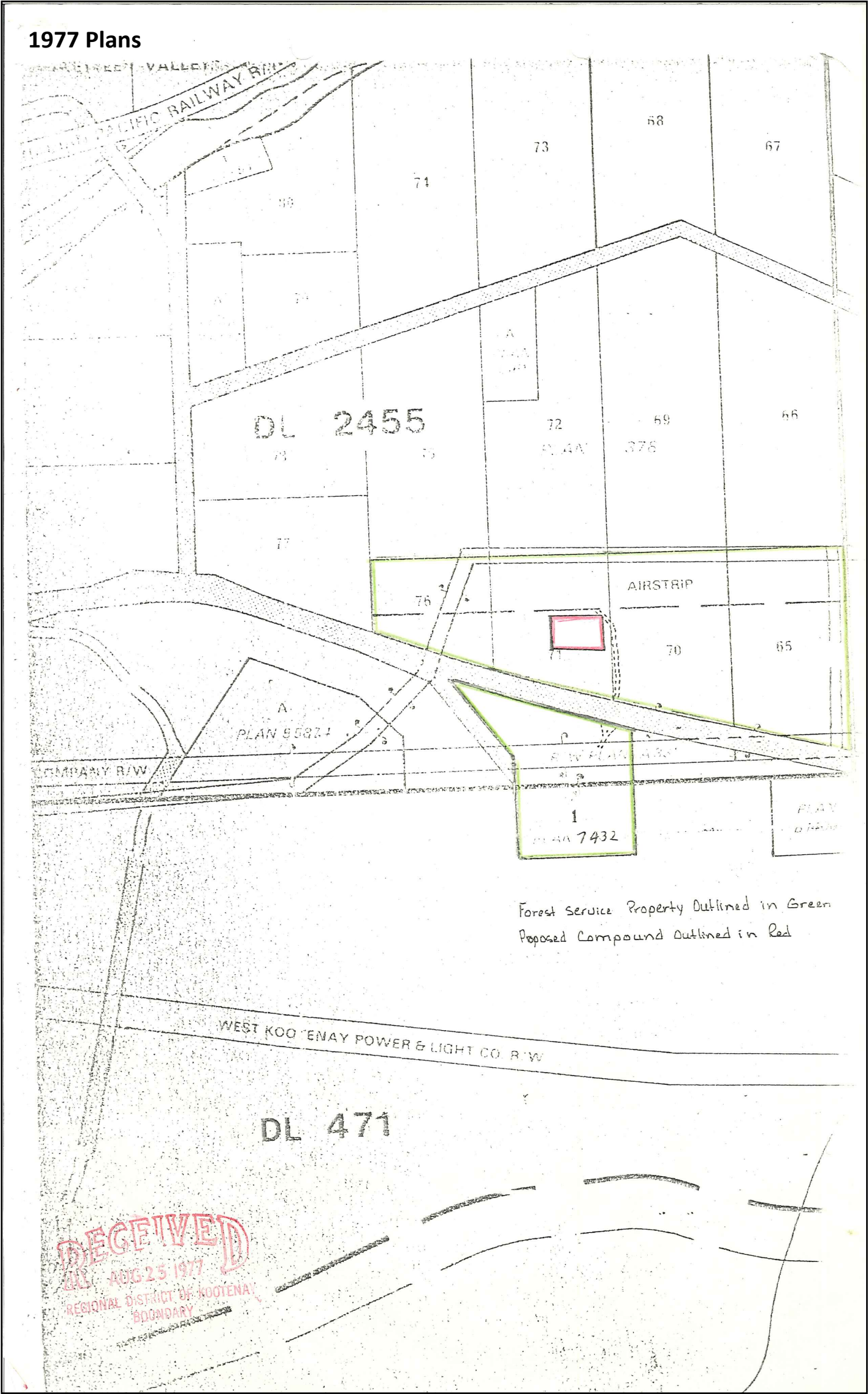


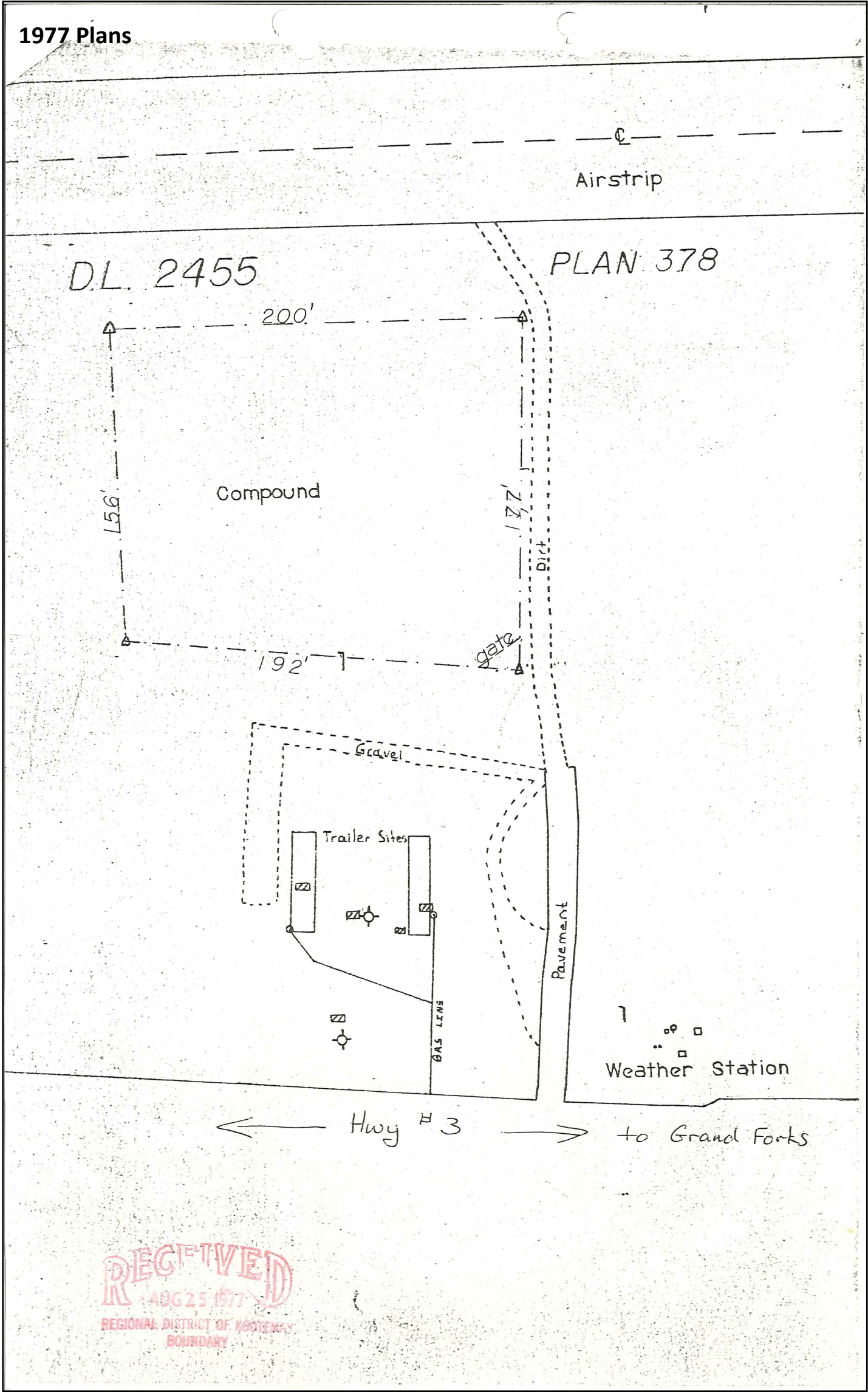






1977 Plans







## BYLAW NO. 1644

### **A Bylaw to impose and levy a Parcel Charge upon the owners of land or real property within the CHRISTINA LAKE WATER UTILITY Service Area**

**WHEREAS** the Regional District is authorized, in the *Local Government Act*, to impose fees and charges, by bylaw, for the purpose of recovering the annual costs for a service;

- 1) A Parcel Charge shall be and is hereby imposed and levied upon the owners of land or real property within the service area of the Regional District of Kootenay Boundary Christina Lake Water Utility.
- 2) The Parcel Charge shall be levied in the year 2017 on each parcel of land aforementioned, and the amount of such Parcel Charge shall be three hundred and fifty dollars (\$350.00).
- 3) The Parcel Charge shall be in force until the complete discharge and satisfaction by the Regional District of all obligations presently incurred and to be incurred in respect of provision of the Christina Lake Water Utility service.
- 4) The aforementioned charge shall be due and payable on or before the 30<sup>th</sup> day of June 2017.
- 5) This bylaw may be cited as "Regional District of Kootenay Boundary Christina Lake Water Utility Parcel Charge Bylaw No. 1644, 2017".
- 6) This bylaw shall come into full force and effect on May 25, 2017.

**READ First and Second Time** this 24<sup>th</sup> day of May, 2017.

**READ a Third Time** this 24<sup>th</sup> day of May, 2017.

I, Theresa Lenardon, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1644 cited as "Christina Lake Water Utility Parcel Charge Bylaw No. 1644, 2017" which was read a Third Time by the Regional District of Kootenay Boundary Board of Directors on May 24, 2017.

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



**Reconsidered and Adopted** this 24<sup>th</sup> day of May, 2017.

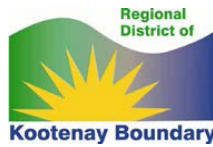
\_\_\_\_\_  
Chair

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

I, Theresa Lenardon, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1644 cited as "Christina Lake Water Utility Parcel Charge Bylaw No. 1644, 2017" which was adopted by the Regional District of Kootenay Boundary Board of Directors on May 24, 2017.

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





## BYLAW NO. 1621

### **A Bylaw to provide for remuneration and repayment of expenses to the Board of Directors of the Regional District of Kootenay Boundary**

---

**WHEREAS** pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Directors;

**AND WHEREAS** the Board of Directors finds it desirous to remunerate members of the Board and provide for expenses incurred by a Director for discharge of the duties of office;

**AND WHEREAS** the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by a Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

**AND WHEREAS** the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by a Director when performing the activities referred to in the preceding recital;

**NOW THEREFORE BE IT RESOLVED** that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. **Annual Remuneration**

- a) There shall be provided in the annual budget under Legislative and General Government an amount sufficient to pay remuneration to each of the Municipal Directors of the Regional District of Kootenay Boundary.

2. **Reimbursement of Expenses**

- a) There shall be included in the annual budget under the Legislative and General Government Exhibit an amount sufficient to pay to each of the Directors of the Regional District of Kootenay Boundary.

Bylaw No. 1621  
Director Remuneration/Reimbursement

- b) Such amounts are payable to reimburse each Director for the scheduled expenses incurred or an allowance in lieu of reimbursement when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Director is a member.
  - c) The annual remuneration and reimbursement of expenses shall be as per Schedule 'A', attached to and forming part of this bylaw, which shall take effect on the date of adoption.
3. Bylaw No. 1548 cited as "Director Remuneration Bylaw No. 1548, 2014" is hereby rescinded.
  4. This Bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017".

**Read a First and Second time** this                      day of

**Read a Third time** this                      day of

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1621 cited as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017" as read a third time this                      day of

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

**Reconsidered and Adopted** this                      day of

\_\_\_\_\_  
Chair

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

Bylaw No. 1621  
Director Remuneration/Reimbursement

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1621 cited as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017" as reconsidered and finally adopted this

---

Manager of Corporate Administration

Bylaw No. 1621  
Director Remuneration/Reimbursement

## Directors Basic Monthly Stipend

(Applies to all Regional District Directors)

	Remuneration	Expense Allowance	Totals
<b>Stipend</b>	\$500	\$250	\$750.00/month

## Chair of the Board Compensation

<p>The position of Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Chair part way through any month, the stipend will be pro-rated.</p>	\$1,911.00/month
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## Vice Chair of the Board Compensation

<p>The position of Vice Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Vice Chair part way through any month, the stipend will be pro-rated.</p>	\$333.00/month
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### Meeting Allowance

When attending a Public Hearing or a Committee/Commission meeting at the direction of the Board, a Director is entitled to a meeting allowance.	\$83.00/meeting
Meeting allowances are adjusted on an annual basis (starting January 1 <sup>st</sup> each year), or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.	

### Committee Chair Meeting Allowance

In addition to the meeting allowance, Directors who serve as the Chair, or who are appointed in the absence of Committee Chair or Vice Chair, are eligible to receive a Chair's Meeting allowance.	\$111.00/meeting
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### S.I.D.I.T. Reading Allowance

Elected Officials appointed by the Board to sit on the Southern Interior Development Initiative Trust (S.I.D.I.T.) Regional Advisory Committee are eligible to claim for a reading allowance.	\$41.50/month (2017 rate)
The S.I.D.I.T. Reading Allowance is adjusted on an annual basis, or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.	

## Directors Technology/Office Supplies Allowance

(Applies as Indicated)

<p>A Technology/Office allowance will be provided to each Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home. This expense allowance is intended to cover expenses related to mobile/cell phones, internet service, printers, paper, printer cartridges and other consumables. Internet service is deemed to be at least high speed "lite" (256 kbps).</p> <p>Should a Director reside in part of the Regional District that does not offer the minimum internet service through traditional means (i.e. Telus, Shaw), the Regional District will cover the cost for satellite internet service.</p>	\$200.00/month
<p>The Regional District of Kootenay Boundary will provide to each Municipal Director suitable hardware to undertake their Regional District duties.</p>	Supplied by RDKB
<p>The Regional District of Kootenay Boundary will provide to each Electoral Area Director an annual technical/hardware allowance and each Electoral Area Director will be responsible for supplying and maintaining appropriate hardware in order to undertake their Regional District duties.</p>	\$500.00/year

## Travel Expenses

### General Travel

For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.	The rate approved and used by the Province of British Columbia.
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### Out of RD/Other Travel

<p>All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan.</p> <p>Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.</p>	Receipts are required for commercial travel.
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### Vehicle Allowance

Directors are entitled to claim a vehicle allowance.	\$50.00/month
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### Travel Time Allowance

Directors who attend a Board meeting, Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$49.00
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$59.00
For approved travel exceeding 351 kilometers.	\$73.00

### Accommodations

Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event.	Receipts are required (if the Director is booking privately)
Directors will be responsible for any upgrade or additional costs incurred.	
Should a Director choose to book their own room, the Regional District will pay only for a basic room.	
Directors are able to utilize private accommodation if they choose. They are entitled to an allowance.	\$50.00/night



## Meals/Incidental Allowances

<p>For the purposes of this Bylaw:  Breakfast is at 7:00 a.m.  Lunch is at 12:00 p.m. (noon)  Dinner is at 6:00 p.m.</p>	
<p>If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.</p>	
<p>If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.</p>	
<p style="text-align: center;">Zone 1 – All of BC excepting GVRD, SLRD and CRD</p>	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
<p style="text-align: center;">Zone 2 – GVRD, SLRD, CRD and anywhere else</p>	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
<p style="text-align: center;">GVRD = Greater Vancouver Regional District  SLRD = Squamish Lillooet Regional District  CRD = Capital Regional District</p>	
<p style="text-align: center;">Directors are entitled a claim for incidental expenses.</p>	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

### Miscellaneous

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will pay for, or reimburse the Director, for fees related to Welcoming Reception and Formal Banquet/Dinner only.	
Directors are entitled to claim the difference between personal and business car insurance rates due to use of private vehicles for RDKB business.	Receipts are required.
Directors are entitled to claim for one windshield replacement deductible per year if there windshield is damaged while on RDKB business.	Receipts are required.

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****BYLAW NO. 1631**

A Bylaw to amend Big White Zoning Bylaw No. 1166, 2001  
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 Big White 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. 1631, 2017.
2. The Regional District of Kootenay Boundary Zoning Bylaw No. 1166, 2001 is amended to:
  - a) Add the following new zone to the Table of Contents, immediately following '407. HOSTEL/EMPLOYEE HOUSING RESIDENTIAL 6 ZONE R6':

"407A. EMPLOYEE HOUSING RESIDENTIAL R6A"

b) Add the following new definition under Section 103, immediately following the definition for 'DWELLING, TWO FAMILY':

**"EMPLOYEE HOUSING** means the use of a room or suite other than a dwelling unit for an individual(s) whose principal place of employment is within the Controlled Recreation Area of Big White Ski Resort."

c) Add the following new zone to the lists of zones in the table under Section 401(1), immediately following the 'R6 HOSTEL/EMPLOYEE HOUSING RESIDENTIAL 6 ZONE':

"R6A	EMPLOYEE HOUSING RESIDENTIAL 6A ZONE
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d) Add the following new zone after Section 407:

**"407A. EMPLOYEE HOUSING RESIDENTIAL 6A ZONE R6A**

1. Subject to compliance with the general provisions in Part 3, the following provisions shall apply in the Employee Housing Residential R6A Zone.

**2. Permitted Uses**

The following uses only shall be permitted:

- a) Employee Housing;
- b) Employee Services;
- c) Accessory buildings and structures.

**3. Minimum Parcel Area**

The minimum parcel area shall be 2,000 m<sup>2</sup>.

**4. Floor Area Ratio**

The maximum floor area ratio shall be 0.8

**5. Setbacks**

No building or structure or part thereof except a fence shall be located within:

- a) 4.5 metres of a front lot line;
- b) 4 metres of a rear and interior side lot line;
- c) 3 metres of an exterior side lot line.

**6. Parcel Coverage**

The maximum parcel coverage shall be 60%. Notwithstanding the foregoing, portions of underground parking areas which are not directly under the foot print of a building and which are entirely below the finished grade of the parcel and thereby fully concealed, shall be deemed to be exempt from these parcel coverage standards.

**7. Height**

- a) Principal buildings shall not exceed 17 metres in height;
- b) Accessory buildings shall not exceed 6 metres of one storey in height.

**8. Parking**

Off-street parking spaces shall be provided in accordance with Section 317 of this Bylaw with the exception of 317(6) (Proportion of parking spaces that must be covered)."

3. Schedule B (Big White Zoning Map) of the Big White Zoning Bylaw No. 1166, 2001 is amended to rezone the following area, from 'Chalet Residential 3' Zone to 'Employee Housing Residential 6A' Zone:  
 -Proposed DL 4255 in the vicinity of DL 4219, SDYD  
 as shown outlined in red on the Schedule Z attached hereto and forming part of this Bylaw.

**READ A FIRST AND SECOND TIME** this 21<sup>st</sup> day of March, 2017.

**PUBLIC HEARING NOTICE ADVERTISED** in the Kelowna Daily Courier this 11<sup>th</sup> day of April and also this 12<sup>th</sup> day of April, 2017.

**PUBLIC HEARING** held on this 18<sup>th</sup> day of April, 2017.

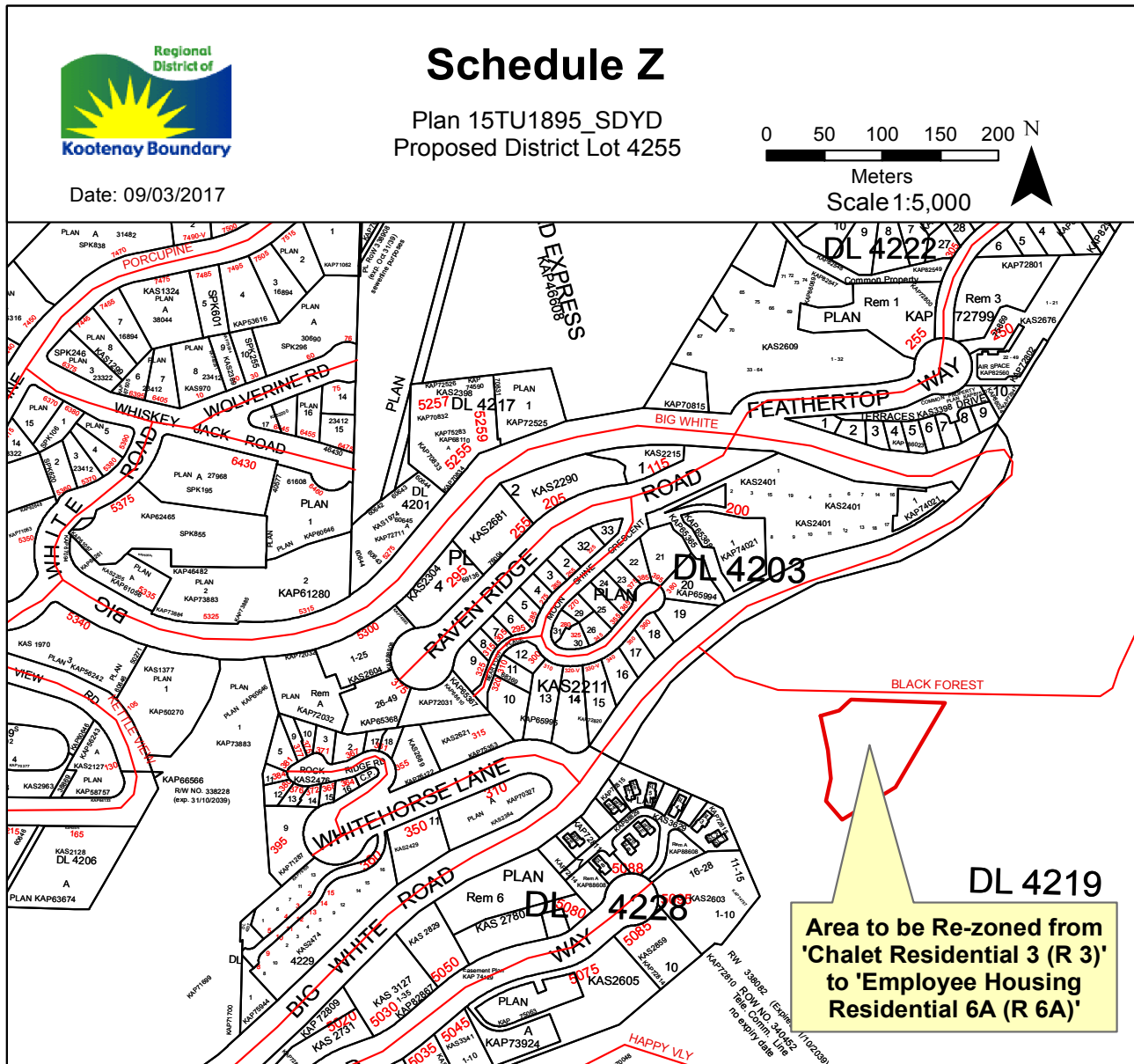
**READ A THIRD TIME** this 24<sup>th</sup> day of May, 2017.

**ADOPTED** this 24<sup>th</sup> day of May, 2017.

I, Theresa Lenardon, Manager of Corporate Administration, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1631, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1631, 2017 as read a third time by the Regional District of Kootenay Boundary Board of Directors this 24<sup>th</sup> day of May, 2017.

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Manager of Corporate Administration



I hereby certify this Schedule Z to be a true and correct copy and that this Schedule Z correctly outlines the property to be rezoned by "Regional District of Kootenay Boundary Bylaw No. 1631."

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

\_\_\_\_\_  
Date

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1640**

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw  
No. 1470, 2013 of the Regional District of Kootenay Boundary

**WHEREAS** the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plan Bylaws pursuant to the provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan;

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1640, 2017;
2. That Map 1 (Land Use Designations) of the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 be amended to re-designate the following parcel from 'Black Jack Rural Residential' to 'Commercial';
  - Lot 7, Township 28, NEP77083, KD;
 as shown outlined in red on Schedule X attached hereto and forming part of this bylaw.

**READ A FIRST TIME AND SECOND TIME** this 24th day of May, 2017.

**PUBLIC HEARING NOTICE ADVERTISED** in the Trail Times this XX day of \_\_\_\_, 20\_\_ and also this \_\_ day of \_\_\_\_, 20\_\_.

**PUBLIC HEARING** held on this \_\_ day of \_\_\_\_, 20\_\_.

**READ A THIRD TIME** this \_\_ day of \_\_\_\_, 20\_\_.

**ADOPTED** this \_\_ day of \_\_\_\_, 20\_\_.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1640, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1640, 2017" as read a third time by the Regional District of Kootenay Boundary Board of Directors this \_\_ day of \_\_\_\_, 20\_\_.

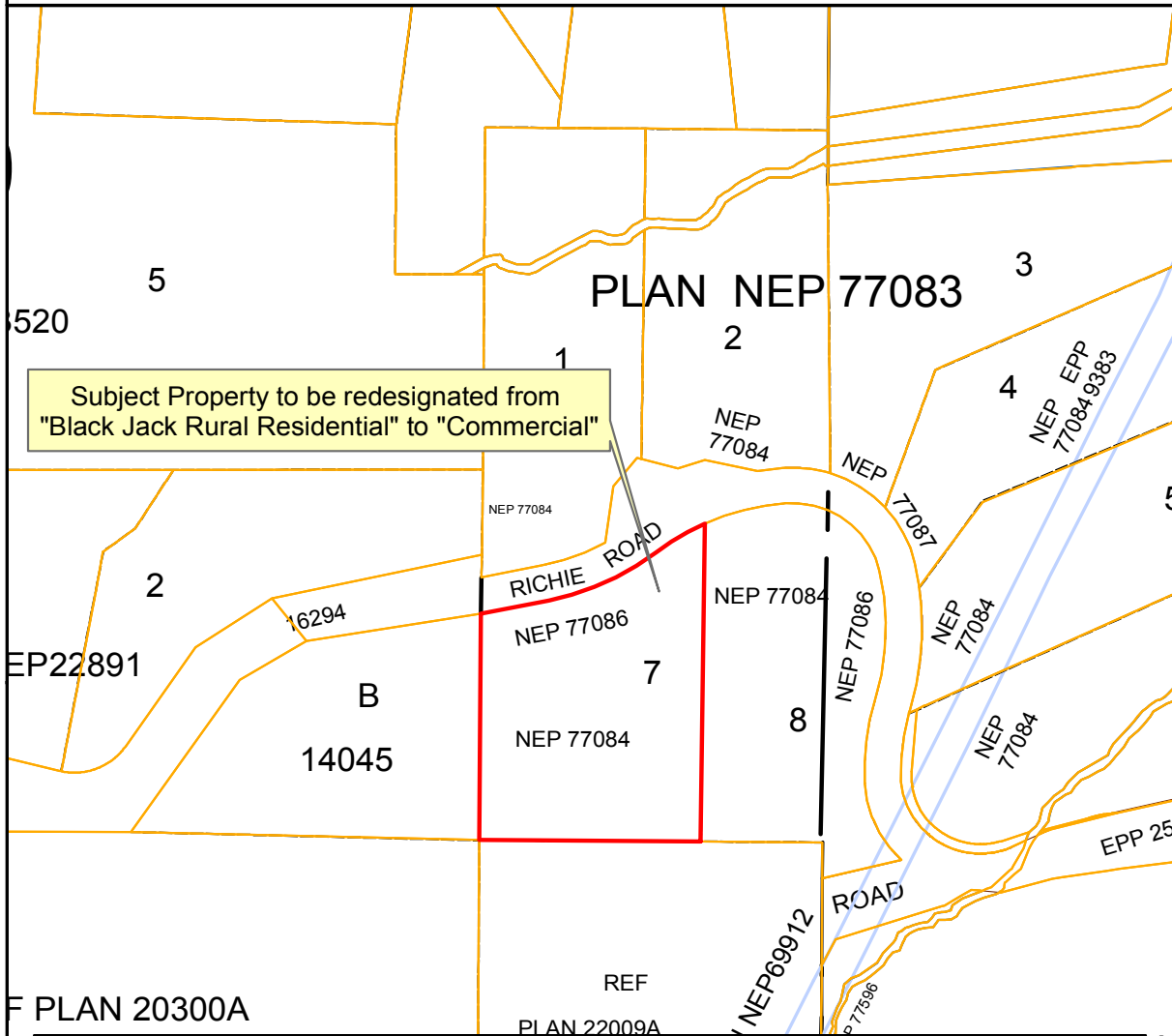
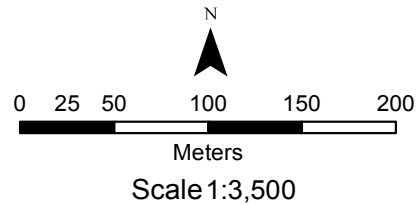
\_\_\_\_\_  
Manager of Corporate Administration



## Schedule X OCP Amendment

Lot 7 Land District 26 Township 28  
Plan NEP 77083

Date: 19/05/2017



I hereby certify this Schedule X to be a true and correct copy and that this Schedule X correctly outlines the property to be redesignated by "Regional District of Kootenay Boundary Bylaw No. 1640."

Manager of Corporate Administration

Date

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1641**

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 of the Regional District of Kootenay Boundary

**WHEREAS** the Regional District of Kootenay Boundary may amend the provisions of its Zoning Bylaws pursuant to the provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw;

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 2017;
2. Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1540, 2015 is amended to:

a) Change the existing Commercial Zone C in the Table of Contents to;

“618. Commercial 1 Zone C1”

b) Add the following new zone to the Table of Contents, immediately following Commercial 1 Zone C1;

“618A. Commercial 2 Zone C2”

c) Change the existing Commercial in the list of zones in the table under Section 601(2),  
From;

Commercial	C
------------	---

To;

“Commercial 1	C1”
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d) Add the following new zone to the lists of zones in the table under Section 601(2), immediately following the ‘Commercial C1’;

“Commercial 2	C2”
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e) Change the existing Commercial Zone in Section 618. from;

**618. Commercial Zone**

**C**

The following provisions apply to lands in the Commercial Zone:

to

**“618. Commercial Zone**

**C1**

The following provisions apply to lands in the Commercial 1 Zone:”



f) Add the following text after Section 618(8):

**“618A. Commercial 2 Zone**

**C2**

The following provisions apply to lands in the Commercial 2 Zone:

**1. Permitted Principal Uses**

Only the following *principal uses* are permitted:

- a) *Agriculture*;
- b) *Motel*;
- c) *Single family dwelling*.

**2. Permitted Secondary Uses**

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 606.1 above:

- a) *Accessory buildings and structures*;
- b) *Bed and breakfast*;
- c) *Home-based business*;
- d) *Secondary suite*.

**3. Parcel Area for New Parcels Created by Subdivision**

*Parcels* to be created by subdivision must not be less than 1.8 hectares

**4. Density**

Maximum per parcel:

- One *single family dwelling*;
- One *secondary suite*; and
- Six *motel* suites with a maximum gross floor area and 47m<sup>2</sup>.

**5. Setbacks**

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>	<i>Storage sheds</i>
<i>Front</i>	7.5	7.5
<i>Exterior side</i>	7.5	4.5
<i>Interior side</i>	7.5	0.6
<i>Rear</i>	7.5	0.6

**6. Parcel Coverage**

Maximum *parcel coverage* is 33%

**7. Height**

*Buildings and structures* must not exceed 14 metres in *height*.

**8. Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.”

3. That Map 1 (Zoning Map) of the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 be amended to:

- Change the map label from 'Commercial (C)' to "Commercial (C1)"
- Rezone the following parcel from 'Rural Residential 1 (RR1)' to 'Commercial 2 (C2)':

- Lot 7, Township 28, KD, NEP77083;

as shown outlined in red on Schedule Z attached hereto and forming part of this bylaw.

**READ A FIRST TIME AND SECOND TIME** this 24th day of May, 2017.

**PUBLIC HEARING NOTICE ADVERTISED** in the Trail Times this XX day of \_\_\_\_, 20\_\_ and also this \_\_ day of \_\_\_\_, 20\_\_.

**PUBLIC HEARING** held on this \_\_ day of \_\_\_\_, 20\_\_.

**READ A THIRD TIME** this \_\_ day of \_\_\_\_, 20\_\_.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1641, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 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. 1641, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 2017".

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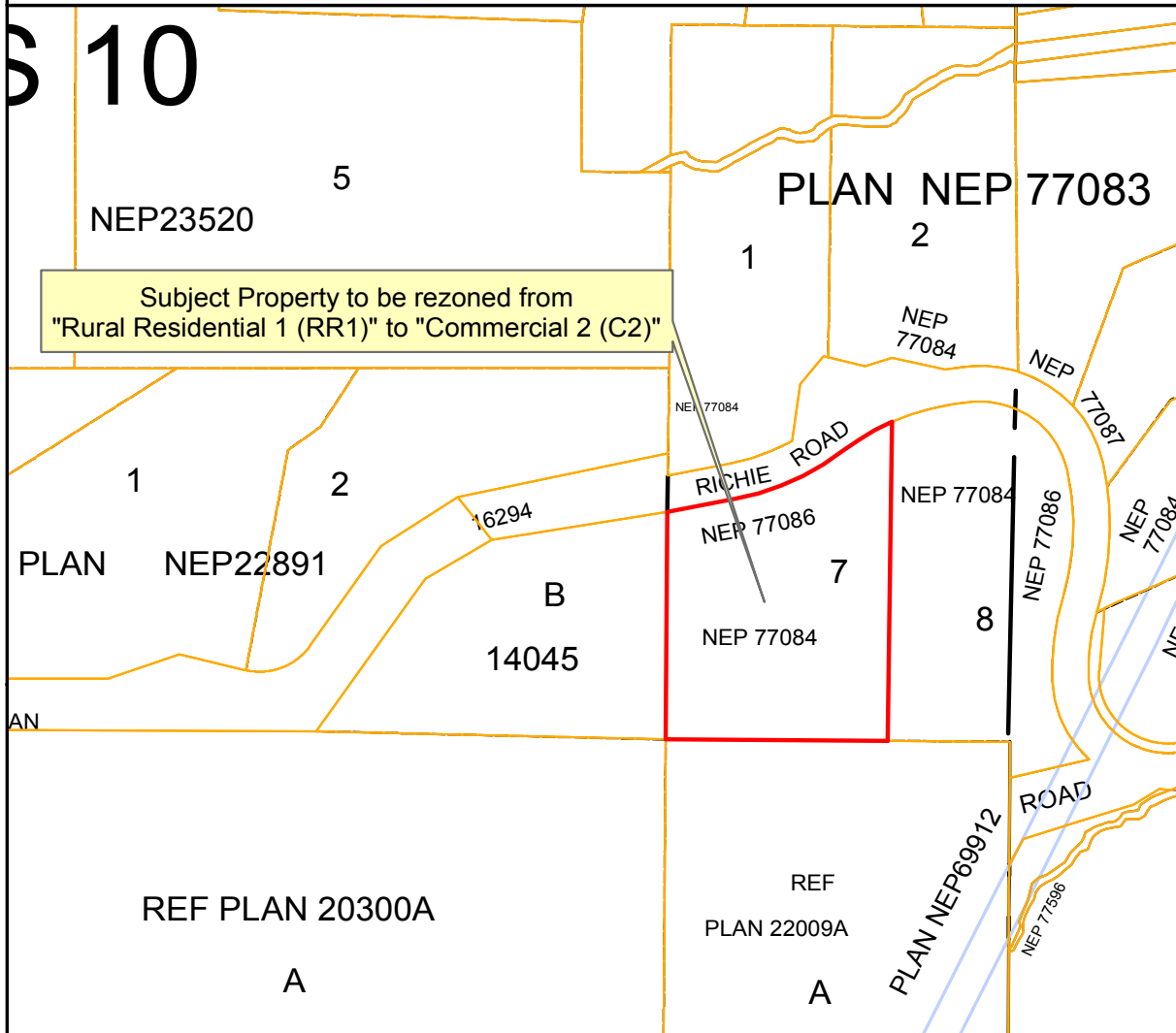
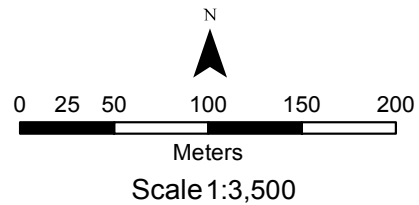
Manager of Corporate Administration



## Schedule Z Zoning Amendment

Lot 7 Land District 26 Township 28  
Plan NEP 77083

Date: 19/05/2017



I hereby certify this Schedule Z to be a true and correct copy and that this Schedule Z correctly outlines the property to be redesignated by "Regional District of Kootenay Boundary Bylaw No. 1641."

Manager of Corporate Administration

Date