

Regular Meeting of the Board of Directors

Thursday, July 27, 2017 - 6:00 pm

**The Regional District of Kootenay Boundary
Board Room, Grand Forks, BC**

FINAL AGENDA

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- a) The agenda for the Regional District of Kootenay Boundary Board of Directors July 27, 2017 Board meeting is presented.

Move items upon on the agenda if necessary.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors July 27, 2017 Board meeting be adopted as presented.

3. Minutes

- a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 29, 2017 are presented.

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 29, 2017 be adopted as presented.

[Minutes-Board of Directors-29 Jun 2017-BOARD-July 27 2017 - Pdf](#)

4. Delegation(s)

- a) **Mr. Mark Allen-Noise from Motor-Cross Track**
[Delegation-M. Allen-BOARD-July 27](#)

5. Unfinished Business

a) **Board Action Item List as of July 27, 2017**

Recommendation: Corporate Vote Unweighted

That the Board Action Item List as of July 27, 2017 be received.

[RDKB Action Items -Board - July 27, 2017](#)

6. Communications

7. Communications (Information Only)

8. Reports

a) **Boundary Animal Control Monthly Activity Report-June 2017**

Recommendation: Corporate Vote Unweighted

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

[06-2017 Weekly summary](#)

b) **Monthly Schedule of Vendor Payments (Accounts Payable)-Ending June 2017**

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Monthly Schedule of Vendor Payments ending June 30, 2017 in the amount of \$1,991,936.18.

[Monthly Schedule of Vendor Payments-Ending June-BOARD-July 27 2017](#)

c) **Adopted RDKB Committee Minutes**

The minutes from RDKB Committee meetings held during June 2017 will be presented to the Board of Directors after they have been adopted by the individual Committees at the September Committee meetings.

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

Recommendation: Corporate Vote Unweighted

That the draft minutes of 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 meetings held July 4, 2017 be received.

[Minutes-APC-Christina Lake-Board-July 27 2017](#)

[Minutes-APC-Rural Grand Forks-Board-July 27 2017](#)

[Minutes-APC-West Boundary-Board-July 27 2017](#)

[Minutes-APC-BigWhite-Board-July 27 2017](#)

9. Monthly Committee Recommendations to Board of Directors

There were no RDKB Committee recommendations as adopted by the RDKB Committees for consideration.

10. Board Appointments Updates

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

11. New Business

- a) **M. Forster**
Re: 2017 UBCM Cabinet Minister Meeting Request

A staff report from Maureen Forster, Executive Assistant, regarding a request for a Cabinet Minister meeting for the 2017 UBCM Convention in Vancouver on September 25 - 29, 2017 is presented.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors considers and prioritizes the list of UBCM Cabinet Minister meeting requests and authorizes staff to undertake the UBCM process for requesting the meetings and to prepare associated briefing notes and Directors' binders. **FURTHER** that the Board also select the RDKB's representatives to attend the designated meetings.

[Staff Report - UBCM meeting request - Board - July 27, 2017 - Pdf](#)

b) **A. Stanley**
Re: Recycling Collection in the Boundary

A Staff Report from Alan Stanley, regarding recycling collection in the Boundary is presented.

Recommendation: Corporate Vote Weighted

That the Board direct Staff to amend the Financial Plan and carry out the necessary actions to provide curbside recycling service to specified areas in the Boundary not serviced by RecycleBC including entering into an agreement with Alpine Disposal and Recycling to provide the service for \$69.40 per household per year, include the collected materials in shipments to Cascades Recycling in Kelowna and purchase and distribute blue boxes for 468 homes.

[Staff Report - Board of Directors - July 2017 - Boundary Recycling Collection - Pdf](#)

c) **A. Stanley**
Re: Discussion - RDKB Solid Waste Management

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a strategic discussion RDKB solid waste management is presented.

Recommendation: Corporate Vote Unweighted

That a Solid Waste Management Steering Committee meeting be convened to discuss the perceived or real gaps in solid waste management services and the implications that making any suggested changes would have.

[Staff Report - Board of Directors - July 2017 - Solid Waste Service Levels - Pdf](#)

d) **M. Andison**
Re: Cancellation of Building Bylaw Contravention - E. Hrooshkin

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:

5450 North Hillview Road, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 006-241-115

Lot 12 District Lot 365 SDYD Plan 7888 Except Plan 19866

Owner: Eunice Hrooshkin

**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 Lot 12 District Lot 365 SDYD Plan 7888 Except Plan 19866.

[Staff Report-Cancellation Bylaw Contravention Hrooshkin-Board July 27, 2017 - Pdf](#)

e) **M. Andison**

Re: Building Bylaw Contravention - Rock Creek Equity Inc.

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 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 Lot A Section 9 Township 66 SDYD Plan EPP20880.

[Staff Report-Bylaw Contravention Rock Creek Equity Inc-Board July 27, 2017 - Pdf](#)

f) **M. Andison**

Re: Building Bylaw Contraventions - R & M Thate

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

6331 Highway 3 East, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 009-156-291

Lot 1 District Lot 328 SDYD Plan 13756

Owners: Robert and Monica Thate

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Robert and Monica Thate, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 1 District Lot 328 SDYD Plan 13756.

[Staff Report-Bylaw Contravention Thate-Board July 27, 2017 - Pdf](#)

g) **M. Andison**

Re: Cancellation of Building Bylaw Contravention - R. Bate

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:

518 13th Avenue, Genelle, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 008-871-523

Lot 5 Block 6 District Lot 2404 Kootenay District Plan 2423

Owner: Ryan Bate

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 Lot 5 Block 6 District Lot 2404 Kootenay District Plan 2423.

[Staff Report-Cancellation Bylaw Contravention Bate-Board July 27, 2017 - Pdf](#)

h) **B. Burget - Banking Request For Proposals**

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Request for Proposals for banking services.

[Staff Report - Banking RFP - July 27, 2017 - Pdf](#)

i) **Greater Trail Victim Services-Quarterly Statistical Report**

Recommendation: Corporate Vote Unweighted

That the Greater Trail Victim Services Quarterly Statistical Report April 1, 2017-June 30, 2017 be received.

[Victim Services Quarterly Report - Q2 2017](#)

j) **K. Gobeil - ATCO Forestry Referral - Crown Land - Electoral Area 'A'**

A staff report from K. Gobeil, Planner, regarding 11 proposed cut blocks L01 to L11 in Atco's operating Area 'L' is presented.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the staff report regarding ACTO Wood Products' proposed cutblocks in Subsidy Lot 21 PT INC IN PL RW 631, Subsidy Lot 28 DD3527 EXC PL 181418279599, and Subsidy Lot 21 Except Plan RW 631 RW 9599 AFB VOL30 F116 NO 17975A - REM in Electoral Area 'A' be received.

[Staff Report ATCO Cut Block Board-July 27 2017](#)

k) **K. Gobeil - Development Variance Permit - J. and L. Westby-Electoral Area 'E'/West Boundary**

A staff report from K. Gobeil, Planner, regarding an application for a Development Variance Permit to construct an accessory building on residential property at 2864 Jewel Lake Road is presented.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the application for a Development Variance Permit submitted by Jerry and Lunda Westby to allow for an accessory building front yard setback variance of 2.56 metres (5.0 metres to 2.44 metres) on Lot 3, Block 15, Plan KAP65, District Lot 860 Electoral Area 'E' / West Boundary be supported subject to the owner receiving approval from the Ministry of Transportation and Infrastructure.

[Staff Report Westby DVP Board-July 27 2017](#)

l) **K. Gobeil - Subdivision Referral - Ministry of Transportation and Infrastructure - Electoral Area 'E'/West Boundary**

A staff report from K. Gobeil, Planner, regarding a referral from the Ministry of Transportation and Infrastructure for a proposed 29-lot subdivision on the norther half of Lot 1 Plan KAP88510, District Lot 2708, SDYD at Mt. Baldy is presented.

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

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision of Lot 1 Plan KAP88510, District Lot 2708, SDYD, Mount Baldy in Electoral Area E / West Boundary be received. And FURTHER that the Board of Directors supports dedication of 5% of Lot 1 Plan KAP88510, District Lot 2708, SDYD as park land rather than cash in lieu to satisfy Section 510 of the *Local Government Act*.

[Staff Report-1063205 BC Ltd-Board-July 27 2017](#)

m) **K. Gobeil - Development Variance Permit - Demkiw/Fulcher - Electoral Area 'B'/Lower Columbia-Old Glory**

A staff report from K. Gobeil, Planner, regarding a Development Variance Permit to decrease the front yard setback to 0.6 metres (2 feet) in order to construct a garage and carport attached to the residence on the property as per the 4.5 metre condition for principal buildings as stated in the Zoning Bylaw for the subject property.

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

That the application for a Development Variance Permit submitted by Mary Demkiw to decrease the minimum front yard setback by 3.9m from 4.5m to 0.6m for a principal building on Lot 15, District Lot 367, Plan NEP2444, KD in Electoral Area 'B' / Lower Columbia-Old Glory be approved subject to the owner receiving approval from the Ministry of Transportation and Infrastructure.

[Staff Report-Demkiw-DVP-Board-July 27 2017](#)

n) **C. Rimell - Development Permit with Variance - General Commercial Development Permit Area**

A staff report from C. Rimell, Senior Planner, regarding an application for a Development Permit to update the existing building, add a drive-thru restaurant and relocate the gas islands at 1590 McGregor Frontage Road is presented.

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

That the staff report regarding the application for a Development Permit, submitted by Birte Decloux, as agent for 1040215 BC Ltd., to update the existing building, add a drive-thru restaurant and relocate the gas islands and the following variances; a decrease in the front parcel line setback (from 7.5m to 4m) for the gas island; an increase to the siting exceptions

resulting in the edge of the aerial projection of the canopy being 0.9m from the front parcel line; an increase to visible surface area for the pylon sign of 7m² per side (from 3m² to 10m²); and an increase of permitted signs from 2 signs to 8 signs in the General Commercial Development Permit Area, for the property legally described as Lot 1, DL 498, SDYD, Plan KAP52010, be received.

[Staff Report-ESSO-DP -Board July 27 2017](#)

o) **K. Gobeil - Bare Land Strata Subdivision Referral - Ministry of Transportation and Infrastructure - Electoral Area 'E'/West Boundary**

A staff report from K. Gobeil, Planner, regarding a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed bare land strata subdivision of 745, 755, and 765 Feathertop Way, Big White, Electoral Area 'E'/ West Boundary is presented. This application includes a consolidation of the 3 properties in order to create 2 new properties; one 1590m² parcel and one 1290m² parcel.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed bare land strata subdivision for the parcels legally described as Lot 20, Plan KAS 3134, DL 4222, SDYD, Lot 21, Plan KAS 3134, DL 4222, SDYD, Lot 22, Plan KAS 3134, DL 4222, SDYD Big White, be received.

[Staff Report-Lamb Subdivision-Board-July 27 2017](#)

p) **K. Gobeil - Development Permit - R. and S. Morton - Electoral Area 'E'/West Boundary**

A staff report from K. Gobeil, Planner, regarding an application for a Development Permit to build a single family dwelling on a property at Mount Baldy Ski Resort is presented.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the staff report regarding the Development Permit Application submitted by Ron Morton for Strata Lot 134, DL 100s, SDYD, Strata Plan KAS1840, Electoral Area 'E' / West Boundary be received.

[Staff Report-Morton-DP Board-July 27 2017](#)

q) **K. Gobeil - Zoning Amendment - M. Slatnik - Electoral Area 'D'/Rural Grand Forks**

A staff report from K. Gobeil, Planner, regarding an application for a zoning bylaw amendment for the property at 3530 Hardy Mountain Road, Electoral Area 'D'/Rural Grand Forks is presented. The request is to allow for a second dwelling, in the form of a manufactured home, to be used for an immediate family member.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the application by Michael Slatnik and Jennifer Dressler to re-zone the parcel legally described as Lot 1, DL 538, SDYD, Plan KAP33299 to allow a second single family dwelling in the form of a manufactured home be denied.

[Staff Report-Slatnik Dressler Board-July 27 2017](#)

r) **Discussion**
Re: Letter of Support Request - Tourism Big White Society

A letter of support is being sought by the Tourism Big White Society to increase the current MRDT tax from 2% to 3%.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve providing a letter of support to the Tourism Big White Society to increase the current MRDT tax from 2% to 3%.

[Email-J Brunt - Board - July 27, 2017](#)

[Letter of support - Board - July 27, 2017](#)

s) **Gas Tax Application**
Re: Visions for Small Schools Society

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Visions for Small Schools Society and the allocation of Gas Tax funding in the amount of \$15,000 for the installation of broadband to the new facility for Seven Summits Centre for Learning in Rossland. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

[Gas Tax App - Visions for Small Schools Society-Board-July 27, 2017](#)

t) **Grants-in-Aid**

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

That the following Grant-in-Aid applications be approved:

1. Rock Creek Community Medical Society-\$100-Electoral Area 'E'/West Boundary
2. Kettle River Seniors Association-\$100-Electoral Area 'E'/West Boundary
3. Rock Creek Community Medical Society-\$677-Electoral Area 'E'/West Boundary
4. West Boundary Senior Housing Society-\$150-Electoral Area 'E'/West Boundary
5. Seven Summits Centre for Learning-\$4,000-Electoral Area 'B'/Lower Columbia-Old Glory

[Grants in Aid - Board - July 27, 2017](#)

[GIA Seven Summits Centre Area B - Board - July 27, 2017](#)

12. Bylaws

a) **Bylaw 1647-Security Issuing (City of Rossland Washington Street Infrastructure and Renewal Project)**

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary Security Issuing (City of Rossland Washington Street Infrastructure and Renewal Project) Bylaw No. 1647, 2017 be read a First, Second and Third Time.

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary Security Issuing (City of Rossland Washington Street Infrastructure and Renewal Project) Bylaw No. 1647, 2017 be reconsidered and adopted.

[RDKB Bylaw 1647 - Security Issuing City of Rossland-Washington St Infrastructure-BOARD-July 2017](#)

[City of Rossland-Background-LA Bylaw 2595-Staff Report-July 2015](#)

[City of Rossland LA Bylaw 2595-Washington Street Loan Authorization Bylaw](#)

[City of Rossland LA Bylaw 2595-Liability Certificate](#)

[City of Rossland LA Bylaw 2595-Inspector Approval-Sept 2015](#)

[City of Rossland Council Resolution-LA 2595-](#)

13. **Late (Emergent) Items**
14. **Discussion Items Referred from Other RDKB Committees**
15. **Discussion of Items for Future Meetings**
16. **Question Period for Public and Media**
17. **Closed (Incamera) Session**
18. **Adjournment**



Regular Meeting of the Board of Directors

June 29, 2017

RDKB Board Room, Trail, B.C.

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 A. Grieve
Director V. Gee, via teleconference
Alternate Director B. Edwards

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

Call to Order

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

Consideration of the Agenda (Additions/Deletions)

The agenda for the June 29, 2017 meeting of the RDKB Board of Directors was presented.

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RDKB Board of Directors
June 29, 2017

247-17 Moved: Director Rotvold Seconded: Director Cecchini

Corporate Vote Unweighted

That the agenda for the RDKB Board of Directors June 29, 2017 meeting be adopted as presented.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 14, 2017 were presented.

The Okanagan Film Commission Board Appointment Report on page 5 of the June 14th minutes will be amended to read: *the OK Film Commission meeting was cancelled due to road closures*, and it was;

248-17 Moved: Director McLellan Seconded: Director Smith

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 14, 2017 be adopted as amended.

Carried.

Proceed to Closed Meeting

Closed meeting pursuant to Section 90 (2) (e) the *Community Charter*.

249-17 Moved: Director Langman Seconded: Director Rotvold

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (2) (e) of the *Community Charter* (time: 6:05 p.m.).

Carried.

The open meeting was reconvened at 6:20 p.m.

Delegation(s)

There were no delegations in attendance.

Unfinished Business**Board Action Item List as of June 23, 2017**

The Chief Administrative Officer explained the recent changes to the format and content of the Board action item list which is now a compilation of all RDKB action items including action items from the individual Committees. It was noted that subsets of the overall Board Action Item list will be broken down and presented as Committee Action Item Lists for each individual Committee, and it was;

250-17 Moved: Director Langman Seconded: Director Konrad

Corporate Vote Unweighted

That the Board Action Item List as of June 23, 2017 be received. **FURTHER** that the Board List of Action Items be reorganized so that the individual Committee items are categorized and grouped together by "source".

Carried.

D. Derby, Regional Fire Chief-Fire Dispatch Services

The Board members reviewed the contract with the City of Kelowna to deliver 911 emergency communication services. Staff will broadcast a media release prior to cutover to Kelowna Fire Dispatch. There may be some additional charges for Fire services (e.g. for text paging etc.).

251-17 Moved: Director McLellan Seconded: Director Rotvold

Corporate Vote Weighted

That the Regional District Kootenay Boundary Board of Directors approves the Fire Dispatch Services Contract between the Corporation of the City of Kelowna and the Regional District of Kootenay Boundary. **FURTHER** that the Regional District of Central Kootenay be given written notice that effective April 30, 2018 the RDKB will no longer provide Fire Dispatch Services. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the contract.

Carried.

Staff Acknowledgement:

The Chair acknowledged and congratulated Al Stanley, General Manager of Environmental Services for a life-time achievement award and she noted the following from the Recycling Council of BC Media Release:

A life-time achievement award was presented to retiring Regional District of Kootenay Boundary (RDKB) General Manager of Environmental Services Alan Stanley remotely via Facebook Live. Mr. Stanley, who retires this summer after more than 20 years serving the communities of Nanaimo and

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**RDKB Board of Directors
June 29, 2017**

RDKB, is also a two time former RCBC board president. His contribution on public policy through his involvement in the RCBC policy development process helped shape the progressive instruments BC now uses to conserve resources and eliminate waste province-wide.

A. Stanley, General Manager Environmental Services
re: East End Sewerage Service Request for Proposals
Design, Engineering and Liquid Waste Management Planning Services

Directors McLellan and Martin inquired about the process for the Board receiving this recommendation without it being referred from the Committee level where key stakeholders would have been able to undertake a review. Staff noted that there were time-constraints and that steering and or technical committees are not involved with decision-making for the selection of consultants. Streamlining the matter directly to the Board of Directors was the most efficient and effective way to manage this matter, and it was;

252-17 Moved: Director McLellan Seconded: Director Langman

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves awarding the contract for Stage 3 Liquid Waste Management Plan, Predesign and Design Services for the Columbia Pollution Control Centre — Upgrade to Secondary Treatment to OPUS International Consultants for \$1,572,000.

Carried.

After further discussion, it was;

253-17 Moved: Director Martin Seconded: Director McLellan

That staff prepare a report that itemizes how key stakeholders can be included and involved as Stage 3 of the Liquid Waste Management Plan for the Columbia Pollution Control Centre Upgrade to Secondary Treatment moves forward. **FURTHER** that the report be presented at a future meeting for review and consideration by the Board of Directors.

Carried.

Communications

There were no communication items to review.

Communications (Information Only)

There were no communication information items to discuss.

Reports

**J. M. MacLean, Chief Administrative Officer
re: CAO Report-2nd Quarter (April-June 2017)**

254-17 Moved: Director Grieve Seconded: Director Danchuk

Corporate Vote Unweighted

That the CAO Quarterly Report for the 2nd Quarter of 2017 (April-June 2017) be received.

Carried.

Adopted RDKB Committee Minutes

Minutes from the RDKB Committee meetings held during May 2017 were presented.

255-17 Moved: Director Rotvold Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the following RDKB Committee Minutes from meetings held during May 2017 be received:

East End Services (May 9), Policy, Executive and Personnel (May 10), Committee of the Whole (May 10) and Electoral Area Services (May 17).

Carried.

Adopted RDKB Recreation Commission Minutes-Electoral Area C/Christina Lake Parks and Recreation Commission-May 10/17

256-17 Moved: Director Grieve Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the minutes of the Electoral Area C/Christina Lake Parks and Recreation Commission meeting held May 10, 2017 be received.

Carried.

**Draft RDKB Electoral Area Advisory Planning Commission Minutes
Electoral Area D/Rural Grand Forks-June 6/17**

257-17 Moved: Director Grieve Seconded: Director Gee

Corporate Vote Unweighted

That the draft RDKB Electoral Area D/Rural Grand Forks Advisory Planning Commission minutes be received.

Carried.

Monthly Committee Recommendations to Board of Directors

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

**Beaver Valley Regional Parks, Trails and Recreation-Feb 7/17
Director Grieve, Chair/Director Cecchini, Vice-Chair**

Storage Shed Lewis Field-BV Softball Assoc.-Budget Amendment

258-17 Moved: Director Grieve Seconded: Director Danchuk

Stakeholder Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$4,000, as matching funds to the CBT Community Initiatives Program grant funding, from the 019 Beaver Valley Regional Parks and Trails Reserve Account for the construction of a storage shed at Lewis Field. **FURTHER** that the 2017-2021 Five-Year Financial Plan Bylaw No. 1637, 2017 be amended accordingly.

Carried.

**East End Services Committee-June 13/17
Director Grieve, Chair/Director Cecchini, Vice-Chair**

***City of Trail Appointment to the Lower Columbia
Initiatives Corporation Board of Directors***

259-17 Moved: Director Grieve Seconded: Director McLellan

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors endorses the East End Services Committee's recommendation to support the City of Trail's appointment of Keith DeWitt as the City's representative to the Lower Columbia Initiatives Corporation Board of Directors.

Carried.

Policy, Executive and Personnel Committee-June 14/17

Director Gee, Chair/Director Martin, Vice-Chair

Best Practice - Municipal Appointments Policy

260-17 Moved: Director Gee Seconded: Director Martin

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Best Practice-Municipal Appointments Policy as recommended by the Policy, Executive and Personnel Committee on June 14, 2017. **FURTHER** that the Policy be distributed accordingly.

Carried.

Electoral Area Services Committee - June 15/17

Director Worley, Chair/Director Gee, Vice-Chair

Site Specific Exemption to the RDKB Floodplain Bylaw-Electoral Area D/Rural Grand Forks

261-17 Moved: Director Gee Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) and City of Grand Forks (Fringe Area) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the application for a Site Specific Exemption to the RDKB Floodplain Management Bylaw submitted by David Turner and Janice Westlund, in order to construct an addition to their single family dwelling with a secondary suite on the property legally described as Lot A, plan KAP38070, DL 362, SDYD subject to:

1. Adherence to all the recommendations included in the Geotechnical Assessment Report submitted by Norman Deverney, P.Eng., of Deverney Engineering Services Ltd; and
2. The owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary prior to issuance of a building permit.

Carried.

Board Appointments Updates

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

The Chair reported on her attendance at the AGM at Sun Peaks Resort and advised that she will not run for S.I.D.I.T. Chair but will attend future meetings and activities as past Chair.

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

Chair McGregor reported out on a recent workshop she attended.

Okanagan Film Commission - Director Gee

The AGM was held on June 27th.

Boundary Weed Stakeholders Committee - Director Gee

There was nothing new to report.

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

Notes from a Columbia Regional Advisory Committee meeting held June 19-21 had been pre-circulated prior to the Board meeting.

Kootenay Booth - Director Rotvold

The Kootenay Booth Committee will have a meeting July 3rd or 4th.

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

There was nothing new to report.

Chair's Update - Chair McGregor

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

New Business

M. Daines, Manager of Facilities and Recreation (East-End)

re: Renew Lease with Selkirk College Greater Trail

Community and Arts Centre

262-17 Moved: Director Rotvold Seconded: Director Martin

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RDKB Board of Directors

June 29, 2017

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve a lease with Selkirk College for the purpose of leasing administration and classroom space in the Greater Trail Community Center in the amount of \$16,579.68 per month, and in addition, \$3,000 per month to cover janitorial services, for a period from April 1, 2017 to December 31, 2017. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the lease.

Carried.

M. Andison, General Manager Operations/Deputy CAO**re: Update on Status of Regional Agricultural Liaison Services Project**

263-17 Moved: Director Cecchini Seconded: Director Grieve

Corporate Vote UnWeighted

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

Carried.

Active Communities Grant**Big White Mountain Healthy Community and School District 51**

Director Gee reviewed the purpose of the grant application noting that the project involves a multi-stakeholder approach to solve issues with lack of activity in the Big White community.

264-17 Moved: Director Gee Seconded: Director Rotvold

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the submission of an Active Communities Grant (BC Healthy Communities, BC Healthy Living Alliance) for \$30,000, to support work within the Big White Community, in association with School District 51, Interior Health Authority and the Big White Mountain Community Development Association, towards measurable impacts on, and opportunities for, physical activity through healthy public policy, healthy community design and improving access and or inclusion for targeted populations or communities.

Carried.

J. M. MacLean-Chief Administrative Officer**re: Sale of Waneta Dam**

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RDKB Board of Directors
June 29, 2017

265-17 Moved: Director Grieve Seconded: Director Martin

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves forwarding a letter to the B.C. Premier and the Leader of the Opposition asking that the processes involved with the sale of the Waneta Dam to Fortis Inc. be delayed to October 2017 to allow for the investigation of options and ramifications of the sale.

Carried.

Grant in Aid

266-17 Moved: Director Grieve Seconded: Alternate Director Edwards

Stakeholder Vote (Electoral Area Directors) Weighted

That the following Grant in Aid applications be approved:

1. Selkirk Rock and Mineral Club-\$200-Electoral Area A
2. Columbia and Western Trail Society-\$4,000-Electoral Area C/Christina Lake
3. Kootenay Robusters Dragon Boat Team-\$200-Electoral Area C/Christina Lake
4. Grand Forks BC Parade Committee-\$1,000-Electoral Area D/Rural Grand Forks
5. Grand Forks Ultimate Frisbee Club-\$300-Electoral Area D/Rural Grand Forks
6. Big White Mountain Community Development Association-\$1,500-Electoral Area E/West Boundary (Big White)
7. Big White Mountain Community Development Association-\$3,500-Electoral Area E/West Boundary (Big White)
8. Lifeguard Outreach Society-\$500-Electoral Area E/West Boundary (Big White)

Carried.

Bylaws

There were no bylaws to review.

Late (Emergent) Items

There were no late emergent items.

Discussion of Items for Future Meetings

- Role of elected officials with First Nations, First Nations Reconciliation and building relationship capacity.

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RDKB Board of Directors
June 29, 2017

Question Period for Public and Media

A question period was not necessary.

Reconvene to the Closed (In-camera) Session

267-17 Moved: Alternate Director Edwards Seconded: Director Rotvold

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors reconvene to the closed meeting pursuant to Section 90 (1) (I) of the *Community Charter* (time: 7:20 p.m.).

Carried.

The RDKB Board of Directors resumed the open meeting at 7:58 p.m.

Item Released from Closed to Open Meeting

The following matter was discussed in a closed meeting and a motion was made to release it to the open meeting:

Corporate Communications

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the creation and hiring of an exempt Communications position, placed at Salary Grade 3 as per the current Schedule in the Management Compensation Policy. **FURTHER** that staff move forward with the necessary steps to recruit and hire a Manager of Communications.

Adjournment

There being no further business to discuss, it was;

268-17 Moved: Director Rotvold

That the meeting be adjourned (time: 8:00 p.m.).

TL

RECEIVED

JUN 01 2017

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.		Name(s): <u>Mark Allen</u>	
Subject of delegation (What information will be presented?)		<u>Noise from Moto CROSS track</u>	
What is the purpose of delegation? (Please check where appropriate):	Information Only		
	Letter of Support Request		
	Funding Request		
	Other (please provide details): <u>A COMPLAINT</u> <u>COMPLAINT</u>		
Contact Person		<u>M. Allen</u>	
Telephone:	<u>250 443-3132</u>	Email:	
Meeting Date Requested:		<u>July 2017</u>	
Technical Requirements: Will you be using a power-point presentation?	YES	NO <u>X</u>	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.
The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.			
<p>For more information, please contact:</p> <p>Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p>Phone: 250-368-9148 Toll Free: 1-800-355-7352 Fax: 250-368-3990 Email: flenardon@rdkb.com</p>			

RECEIVED

JUN 01 2017

To facilitate effective delegations:

REGIONAL DISTRICT OF
KOOTENAI BOUNDARY

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

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

Mark Allen

Name of Delegate/Group Representative

Date

June 1st 2017

Signature

Mark Allen

For Office Use Only

Attending at request of the Board

NO

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

☒

Referred to Chair:

June 8/2017

Date

Approved

☒

Declined

If declined provide explanation:

Date of delegation (if applicable):

Applicant informed of decision:

Thomas S. ...
Manager of Corporate Administration*July 27/17**June 9/17**June 9/17*

Date

*John 7/17 Neighbor*Board & Committee Delegation Request
(Excerpt from Board Presentation Policy)
Page 2 of 2

Action Item List
All Committees\Board
June 23, 2017

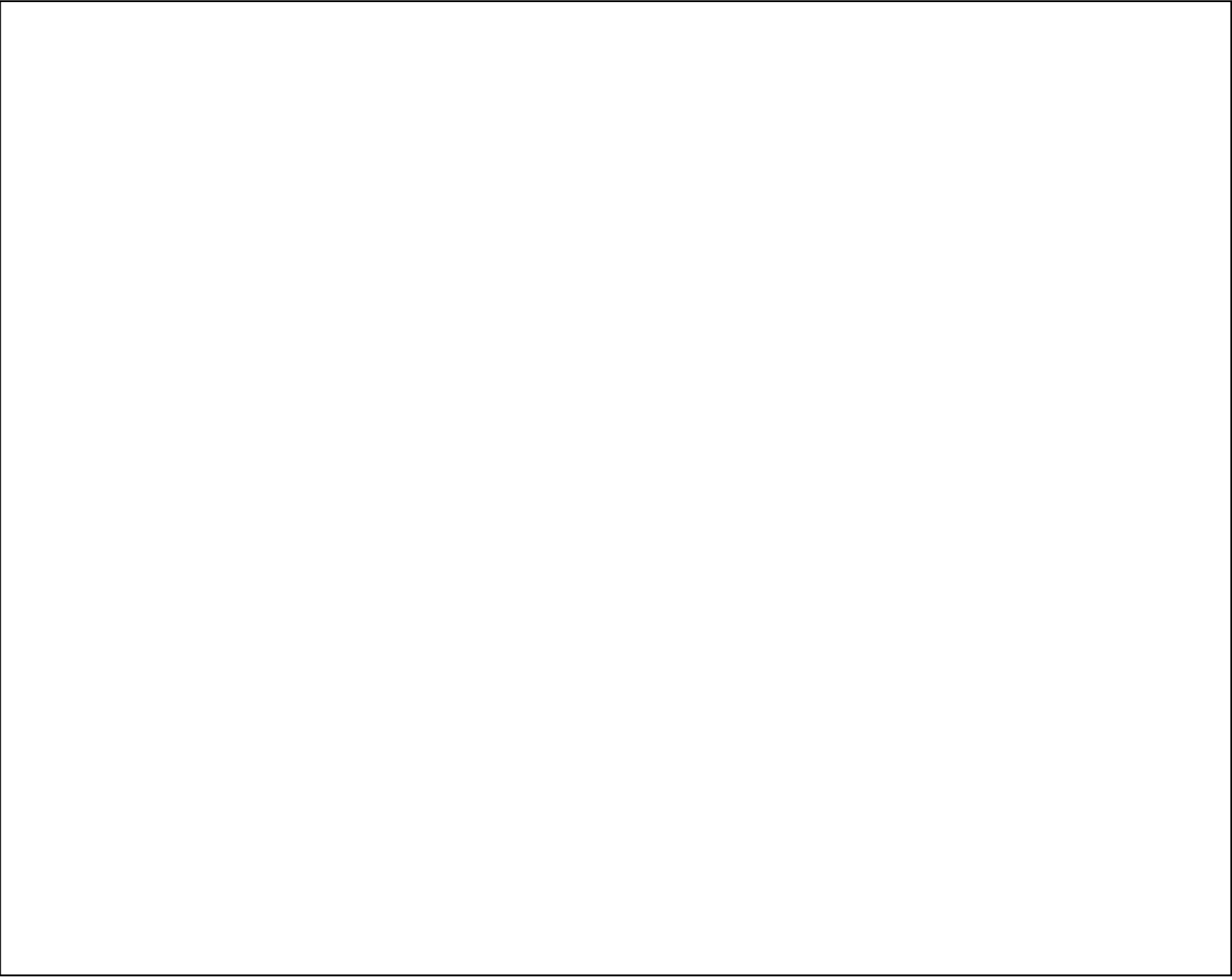
Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
07 Mar 2013							07 Mar 2013
25 Apr 2016	BEDC	That the Boundary Economic Development Committee directs staff to move forward with revisions to the Agricultural Plan and to move forward with a funding request to Investment Agriculture Foundation.	John MacLean	29 Apr 2016	<i>John MacLean - 25 Apr 2017 10:41:43 AM</i> The revision and update of the Agricultural Plan is under way. The necessary sub-committee is being discussed and will be appointed soon.	Active	25 Apr 2017
15 Nov 2016	BEDC	The Harrop Proctor Community Forests group will be invited to a future BEDC meeting to provide a presentation on their activities to the Committee.	John MacLean	06 Dec 2016	<i>John MacLean - 25 Apr 2017 02:03:46 PM</i> During the AKBLG we will reach out and approach people on this issue and identify good candidates to share information with us. This will become work for the Committee Forest Sub-Committee.	Active	25 Apr 2017
15 Nov 2016	BEDC	RDKB planning staff will be asked to look at the issue of private rentals not charging MRDT from a planning perspective.	Mark Andison	06 Dec 2016	<i>John MacLean - 25 Apr 2017 10:50:39 AM</i> This matter has been referred to the Planning Department and will be completed as time allows.	Active	25 Apr 2017
15 Nov 2016	BEDC	That the BEDC will discuss a strategy to secure funding for a program to subsidize the installation of bike racks across the Boundary region at a future meeting.	John MacLean	06 Dec 2016	<i>John MacLean - 13 Jun 2017 02:02:28 PM</i> This will be an item for discussion at a future meeting.	Active	13 Jun 2017
31 Jan 2017	BEDC	Format changes will be made to the Memo of Action Items. A list of BEDC sub-committees and their memberships will be added to the Memo of Action Items.	John MacLean	07 Mar 2017	<i>John MacLean - 24 Apr 2017 02:22:45 PM</i> As we have completely changed the format of the Committee Action, we will have to discuss the proper format and process for reporting out the activities of sub-committees.	Active	24 Apr 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
01 Mar 2017	BEDC	Committee members will be asked for suggested names of participants for whom it would be beneficial to attend the trails development meetings. A steering committee may be struck for oversight purposes.	John MacLean	31 Mar 2017	<p>John MacLean - 19 Jul 2017 02:21:51 PM The Working Group is currently looking for dates in order to meet and continue on the project.</p> <p>John MacLean - 24 Apr 2017 02:27:43 PM We have approached several individuals to serve as members of the working group. Currently waiting for a few more confirmations.</p>	Active	19 Jul 2017
01 Mar 2017	BEDC	That a letter be sent to the appropriate Ministers to request that the Province waives the outstanding PST on the Boundary mobile abattoir.	John MacLean	31 Mar 2017	<p>John MacLean - 19 Jul 2017 02:22:58 PM Now that there is a Government and Cabinet in place staff will be moving forward with this correspondence.</p> <p>John MacLean - 25 Apr 2017 02:05:07 PM This issue will be on hold until after the election. A letter will then be directed to the local MLA and the relevant Minister.</p>	Active	19 Jul 2017
01 Mar 2017	BEDC	A discussion at the next meeting will be focused on developing a list of indicators, on a project by project basis, which will measure BEDC's success in delivering programs and/or projects to Boundary stakeholders.	John MacLean	07 Mar 2017	<p>John MacLean - 25 Apr 2017 02:07:50 PM Current plan is to place this item on the June meeting agenda with a focus on developing relevant performance measures and strategies going forward. Part of the discussion will be around the structure of the service.</p> <p>John MacLean - 25 Apr 2017 10:43:08 AM The Chair and Staff will continue to work towards having sufficient time on agendas to carry on this discussion.</p>	Active	25 Apr 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
26 Apr 2017	BEDC	A working group will be struck which will provide guidance throughout the project.	John MacLean	31 May 2017	<i>John MacLean - 19 Jul 2017 02:33:16 PM</i> The Working Group has been struck and is looking for meeting dates.	Active	19 Jul 2017
26 Apr 2017	BEDC	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. 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.	John MacLean	31 May 2017		Active	26 Apr 2017
01 Jun 2017	BEDC	A communications strategy will be developed and sent to the funding recipients of West Boundary Recreation Service.	John MacLean	30 Jun 2017		Active	01 Jun 2017
01 Jun 2017	BEDC	The issue of private business vs non-profit organizations and boundaries for support will be brought back to the June 2017 for more discussion.	John MacLean	06 Jun 2017		Active	01 Jun 2017
01 Jun 2017	BEDC	A UBCM report stated that oversight and proposed home production will be under the jurisdiction of local government. The Committee will have discussions on how they are positioned for this and how they will have oversight on home production.	John MacLean	30 Jun 2017		Active	01 Jun 2017
01 Jun 2017	BEDC	There will be a discussion on whether a mobile maker place (a mobile version of the MIDAS Lab) can be developed that can be rotated through the Kootenays.	John MacLean	30 Jun 2017		Active	01 Jun 2017
01 Jun 2017	BEDC	There will be a conversation on the Boundary Regional Chamber of Commerce. The Chamber will be invited to attend a future meeting to talk about their future plans.	John MacLean	30 Jun 2017		Active	01 Jun 2017
01 Jun 2017	BEDC	There will be a discussion on the impacts of poverty on economics and measures that can be taken and identifying costs to the Boundary area.	John MacLean	30 Jun 2017		Active	01 Jun 2017
01 Jun 2017	BEDC	A review of scenerios and an update of options for the Boundary Transit agreement (Paratransit) will be developed.	John MacLean	30 Jun 2017		Active	01 Jun 2017
26 Jun 2017	BEDC	That the Boundary Community Development Committee recommends that a funding application be submitted to the BC Strategic Outreach Initiative Funding for the completion of a business plan. FURTHER that if the funding application is not successful, a request for funding with be presented to the Board of Directors for consideration.	John MacLean	28 Jul 2017		Active	26 Jun 2017

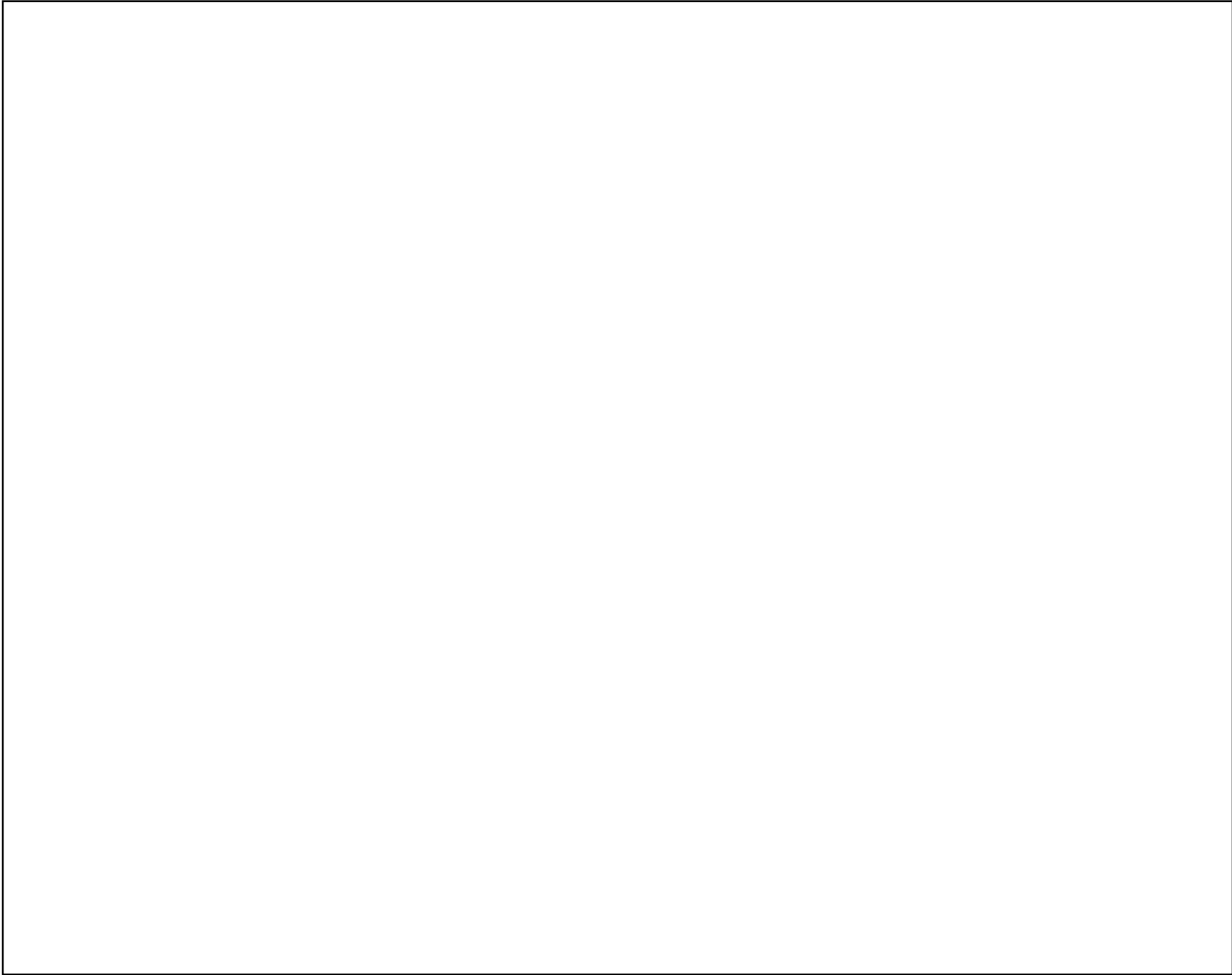


Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
04 May 2016	Board	That the Staff Report from John M. MacLean, Chief Administrative Officer presenting information regarding the Board's stated goal to improve the RDKB's communications and public profile in keeping with the Strategic Plan be received.	John MacLean	30 Jun 2016	<p>John MacLean - 19 Jul 2017 02:17:19 PM The Board formally authorized the creation of a new communications position. Staff will now be proceeding with the necessary administrative steps and hiring.</p> <p>John MacLean - 24 Apr 2017 03:19:11 PM The Board continues to discuss this issue. Adequate resources have been provisionally included in the 2017 Financial Plan should the Board decide to proceed.</p>	Active	19 Jul 2017
04 May 2016	Board	That the Policy, Executive and Personnel Committee recommends to the Regional District of Kootenay Boundary Board of Directors that Staff be instructed to prepare a Request for Proposal for audit services for a five year term commencing in 2017-2021.	Beth Burget	31 May 2016	<p>Beth Burget - 23 Jun 2017 01:48:26 PM RFP will be released in June 2017</p>	Active	23 Jun 2017
16 May 2016	Board	<p>Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves the undertaking of the Bylaw Enforcement Notice / Dispute Adjudication system as a means to implement bylaw enforcement for minor infractions. FURTHER that staff be directed to apply to the Lieutenant Governor in Council to enact a regulation to include the RDKB in Schedule 1 of the Bylaw Notice Enforcement Regulation. FURTHER that upon inclusion in the Regulation that Staff draft a Bylaw Notice Enforcement Bylaw for the Board's consideration at a future meeting.</p>	Theresa Lenardon	26 May 2016	<p>Theresa Lenardon - 07 Jun 2017 01:09:10 PM The RDKB has been granted the Order in Council that includes RDKB on the Bylaw Enforcement Notice Regulation . Staff working on the Bylaw Enforcement Notice Bylaw, a penalty (fee) schedule, a payment schedule and a schedule for disputing tickets. Work is ongoing. These matters will be presented to the Board sometime during Fall 2017.</p>	Active	18 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
05 Jul 2016	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors requests that the required 100m buffer adjacent to the historic Dewdney Trail be delineated on Forest Development proposals prepared by licensees operating in all electoral areas in the RDKB.	Donna Dean	29 Jul 2016		Active	21 Apr 2017
14 Sep 2016	Board	Corporate Vote Unweighted That Staff follow up with the Ministry of Forests, Lands and Natural Resource Operations to advise that the RDKB Board of Directors would welcome an office presentation including a review of the current Operational Plan in October or November 2016. FURTHER that the Ministry be advised that their offer to provide a field trip and a safety orientation has been deferred until Spring 2017 at which time Staff will undertake a Doodle Poll to determine a possible date for the activity.	John MacLean, Theresa Lenardon	30 Nov 2016	<i>Maureen Forster - 08 May 2017 10:50:03 AM</i> Staff will follow up with BC Timber Sales regarding a date and the necessary arrangements for a Board field tour in the East End.	Active	08 May 2017
12 Oct 2016	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary requests the Province to assess the monitoring well status in the Boundary and determine if the current level of information generated is appropriate. FURTHER if the assessment deems that there is insufficient available information, and that additional information is warranted, that the Province install additional wells where necessary or reactivate inactive wells, to assist in implementing the Kettle River Watershed Management Plan.	Donna Dean, Jeff Ginalias	31 Oct 2016		Active	21 Apr 2017
12 Oct 2016	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report, 'Atco Wood Products Draft Plan 2016-2021 Forest Stewardship Plan', which includes the recommendations of the Electoral Area 'A' and Electoral Area 'B'/ Lower Columbia-Old Glory Advisory Planning Commissions to Atco Wood Products Ltd. for consideration.	Donna Dean	31 Oct 2016		Active	05 May 2017
09 Feb 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves sending a letter to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations articulating concerns regarding the lack of consultation between the Province of BC, Boundary stakeholders and local government on issues regarding BC Timber Sales allocations and other forestry issues.	John MacLean	28 Feb 2017		Active	14 Mar 2017



Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
09 Feb 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to Ministry of Community, Sport and Cultural Development Infrastructure Planning Grant Program for the <i>Development of the Kettle River Watershed Regional Drought Management Team and Kettle River Watershed Regional Drought Plan</i> . FURTHER that the Board directs Staff to submit an application for a \$10,000 grant for the project and that it be ranked first of the four projects. FURTHER that should the funding be received that the Regional District of Kootenay Boundary enter into a contract with CommonsPlace Consulting Ltd. to complete the project. FURTHER that if the grant is received that any shortfall in funding be made up with an application for Gas Tax funding.	Donna Dean	28 Feb 2017		Active	14 Mar 2017
09 Feb 2017	Board	Staff will resource 1 full time employee in the IS Department, to be funded in the General Government F/P at an estimated cost of \$100,000 per annum (all costs included). COW (Finance) will make the necessary change in the 2017 General Government (Administration) F/P. 3. Staff will take the necessary steps to implement this decision as soon as the F/P is adopted.	Beth Burget, Dale Green, John MacLean	31 Mar 2017	John MacLean - 19 Jul 2017 02:20:40 PM Staff are in the hiring process now.	Active	19 Jul 2017
14 Mar 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors authorizes an amendment to the current Big White Security contract with Paladin Security Group Ltd. to include an additional two hours of security coverage per day at Big White from November 1st to April 15th for the remainder of the term of the contract, beginning March 1, 2017.	John MacLean, Mark Andison, Theresa Lenardon	31 Mar 2017		Active	14 Mar 2017
08 May 2017	Board	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 COW-Environmental Services meeting.	Alan Stanley	31 May 2017		Active	08 May 2017
08 May 2017	Board	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.	Beth Burget	31 May 2017	Beth Burget - 23 Jun 2017 02:07:09 PM Emailed information to Chair and Directors on April 21, 2017	Active	23 Jun 2017
08 May 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors send a letter to the Ministry of Forests, Lands and Natural Resource Operations – Water Management Branch, requesting Ground Water Licensing notices be sent to property owners via BC Assessment Tax Notices.	Mark Andison	31 May 2017		Active	08 May 2017

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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
08 May 2017	Board	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.	Beth Burget	31 May 2017	<i>Beth Burget - 23 Jun 2017 02:15:19 PM</i> Payment of FCM Legal Defense Fund in May 2017	Active	23 Jun 2017
08 May 2017	Board	Be it resolved that the Regional District of Kootenay Boundary Board of Directors requests Interfor to include a plan for community consultation in their Forest Stewardship Plan that includes sharing operational plans and changes therein with the communities and local governments in the vicinity of such plans prior to their implementation.	John MacLean	31 May 2017		Active	08 May 2017
09 Jun 2017	Board	Corporate Vote Unweighted That the RDKB Memorandum of Board Resolutions/Action Items be revised to include an application to the Provincial Government for a change in the maximum tax requisition by 25% to the Beaverdell Fire Service (Service 053) and a 25% increase to the maximum requisition for the Electoral Area E/West Boundary (Greenwood) Library Service (Service 141).	John MacLean	30 Jun 2017		Active	09 Jun 2017
09 Jun 2017	Board	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.	Theresa Lenardon	30 Jun 2017	<i>Theresa Lenardon - 07 Jul 2017 08:17:50 AM</i> The Board recommendation to include Greenwood, Midway and Electoral Area E/West Boundary in the Provincial MRDHT process has been sent to the consultant for inclusion on the revised MRDHT application form. Staff await an update regarding completion of the application form. Staff have revised the partnership agreement with the Boundary Museum to include Area E, Greenwood and Midway. Revised Agreement has been sent to Boundary Museum for approval of the three additional parties. Staff await response for approval of the revised partnership agreement from the Boundary Museum.	Active	07 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
09 Jun 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors refers the Draft Solid Waste Management Plan development schedule to the solid Waste Management Plan Steering Committee for discussion.	Alan Stanley	30 Jun 2017	<i>Alan Stanley - 20 Jul 2017 10:10:04 AM</i> A date must be established for a Solid Waste Management Steering Committee meeting.	Active	20 Jul 2017
09 Jun 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves the dissolution of the Committee of the Whole (Environmental Services, Protective Services and Finance) and replacing the Committee of the Whole meetings with a meeting of the RDKB Board of Directors thereby also approving the scheduling of two Board meetings per month when practical. FURTHER that when there are two Board meetings in a month, that the first Board meeting be scheduled on the second Wednesday of the month in place of the current Committee of the Whole meetings.	Theresa Lenardon	30 Jun 2017	<i>Theresa Lenardon - 13 Jun 2017 07:52:16 AM</i> Staff is working on revising the Procedure Bylaw to reflect 2 Board meetings per month (when possible) dissolution of the COW and other housekeeping items. A draft revised Procedure Bylaw will be presented to the Board sometime early Fall 2017.	Active	13 Jun 2017
09 Jun 2017	Board	Corporate Vote Unweighted That the recommendation to forward a letter to Columbia Power Corporation requesting that it reconsider its decision to discontinue the provision of leadership and coordination for the Kootenay Columbia Booth beyond 2017 be deferred until such time as Columbia Power Corporation as had an opportunity to clarify its position. FURTHER that staff be instructed to invite representation from Columbia Power Corporation to the June 29, 2017 Board meeting to clarify its position.	John MacLean	30 Jun 2017		Active	09 Jun 2017
09 Jun 2017	Board	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.	Goran Denkovski	30 Jun 2017		Active	09 Jun 2017
09 Jun 2017	Board	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.	Goran Denkovski	30 Jun 2017		Active	09 Jun 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Jun 2017	Board	Corporate Vote Unweighted That staff prepare a report that will provide clarity around, and assist the Board in strategically addressing perceived or real gaps in solid waste management services (e.g. concerns of lack of convenience in waste pickup service expansion in the Boundary, closure of reuse centres, and reductions in availability of recycling streams with the transition to Recycle BC). FURTHER that the report also provide information on the implications that making any suggested changes would have. FURTHER that the report be presented to the Board of Directors at the July 27, 2017 Board meeting for discussion and for referral to appropriate committees or action by the Board.	Alan Stanley	27 Jul 2017	<i>Alan Stanley - 20 Jul 2017 09:47:35 AM</i> A Staff Report will be presented at the July 27 Board of Directors Meeting recommending referral to the Solid Waste Management Plan Steering Committee	Active	20 Jul 2017
20 Jun 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors annually review the Chief Administrative Officer's salary in relation to cost of living increases in order to determine potential annual increases to salary, between the status quo full review that takes place every three years.	John MacLean	29 Dec 2017	<i>John MacLean - 19 Jul 2017 10:37:25 AM</i> This process will be implemented in the fall of 2017.	Active	19 Jul 2017
06 Jul 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves the submission of a BC Strategic Outreach Initiative Funding Application-Ministry of Agriculture (Strategic Planning) for \$10,000 for the development of a business plan and business consultation for the Boundary Meat Processing and Marketing Project.		31 Jul 2017	<i>John MacLean - 19 Jul 2017 10:39:51 AM</i> Application has been submitted, waiting for Ministry of Agriculture review and comment.	Active	19 Jul 2017
06 Jul 2017	Board	That the Regional District of Kootenay Boundary Board of Directors award the tender to Inland Kenworth for \$435,786.40 for their submission to supply the Case 921G loader. Further, that the Board direct staff to fund the purchase from the Regionalized Waste Management Service (010) 2017 - 2021 five year financial plan..		31 Jul 2017		Active	06 Jul 2017
06 Jul 2017	Board	That the Board Action Item List as of June 23, 2017 be received. FURTHER that the Board List of Action Items be reorganized so that the individual Committee items are categorized and grouped together by "source".		31 Jul 2017	<i>John MacLean - 19 Jul 2017 09:30:51 AM</i> THIS ITEM IS COMPLETE.	Active	19 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
06 Jul 2017	Board	Corporate Vote Weighted That the Regional District Kootenay Boundary Board of Directors approves the Fire Dispatch Services Contract between the Corporation of the City of Kelowna and the Regional District of Kootenay Boundary. FURTHER , that the Regional District of Central Kootenay be given written notice that effective April 30, 2018 the RDKB will no longer provide Fire Dispatch Services. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the contract.		31 Jul 2017	<i>Theresa Lenardon - 07 Jul 2017 04:21:54 PM</i> The agreement has been signed by rdkb signatories and will be sent to City of Kelowna for City's endorsement and to return back to rdkb for our records.	Active	07 Jul 2017
06 Jul 2017	Board	That staff prepare a report that itemizes how key stakeholders can be included and involved as Stage 3 of the Liquid Waste Management Plan for the Columbia Pollution Control Centre Upgrade to Secondary Treatment moves forward. FURTHER that the report be presented at a future meeting for review and consideration.		31 Jul 2017		Active	07 Jul 2017
06 Jul 2017	Board	Stakeholder Vote Weighted That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$4,000, as matching funds to the CBT Community Initiatives Program grant funding, from the 019 Beaver Valley Regional Parks and Trails Reserve Account for the construction of a storage shed at Lewis Field. FURTHER that the 2017-2021 five-Year Financial Plan Bylaw No. 1637, 20167 be amended accordingly.		31 Jul 2017		Active	07 Jul 2017
07 Jul 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves the submission of an Active Communities Grant (BC Healthy Communities, BC Healthy Living Alliance) for \$30,000, to support work within the Big White Community, in association with School District 51, Interior Health Authority and the Big White Mountain Community Development Association, towards measurable impacts on, and opportunities for, physical activity through healthy public policy, healthy community design and improving access and or inclusion for targeted populations or communities.		31 Jul 2017	<i>John MacLean - 19 Jul 2017 09:38:43 AM</i> The grant was submitted within the deadline.	Active	19 Jul 2017
07 Jul 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves forwarding a letter to the B.C. Premier and the Leader of the Opposition asking that the processes involved with the sale of the Waneta Dam to Fortis Inc. be delayed to October 2017 to allow for the investigation of options and ramifications of the sale.		31 Jul 2017	<i>John MacLean - 19 Jul 2017 10:03:24 AM</i> The required letter was sent to Premier (at that time Premier- Elect) Horgan. No response as of yet.	Active	19 Jul 2017

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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
07 Jul 2017	Board			31 Jul 2017	<i>John MacLean - 19 Jul 2017 10:04:25 AM</i> Staff are finalizing the required job description and will be proceeding with the hiring process as soon as possible.	Active	19 Jul 2017
28 Oct 2016	BVREC	Staff will work with Rossland Tourism on improving marketing and the reservation system.	Mark Daines	13 Jun 2017		Active	03 May 2017
17 Jan 2017	BVREC	1. A communication paper will be developed which will list 2016 accomplishments and will be submitted to the Trail Daily Times and the Committee members will also request an interview. 2. The April newsletter will list 2016 capital projects and Montrose residents will be included in the distribution. Staff will provide the Committee members with the costs.	Mark Daines	28 Feb 2017		Active	01 May 2017
04 Mar 2017	BVREC	Staff will develop a contract with BV Softball Association.	Mark Daines	31 Mar 2017		Active	03 May 2017
20 Apr 2017	BVREC	Review of the Strategic Plan is deferred to the May 2017 meeting to allow the Committee members more time to review the Plan in order to have a fulsome discussion.	Mark Daines	09 May 2017		Active	01 May 2017
20 Apr 2017	BVREC	Staff will follow up on the status and signing of the lease agreement.	Mark Daines	09 May 2017		Active	01 May 2017
20 Apr 2017	BVREC	Staff will contact 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 vacant lot.	John MacLean, Mark Daines	09 May 2017	<i>John MacLean - 26 Apr 2017 09:33:38 AM</i> Called and left message indicating that we were interested in land.	Active	01 May 2017
01 May 2017	BVREC	Staff will work with KCTS and the volunteer group to review options for trail planning and development in the Beaver Valley. The options will be brought back to the Committee members for review and consideration.	Mark Andison	31 May 2017		Active	01 May 2017
04 Feb 2016	COW-ES	That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. FURTHER that the draft policy be presented to the COW at a future meeting for consideration, approval and incorporation into the tender documents for the Big White Solid Waste Service.	Alan Stanley, John MacLean	13 Apr 2016	<i>Alan Stanley - 05 May 2017 09:02:14 AM</i> Big White waste management service tendered and contracted to 5-year term, overall policy regarding service levels still under development	Active	05 May 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
12 Oct 2016	COW-ES	That Staff proceed with the Solid Waste Management Plan (SWMP) Process with the new Provincial Guidelines in place. As part of that planning process, the Solid Waste Management Plan Steering Committee (SWMPSC) is requested to look at: ongoing collection systems and a plan for the introduction of organics recovery in the east end. the problem of illegal dumping, and the possibility of developing prevention programs.	Alan Stanley	05 May 2017	<i>Maureen Forster - 04 May 2017 09:51:25 AM</i> On going work, eastern communities organic diversion planning activities underway. The matter is being considered by the SWMP Steering Committee. No change to status, longer term project, should refer action item to Solid Waste Management Plan Steering Committee.	Active	04 May 2017
23 Mar 2017	COW-ES	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.	Alan Stanley	30 Jun 2017	<i>Alan Stanley - 20 Jul 2017 10:11:35 AM</i> A Staff Report will be presented at the July 27 Board of Directors meeting. <i>Alan Stanley - 05 May 2017 09:08:52 AM</i> Work is presently focused on program start up to expand garbage and green bin service to Sidley/Bridesville. Discussions continue with RecycleBC (formerly MMBC) regarding industry funded recycling collection.	Active	20 Jul 2017
04 May 2017	COW-ES	Analyze existing collection programs and determine steps to add organics.	Alan Stanley	30 Jun 2017	<i>Alan Stanley - 05 May 2017 09:10:39 AM</i> To be included in SWMP. SWMP Draft Schedule presented at May 10 CoW <i>Maureen Forster - 04 May 2017 10:15:08 AM</i> Staff report will be presented at a SWMPSC meeting.	Active	05 May 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
29 Feb 2016	COW-FIN	That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating / maintenance requirements. FURTHER that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive and Personnel Committee.	Beth Burget, John MacLean	13 Apr 2016	<i>John MacLean - 19 Jul 2017 02:06:27 PM</i> We are currently working with consultants to develop our formal asset management plan. <i>John MacLean - 26 Apr 2017 09:24:37 AM</i> This policy will be developed in conjunction with the Asset Management Plan which is out for request for proposals now.	Active	19 Jul 2017
26 Apr 2017	COW-FIN	That Staff be directed to go out for tender for financial services in 2017, with the RFP being presented to the COW - Finance for consideration and approval.	Beth Burget	30 Jun 2017	<i>Maureen Forster - 01 May 2017 03:23:58 PM</i> Will do in Spring/Summer 2017.	Active	05 May 2017
17 Jan 2017	COW-PROT	1. Any available surplus funds should be allocated towards undone projects which include the completion of a review and update of the Regional Emergency Plan, an Emergency Communications Plan, a Pet and Livestock Plan and an update to the emergency planning manuals and documentation. 2. Staff will investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report illustrating how the funds will be expended with the report being presented to COW-Protective Services at a future meeting before any funds are spent.	Dan Derby	28 Feb 2017		Active	02 May 2017
17 Jan 2017	COW-PROT	With the new installation of a repeater tower in the Roderick Dhu Mountain area of Grand Forks, Staff will follow up regarding communication coverage to include the Greenwood communication gaps from the North Boundary Road.	Dan Derby	28 Feb 2017		Active	02 May 2017
26 Apr 2017	COW-PROT	A discussion regarding the development of a guideline or policy on the role and expectations of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Dan Derby	31 May 2017		Active	04 May 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
22 Nov 2016	EESC	1. Saturday ski bus service will be maintained for the coming year and the Committee will review the service again in the Spring 2017. 2. D. Steven, Tourism Rossland, will be requested to provide the Committee with concise information and operational statistics on the ski bus service at the end of the winter season. 2. Staff will request more information on the ramifications of a cut in service to Sunningdale. 3. BC Transit will be requested to provide a costing of the implementation of options 1 - 10 of the Service Review (excluding the Rossland Ski Bus), and provide information on Options 11 and 13.	John MacLean, Maureen Forster	30 Jun 2017	John MacLean - 09 Jun 2017 08:19:18 AM We have not yet received the report from Tourism Rossland, but they are aware and they have recently gone through a change in management. We will continue to follow up. BC Transit is scheduled to attend the June 14, 2017 Committee meeting to have a full discussion of transit and how we can work towards maximizing the service while being aware of cost escalation. John MacLean - 24 Apr 2017 01:51:08 PM An email has been sent to BC transit and Tourism Rossland asking that they prepare a report on the ridership on the ski bus during the 2016/17 ski season. John MacLean - 24 Apr 2017 01:47:06 PM BC Transit has been asked to cost out the initial 10 recommendations from the service review in order to identify and hour/cost implication. BC Transit will then look at the service expansion options in light of the net cost to the service.	Active	09 Jun 2017
31 Jan 2017	EESC	Victims Services staff will provide a more indepth report on the program in the future.	Mark Andison	30 Jun 2017	John MacLean - 03 May 2017 08:42:28 AM A new report structure will be developed and presented with the next quarters results.	Active	03 May 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
31 Jan 2017	EESC	That the East End Services Committee receive the letter from the City of Trail regarding the downtown bus shelters. FURTHER that staff be directed to prepare report with the necessary information in order to engage with the City of Trail on the issue of downtown shelters as well as the future of the transit exchange.	John MacLean	30 Jun 2017	<i>John MacLean - 09 Jun 2017 08:21:05 AM</i> Staff will be able to complete the necessary work on this issue in the coming weeks and will be in a position to present it to the Committee for endorsement at a future meeting.	Active	09 Jun 2017
06 Apr 2017	EESC	That the East End Services Committee directs RDKB staff to coordinate with the participating municipalities and Electoral members to share efforts and work with Kiwanis towards the collaboration of Canada 150 celebrations.	Mark Daines	30 Jun 2017	<i>John MacLean - 09 Jun 2017 08:50:47 AM</i> Planning continues for this project. The Elected Officials are fully engaged and there will be a discussion on the June Committee agenda. <i>John MacLean - 24 Apr 2017 01:43:33 PM</i> Staff and the Directors continue to discuss and work towards an collaborative event in partnership with the City of trail and the Kiwanas Club.	Active	09 Jun 2017
06 Apr 2017	EESC	That the East End Services Committee direct staff to explore options and implications on a light duty program to assist employees return to work.	Dan Derby, Terry Martin	30 Jun 2017	<i>John MacLean - 09 Jun 2017 09:02:54 AM</i> Chief Derby has been gathering information from colleagues and his Professional Association. He is generally finding limited information. He will be providing a formal report for the next regular meeting of the Committee.	Active	09 Jun 2017
06 Apr 2017	EESC	That the Committee direct staff to prepare the necessary documents and cost estimates to facilitate the reimbursement of the member municipalities for costs associated with bus stop maintenance, as well as the retaining of a contractor to deal with the rural bus stops and bring forward a report for the Committee's consideration.	John MacLean	30 Jun 2017	<i>John MacLean - 09 Jun 2017 08:52:55 AM</i> Staff will be working to complete this project in the coming weeks for presentation to the Committee.	Active	09 Jun 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
24 Apr 2017	EESC	That Teck be invited to attend an East End Services Committee Meeting to make a presentation on their Ecosystem Management and Offsetting Program.	Mark Andison	29 Sep 2017	<p><i>John MacLean - 09 Jun 2017 08:54:30 AM</i></p> <p>Nothing new to report.</p> <p><i>John MacLean - 24 Apr 2017 09:51:05 AM</i></p> <p>RDKB Staff continue to be part of the process, however they note that it is a slow process. New staff resources at Teck appear to be engaging in this process more, and it is anticipated that they may be in a position to present in the Fall of 2017. It must be noted that Teck has not committed yet.</p>	Active	09 Jun 2017
24 Apr 2017	EESC	That Staff investigate options and potential partners for development of a Fire training Centre.	Mark Andison	01 Oct 2017	<p><i>John MacLean - 24 Apr 2017 12:23:54 PM</i></p> <p>Issue has been deferred while other issues related to the Fire Service are dealt with.</p> <p><i>John MacLean - 24 Apr 2017 12:23:20 PM</i></p> <p>Staff have met with representatives from Teck and both parties have agreed to continue discussions. All agree that there is potential for mutual benefit.</p>	Deferred	24 Apr 2017
24 Apr 2017	EESC	Staff will ask BC Transit to provide the Committee with graphic representation of the trending statistics.	John MacLean	01 Jun 2017	<p><i>John MacLean - 19 Jul 2017 02:32:07 PM</i></p> <p>We continue to work with BC Transit to develop the information in a way that makes sense for the Committee.</p> <p><i>John MacLean - 24 Apr 2017 12:29:06 PM</i></p> <p>BC Transit will work on providing the requested reporting. Technical difficulties that delayed the progress of this request have only recently been rectified.</p>	Active	19 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
24 Apr 2017	EESC	The KBRFRS Sustainability Committee, made up of representatives of the Service, the Union, the Volunteer service and the Committee will continue to meet and discuss measures to make the cost of the KBRFRS sustainability.	Mark Andison	15 Jun 2017	<i>John MacLean - 24 Apr 2017 12:34:13 PM</i> The Sustainability Committee has suspended activity while the KBRFRS undertakes discussions on other matters.	Active	05 May 2017
01 Feb 2016	PEP	That Staff draft a report with respect to clear and appropriate policies and procedures for electronic meetings that includes information and options for the development of a framework with respect to the in-person attendance of Committee and Board Chairs and Vice-Chairs. FURTHER that the report also include all possible options for public and applicant participation in electronic meetings. FURTHER that the report be presented back to the Committee at a future meeting but not until the use of electronic meetings has been implemented and practiced for a period of time.	John MacLean	13 Apr 2016	<i>John MacLean - 05 May 2017 09:51:31 AM</i> New interface proposal approved as part of the 2017 Financial Plan. In planning stages for implementation at this time. New interface will utilize individuals rather than participation in the room. will update Committee when we have a firmer ETA for installation. <i>John MacLean - 14 Mar 2017 11:02:25 AM</i> Pilot project undertaken with EAS. Had some technological issues. Looking at different interface to allow for electronic participation. Part of 2017 Financial Plan proposal.	Active	05 May 2017
01 Feb 2016	PEP	That the Policy, Executive and Personnel Committee defer further discussion regarding the allocation of the Board Fees until the Governance/Organizational Review has been completed.	John MacLean	30 Jun 2016	<i>John MacLean - 07 Jun 2017 09:37:03 AM</i> Staff continue to develop information and options for the Board to consider. Will be presented at a future meeting.	Active	07 Jun 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
28 Jun 2016	PEP	That the proposed Permissive Taxation Exemption Policy be referred back to Staff for further research into the process that the member municipalities undertake in managing requests for taxation exemption. FURTHER that Staff move forward with drafting the proposed 2017 Permissive Taxation Exemption Bylaw and that it be presented to the Board of Directors within the legislative timeline and in the usual manner while work on the proposed Taxation Exemption Policy continues.	Theresa Lenardon	30 Jul 2016	Theresa Lenardon - 18 Jul 2017 08:33:00 AM The proposed Permissive Taxation Exemption Policy and application procedure has been reviewed by the PEP Committee (June/16 and Nov/16) and after Staff's consultation with Director Gee it was also reviewed by the EAS Committee in Feb/17 and again in June/17. The EAS Committee has referred the proposed policy to the July 27/17 PEP Committee meeting with a recommendation that it be sent out to the Directors for comments.	Active	18 Jul 2017
10 Apr 2017	PEP	Staff will revise the proposed Permissive Taxation Exemption Policy and will refer it back to the EAS Committee for further review before it is presented to the PEP Committee.	Theresa Lenardon	30 Apr 2017	Theresa Lenardon - 07 Jun 2017 12:59:24 PM The proposed policy, procedure and application have been reviewed by the EAS Committee Feb/17 and will be reviewed by EAS Committee again June/17 with a recommendation to refer back to PEP Committee to advance through the policy development and review process.	Active	07 Jun 2017
10 Apr 2017	PEP	That the Policy, Executive and Personnel Committee develop Terms of Reference for the Strategic Planning session scheduled for Fall 2017. Discussions with staff will take place after the May Board Development Session and the matter of the development of a framework for the Terms of Reference will be included on the June agenda. 2. Staff will provide information on a framework for the June agenda and will undertake a Doodle poll to secure a date in October 2017 for the session.	John MacLean	30 Apr 2017	John MacLean - 07 Jun 2017 08:49:48 AM The date has been established as October 27 - 28, and the Planning Session will be held in Trail. At a future meeting the PEP Committee will have to discuss the particulars of the sessions including format and how to go about selecting a facilitator. John MacLean - 07 Jun 2017 08:47:30 AM This item will be discussed at the May 10, 2017 PEP meeting.	Active	07 Jun 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Apr 2017	PEP	An analysis of this position has been completed and that this and other information, including the salary range will be presented to the Board of Directors at a meeting in the near future. That Staff research the outsourcing of the development of a Communications Plan and prepare a report for the March meeting with examples of Communications Plans prepared for other Regional Districts. FURTHER that the report provide enough information for the Board to have a clearer idea on what resource issues and needs are required at the RDKB to meet the Communications Strategic Theme.	John MacLean	31 May 2017	John MacLean - 19 Jul 2017 02:29:08 PM The Board has considered the issue and has approved the creation of a new position. THIS MATTER IS NOW COMPLETE. John MacLean - 04 May 2017 03:03:09 PM This matter will be presented to the Board of Directors at the June meeting.	Active	19 Jul 2017
20 Apr 2017	PEP	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.	John MacLean	30 Jun 2017	John MacLean - 07 Jun 2017 09:33:44 AM Staff continue to gather information and samples for consideration. Will be presented at a future meeting.	Active	07 Jun 2017
20 Apr 2017	PEP	That the proposed <i>Best Practice; Municipal Appointments to the Board of Directors</i> be revised to include the relevant sections of the <i>Local Government Act</i> and referred to the Directors for comments.	John MacLean	30 Jun 2017	John MacLean - 07 Jun 2017 08:54:11 AM Directors have had the opportunity to comment and the matter is on the June 14th agenda. John MacLean - 04 May 2017 03:00:50 PM This Best Practice Statement has been referred to the Directors for comment and will be coming back to the June PEP meeting.	Active	07 Jun 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Apr 2017	PEP	That Staff draft a report for a future meeting that includes options and common practices in more up-to-date Hiring Policies as well as information on 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.	John MacLean	30 Jun 2017	John MacLean - 07 Jun 2017 09:10:58 AM At the last meeting the Committee requested changes. Those changes have been made and the revised policy will be presented to the PEP Committee at their June meeting. John MacLean - 04 May 2017 02:40:27 PM The revised policy and requested information will be provided t the Committee at their meeting to be held May 10, 2017.	Active	07 Jun 2017
20 Apr 2017	PEP	There will be discussions around this matter at the upcoming FCM Conference in June 2017. 2. Staff will investigate a regional model, including the logistics and the costs of hiring a single Regional Negotiator.	John MacLean	30 Jun 2017	John MacLean - 07 Jun 2017 09:00:04 AM Staff continue looking into the model. The requested report will be presented at a future meeting.	Active	07 Jun 2017
20 Apr 2017	PEP	Staff will draft a Terms of Reference necessary for completion of the work required to purchase and implement the appropriate technology, including licencing and application (e.g. "app") options.	Dale Green	30 Jun 2017	Dale Green - 19 Jul 2017 10:04:17 AM A proposal was presented by the AV contractor for IS review. Some recent problems with a component subsystem have caused IS to review the overall viability of keeping the existing system as is before investing any further in the system as it stands, as opposed to replacing the problem subsystem before investing in further functionality enhancements. Dale Green - 07 Jun 2017 04:32:15 PM consultants have completed a technical draft and are pulling it together into a proposal for RDKB review. John MacLean - 03 May 2017 10:59:35 AM This project is in the planning stage with the Consultants.	Active	19 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Apr 2017	PEP	A proposed job description will be presented to the RDKB Joint Labour Management Job Evaluation Committee for a salary review in the near future and prior to the simultaneous internal CUPE and external postings.	Dale Green	31 May 2017	<p>Dale Green - 19 Jul 2017 09:58:46 AM 5 candidates were short listed and interviewed. 2 were eliminated from further candidacy after panel interview, the top 2 were out of town candidates who were offered the position in succession and who both eventually declined. The last candidate is one the panel can't agree on. So at this point, I'm reviewing the original stack of resumes for local candidates only for panel interview, although the local candidates aren't nearly as strong.</p> <p>Dale Green - 07 Jun 2017 04:37:15 PM Posting is now closed with nearly 50 applications. 21 of those were viable, narrowed to 10 of the strongest on-paper candidates. MIS is conducting phone interviews this week (of June 5th) to narrow the list of 10 to no more than 5 candidates for live panel interviews next week (of June 12th).</p> <p>Dale Green - 03 May 2017 11:24:42 AM PEP approved the hiring a new IT staff we're calling the Network Infrastructure Analyst. Internal CUPE and external advertising are in progress concurrently. The posting closes on May 31st, after which senior staff and I will review the applications and select a short list for interviews.</p>	Active	19 Jul 2017
25 Apr 2017	PEP	Staff will draft a report which will provide further information and options on permitting outside community groups to meet in the fire halls.	Dan Derby	28 Apr 2017	<p>Maureen Forster - 25 Apr 2017 04:03:14 PM Further investigation is required and will be provided at a future meeting.</p>	Active	25 Apr 2017

Action Item List

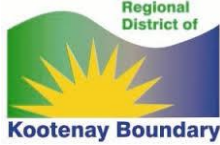
Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
27 Apr 2017	PEP	That the Policy, Executive and Personnel Committee direct staff to prepare a policy proposal with the following elements (all days calendar): <ul style="list-style-type: none"> That the current practice of delivering preliminary Board agendas 6 days prior to the scheduled day with the final agenda going out no later than 2 days prior to the meeting. That the current practices of delivering committee agendas three days prior to the meeting be maintained. FURTHER that when the third business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day. That the agendas for the future Committee of the Whole be delivered 5 days prior to the meeting. FURTHER that when the fifth business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day. That the Committee recommend that the above practices be adopted in the interim until a proper policy is in place. That staff be directed to bring forth an amendment to the RDKB Procedure Bylaw No. 1534, 2013 reflecting the decision of the Board in relation to the structure, schedule and number of Chairs of the Committee of the Whole.	Theresa Lenardon	31 May 2017	<i>Theresa Lenardon - 07 Jun 2017 09:36:21 AM</i> Staff are working on agenda delivery timelines with several other changes to the RDKB Procedure Bylaw (eg removing COW, addition of Board meeting second Wednesday etc.). Agenda delivery times will be included in this work and further information regarding this matter will be presented to the Board Aug-Sept. 2017	Active	07 Jun 2017
07 Jun 2017	PEP	That Staff prepare a report on the RDKB's Succession Plan.	John MacLean	30 Jun 2017	<i>John MacLean - 07 Jun 2017 01:02:22 PM</i> Staff are working on the requested report and information and will have it to the Committee as soon as is feasible.	Active	07 Jun 2017
21 Jun 2017	PEP	That staff confirm the budget allocation amounts for teleconferencing software and licencing and forward this information to the members of the PEP Committee.		28 Jul 2017		Active	06 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
21 Jun 2017	PEP	That the proposed <i>Management Hiring Policy</i> be referred to the Directors for comments as amended.		28 Jul 2017		Active	06 Jul 2017
21 Jun 2017	PEP	That for the Board Fall Planning Session scheduled for October 27 and 28, 2017, that staff draft an outline for the session, a Request for Proposals for engaging a facilitator and a Facilitator Terms of Reference. FURTHER that these documents be presented to the Policy, Executive and Personnel Committee at the July Committee meeting.		28 Jul 2017		Active	06 Jul 2017
21 Jun 2017	PEP	That the proposed Terms of References for the Finance, Protective Services and Environmental Services Liaison positions be revised accordingly and referred to the Directors for comment as amended.		28 Jul 2017		Active	06 Jul 2017
21 Jun 2017	PEP	That the proposed Procedure Statement - Director Expense Claims be revised as amended and referred to the Directors for comments.		28 Jul 2017		Active	06 Jul 2017
21 Jun 2017	PEP	That staff modify the RDKB's current communications with language that ensures that all individuals responding to the organization's solicitations and/or postings clearly understand that it is their responsibility to follow up with the RDKB to ensure their response has been received.		28 Jul 2017		Active	06 Jul 2017
06 Jul 2017	PEP	That the Regional District of Kootenay Boundary Board of Directors annually review the CAO salary in relation to cost of living increases in order to determine potential annual increases to salary, between the status quo full review that takes place every three years.		31 Dec 2017		Active	06 Jul 2017
28 Sep 2016	UT	Staff will provide the Committee members with information on the transfer amount of surplus funds to the Cities of Trail and Rossland resulting from the transfer of ownership of the sole benefiting assets.	Goran Denkovski	29 Dec 2017	<i>Goran Denkovski - 05 May 2017 09:00:12 AM</i> City of Trail agreement is complete and the City of Rossland is in the process of reviewing their agreement. When agreements are finalized the RDKB will proceed to referendum.	Active	05 May 2017
27 Jan 2017	UT	The Utilities Committee directs staff to prepare a report for possible costing for future staff resources and what that will look like.	Goran Denkovski	14 Jun 2017	<i>Goran Denkovski - 05 May 2017 08:57:52 AM</i> This item is still in progress and we have been establishing potential Utility service growth in the RDKB.	Active	05 May 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
23 Mar 2017	UT	Users of the Columbia Gardens Industrial Water Supply Utility will be notified by letter of the 5% increase in user fees. A draft copy of the letter will be sent to Director Grieve before it's sent to the users.	Goran Denkovski	31 May 2017	<i>Goran Denkovski - 05 May 2017 11:53:52 AM</i> Bylaw passed in April Board meeting. Letter will be completed and sent with billing in May 2017.	Active	05 May 2017
05 May 2017	UT	Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery.	Goran Denkovski	29 Dec 2017	<i>Goran Denkovski - 05 May 2017 03:06:58 PM</i> Received cost estimate and planning on applying for Strategic Priorities Fund June 1, 2017 for completion in 2017.	Active	05 May 2017
05 May 2017	UT	Staff will create a reserve policy for the Committee's consideration.	Goran Denkovski	29 Dec 2017	<i>Goran Denkovski - 05 May 2017 03:08:12 PM</i> This is a corporate initiative and is related to the RDKB asset management plan.	Active	05 May 2017



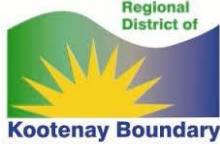
KOOTENAY BOUNDARY ANIMAL CONTROL

Monthly Report of Activities

June 2017

June 1 -11	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	1	01,05,08,09			
Grand Forks	6	01,02,03,05,07,07,08,09	047-17GF		
Area "D"	3	03,05,06,07,08,09,10	049-17AD		
Greenwood	1	01,02,06,09,			

June 12-18	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	1	12,13,14,15	050-17CL		
Grand Forks		12,13,14,15,16			
Area "D"		12,13,14,16,17			
Greenwood	2	13,15,17	051-17GW		2



June 19-25	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	2	19,21,22,23,			
Grand Forks		21,22,23,24	052-17GF		
Area "D"		19,20,21,22,23,24,	053-17AD		
Greenwood	1	20,24			

May 26-30	Calls	Patrol Dates	Enforcement	Follow-up	Written complaints
Christina Lake & Area "C"	1	28,30			
Grand Forks	1	26,27,29,30	054-17GF		1
Area "D"	2	28,29		1	
Greenwood		26,27,28,			

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

Cheque Register - Summary

AP5090

Date: July 4, 2017

Supplier : 084010 To ZUM

Cheque Date: JUNE 1 - 30, 2017

Cheque Date	Supplier Code	Supplier Name	Amount
02-Jun-17	ARG020	ARGOSY CONSTRUCTION GROUP	4,200.00
02-Jun-17	ART015	THE ARTHRITIS SOCIETY	300
02-Jun-17	BAN010	LEN BANNERT TRUCKING LTD.	1,680.00
02-Jun-17	BEA620	BEAVER VALLEY BLOOMING SO	3,000.00
02-Jun-17	BHS001	B&H SERVICES	81.71
02-Jun-17	BIK001	BIKE TO WORK WEEK KOOTENA	2,000.00
02-Jun-17	BOU045	BOUNDARY WOMEN'S SOFTBALL	1,000.00
02-Jun-17	BOY015	BOYCZUK, JACOB	150.76
02-Jun-17	BRI001	BRINK'S CANADA LIMITED	353.04
02-Jun-17	BRI035	BRIDESVILLE WOMEN'S INSTI	250
02-Jun-17	CEN060	CENTRAL KOOTENAY REGIONAL	600
02-Jun-17	CHR011	CHRISTINA LAKE GRAVEL & R	4,105.50
02-Jun-17	CHR016	CHRISTINA LAKE LADIES GOL	300
02-Jun-17	CHR050	CHRISTINA LAKE BOAT ACCES	400
02-Jun-17	CHR270	CHRISTINA LAKE NEWS	73.5
02-Jun-17	CHR450	CHRISTINA LAKE ELEMENTARY	2,500.00
02-Jun-17	CIB010	CIBC VISA	12,520.60
02-Jun-17	CLE001	CLEMENS, CHUCK	474.18
02-Jun-17	COL017	COLBACHINI, CHERYL ANN	119.5
02-Jun-17	CRO006	CROSS COUNTRY TRAFFIC CON	5,670.00
02-Jun-17	DON003	DON BEDARD EXCAVATING	2,294.25
02-Jun-17	EMC070	EMCON SERVICES INC.	540.98
02-Jun-17	FER001	FERRARO FOODS	26.31
02-Jun-17	FOR010	FORTISBC - ELECTRICITY	1,083.47
02-Jun-17	FOR040	FORTIS BC - NATURAL GAS	237.02
02-Jun-17	FORGRA	FORTIS BC - FINANCIAL ACC	210
02-Jun-17	FRI015	FRIESEN, RICHARD	177.45
02-Jun-17	GES010	GESCAN - Division of Sone	17.91
02-Jun-17	GRE028	GREENWOOD BOARD OF TRADE	1,500.00
02-Jun-17	KET006	KETTLE VALLEY GOLF CLUB	828
02-Jun-17	KET010	KETTLE RIVER SENIORS ASSO	60
02-Jun-17	KOK020	KOKIW, DAVID	69.96
02-Jun-17	KOO023	KOOTENAY CHRYSLER LTD.	30,091.04
02-Jun-17	KOO100	KOOTENAY COLUMBIA LEARNIN	750
02-Jun-17	LAN017	LANGMAN, DIANE	165.54
02-Jun-17	LES015	SAWYER, LES	500
02-Jun-17	LIM010	LIME CREEK LOGGING LTD.	494.8
02-Jun-17	LIT015	LITTLE LAKERS LEARNING CE	3,500.00
02-Jun-17	MEA040	MEARL'S MACHINE WORKS LTD	58,094.40
02-Jun-17	MIN160	MINISTER OF FINANCE	112.35

02-Jun-17 MIS002	MISTY MOUNTAIN PIZZA	103.8
02-Jun-17 NOF010	NO FRILLS	99.12
02-Jun-17 OKA080	OKANAGAN VALLEY NEWSPAPER	2,027.98
02-Jun-17 POL040	POLICE VICTIM SERVICES OF	100
02-Jun-17 REC010	RECEIVER GENERAL FOR CANA	94,675.51
02-Jun-17 REI003	REILLY, BRIANNA	111.83
02-Jun-17 ROS009	ROSSLAND GOLDEN CITY DAYS	1,000.00
02-Jun-17 ROT030	ROTVOLD, MARGUERITE	988.4
02-Jun-17 RUS025	RUSTIC CRUST	347.03
02-Jun-17 SHA030	SHAW CABLE	243.92
02-Jun-17 SIL040	SILVER CITY TRAP & SKEET	2,500.00
02-Jun-17 SKU003	SKULNEC JR., SAMEON	10,000.00
02-Jun-17 STA070	STANLEY, ALAN	115.01
02-Jun-17 TEL002	TELUS MOBILITY	692.58
02-Jun-17 TRA038	TRAILS TO THE BOUNDARY SO	2,073.75
02-Jun-17 USC010	U.S.C.C.	750
02-Jun-17 WES039	WESTERN COMMUNITIES FOUND	300
02-Jun-17 WHI090	WHITLOCK INSURANCE SERVIC	1,197.00
02-Jun-17 WIT010	WITT, PETER	17.49
02-Jun-17 YOR010	YORSTON, DAVID	69.96
02-Jun-17 ALP030	ALPINE DISPOSAL & RECYCLI	144.51
02-Jun-17 ALP002	ALPINE SIGNS & GRAPHICS	201.6
02-Jun-17 BRI120	BRITISH COLUMBIA SAFETY A	1,327.88
02-Jun-17 BUR090	BURGET, BETH, A.	110
02-Jun-17 CAR012	CARO ANALYTICAL SERVICES	101.64
02-Jun-17 CEC010	CECCHINI, PATRICIA	262.53
02-Jun-17 DAN090	DANCHUK, JOSEPH, P.	221.19
02-Jun-17 ENO010	ENORMOUS PRODUCTIONS	798
02-Jun-17 FOR120	FORSTER, MAUREEN, K.	106
02-Jun-17 GRA170	GRAND FORKS & DISTRICT P	1,700.00
02-Jun-17 GRI010	GRIEVE, ALI K.	623.35
02-Jun-17 JJH010	J.J.H. ENTERPRISES	54
02-Jun-17 KON001	KONE INC.	1,120.20
02-Jun-17 KOO210	KOOTENAY VALLEY WATER CO.	440.33
02-Jun-17 MAC020	MACLEAN, JOHN	150.52
02-Jun-17 MAR001	MARTIN, MICHAEL, T.	165.54
02-Jun-17 MCG002	MCGREGOR, GRACE	436.9
02-Jun-17 MCL060	MCLELLAN, LLOYD	215.54
02-Jun-17 MIL160	MILLS OFFICE PRODUCTIVITY	884.28
02-Jun-17 PAC020	PACIFIC BLUE CROSS	31,667.08
02-Jun-17 POW100	POWER TECH ELECTRIC LTD.	1,675.48
02-Jun-17 PRA040	PRAXAIR DISTRIBUTION	154.36
02-Jun-17 ROC050	ROCKY MOUNTAIN ENERGY	579.06
02-Jun-17 SMI150	SMITH, EDWARD I.	312.88
02-Jun-17 SOF020	SOFTCHOICE LP	1,129.64
02-Jun-17 GRE010	THE CITY OF GREENWOOD	4,500.00
02-Jun-17 FRU010	THE VILLAGE OF FRUITVALE	8,000.00

02-Jun-17 THE140	THE WOODEN SPOON BISTRO L	482.63
02-Jun-17 VAB010	VAB ENTERPRISES	682.5
02-Jun-17 WOR100	WORLEY, LINDA	768.78
08-Jun-17 ACC050	ACCURA ALARMS SECURITY SE	78.75
08-Jun-17 APE040	APEX EHS SERVICES INC.	7,612.50
08-Jun-17 BRY090	BRYANT, DEAN	26.74
08-Jun-17 CAS001	CASCADIA SPORT SYSTEMS IN	2,096.08
08-Jun-17 CER030	CERTIFIED ENSEMBLE SERVIC	643.65
08-Jun-17 CLE001	CLEMENS, CHUCK	47.35
08-Jun-17 WIL007	ADAM WILLIAMS	0
08-Jun-17 DUC010	DUCKWORTH, JAMES, G.	17.49
08-Jun-17 DUE020	DUECK, TIM	25.41
08-Jun-17 FER001	FERRARO FOODS	0
08-Jun-17 FLE015	FLEETCOR CANADA MASTERCAR	3,245.37
08-Jun-17 FLE015	FLEETCOR CANADA MASTERCAR	750.12
08-Jun-17 FOR010	FORTISBC - ELECTRICITY	15,998.27
08-Jun-17 FOR040	FORTIS BC - NATURAL GAS	476.63
08-Jun-17 GAI010	GAIA PRINCIPLES IPM SERVI	52.5
08-Jun-17 GES010	GESCAN - Division of Sone	3,155.58
08-Jun-17 GLE040	GLENMERRY GLASS LTD.	2,247.21
08-Jun-17 GRE025	GREENWOOD REPAIRS	732.48
08-Jun-17 GRE036	GRESLEY-JONES, MELISSA	225
08-Jun-17 HRD010	HR DOWNLOADS INC.	519.75
08-Jun-17 INL030	INLAND LOCK DOCTOR LTD.	7.29
08-Jun-17 JOH012	JOHNSON, KIM, IN TRUST	120.85
08-Jun-17 KOO023	KOOTENAY CHRYSLER LTD.	264.76
08-Jun-17 LEP015	LEPAGE, TERRY	76.38
08-Jun-17 MAI015	MAIN RIVER WOMEN'S INSTIT	500
08-Jun-17 MAK025	MAKE IT FIT	10.5
08-Jun-17 MIN040	MINISTER OF FINANCE	606.19
08-Jun-17 MOR010	MORRISSEY CREEK BUILDING	372.87
08-Jun-17 OVE010	OVERWAITEA FOODS	200.89
08-Jun-17 PET010	PETRO CANADA	5,845.29
08-Jun-17 RAC010	RACE TRAC FUELS	1,738.03
08-Jun-17 SAV010	SAVAGE PLUMBING & HEATING	833.78
08-Jun-17 SCH045	SCHREINER, ROBB	123.19
08-Jun-17 SHA030	SHAW CABLE	208.71
08-Jun-17 SIL040	SILVER CITY TRAP & SKEET	5,500.00
08-Jun-17 SUR010	SURINAK, SANDRA	260.6
08-Jun-17 SUR020	SURINAK, SANDRA - "IN TRU	209.15
08-Jun-17 TEL001	TELUS COMMUNICATIONS (B.C	12,934.56
08-Jun-17 THE010	THE SOURCE	22.39
08-Jun-17 TWI070	TWISTED FORKS CATERING	378
08-Jun-17 UBC020	UBCM	484.22
08-Jun-17 VIS050	VISTA RADIO LTD.	554.4
08-Jun-17 WAL080	WAL MART CANADA CORP	205.45
08-Jun-17 WAS010	WASTE MANAGEMENT	2,180.44

08-Jun-17 WEB050	WEBSTER SCHOOL PARENT ADV	6,181.54
08-Jun-17 WIL060	WILD WAYS	1,399.16
08-Jun-17 YOU080	YOUR DOLLAR STORE WITH MO	29.78
08-Jun-17 BFR001	B.F. ROOFING LTD.	30,618.00
08-Jun-17 BAB020	BA BENSON & SONS	135.52
08-Jun-17 BAT030	BATTRICK & SONS LOCKSMITH	210
08-Jun-17 BEL020	BELLA TIRE SERVICE CENTRE	24.64
08-Jun-17 BEN015	BENEFITS BY DESIGN	2,300.79
08-Jun-17 BIG130	BIG WHITE ELECTRICAL LTD.	1,400.94
08-Jun-17 BVC001	BV COMMUNICATIONS LTD.	730.5
08-Jun-17 BVT010	BV TOOL RENTALS (2011) LT	40.16
08-Jun-17 CAN150	CANADIAN TIRE ASSOCIATE S	216.87
08-Jun-17 CHR003	CHRISTMAN, MARTIN RUSSELL	487.37
08-Jun-17 CIN001	CINTAS THE UNIFORM PEOPLE	235.36
08-Jun-17 COL390	COLUMBIA BASIN BROADBAND	3,651.20
08-Jun-17 COL024	COLUMBIA TRUCK & TIRE	120.7
08-Jun-17 DEA060	DEAN, DONNA	139
08-Jun-17 DHC010	DHC COMMUNICATIONS INC.	364.77
08-Jun-17 ENO010	ENORMOUS PRODUCTIONS	1,370.25
08-Jun-17 FED020	FEDERATED CO-OPERATIVES L	757.84
08-Jun-17 FIV030	FIVE STAR UNIFORMS	2,399.44
08-Jun-17 FOR120	FORSTER, MAUREEN, K.	196
08-Jun-17 GEE020	GEE, VICKI LYNN	2,228.78
08-Jun-17 GRA050	GRAND FORKS HOME HARDWARE	253.64
08-Jun-17 GRE080	GRESLEY-JONES, KEN	455.57
08-Jun-17 INL070	INLAND ALLCARE	1,014.55
08-Jun-17 IRL020	IRL INTERNATIONAL TRUCK C	283.31
08-Jun-17 LOR010	LORDCO PARTS LTD.	358.7
08-Jun-17 MAC020	MACLEAN, JOHN	156
08-Jun-17 MAG040	MAGLIO BUILDING CENTRE (T	132.64
08-Jun-17 MIL160	MILLS OFFICE PRODUCTIVITY	597.84
08-Jun-17 MOR015	MORROW BIOSCIENCE LTD.	20,437.20
08-Jun-17 OME040	OMEGA COMMUNICATIONS LTD.	924
08-Jun-17 PEN030	PENNER, BRUCE	79.31
08-Jun-17 PHA010	PHARMASAVE NO 106	14.2
08-Jun-17 REC110	RECREATION FACILITIES ASS	3,843.00
08-Jun-17 RIM010	RIMELL, CARLY, D.	276
08-Jun-17 ROC030	ROCKY MOUNTAIN PHOENIX	2,484.30
08-Jun-17 SCH020	SCHOOL DISTRICT #20 (KOOT	119.5
08-Jun-17 SPE030	SPEEDPRO SIGNS PLUS	168
08-Jun-17 TRA190	TRAIL & DISTRICT ARTS COU	672
08-Jun-17 TRA029	TRAIL COFFEE & TEA COMPAN	177
08-Jun-17 VAL130	VALLLEN	255.36
08-Jun-17 VAL050	VALLEY FILTER LTD.	97.11
08-Jun-17 VAN070	VAN HOUTTE COFFEE SERVICE	188.16
08-Jun-17 VIS020	VISSER MACHINING 2007 LTD	331.52
08-Jun-17 YRW010	Y & R WATER SALES & SERVI	19.66

15-Jun-17 BEL110	BELL MOBILITY INC.	193.23
15-Jun-17 BRA040	BRADLEY, TYLER	32.3
15-Jun-17 CEN060	CENTRAL KOOTENAY REGIONAL	100
15-Jun-17 COL017	COLBACHINI, CHERYL ANN	119.5
15-Jun-17 CUR010	CURLEW'S REFRIGERATION	84
15-Jun-17 EDW030	EDWARDS, WILLIAM	297.56
15-Jun-17 EMC070	EMCON SERVICES INC.	326.43
15-Jun-17 FAI030	FAIRBANK ARCHITECTS LTD	846.13
15-Jun-17 FOR010	FORTISBC - ELECTRICITY	9,511.39
15-Jun-17 FOR040	FORTIS BC - NATURAL GAS	5,893.56
15-Jun-17 FRI015	FRIESEN, RICHARD	30.74
15-Jun-17 FRU006	FRUITVALE PAC	1,000.00
15-Jun-17 GEN003	GENELLE GENERAL STORE	94.24
15-Jun-17 GRA055	GRAND FORKS RENOVATION CE	1,165.60
15-Jun-17 HUZ010	HUZZEY, MARTIN, R.	490
15-Jun-17 IMP020	IMPERIAL OIL LIMITED	1,363.63
15-Jun-17 INT080	INTERIOR SIGNS	105
15-Jun-17 MIN040	MINISTER OF FINANCE	174.65
15-Jun-17 MOO100	MOORE, KRISTIN	70
15-Jun-17 MOT015	MOTION CANADA	6,882.40
15-Jun-17 NUF010	NUFLOORS	3,446.04
15-Jun-17 ORC010	ORCHARD FORD SALES LTD.	745.73
15-Jun-17 PLA100	PLANET CLEAN	54.75
15-Jun-17 REC010	RECEIVER GENERAL FOR CANA	87,610.60
15-Jun-17 REI003	REILLY, BRIANNA	115
15-Jun-17 SEL010	SELECT OFFICE PRODUCTS	475.85
15-Jun-17 SEX010	SEXAUER LTD.	227.25
15-Jun-17 SPC010	SOCIETY FOR PREVENTION OF	7,437.00
15-Jun-17 STA007	DESJARDINS CARD SERVICES	778.62
15-Jun-17 TEL001	TELUS COMMUNICATIONS (B.C	2,444.85
15-Jun-17 TRA011	TRAIL CURLING ASSOCIATION	157.5
15-Jun-17 WES360	WEST KOOTENAY BRAIN INJUR	6,413.00
15-Jun-17 WIE030	WIEBE, GABRIEL	244.47
15-Jun-17 WIR010	WIRED BY MORRIS	228.71
15-Jun-17 WIL007	ADAM WILLIAMS	3,774.40
15-Jun-17 ALL140	ALLAN, JONATHAN	50
15-Jun-17 ALP030	ALPINE DISPOSAL & RECYCLI	464.76
15-Jun-17 ALP002	ALPINE SIGNS & GRAPHICS	184.8
15-Jun-17 ANN030	ANNUVA SOLUTIONS	73.92
15-Jun-17 ARN050	ARNELL, HANNAH	250
15-Jun-17 BCM020	B.C. MUNICIPAL SAFETY ASS	15.75
15-Jun-17 BEA130	BEAVER VALLEY LIBRARY	15,856.00
15-Jun-17 BLA050	BLACK PRESS GROUP LTD.	157.85
15-Jun-17 BVC001	BV COMMUNICATIONS LTD.	1,103.20
15-Jun-17 CAN150	CANADIAN TIRE ASSOCIATE S	102.32
15-Jun-17 CER030	CERTIFIED ENSEMBLE SERVIC	1,629.08
15-Jun-17 CIN001	CINTAS THE UNIFORM PEOPLE	58.84

15-Jun-17 COL010	COLANDER RESTAURANTS (199	531.78
15-Jun-17 COM020	COMMISSIONAIRES BRITISH C	9,266.23
15-Jun-17 DAL070	DALEY, CHRISTOPHER	103.5
15-Jun-17 DEN060	DENKOVSKI, GORAN	131.21
15-Jun-17 DER030	DERBY, DANIEL, J.	95.18
15-Jun-17 DON060	DONEGAN, CAMERON	270
15-Jun-17 HEL010	EDMISON, HELENA	285.05
15-Jun-17 FIV030	FIVE STAR UNIFORMS	2,319.56
15-Jun-17 GES010	GESCAN - Division of Sone	952.88
15-Jun-17 GIL030	GILLMOR, NANCY	90.58
15-Jun-17 GUI001	GUILLEVIN INTERNATIONAL I	693.69
15-Jun-17 HAA010	HAAS, IRENE D.	250.91
15-Jun-17 HAL010	HALL PRINTING	121.53
15-Jun-17 HIR010	HIRAM, JANICE	217
15-Jun-17 INL070	INLAND ALLCARE	1,085.64
15-Jun-17 JJH010	J.J.H. ENTERPRISES	26.75
15-Jun-17 LIF010	LIFESAVING SOCIETY	360
15-Jun-17 LOR010	LORDCO PARTS LTD.	591.02
15-Jun-17 LUD001	LUDWAR, CORA	115.56
15-Jun-17 MAG040	MAGLIO BUILDING CENTRE (T	189
15-Jun-17 MAK010	MAKI, PHILLIP	498.88
15-Jun-17 MCR002	MCRITCHIE, TERRI	70
15-Jun-17 MIL160	MILLS OFFICE PRODUCTIVITY	2,120.53
15-Jun-17 MUR015	MURPHY, MELINA C	25
15-Jun-17 OKT010	OK TIRE STORE	107.46
15-Jun-17 OKA120	OKANAGAN AUDIO LAB LTD.	709.8
15-Jun-17 PHA010	PHARMASAVE NO 106	21.29
15-Jun-17 PHO030	PHOENIX BENEFITS SOLUTION	28,546.00
15-Jun-17 RIC010	RICOH CANADA INC.	882.34
15-Jun-17 RIM010	RIMELL, CARLY, D.	608.09
15-Jun-17 RJA010	RJAMES MANAGEMENT GROUP	1,176.92
15-Jun-17 ROC050	ROCKY MOUNTAIN ENERGY	1,175.99
15-Jun-17 SEL160	SELKIRK SECURITY SERVICE	107.63
15-Jun-17 SKE010	SK ELECTRONICS LTD.	666.4
15-Jun-17 SVE010	SVENDSEN, JAMES	417.3
15-Jun-17 TRA240	TRAIL HOME HARDWARE BUILD	7.55
15-Jun-17 TRU040	TRUE CONSULTING GROUP	1,118.25
15-Jun-17 VAL130	VALLEN	72.25
15-Jun-17 WYA010	WYATT AUTO PARTS	31.71
15-Jun-17 YRW010	Y & R WATER SALES & SERVI	11.02
23-Jun-17 ALB040	ALBERT'S MECHANICAL LTD.	3,092.83
23-Jun-17 BAN010	LEN BANNERT TRUCKING LTD.	1,064.00
23-Jun-17 BOU043	BOUNDARY ALL NATIONS ABOR	1,000.00
23-Jun-17 BOU055	BOUNDARY MUSICAL THEATRE	1,000.00
23-Jun-17 CAN080	CANADA FRIDGE MAGNETS	291.2
23-Jun-17 CAS030	CASTLE MOUNTAIN TREE SERV	273
23-Jun-17 CAS270	CASE DILLON & ASSOCIATES	6,930.00

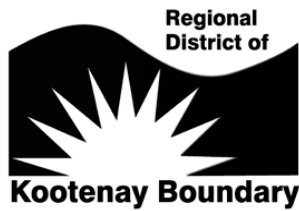
23-Jun-17 CHR018	CHRISTINA LAKE ARTS AND A	2,750.00
23-Jun-17 CHR120	CHRISTINA LAKE MECHANICAL	29,329.23
23-Jun-17 DEB005	DE BIASIO, RANDY	70
23-Jun-17 DIS070	DISCOVER ROCK CREEK SOCIE	1,776.27
23-Jun-17 ECO060	ECOTAINER SALES INC.	96,232.19
23-Jun-17 FOR010	FORTISBC - ELECTRICITY	5,072.94
23-Jun-17 FOR040	FORTIS BC - NATURAL GAS	276.46
23-Jun-17 FRU020	FRUITVALE CO-OP	420.3
23-Jun-17 FRU100	FRUITVALE BRANCH 44 SENIO	2,284.40
23-Jun-17 GLO040	GLOBE CAFE & TAPAS BAR	727.4
23-Jun-17 GRE030	GREYHOUND COURIER EXPRESS	258.5
23-Jun-17 HOM010	HOME DEPOT CREDIT SERVICE	960.36
23-Jun-17 HOO004	HOODLE, ISABELLA	50
23-Jun-17 HOT020	HOT SPOT DINER	231.84
23-Jun-17 IMP100	IMPERIAL DATA SUPPLY CORP	131.04
23-Jun-17 IMP120	4IMPRINT	1,236.52
23-Jun-17 KET002	KETTLE RIVER MUSEUM SOCIE	843.92
23-Jun-17 KET016	KETTLE RIVER FOOD SHARE S	900
23-Jun-17 KIW020	KIWANIS CLUB OF TRAIL	8,046.41
23-Jun-17 KOO008	KOOTENAY MAINTENANCE SERV	924
23-Jun-17 KOO015	KOOTENAY COLUMBIA TRAILS	40,000.00
23-Jun-17 KOO560	KOOTENAY A-PLUS SYSTEMS L	3,207.75
23-Jun-17 LAC030	LACEY, ADAM D	500
23-Jun-17 MAR006	MARINO WHOLESALE LTD.	49.17
23-Jun-17 MCG010	MCGREGOR ROBERT "IN TRU	89.08
23-Jun-17 MET001	METTLER-TOLEDO INC.	9,587.20
23-Jun-17 MID020	MID-NYTES TOWING INC.	472.5
23-Jun-17 MIN030	MINISTER OF FINANCE	11,175.00
23-Jun-17 MIN040	MINISTER OF FINANCE	275.93
23-Jun-17 MON001	MONTROSE YOUTH ACTION TEA	6,144.62
23-Jun-17 NGR010	NG REFRIGERATION HEATING	129.94
23-Jun-17 PIN015	PIN, JULIE	155
23-Jun-17 PLA050	PLAMONDON, PAUL	150
23-Jun-17 REC500	RECEIVER GENERAL FOR CANA	100
23-Jun-17 REM040	REMPER, KAREN	164.94
23-Jun-17 ROS010	THE CITY OF ROSSLAND	407.35
23-Jun-17 SAV010	SAVAGE PLUMBING & HEATING	676.6
23-Jun-17 SEL010	SELECT OFFICE PRODUCTS	9.53
23-Jun-17 SHA030	SHAW CABLE	396.13
23-Jun-17 SPR040	SPRADO, TOMAS, B	2,015.91
23-Jun-17 STA035	STAVENJORD, ROB	500
23-Jun-17 TEL001	TELUS COMMUNICATIONS (B.C	105.94
23-Jun-17 TEL002	TELUS MOBILITY	3,810.87
23-Jun-17 TEL050	TELUS COMMUNICATIONS CO.	604.47
23-Jun-17 THE010	THE SOURCE	67.64
23-Jun-17 THE180	THE TRAIL CHAMPION	200
23-Jun-17 THO140	THORIMBERT, CHERYL	51.45

23-Jun-17 TRA018	TRAIL PIPE BAND	2,800.00
23-Jun-17 VIS050	VISTA RADIO LTD.	284.55
23-Jun-17 WAL080	WAL MART CANADA CORP	65.55
23-Jun-17 XER010	XEROX CANADA LTD.	34.42
23-Jun-17 YOU080	YOUR DOLLAR STORE WITH MO	14.65
23-Jun-17 ACK020	ACKLANDS-GRAINGER INC.	110.95
23-Jun-17 WIL007	ADAM WILLIAMS	3,417.60
23-Jun-17 ALP030	ALPINE DISPOSAL & RECYCLI	53,179.74
23-Jun-17 ALP002	ALPINE SIGNS & GRAPHICS	960.96
23-Jun-17 ANN030	ANNUVA SOLUTIONS	96.3
23-Jun-17 BCT030	BC TRANSIT	130,560.00
23-Jun-17 BLA060	BLAIR SPORTS WEAR	1,924.00
23-Jun-17 BRA030	BRANDT TRACTOR	336.76
23-Jun-17 BVC001	BV COMMUNICATIONS LTD.	858.97
23-Jun-17 BVT010	BV TOOL RENTALS (2011) LT	234.66
23-Jun-17 CAN560	CANADIAN LINEN AND UNIFOR	173.88
23-Jun-17 CAN150	CANADIAN TIRE ASSOCIATE S	221.22
23-Jun-17 CAR012	CARO ANALYTICAL SERVICES	2,267.27
23-Jun-17 CEC010	CECCHINI, PATRICIA	545
23-Jun-17 GRA010	CITY OF GRAND FORKS	206.44
23-Jun-17 COL040	COLUMBIA GLASS	44.8
23-Jun-17 COL024	COLUMBIA TRUCK & TIRE	697.31
23-Jun-17 CTQ010	CTQ CONSULTANTS LTD.	3,492.32
23-Jun-17 DDS010	D&D SERVICE CENTRE & STOR	56
23-Jun-17 ENO010	ENORMOUS PRODUCTIONS	4,554.36
23-Jun-17 FIR020	FIRST REGISTRY SERVICES L	49.87
23-Jun-17 GES010	GESCAN - Division of Sone	864.98
23-Jun-17 GRA050	GRAND FORKS HOME HARDWARE	215.57
23-Jun-17 GRA056	GRANT THORNTON LLP	44,100.00
23-Jun-17 GRA210	GRAVEYARD HOT RODZ & TIRE	88.42
23-Jun-17 GRI010	GRIEVE, ALI K.	288.32
23-Jun-17 HAL010	HALL PRINTING	850.11
23-Jun-17 HUB020	HUB FIRE ENGINES & EQUIPM	54.33
23-Jun-17 INF030	INFOSAT COMMUNICATIONS	584.85
23-Jun-17 INL070	INLAND ALLCARE	4,771.91
23-Jun-17 INT008	INTER-MTN. TESTING LTD.	2,310.00
23-Jun-17 IRL020	IRL INTERNATIONAL TRUCK C	24.15
23-Jun-17 JUS010	JUSTICE INSTITUTE OF B.C.	28,770.00
23-Jun-17 KGC001	KGC FIRE RESCUE INC.	886.52
23-Jun-17 KON001	KONE INC.	346.82
23-Jun-17 LOR010	LORDCO PARTS LTD.	1,062.88
23-Jun-17 MAG040	MAGLIO BUILDING CENTRE (T	242.58
23-Jun-17 MIL160	MILLS OFFICE PRODUCTIVITY	49.23
23-Jun-17 NIC015	NICLAND FILTER LTD.	2,981.28
23-Jun-17 OME040	OMEGA COMMUNICATIONS LTD.	2,846.76
23-Jun-17 OPU010	OPUS INTERNATIONAL CONSUL	703.5
23-Jun-17 PRA040	PRAXAIR DISTRIBUTION	244.22

23-Jun-17 RIC010	RICOH CANADA INC.	234.61
23-Jun-17 RJA010	RJAMES MANAGEMENT GROUP	324.89
23-Jun-17 SCH020	SCHOOL DISTRICT #20 (KOOT	15,000.00
23-Jun-17 SID010	SIDHU, AMRINDERDEEP, S.	55
23-Jun-17 SOU015	SOUTHERN FRONTIER FORESTR	8,756.33
23-Jun-17 TEA005	TEAM AQUATIC SUPPLIES LTD	61.61
23-Jun-17 TRA010	THE CITY OF TRAIL	410
23-Jun-17 TRA190	TRAIL & DISTRICT ARTS COU	1,847.63
23-Jun-17 TRA029	TRAIL COFFEE & TEA COMPAN	20
23-Jun-17 TRA240	TRAIL HOME HARDWARE BUILD	38.62
23-Jun-17 TRO010	TROWELEX RENTALS AND SALE	273.28
23-Jun-17 TRU040	TRUE CONSULTING GROUP	4,152.75
23-Jun-17 TWI020	TWIN RIVERS CONTROLS	9,837.28
23-Jun-17 VAL130	VALLEN	547.6
23-Jun-17 MID010	VILLAGE OF MIDWAY	1,500.00
23-Jun-17 WAD010	WADE TECHNOLOGIES LTD.	629.26
23-Jun-17 WAL090	WALKER, SARAH KELLY	38.63
23-Jun-17 WOR100	WORLEY, LINDA	110
23-Jun-17 ZON020	ZONE WEST ENTERPRISES LTD	49.35
29-Jun-17 BEA530	BEAVER VALLEY SOFTBALL	4,000.00
29-Jun-17 BLA120	BLACK PRESS GROUP LTD.	52.5
29-Jun-17 BRA130	BRADLEY FIRE PROTECTION	116.25
29-Jun-17 BRY030	LIL BRYANT "IN TRUST" REC	130.2
29-Jun-17 CAN130	CANADIAN UNION OF PUBLIC	6,568.73
29-Jun-17 CAS130	CASTLEWOOD HOLDINGS LTD.	577.5
29-Jun-17 CIE020	CI EXCAVATING	981.75
29-Jun-17 COL017	COLBACHINI, CHERYL ANN	119.5
29-Jun-17 CRE030	CREATIVE CUSTOM EMBROIDER	1,943.68
29-Jun-17 DAI001	DAINES, MARK	60
29-Jun-17 DIT001	DITTRICH, DAVE	500
29-Jun-17 FER001	FERRARO FOODS	89.25
29-Jun-17 FOR003	FORT GARRY FIRE TRUCKS LT	347,258.89
29-Jun-17 FOR010	FORTISBC - ELECTRICITY	1,292.36
29-Jun-17 FOR040	FORTIS BC - NATURAL GAS	105.35
29-Jun-17 GAG001	GAGNON, ANDRE	60
29-Jun-17 GRE025	GREENWOOD REPAIRS	1,131.20
29-Jun-17 GRE030	GREYHOUND COURIER EXPRESS	231.9
29-Jun-17 GRE510	GREEN, DALE ALAN	682.5
29-Jun-17 KOP010	Koppin, BEN	504
29-Jun-17 LEA001	LEAVITT, LEO	60
29-Jun-17 MCF010	MCFADDEN, STEPHEN K.	90
29-Jun-17 MCI070	MCINTYRE, AMANDA	35.83
29-Jun-17 MCL030	MCLEAN, KIM	90
29-Jun-17 MET001	METTLER-TOLEDO INC.	9,587.20
29-Jun-17 MIN040	MINISTER OF FINANCE	78.33
29-Jun-17 MOO015	MOORE, WILLIAM ALEXANDER	350
29-Jun-17 MOR010	MORRISSEY CREEK BUILDING	13.33

29-Jun-17	MOU015	MOUSTACHE METALWORKS	11,114.49
29-Jun-17	NEP020	NEPA TRUCKING CO.	420
29-Jun-17	NOV010	NOVOKSHONOFF, KATHY	570
29-Jun-17	OVE010	OVERWAITEA FOODS	25.05
29-Jun-17	PDL001	P&D LOGGING LTD.	1,500.00
29-Jun-17	POS040	POSTNIKOFF, NANCY	196.96
29-Jun-17	RBM010	R B MECHANICAL	96.28
29-Jun-17	REC010	RECEIVER GENERAL FOR CANA	81,677.43
29-Jun-17	REC030	RECEIVER GENERAL FOR CANA	59.47
29-Jun-17	ROS120	ROSSLAND HISTORICAL MUSEU	18,750.00
29-Jun-17	SEL010	SELECT OFFICE PRODUCTS	125.83
29-Jun-17	SEV020	SEVEN SUMMITS COFFEE COMP	120
29-Jun-17	SHA030	SHAW CABLE	59.41
29-Jun-17	SIM070	SIMM, LARRY	90
29-Jun-17	STE130	STERICYCLE COMMUNICATION	830.86
29-Jun-17	TEA060	TEAMWORKS SOLUTIONS LTD.	1,260.00
29-Jun-17	TEL001	TELUS COMMUNICATIONS (B.C	382.97
29-Jun-17	THE010	THE SOURCE	16.79
29-Jun-17	UPL030	UPLAND AGRICULTURAL CONSU	6,143.57
29-Jun-17	WAL080	WAL MART CANADA CORP	374.21
29-Jun-17	WES016	WESTBRIDGE RECREATION SOC	15,524.56
29-Jun-17	WIE030	WIEBE, GABRIEL	25
29-Jun-17	WOL002	WOLFE, DEREK	90
29-Jun-17	YOU080	YOUR DOLLAR STORE WITH MO	59.27
29-Jun-17	ABE030	ABELL PEST CONTROL	541.5
29-Jun-17	ACK020	ACKLANDS-GRAINGER INC.	207.24
29-Jun-17	WIL007	ADAM WILLIAMS	3,214.20
29-Jun-17	AFD001	AFD PETROLEUM LTD.	2,235.73
29-Jun-17	ALP030	ALPINE DISPOSAL & RECYCLI	32,127.09
29-Jun-17	ALP002	ALPINE SIGNS & GRAPHICS	364
29-Jun-17	AMF010	AM FORD	1,224.70
29-Jun-17	ATS001	AT SOURCE RECYCLING SYSTE	776.83
29-Jun-17	BFS010	B & F SALES LTD	558.88
29-Jun-17	BAB020	BA BENSON & SONS	135.52
29-Jun-17	BAR150	BARTLETT EXCAVATING	519.75
29-Jun-17	BEL020	BELLA TIRE SERVICE CENTRE	391.83
29-Jun-17	BIG010	BIG WHITE FIRE DEPT. SOCI	741
29-Jun-17	BIG060	BIG WHITE SKI RESORT LTD.	46.2
29-Jun-17	BIG025	BIG WHITE UTILITIES	7,896.73
29-Jun-17	BLA050	BLACK PRESS GROUP LTD.	3,646.26
29-Jun-17	BOR010	BORSATO, ANDREW	90
29-Jun-17	BVC001	BV COMMUNICATIONS LTD.	201.55
29-Jun-17	BVT010	BV TOOL RENTALS (2011) LT	1,316.10
29-Jun-17	CAN014	CANADA SAFETY EQUIPMENT L	108.63
29-Jun-17	CAN560	CANADIAN LINEN AND UNIFOR	105.95
29-Jun-17	CAN150	CANADIAN TIRE ASSOCIATE S	412.97
29-Jun-17	CAS016	CASCADES RECOVERY INC.	740.17

29-Jun-17	CHE050	CHERRY HILL COFFEE INC.	16.75
29-Jun-17	CHR010	CHRISTINA LAKE COMMUNITY	13,688.05
29-Jun-17	KEL030	CITY OF KELOWNA	1,957.15
29-Jun-17	COM190	COMMONSPPLACE CONSULTING	3,498.77
29-Jun-17	COM009	COMPLETE MAILING SOLUTION	262.53
29-Jun-17	DEA060	DEAN, DONNA	70
29-Jun-17	DHC010	DHC COMMUNICATIONS INC.	14,288.42
29-Jun-17	DUE020	DUECK, TIM	90
29-Jun-17	ECO030	ECO-CLEAN DRY CLEANING SE	257.41
29-Jun-17	FIR040	FIREFIGHTERS ASSOCIATION	5,731.58
29-Jun-17	FIV030	FIVE STAR UNIFORMS	1,840.76
29-Jun-17	FOU080	FOUR STAR COMMUNICATIONS	214.99
29-Jun-17	GEN020	GENELLE RECREATION COMMIS	10,125.00
29-Jun-17	GES010	GESCAN - Division of Sone	2,862.30
29-Jun-17	GRA050	GRAND FORKS HOME HARDWARE	87.76
29-Jun-17	HAL010	HALL PRINTING	1,034.45
29-Jun-17	HEA020	HEAVY METAL CO.	2,580.90
29-Jun-17	INN010	INNOV 8 DS DIGITAL SOLUTI	221.91
29-Jun-17	IRL020	IRL INTERNATIONAL TRUCK C	340.78
29-Jun-17	ISL030	ISL ENGINEERING AND LAND	4,751.25
29-Jun-17	KOD030	KODIAK FORESTRY LTD.	10,501.05
29-Jun-17	KOO210	KOOTENAY VALLEY WATER CO.	481.22
29-Jun-17	KOO026	KOOTENAY WEED CONTROL	11,822.28
29-Jun-17	KOR040	KORPACK CEMENT PRODUCTS	890.77
29-Jun-17	LIF010	LIFESAVING SOCIETY	567.72
29-Jun-17	LOR010	LORDCO PARTS LTD.	581.51
29-Jun-17	MAG040	MAGLIO BUILDING CENTRE (T	188.48
29-Jun-17	MIL160	MILLS OFFICE PRODUCTIVITY	206.28
29-Jun-17	PAL005	PALADIN SECURITY GROUP LT	22,135.68
29-Jun-17	PAR050	PARSLOW LOCK & SAFE	32.3
29-Jun-17	PJS010	PJS SYSTEMS INC.	1,292.96
29-Jun-17	POW100	POWER TECH ELECTRIC LTD.	445.79
29-Jun-17	PRA040	PRAXAIR DISTRIBUTION	119.8
29-Jun-17	REC110	RECREATION FACILITIES ASS	120.7
29-Jun-17	RID010	RIDGETOP MEAT PIES	3,347.20
29-Jun-17	RJA010	RJAMES MANAGEMENT GROUP	132.83
29-Jun-17	SEL160	SELKIRK SECURITY SERVICE	299.25
29-Jun-17	SPE030	SPEEDPRO SIGNS PLUS	208.32
29-Jun-17	SUP170	SUPER SAVE DISPOSAL INC.	11,325.65
29-Jun-17	FRU010	THE VILLAGE OF FRUITVALE	245
29-Jun-17	TRA020	TRAIL CLEANERS & LAUNDRY	193.77
29-Jun-17	TRO010	TROWELEX RENTALS AND SALE	767.55
29-Jun-17	VAL130	VALLEN	234.56
29-Jun-17	VIT001	VITALAIRE	451.48
29-Jun-17	WOR100	WORLEY, LINDA	937.16
TOTAL ACCOUNTS PAYABLE JUNE 1 - 30, 2017			<u>1,991,936.18</u>



ELECTORAL AREA 'C'/CHRISTINA LAKE
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, July 4, 2017 at the Christina Lake Firehall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Phil Mody, Butch Bisaro, Dave Bartlett, Ken Stewart, Annie Rioux, Jeff Olsen, David Durand
ABSENT: Jessica Coleman, Jennifer Horahan, Terry Mooney
RDKB DIRECTOR: Grace McGregor
RDKB STAFF:
GUESTS: Birte Decloux

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the July 4, 2017 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted. (Dave/Pete)

3. ADOPTION OF MINUTES

Recommendation: That the June 6, 2017 Electoral Area 'C'/Christina Lake Advisory Planning Commission Minutes be adopted. (Dave/Butch)

4. DELEGATIONS

5. OLD BUSINESS

6. NEW BUSINESS

A. 1040215 BC Ltd. – Esso

RE: Development Permit with Variance

1590 McGregor Frontage Road, Electoral Area 'C'/Christina Lake

RDKB File: C-498-02994.030

Discussion/Observations:

Presented by Birte Decloux.

Everyone in favour.

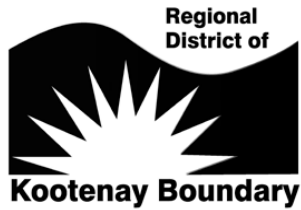
Recommendation:

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

7. FOR INFORMATION

8. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:17 p.m.



ELECTORAL AREA 'D'/RURAL GRAND FORKS

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, July 4, 2017 at the RDKB Office – Grand Forks.

PRESENT: Deb Billwiller, Edith MacAllister, Christie Wheaton, Lesley Matthews,

ABSENT: Werner Behrens, Kathy Hutton

RDKB DIRECTOR:

RDKB STAFF:

GUESTS: Michael Slatnik

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

It was **moved**: Wheaton; **seconded**: Matthews that the July 4, 2017 Electoral Area 'D'/Rural Grand Forks APC agenda be adopted as circulated. **Carried**.

3. ADOPTION OF MINUTES

It was **moved**: Matthews; **seconded**: Wheaton that the June 6, 2017 Electoral Area 'D'/Rural Grand Forks APC minutes be approved as circulated. **Carried**.

4. DELEGATIONS

Michael Slatnik

5. OLD BUSINESS

A. Michael Slatnik & Jennifer Dressler

RE: Zoning Amendment

3530 Hardy Mountain Rd., Electoral Area 'D'/Rural Grand Forks

RDKB File: D-538-03778.010

Mr. Slatnik answered questions regarding width of the manufactured home – he believes it is 24 feet wide; its age – manufactured in the '70s; when it was placed on the property – no way to find out; and who will be living in it – his or Ms. Dressler's parents only and for periods of up to 2 months at a time.

After further discussion regarding the property, its location and previous similar applications it was:

Moved: Matthews; **seconded**: Wheaton that the APC support this application with the conditions that the manufactured home meets the 9 metre maximum width limit and be for immediate family

only. Further, that the home owner would sign an agreement with the Regional District agreeing to those conditions and that they be registered on title of the property. **Carried.**

6. **NEW BUSINESS**

None

7. **FOR INFORMATION**

None

8. **ADJOURNMENT**

MacAllister moved adjournment at 7:40 p.m.



ELECTORAL AREA 'E'/WEST BOUNDARY

ADVISORY PLANNING COMMISSION

MINUTES

Monday, July 4, 2017 at the Rock Creek Medical Centre, commencing at 6:00 p.m.

PRESENT: Fred Marshal - Chair
Harald Zinner - Secretary
Michael Fenwick-Wilson, Florence Hewer, Lynne Storm

ABSENT with notification: Jamie Haynes

Absent without notification: Grant Harfman

RDKB DIRECTOR: Vicki Gee – via teleconference

RDKB STAFF:

GUEST:

1. CALL TO ORDER

The meeting was called to order at 6:03 pm.

2. ADOPTION OF AGENDA

It was moved, seconded and carried that the July 4, 2017 Electoral Area 'E' APC agenda be adopted. (Florence/Lynne)

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

3. **ADOPTION OF MINUTES**

It was moved, seconded and carried that the June 5, 2017 Electoral Area E' APC minutes be adopted. (Harald/Michael)

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

5. **OLD BUSINESS** - There was no old business discussed.

6. **NEW BUSINESS**

A. Jerry & Lynda Westby

RE: Development Variance Permit-Jewel Lake

2864 Jewel Lake Road, Electoral Area 'E'/West Boundary

RDKB File: E-860-04165.000

Discussion/Observations:

- The question was asked, what would the neighbours say to this request of the two variances? The Director advised that their comments on this request would likely come to the Board at the time of discussion.
- The Director noted that application for a variance for erecting new buildings can always be made. The challenge comes when an application for a variance on an additional building is made on lots with existing dwellings. This could result in how consistent one is in applying the bylaws.
- In order to avoid the issue on the height of the proposed shop, it was suggested that the owner consider building a basement into the hill on which the proposed building was to be erected. It was noted that this is where a current building exists and would be replaced by the proposed new shop.
- It was also noted that if a basement were to be put in, this may set the building back and as a result there may not be any need of a variance on the distance of the building from the property line.

Recommendation:

It was moved, seconded and, resolved that the APC recommends to the Regional District that the subject Development Application not be supported with respect to the request to waive the height variance. It was suggested that if the owner were to put in a basement, this should resolve the height concern. This could also alleviate the need for a variance set back. In any case, the neighbours would need to agree to any variance on the set back from the property line. (Harald/Florence)

B. Ron & Shannon Morton**RE: Development Permit-Mt. Baldy Ski Resort**

275 Tin Horn Road, Electoral Area 'E'/West Boundary

RDKB File: MB-100s-01400.760

Discussion/Observations: - It was noted that all the bylaw requirements are being met and adhered to.

Recommendation:

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

C. Mt. Baldy Resort Holdings**RE: MOTI Subdivision**

Mt. Baldy Road, Electoral Area 'E'/West Boundary

RDKB File: MB-2708-09005.005

Discussion/Observations:

- It was noted that the plans for Lot 1 would be to build 24 cabins on it.
- It was also noted that there have been some issues regarding hook up to the existing sewer system operated by the Strata. All lots already have water hook ups.
- According to the "Park Dedication Requirement" under the *Local Government Act*, any development in a proposed subdivision is to have 5% of the land within the development for parkland. According to this proposed plan, only 3.7% of the land has been dedicated to parkland.
- It was agreed that parkland is essential to permit skiers to move freely into the proposed subdivision.

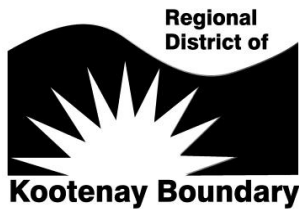
Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported with conditions that a full 5% of the land be reserved as parkland. (Michael/Florence)

7. **FOR INFORMATION** – There was no additional information provided.

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, July 4, 2017 at the Big White Fire Hall, commencing at 4:00 p.m.

PRESENT: Gerry Molyneaux, Cat Schierrer, Paul Sulyma

ABSENT: Deb Hopkinson, Jude Brunt, John LeBrun

RDKB DIRECTOR: Vicki Gee

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 4:05

2. ADOPTION OF AGENDA

It was moved and seconded that the July 4, 2017 Electoral Area E' APC agenda be adopted.

3. ADOPTION OF MINUTES

It was moved and seconded that the June 6, 2017 Electoral Area E' Big White Advisory Planning Commission minutes be adopted.

4. DELEGATIONS

5. OLD BUSINESS

The High Forrest Development status was questioned.

Vicki Gee: The High Forest developer approached the RDKB to say that the land value was worth less than BC Assessment value. This is the value that is used to calculate the 5% cash in lieu of park. This came to a Board meeting where the Board voted to get a 3rd party assessment of the property.

Electoral Area Big White APC Minutes
July 4, 2017
Page 1 of 2

6. NEW BUSINESS

A. Lamb / EJF Holdings / Lucic

Re: MoTI Subdivision

745/755/765 Feathertop Way, Big White

RDKB File: BW-4222-07500.700/705/710

Discussion / Observations

None

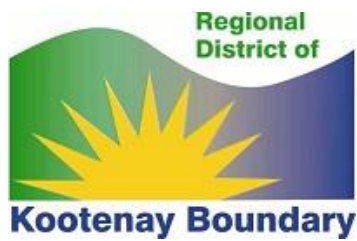
Recommendation:

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

1. Supported

7. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:20

**STAFF REPORT**

Date: 27 Jul 2017 **File**
To: Chair McGregor and Board of Directors
From: Maureen Forster, Executive Assistant
Re: 2017 UBCM Cabinet Minister Meeting Request

Issue Introduction

A staff report from Maureen Forster, Executive Assistant, regarding a request for a Cabinet Minister meeting for the 2017 UBCM Convention in Vancouver on September 25 - 29, 2017.

History/Background Factors

Each year in July, the Board reviews requests from the Electoral Area Directors regarding appointments with UBCM Cabinet Ministers. The Board considers the requests, prioritizes them and then authorizes staff to undertake the necessary work for submitting the meeting requests to the Province as well as preparing briefing notes and UBCM binders for all the Directors.

Further to the email sent to the Electoral Area Directors on June 16, 2017, staff has received the following response:

1. Meeting with the Honourable Doug Donaldson, Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding the new *Water Sustainability Act* and resourcing to enable local/regional watershed governance bodies.

- Proposed Attendees: Chair McGregor, Director Russell, John M. MacLean, CAO and Theresa Lenardon, Manager of Corporate Administration.

The RDKB Board of Directors must consider these request and adopt a resolution. The resolution must include which RDKB Director(s) will attend the meetings. As part of the resolution, the Board is expected to also prioritize the requests. This is a requirement of the UBCM and is part of the on-line form that RDKB staff must complete when submitting the meeting requests. The UBCM Meeting Request

Coordinator will confirm which requests have been approved and granted. This will not occur much before mid to late August.

RDKB staff will be preparing notes, which will be reviewed and amended as necessary prior to any meetings. This is to ensure that a Director who has an interest in a matter has an opportunity to ensure that his or her views are forwarded to the appropriate provincial Minister or designated official. Staff must ensure that issues that are advanced have been properly and thoroughly discussed at the Provincial staff level and that they represent strategic priorities of the Board. The Board should also be aware that it is often easier to meet with Provincial staff and that often, this is a more effective course of action.

Staff will also be preparing binders for Directors attending the Convention. These binders include schedules about Convention activities and events, Directors' personal schedules, accommodation, travel and contact information, invitations, etc.

Implications

Requesting meetings and preparing briefing notes and binders are consistent with the Director Project Initiation Policy.

The implications associated with these tasks involve significant staff time and resources.

Costs for attendance at the UBCM (e.g. participant registration, travel, accommodation etc.) have been included in the Budget.

Advancement of Strategic Planning Goals

This work is consistent with the RDKB's Mission Statement:

To provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community.

and with the following Strategic Plan Goal:

Improve and Enhance Communication: We will continue to advocate on issues that affect our region.

Background Information Provided

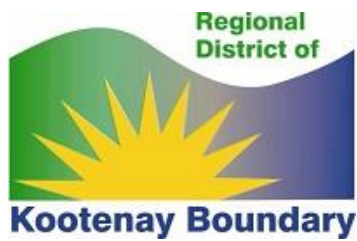
n/a

Alternatives

n/a

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors considers and prioritizes the list of UBCM Cabinet Minister meeting requests and authorizes staff to undertake the UBCM process for requesting the meetings and to prepare associated briefing notes and Directors' binders. **FURTHER** that the Board also select the RDKB's representatives to attend the designated meetings.



STAFF REPORT

Date: 14 Jun 2017

File

ES Administration -
Solid Waste

To: Chair McGregor and Board of Directors

From: Alan Stanley - General Manager of Environmental Services

Re: Boundary Recycling Collection

Issue Introduction

A Staff Report from Alan Stanley, regarding recycling collection in the Boundary.

History/Background Factors

On July 1, 2014 Recycle BC (formerly Multi Material BC) assumed, through provisions of the *BC Recycling Regulation*, financial responsibility for all residential recycling collection in BC.

The RDKB turned over the financing and operations of all eastern communities recycling collection to Recycle BC effective July 1, 2014 and continued to operate the Boundary recycling collection contracts, with financial subsidies from Recycle BC, until June 30, 2017, the end of the contract term.

Prior to contract renewal, the RDKB Board decided to turn over Boundary recycling collection, including physical operations to Recycle BC to take effect July 1, 2017. The Board also decided to implement organics diversion across the Boundary which means green bin and garbage collection service.

There are some properties in the Boundary which have never received recycling collection service that are now receiving green bin and garbage collection service. Given that recycling collection is completely turned over to Recycle BC, there were no provisions in the RDKB contract tender to provide residential recycling collection services to any residential properties in the RDKB. RecycleBC is not required to provide curbside services to areas never serviced at curbside by local government and have repeatedly denied requests to service the homes that were never included in RDKB collections programs.

There are 468 homes in the Boundary that receive green bin and garbage collection service but not recycling collection as follows:

- Electoral Area D/Rural Grand Forks - 166 homes (Granby River)
- Electoral Area E - 302 homes (Bridesville, Rock Creek and Highway 3)

Alpine Disposal and Recycling won the RDKB green bin and garbage collection contract and also won the Recycle BC Boundary recycling collection contract. Alpine has agreed to provide recycling collection service for the 468 homes at the price Recycle BC is paying them for the balance of the Boundary recycling collection service - \$69.40 per household per year. At the offered rate, assuming an October 1 start, the balance of 2017 would cost \$8,120 and \$32,480 per year for subsequent years.

There is an additional \$10,000 required for purchase and delivery of blue boxes.

Recycle BC has been asked on a number of occasions to add the 468 homes to their contract and they have to date, declined every request. Recycle BC has been asked to provide the blue boxes for the 468 homes if the RDKB Board decides to provide the service. Recycle BC declined the request to provide Blue Boxes.

Recycle BC was asked to allow Alpine to collect the recycling from the 468 homes in the same vehicles used for the Recycle BC portion of the contract. Recycle BC declined our request. Alpine stated that they could still provide recycling collection service for the 468 homes at the Recycle BC price (\$69.40 per household per year) and configure the collection vehicle to separate the Recycle BC and RDKB streams. With permission to mix the materials denied by Recycle BC, the RDKB would be responsible for consolidating and transporting the materials to the nearest recycling facility in Kelowna and paying for the processing of the materials, estimated at about \$10,000 per year.

The summary of annual costs to provide the recycling services to the 468 would be:

Collection	\$32,480
Transport and Processing	\$10,000
Total	\$42,480

The initial startup and operating costs in 2017, assuming a October 1 start date (allowing 6-8 weeks for blue box delivery) would be:

Collection	\$8,120
------------	---------

Blue Boxes	\$10,000
Transport and Processing	\$2,500
Total	\$20,620

Should the Board decide to provide recycling collection services to the 468 homes, those homes would be receiving an RDKB funded service that no other homes will receive after July 1 as all residential recycling collection will be performed by Recycle BC. It is expected that should the RDKB provide the service, that over time, Recycle BC would take over the service however there are no guarantees this would happen, nor any specified time for such a transition.

Should the Board decide to provide the service, an amendment to the Regional Solid Waste Management Financial Plan is required. In 2017, some consulting services can be deferred and the budgeted funds repurposed to provide the recycling collection service. In subsequent years the service can be included in the financial plan. Tax or user fee increases would not likely be required.

Should the Board decide to provide the service, it must be acknowledged that once a service is started it will be very difficult to change if circumstances change. The term of the current RecycleBC contract for Boundary curbside recycling collection is five years and it is reasonable to expect that RecycleBC will assume responsibility for the subject homes at the creation of a new service contract, if not sooner. Staff will continue discussions with RecycleBC regarding the desire of the RDKB for RecycleBC to provide the referenced service.

Implications

The policy implication is that the RDKB would provide a service for a regulated product stream that is the responsibility of industry. Recycling collection does differ from other stewardship programs in that the RDKB provided the service for about 20 years, unlike other programs that have never had RDKB involvement, however, the RDKB has never provided recycling collection service to the properties in question.

The financial implications are minimal as the financial plan can be adjusted to absorb the costs with minimal disruption.

The Staff resource implications are greater as ongoing contract administration for collections and processing will be required.

Advancement of Strategic Planning Goals

This initiative advances the strategic objective of improved environmental performance.

Background Information Provided

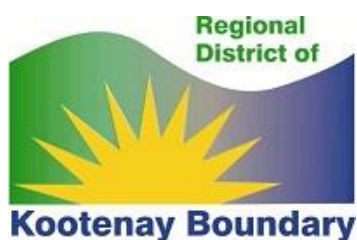
N/A

Alternatives

1. That the Board direct Staff to amend the Financial Plan and carry out the necessary actions to provide curbside recycling service to specified areas in the Boundary not serviced by RecycleBC including entering into an agreement with Alpine Disposal and Recycling to provide the service for \$69.40 per household per year, include the collected materials in shipments to Cascades Recycling in Kelowna and purchase and distribute blue boxes for 468 homes.
2. That the Board direct Staff to not provide curbside recycling collection service to specified areas in the Boundary not serviced by RecycleBC.
3. That the Board direct Staff to carry out a competitive procurement process to provide curbside recycling services to specified areas in the Boundary not serviced by RecycleBC and report back to the Board with the results and recommendation(s).

Recommendation(s)

That the Board direct Staff to amend the Financial Plan and carry out the necessary actions to provide curbside recycling service to specified areas in the Boundary not serviced by RecycleBC including entering into an agreement with Alpine Disposal and Recycling to provide the service for \$69.40 per household per year, include the collected materials in shipments to Cascades Recycling in Kelowna and purchase and distribute blue boxes for 468 homes.

**STAFF REPORT****Date:** 27 Jul 2017**File**ES Administration -
Solid Waste**To:** Chair McGregor and Members,
Board of Directors**From:** Alan Stanley - General Manager of
Environmental Services**Re:** Strategic Discussion on RDKB Solid
Waste Management**Issue Introduction**

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a strategic discussion RDKB solid waste management.

History/Background Factors

At the June 14, 2017 RDKB Board of Directors Meeting, the Board passed the following motion:

Staff will prepare a report that will provide clarity around, and assist the Board in strategically addressing perceived or real gaps in solid waste management services (e.g. concerns of lack of convenience in waste pickup service expansion in the Boundary, closure of reuse centres, and reductions in availability of recycling streams with the transition to Recycle BC). FURTHER that the report also provide information on the implications that making any suggested changes would have. FURTHER that the report be presented to the Board of Directors at the July 27, 2017 Board meeting for discussion and for referral to appropriate committees or action by the Board.

Staff carefully considered the motion and further direction is required in order to provide meaningful and useful information. Staff recommend that a Solid Waste Management Steering Committee meeting be convened to discuss the points of the motion and develop a framework/methodology to address the issues raised in the motion.

A brief summary of RDKB Solid Waste Management Services is attached. The summary includes how service levels for the various operations are determined. It is expected that this would be a good starting point for the discussion on the motion.

Implications

N/A

Advancement of Strategic Planning Goals

N/A

Background Information Provided

- Summary of RDKB Solid Waste Management Services

Alternatives

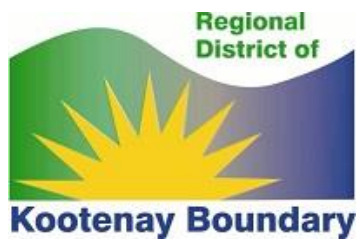
1. That a Solid Waste Management Steering Committee meeting be convened to discuss the points of the motion and develop a framework/methodology to address the issues raised in the motion.
2. That the Board provide further direction to Staff to address the motion.
3. That the Board direct Staff to implement solid waste management policies at the discretion of the Board.

Recommendation(s)

That a Solid Waste Management Steering Committee meeting be convened to discuss the perceived or real gaps in solid waste management services and the implications that making any suggested changes would have.

RDKB Regional Solid Waste Management Services

Service Provided	Reason for Service Provision	How Are Service Levels Determined
Disposal <ul style="list-style-type: none"> • Municipal Solid Waste • Septage • Contaminated Soil 	Regulatory Requirement Voluntary Voluntary	Regulatory/Board Direction Past Practice Board Direction
Facilities <ul style="list-style-type: none"> • Staffed • Unstaffed 	Regulatory Requirement Voluntary	Regulatory/Board Direction Board
Collections <ul style="list-style-type: none"> • Residential and Small Business Green Bin and Garbage • Residential Recycling • Small Business Recycling 	Voluntary Voluntary Voluntary	Board Direction Board Direction Board Direction
Recycling <ul style="list-style-type: none"> • RecycleBC Depots • RDKB Depots 	Voluntary Voluntary	Board Direction Board Direction
Reuse Information	Voluntary	Board Direction
Big White <ul style="list-style-type: none"> • Disposal • Recycling • Business Collections 	Regulatory Requirement Voluntary Voluntary	Regulatory/Board Direction Board Direction Board Direction
Regulatory <ul style="list-style-type: none"> • Ground Water Monitoring • Landfill Operating Criteria • Septage Receiving • Accounting • Solid Waste Management Planning 	Regulatory Requirement Regulatory Requirement Voluntary Regulatory Requirement Regulatory Requirement	Regulatory Regulatory Regulatory/Board Direction Regulatory Regulatory/Board Direction

**STAFF REPORT**

Date: 19 Jul 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:

5450 North Hillview Road, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 006-241-115

Lot 12 District Lot 365 SDYD Plan 7888 Except Plan 19866

Owner: Eunice Hrooshkin

History/Background Factors

A Notice on Title was registered against the above referenced property for not removing a derelict structure posing a fire hazard and danger to life contrary to the Building Code by the Regional District of Kootenay Boundary Building Department. 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

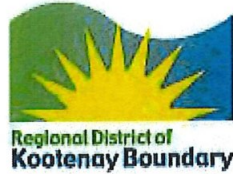
- Memo dated June 27, 2017 from Robert Silva, Building and Plumbing Official;
- Letter from Eunice Hrooshkin dated May 2, 2017, requesting removal of Notice on Title;
- Title Search;
- Bylaw Contravention Notice KR51253.

Alternatives

1. None.

Recommendation(s)

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 Lot 12 District Lot 365 SDYD Plan 7888 Except Plan 19866.



Regional District of Kootenay Boundary
2140 Central Avenue, Box 1965, Grand Forks, B.C. V0H 1H0
1-877-520-7352 (250)442-2708 Fax: 250-442-2688

Memo

To: Mark Andison, MCIP, RPP, General Manager, Operation/Deputy CAO

From: Robert Silva, RBO Building and Plumbing Official

Date: June 27, 2017

Re: **Cancellation of Notice on Title KR51253**

5450 North Hillview Road, Electoral Area 'D' / Rural Grand Forks, B.C.

Lot 12, DL 365, SDYD, Plan 7888 Except Plan 19866

PID 006-241-115

Please be advised that the owner, Eunice Hrooshkin, has requested that the Board of the Regional District of Kootenay Boundary remove the Notice **KR51253** filed against the property for a resolution adopted under Section 700 of the Local Government Act. Her husband, Peter Hrooshkin, passed away July 30, 2016. She has been advised that full ownership of the property cannot be transferred to her under the right of survivorship until the above-mentioned Notice on Title has been removed.

This office has inspected the property and has determined that all conditions have been met to the satisfaction of the RDKB.

Find attached: - Demolition Permit 01-0578D

- Copy of By-Law No. 683
- Inspection Report dated Nov 30, 2001
- Title Search and Land Title Notice
- Copy of receipt for \$200.00 Administration Fee
- Letter from the owner received on June 23, 2017 requesting a removal of Notice on Title.
- Death Certificate for Peter Hrooshkin.

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 on June 23, 2017 as required.

Eunice Hrooshkin
1306 Conn Avenue
Saskatoon, Saskatchewan S7H 3K8

May 2, 2017

Regional District of Kootenay Boundary
2140 Central Avenue, P.O. Box 1965
Grand Forks, B.C. V0H 1H0

Attention: Sandra Surinak, On-Call Building & Plumbing Inspection General Secretary

Re: Peter Hrooshkin and Eunice Hrooshkin – Legal Notation KR51253 – PID: 006-241-115,
Lot 12, DL 365, SDYD, Plan 7888 Except Plan 19866 – 5450 North Hillview Road

I am one of the 2 joint owners of the above captioned property. The other joint owner, my husband, Peter Hrooshkin died on July 30, 2016.

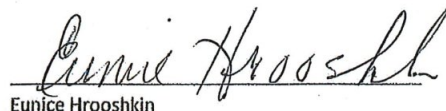
I have instructed my solicitors, Bailey Morrison of Kelowna, BC to apply to have full ownership of the property transmitted to me by right of survivorship ("the transmission").

I understand that there is a legal notation on title reading as follows: FOR RESTRICTIONS ON DEALINGS SEE SECTION 721 LOCAL GOVERNMENT ACT SEE KR51253. I also understand that this legal notation must be cleared from title in order to allow the transmission to proceed.

This is my request to have said legal notation cleared from title.

This is also my authority for Bailey Morrison to provide any further information or direction that you may require with respect to the foregoing.

Thank you.


Eunice Hrooshkin

COPY

RECEIVED
JUN 23 2017
REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

TITLE SEARCH PRINT

File Reference:

Declared Value \$NA

CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN

Title Issued Under	SECTION 172 LAND TITLE ACT
Land Title District Land Title Office	KAMLOOPS KAMLOOPS
Title Number From Title Number	E9140 E9138
Application Received	1970-04-07
Application Entered	1987-02-13
Registered Owner in Fee Simple Registered Owner/Mailing Address:	PETER HROOSHKIN, SCHOOL TEACHER EUNICE HROOSHKIN, HOUSEWIFE GENERAL DELIVERY GRAND FORKS, BC AS JOINT TENANTS
Taxation Authority	Penticton Assessment Area Sion Improvement District
Description of Land Parcel Identifier: Legal Description:	006-241-115 LOT 12 DISTRICT LOT 365 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7888 EXCEPT PLAN 19866
Legal Notations	THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND COMMISSION ACT SEE PLAN M11427 FOR RESTRICTIONS ON DEALINGS SEE SECTION 721 LOCAL GOVERNMENT ACT SEE KR51253
Charges, Liens and Interests Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks:	RIGHT OF WAY 69107E 1957-04-18 10:46 INLAND NATURAL GAS CO. LTD. INTER ALIA PART ON PLAN A1961

Title Number: E9140

TITLE SEARCH PRINT

Page 1 of 2

TITLE SEARCH PRINT

File Reference:

Declared Value \$NA

Duplicate Indefeasible Title	NONE OUTSTANDING
Transfers	NONE
Pending Applications	NONE



11 JUN 2001 14 24

KR051253

Regional District of Kootenay Boundary

LAND TITLE OFFICE
KAMLOOPS

202 - 843 Rossland Avenue
Trail, British Columbia, Canada V1R 4S8
Tel. (250) 368-9148 / Fax (250) 368-3990
Toll Free: 1-800-355-7352

01 01/06/11 14:30:19 01 KL 443750
DOC FILE \$20.00

LAND TITLE NOTICE

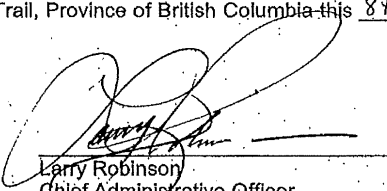
TAKE NOTICE THAT the Regional District of Kootenay Boundary Board at it's meeting on May 31, 2001, adopted a resolution under Section 700 of the Local Government Act relating to land described as:

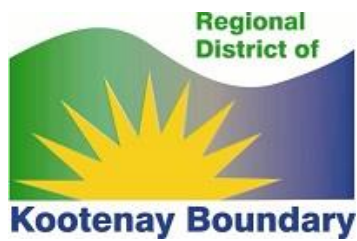
PARCEL IDENTIFIER: 006-241-115

LOT 12, DISTRICT LOT 365, SIMILKAMEEN DIVISION, YALE DISTRICT, PLAN 7888 EXCEPT PLAN 19866

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. during regular scheduled hours.

DATED at the City of Trail, Province of British Columbia this 8th day of June, 2001.


Larry Robinson
Chief Administrative Officer
Regional District of Kootenay Boundary

**STAFF REPORT**

Date: 18 Jul 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 Building Official confirmed that there have been no changes concerning the above referenced property. The owner, Rock Creek Equity, has constructed an accessory building on the above referenced property for which no inspections have been conducted.

Implications

The filing of a Notice on Title against the above mentioned property pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter will alert future purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

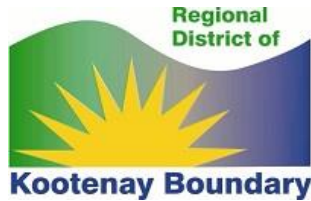
- Staff Report dated May 16, 2017 submitted to the Board regarding the building bylaw contravention;
- Letter dated July 5, 2017 inviting the Owner to the July 27, 2017 Board Meeting.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that that Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 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 SDYD Plan EPP20880.

**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.

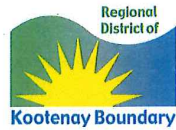
**STAFF REPORT ATTACHMENT**

Date:	May 16, 2017	File:	
To:	Chair McGregor and Board of Directors		
From:	Mark Andison, General Manager, Operations / Deputy CAO		
RE:	BUILDING BYLAW CONTRAVENTION 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.

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	Registered letter 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,

A handwritten signature in blue ink that reads "R Silva".

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-gl@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 cursive script, 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-gf@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 1965, Grand Forks, B.C. V0H 1H0

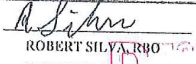
PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

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: EPP20830	L.D.
OWNER: ROCK CREEK EQUITY		ADDRESS:		TELEPHONE:	
CONTRACTOR: MANUEL VIEIRA		ADDRESS:		TELEPHONE:	
<small>NOTICE TO BUILDERS - READ CAREFULLY</small> PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS: ALL WORK TO CONFORM TO THE 2012 B.C. BUILDING CODE AND RELEVANT AREA 'E' BYLAWS. MINIMUM SETBACKS: FRONT 4.5M. CALL FOR: SETBACKS, PRIOR TO PLACING CONCRETE & FINAL/OCCUPANCY INSPECTIONS. SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT. ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION. SCHEDULES C-A & C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY. GIVE AT LEAST 72 HOURS NOTICE TO THE AUTHORITY HAVING JURISDICTION TO REQUEST INSPECTION OF THE WORK.					

		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

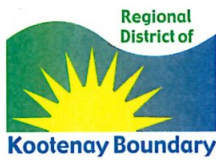
WAIVER OF INDEMNITY
In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the terms of this permit or the enforcement or non-enforcement of the Building 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, upon receipt of this waiver, may not be liable 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.



July 5, 2017

Rock Creek Equity Inc.
320-1100 Melville Street
Vancouver, B.C. V6E 4A6

**Re: Constructed Accessory Building without Inspections
1268 Timberwolf Trail, Bridesville, B.C., Electoral Area 'E' / West Boundary
Contravention of Building Bylaw No. 449
Lot A, Section 9, Township 66, SDYD, Plan EPP20880**

On May 24, 2017 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the Local Government Act and Section 57 of the Community charter you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filed. The Board has therefore, adopted the following resolution.

"That Rock Creek Equity Inc. be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 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, SDYD, Plan EPP20880".

This hearing before the Board of Directors is scheduled for Thursday, July 27, 2017 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 2140 Central Avenue, Grand Forks, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by July 20, 2017. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the Local Government Act and Section 57 of the Community Charter. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

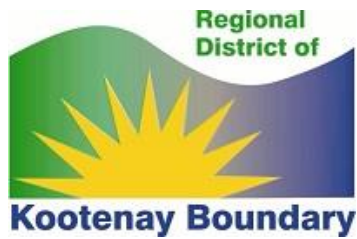
Yours truly,

Theresa Lenardon
Manager of Corporate Administration

Attachment

/sb



**STAFF REPORT**

Date: 18 Jul 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:

6331 Highway 3 East, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 009-156-291

Lot 1 District Lot 328 SDYD Plan 13756

Owners: Robert and Monica Thate

History/Background Factors

The owners, Robert and Monica Thate, have constructed a mobile home patio cover addition at the above referenced property without first obtaining a building permit. History and background factors are as attached.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner

12.1 - Every owner shall:

b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History Background Factors;
- Registered letter dated May 30, 2017;
- Registered letter dated April 27, 2017;
- Registered letter dated March 21, 2017.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Robert and Monica, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 1 District Lot 328 SDYD Plan 13756.

**STAFF REPORT ATTACHMENT**

Date:	July 18, 2017	File:	
To:	Chair McGregor and Board of Directors		
From:	Mark Andison, General Manager, Operations / Deputy CAO		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 6331 HIGHWAY 3 EAST, GRAND FORKS, B.C. ELECTORAL AREA 'D' / RURAL GRAND FORKS PARCEL IDENTIFIER: 009-156-291 LOT 1 DISTRICT LOT 328 SDYD PLAN 13756 OWNERS: ROBERT AND MONICA THATE		

History/Background Factors

The owners, Robert and Monica Thate, have constructed a mobile home patio cover addition on the above referenced property without first obtaining a building permit.

March 20, 2017 Stop Work Order posted;

March 21, 2017 **First registered letter** mailed to owners requesting a response by April 21, 2017;

March 22, 2017 Canada Post confirmation that the letter was successfully delivered;

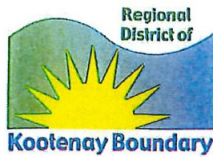
April 27, 2017 **Second registered letter** mailed to owners requesting a response by May 28, 2017;

May 1, 2017 Canada Post confirmation that the letter was successfully delivered;

May 29, 2017 **Third registered letter** mailed to owners requesting a response by June 30, 2017;

May 31, 2017 Canada Post confirmation that the letter was successfully delivered;

July 18, 2017 To date, we have had no contact from the owners.



COPY

May 29, 2017

Robert B. & Monica F. Thate
6331 Highway # 3 East
Grand Forks, B.C.
V0H 1H9

REGISTERED LETTER

Re: STOP WORK ORDER-ADDITION TO MOBILE HOME
6331 Highway # 3 East, Grand Forks, B.C.
Lot 1, DL 328, SDYD, Plan 13756

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated March 21, 2017 and April 27, 2017. A **Stop Work Order** was posted on March 20, 2017 for construction of an Addition to a Mobile Home without a building permit.

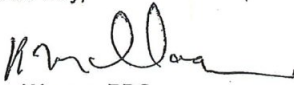
To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by June 30, 2017.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,


Ken Wagner, RBO
Building & Plumbing Official

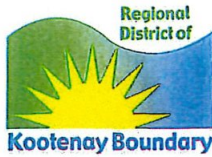
Attachment

KW:ss

CANADA POST / POSTES CANADA		REGISTERED DOMESTIC		RECOMMANDÉ RÉGIME INTÉRIEUR		R
CUSTOMER RECEIPT		REÇU DU CLIENT				
Name / Nom: <u>Thate</u>		Destination / Destinataire		FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON		
Address / Adresse		City / Prov. / Postal Code		www.canadapost.ca / www.postescanada.ca		
Declared Value / Valeur déclarée: \$		CPD Tracking Number / Numéro de repérage de la SCP: RW 777 837 681 CA		1 888 550-6333		
33-086-584 (11-04)						

2140 Central Ave. Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbldg@rdkb.com • web: www.rdkb.com





April 27, 2017

COPY

REGISTERED

Robert B. Thate & Monica F. Thate
6331 Highway #3 East
Grand Forks, B.C.
V0H 1H9

Re: STOP WORK ORDER – ADDITION TO MOBILE
6331 Highway # 3 East, Grand Forks, B.C.
Lot 1, DL 328, SDYD, Plan13756

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated **March 21, 2017**. A **Stop Work Order** was posted on **March 20, 2017** for construction of an **Addition to a Mobile** without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **May 28, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

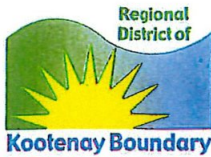
Respectfully,

Ken Wagner, RBO
Building & Plumbing Official

Attachment

CANADA POST / POSTES CANADA		REGISTERED DOMESTIC CUSTOMER RECEIPT		RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT		R	
To / Destinataire		Name / Nom		FOR DELIVERY / CONFIRMATION		CONFIRMATION DE LA LIVRAISON	
Address / Adresse		THATE		www.canadapost.ca		www.postescanada.ca	
City / Prov. / Postal Code		Ville / Prov. / Code postal		or/ou		1 888 550-6333	
Declared Value / Valeur déclarée		\$		CPC Tracking Number		Numéro de repérage de la SCP	
33-985-584 (11-04)				RW 777 837 960 CA		1p	

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@rdkootenayboundary.ca or www.rdkootenay.ca



March 21, 2017

Robert B. Thate & Monica F. Thate
6331 Highway # 3 East
Grand Forks, B.C.
V0H 1H9

COPY

REGISTERED

Re: STOP WORK ORDER-ADDITION TO MOBILE
6331 Highway # 3 East, Grand Forks, B.C.
Lot 1, D.L. 328, SDYD, Plan 13756

This letter confirms the posting of a **Stop Work Order** on March 20, 2017 for construction of an Addition to a Mobile Home at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by April 21, 2017. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

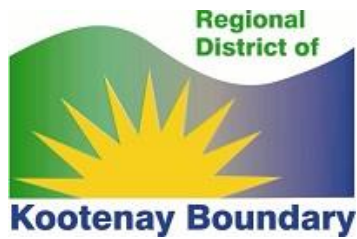
Yours truly,

Ken Wagner, RBO
Building & Plumbing Official

Attachment

CANADA POSTES POST		REGISTERED DOMESTIC CUSTOMER RECEIPT		RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT		R	
To Name Destinataire		Name Nom		FOR DELIVERY CONFIRMATION www.canadapost.ca or/ou www.postescanada.ca		CONFIRMATION DE LA LIVRAISON	
Address Adresse		City / Prov. / Postal Code Ville / Prov. / Code postal		1 888 550-6333			
Declared Value Valeur déclarée \$		33-888-584 (11-04)		CPO Tracking Number Numéro de repérage de la SCP		RW 777 843 700 CA	

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0

**STAFF REPORT**

Date: 18 Jul 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 of Operations / Deputy CAO regarding the cancellation of a Building Bylaw Contravention for the property described below as:

518 13th Avenue, Genelle, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 008-871-523

Lot 5 Block 6 District Lot 2404 Kootenay District Plan 2423

Owner: Ryan Bate

History/Background Factors

A Notice on Title was registered against the above referenced property for constructing additions to an accessory building and single family dwelling contrary to the Building Code by the Regional District of Kootenay Boundary Building Department. 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 payment in the amount of \$200.00 for Administration fees has been received from the owner.

Implications

The owner has met all requirements of the Regional District of Kootenay Boundary to have the Notice on Title removed from the property.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- Memo dated July 18, 2017 from Don Lepitre, Building and Plumbing Official;
- Letter from Ryan Bate dated July 5, 2017, requesting removal of Notice on Title;
- Title Search;
- Bylaw Contravention Notice LB373289;
- Staff Report dated February 15, 2010 from Sig Dreher, Chief Building and Plumbing Official.

Alternatives

1. None.

Recommendation(s)

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 Lot 5 Block 6 District Lot 2404 Kootenay District Plan 2423.



MEMORANDUM

TO: MARK ANDISON, GENERAL MANAGER, OPERATIONS / DEPUTY CAO

FROM: DON LEPITRE, BUILDING AND PLUMBING OFFICIAL

DATE: JULY 18, 2017

**RE: CANCELLATION OF NOTICE ON TITLE LB373289
518 13th AVENUE, GENELLE, B.C.
ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY
PARCEL IDENTIFIER: 008-871-523
LOT 5 BLOCK 6 DISTRICT LOT 2404 KOOTENAY DISTRICT PLAN 2423
OWNER: RYAN BATE**

Please be advised that the owner, Ryan Bate, has requested that the Board of the Regional District of Kootenay Boundary remove the Bylaw Contravention Notice LB373289 filed against the above noted property.

This office has determined that the circumstances that required the registering of a Notice on Title are no longer present. The building permit has been closed and inspection completed to the satisfaction of the Regional District of Kootenay Boundary.

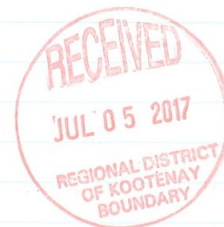
Find attached:

- Letter from the owner received July 5, 2017 requesting removal of Notice on Title;
- \$200.00 administration fee paid;
- Site/Final inspection report dated November 22, 2013;
- Title Search and Land Title Notice;
- Staff Report to the Board on February 15, 2010 recommending a Notice on Title for additions to an accessory building and single family dwelling without a valid building permit.

I recommend to the Board of the Regional District of Kootenay Boundary to consider the owner's request to remove the Notice on Title. The owner submitted the administrative fee of \$200.00 on July 5, 2017 as required.

I Ryan Bate request to have
the convention order against the
title of my property at 518 13th ave
Granville BC V0G 1A0, removed.

Ryan Bate
Ken Bate



TITLE SEARCH PRINT

File Reference:
Declared Value \$145000

2017-07-18, 12:56:40
Requestor: Sara Bradley

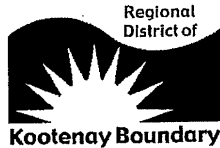
****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District	NELSON
Land Title Office	NELSON
Title Number	CA2655257
From Title Number	CA181004
Application Received	2012-07-13
Application Entered	2012-07-23
Registered Owner in Fee Simple	
Registered Owner/Mailing Address:	RYAN JAMES DWIGHT BATE, CARPENTER 518 13TH AVENUE GENELLE, BC V0G 1G0
Taxation Authority	Nelson Trail Assessment Area Genelle Improvement District
Description of Land	
Parcel Identifier:	008-871-523
Legal Description:	LOT 5 BLOCK 6 DISTRICT LOT 2404 KOOTENAY DISTRICT PLAN 2423
Legal Notations	
	BYLAW CONTRAVENTION NOTICE, COMMUNITY CHARTER, SECTION 57 SEE LB373289
Charges, Liens and Interests	
Nature:	MORTGAGE
Registration Number:	CA2655258
Registration Date and Time:	2012-07-13 08:40
Registered Owner:	BANK OF MONTREAL
Duplicate Infeasible Title	NONE OUTSTANDING
Transfers	NONE
Pending Applications	NONE

Title Number: CA2655257

TITLE SEARCH PRINT

Page 1 of 1



10 MAR 2010 14 22

LB373289

LAND TITLE OFFICE

**Pursuant to Section 695 of the Local Government Act and
Section 57 of the Community Charter**

TAKE NOTICE THAT the Regional District of Kootenay Boundary Board at it's meeting on February 25, 2010 adopted a resolution pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter relating to a Contravention of Building Bylaw No. 449, addition to an accessory building without a building permit. This Notice pertains to land described as:

PARCEL IDENTIFIER: 008-871-523

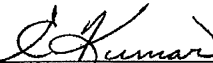
ny 3/10/2010 2:25:34 PM 1 3

Doc File 1 \$23.75

LOT 5, BLOCK 6, DISTRICT LOT 2404, K.D., PLAN 2423

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. during regular scheduled hours.

DATED at the City of Trail, Province of British Columbia this 3rd day of March, 2010.


Elaine Kumar, Director of Corporate Administration
Regional District of Kootenay Boundary



**STAFF REPORT**

Date:	February 15, 2010	File:	
To:	Chair Rotvold and Board of Directors		
From:	Sig Dreher, Chief Building and Plumbing Official		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 518 13TH AVENUE, GENELLE, B.C., ELECTORAL AREA 'B' PARCEL IDENTIFIER: 008-871-523 LOT 5, BLOCK 6, D.L. 2404, K.D., PLAN 2423 OWNER: JOSEPH HAMBROOK		

Issue Introduction

A staff report from Sig Dreher, Chief Building and Plumbing Official regarding a Building Bylaw Contravention.

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The **addition to an accessory building** was constructed without a building permit and the owner has not contacted the Regional District of Kootenay Boundary Office.

Implications (Financial, Policy/Practice, Interdepartmental or Intergovernmental)

The filing of a Notice on Title against the above mentioned property pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter will alert future purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or the Building Bylaw.

Background Information Provided

- Staff report dated January 15, 2010 submitted to the Board regarding the building bylaw contravention;
- Letter dated January 29, 2010 inviting the Owner to the February 25, 2010 Board Meeting;
- Letter dated February 10, 2010.

Alternatives


1. Once all deficiencies are rectified, the Owner may request 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).

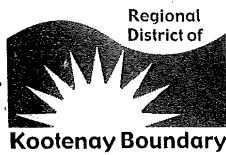
**Staff Report/
February 25, 2010
Page 1 of 2**

Recommendation(s)

1. That the staff report from Sig Dreher, Chief Building and Plumbing Official be received AND FURTHER that the Regional District of Kootenay Boundary Board of Directors direct the Chief Administrative Officer to file a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 5, Block 6, D.L. 2404, K.D., Plan 2423.

Respectfully submitted:

Concurrence:
(Dept. Head)Concurrence:
(C.A.O.)



February 10, 2010

Joseph Hambrook
Box 411
Genelle, B.C. VOG 1G0


**Re: Contravention of Building Bylaw No. 449
Lot 5, Block 6, D.L. 2404, K.D., Plan 2423
518 13th Avenue, Genelle, B.C., Electoral Area 'B'
Construction of an Addition to Accessory Building without a Building Permit**

On January 29, 2010 you were sent a letter inviting you to the Regional District of Kootenay Boundary Board Meeting on Thursday, February 25, 2010. It stated in the letter that the board meeting would be held at 2140 Central Avenue, Grand Forks, B.C.

The location of the board meeting was incorrect and the meeting will take place at the Regional District of Kootenay Boundary office, 843 Rossland Avenue, Trail, B.C.

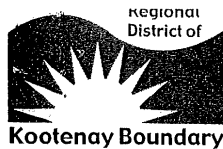
If you have any questions, please contact Sheila Moro at the telephone number noted below.

Yours truly,


John MacLean
Chief Administrative Officer

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





January 29, 2010

Joseph Hambrook
Box 411
Genelle, B.C. VOG 1G0

**Re: Contravention of Building Bylaw No. 449
Lot 5, Block 6, D.L. 2404, K.D., Plan 2423
518 13th Avenue, Genelle, B.C., Electoral Area 'B'
Construction an Addition to Accessory Building without a Building Permit**

On January 28, 2010 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter, you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution:

"That Joseph Hambrook be invited to appear before the board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 5, Block 6, D.L. 2404, K.D., Plan 2423".

The hearing before the Board of Directors is scheduled for Thursday, February 25, 2010 at approximately 6:30 p.m. The meeting will be held at the Regional District of Kootenay Boundary Office, 2140 Central Avenue, Grand Forks, B.C. Please advise Sheila Moro at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by February 15, 2010. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 695 of the Local Government and Section 57 of the Community Charter. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may be in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

A handwritten signature in dark ink, appearing to read "Elaine Kumar", is written over a horizontal line.

Elaine Kumar
Director of Corporate Administration

Attachments

202 - 843 Roseland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com



**STAFF REPORT**

Date:	January 15, 2010	File:	
To:	Chair Rotvold and Board of Directors		
From:	Sig Dreher, Chief Building and Plumbing Official		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 518 13TH AVENUE, GENELLE, B.C., ELECTORAL AREA 'B' PARCEL IDENTIFIER: 008-871-523 LOT 5, BLOCK 6, D.L. 2404, K.D., PLAN 2423 OWNER: JOSEPH HAMBROOK		

Issue Introduction

A staff report from Sig Dreher, Chief Building and Plumbing Official regarding a Building Bylaw Contravention.

History/Background Factors

The owner, Joseph Hambrook constructed an **addition to an accessory building** at the above referenced property without first obtaining a building permit.

July 17, 2009	Site inspection conducted and a building permit application form left with the owner. Completed application form to be submitted to our office by July 24, 2009;
July 24, 2009	No building permit application received, Stop Work Order posted on site;
July 27, 2009	Registered letter sent to owner confirming the posting of the Stop Work Order and requesting a response by August 10, 2009;
July 29, 2009	Canada Post confirmation that owner received registered letter;
Aug. 10, 2009	Second Registered letter sent to owner requesting a response by August 24, 2009;
Aug. 13, 2009	Telephone discussion with owner confirmed that he intends to apply for a building permit;
Aug. 13, 2009	Canada Post confirmation that owner received registered letter;
Sept. 8, 2009	Site inspection conducted and discussion with owner in regards to the requirements for a building permit;
Sept. 16, 2009	Third Registered letter sent to owner requesting a response by October 16, 2009;
Sept. 17, 2009	Canada Post confirmation that owner received registered letter;
Nov. 17, 2009	To date, no building permit has been received or issued for the addition to the accessory building.

Staff Report/
January 28, 2010
Page 1 of 2

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Prohibition

- 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

Duties of the Owner

- 12.1 Every owner shall:

- b) obtain where applicable from the authority having jurisdiction, **permits** relating to demolition, excavation, **building**, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work **prior to the commencement of such work**;

Implications (Financial, Policy/Practice, Interdepartmental or Intergovernmental)

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.

Background Information Provided

- Registered letter dated July 27, 2009;
- Registered letter dated August 10, 2009;
- Registered letter dated September 16, 2009.

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 staff report from Sig Dreher, Chief Building and Plumbing Official be received AND FURTHER that the Regional District of Kootenay Boundary Board of Directors invite Joseph Hambrook to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 5, Block 6, District Lot 2404, Kootenay District, Plan 2423.

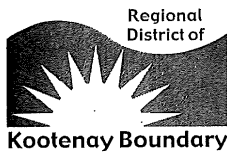
Respectfully submitted:

Concurrence:
(Dept. Head)

Concurrence:
(C.A.O.)



Staff Report/
January 28, 2010
Page 2 of 2



July 27, 2009

REGISTERED MAIL

Joseph Hambrook
Box 411
Genelle, B.C. VOG 1G0

Re: STOP WORK ORDER
518 13th Avenue, Genelle
Lot 5, Plan 2423, D.L. 2404

This letter confirms the posting of a **Stop Work Order** on July 24, 2009 for construction of an addition to accessory building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **August 10, 2009**. Failure to comply may result in legal action.

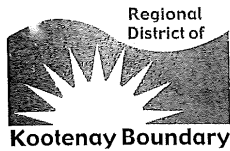
If you have any questions, please contact the undersigned.

Yours truly,

Mickey Repin
Building and Plumbing Official

202 - 843 Rosland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





August 10, 2009

REGISTERED MAIL

Joseph Hambrook
Box 411
Genelle, B.C. VOG 1G0

Re: STOP WORK ORDER
518 13th Avenue, Genelle
Lot 5, Plan 2423, D.L. 2404

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated July 27, 2009. A **Stop Work Order** was posted on July 24, 2009 for construction of an addition to accessory building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **August 24, 2009**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

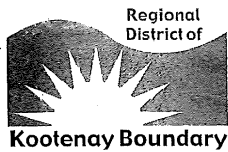
Yours truly,

A handwritten signature in black ink, appearing to read "Mickey Repin".

Mickey Repin
Building and Plumbing Official

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





September 16, 2009

REGISTERED LETTER

Joseph Hambrook
Box 411
Genelle, B.C. VOG 1G0

**Re: STOP WORK ORDER
518 13TH Avenue, Genelle
Lot 5, Plan 2423, D.L. 2404**

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated July 27, 2009 and August 10, 2009. A **Stop Work Order** was posted on July 24, 2009 for construction of an addition to accessory building at the above referenced property without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by **October 16, 2009**.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,

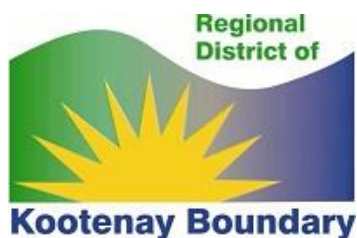
A handwritten signature in dark ink, appearing to read "Mickey Repin".

Mickey Repin
Building and Plumbing Official

cc: Sig Dreher, Chief Building and Plumbing Official

Attachment





STAFF REPORT

Date: 06 Jul 2017 **File**
To: Chair McGregor and Members of the Board of Directors
From: Beth Burget, General Manager of Finance
Re: Banking RFP

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding an RFP for banking services.

History/Background Factors

At the December 8, 2016 Regular Board of Directors meeting it was agreed to prepare a RFP for banking services in 2017 with the RFP to be presented to the Committee of the Whole (Finance). A RFP is attached with a closing date of September 14, 2017 which is proposed to be distributed to banks with branches in Trail, B.C.

The objective of the RFP are to:

- ensure the District is receiving competitive pricing for banking services
- ensure the District is receiving high quality banking services; and
- enhance and improve the efficiency of District processes wherever possible, especially in areas where current technologies can be applied.

Implications

Banking service costs and related interest earnings are included in the General Government (Administration) Five Year Financial Plan.

Advancement of Strategic Planning Goals

Requesting proposals for banking services is a component of good governance and is also a component of cost effective and efficient services.

Background Information Provided

None

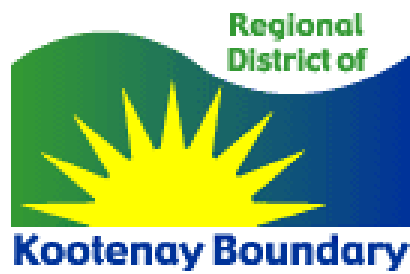
Alternatives

1. Receipt
2. Deferral
3. Approval

Recommendation(s)

That the Board of Directors approve the RFP for banking services.

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
REQUEST FOR PROPOSAL
BANKING SERVICES**



Date Issued: August 8, 2017

Regional District of Kootenay Boundary
 REQUEST FOR PROPOSAL - BANKING SERVICES
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1.0 General Information for Bidders

1.1 General Information

The Regional District of Kootenay Boundary (RDKB) covers approximately 8,300 square kilometers, stretching from Fruitvale through the Anarchist Summit just east of Osoyoos, and north to the Big White Ski Resort east of Kelowna. It includes the municipalities of Fruitvale, Grand Forks, Greenwood, Midway, Montrose, Trail, Rossland, and Warfield as well as five electoral (rural) areas. A partnership of eight municipalities and five electoral areas, the RDKB provides many types of services to more than 31,000 residents. Our annual capital and operating budget for 2017 is \$46,323,645. The Regional District employs 125 people and is committed to the provision of a cost effective and quality service.

This document constitutes a Request for Proposal (RFP), which specifies the RDKB's requirements for banking services. Following is a general guideline to assist in the preparation of a proposal for the RDKB banking services. Responses to this call for proposal should address each of the service requirements specified within. Your response should include (1) an executive summary, (2) a commentary indicating how you propose to handle each requirement, and (3) the related remuneration expected. All pricing information should be fully disclosed with all charges clearly defined.

The proposal also allows the banking institution to communicate new and innovative methods of providing value added commercial oriented services.

1.2 Objective

The objective of this RFP are to:

- Ensure the District is receiving competitive pricing for banking services
- Ensure the District is receiving high quality banking services; and;
- Enhance and improve the efficiency of District processes wherever possible, especially in areas where current technologies can be applied.

1.3 Terms of the Contract

In the event that the RDKB awards a contract, the term shall be for three (3) years with an option to extend by mutual agreement, for two (2) additional two (2), year periods.

1.4 Interpretation of Documents

Each financial institution must review all R.F.P. documents and promptly report, in writing, any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein.

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

Page 5

Any such request must be submitted to the RDKB in writing by 2 p.m. Thursday, August 22, 2017 and addressed to:

Beth Burget, General Manager of Finance
Regional District of Kootenay Boundary
#202 – 843 Rossland Avenue
Trail, B.C. V1R
email: bburget@rdkb.com

1.5 Addenda

Written addenda issued by the RDKB are the only means of varying, clarifying or otherwise changing any of the information contained in the R.F.P. document. The RDKB reserves the right to issue an addenda up to the closing time for receipt of proposals. The proposal due date may be changed by the RDKB, by an addendum, if in its opinion more time is necessary to enable the financial institutions to prepare their proposals. All financial institutions must acknowledge receipt of all addenda by emailing back the acknowledgement form that will accompany the addenda.

2.0 Instructions & General Conditions

2.1 Confirmation of Receipt Form (green)

Included with the R.F.P. document is a form which you are asked to fill out and email to this office. This Confirmation of Receipt Form will ensure that interested financial institutions will receive addendums to the R.F.P. and any subsequent information such as our response to questions that may clarify sections of the R.F.P. It will also act as confirmation to us that you received the R.F.P. document and provide you with a simple process to indicate to us if you are not interested in responding to the R.F.P. call.

2.2 Submission of Proposal

One original and three (3) copies of your proposal are to be submitted in a sealed envelope with the financial institute's name and address and RFP – BANKING SERVICES clearly marked on the outside of the envelope addressed to:

Regional District of Kootenay Boundary
#202 - 843 Rossland Avenue,
Trail, British Columbia, V1R 4S8

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

Page 6

Attention: Beth Burget, General Manager of Finance

Proposals will be received up to **2:00 p.m., local time, Thursday, September 14, 2017.**

Proposals submitted by fax or e-mail shall be rejected.

The Regional District will not accept submissions of any Proposals after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified and will be returned unopened, courier collect, to the Respondent who submitted the RFP.

2.3 Acceptance of Proposals

All proposals received shall remain valid and open for acceptance for a period of one hundred and twenty **(120) days** from the closing date.

The RDKB unequivocally may accept or reject any or all proposals, waive informalities and make corrections in any and all proposals, and not award a contract at all (including the lowest proposal or best ranked proposal) without giving any reason for doing so. In the event that no contract is awarded, all financial institutions who submitted proposals shall be notified and the RDKB shall have no liability to any financial institution. The RDKB will not be bound to accept all the services offered and reserves the right to select another institution for some financial services. The RDKB unequivocally may negotiate or otherwise deal with any one or all financial institutions, to issue addenda altering or severing parts of the R.F.P., and to decline to conclude a contract with any one, several, or all financial institutions without liability to any one.

Proposals which contain qualifying conditions may be disqualified or rejected.

2.4 Proposal Amendment or Withdrawal

A proposal may be amended at any time before the deadline for submission of proposals. Amendments must be received by the closing date and time as set out above.

A proposal may be withdrawn by the financial institution by means of a written request signed by the same individual(s) who authorized and signed the submitted proposal, if the request is made prior to the closing date and time for receipt of proposals.

2.5 Incomplete Proposals

The District reserves the right to reject or accept any proposal whether or not completed properly and whether or not it contains all the required information. Without prejudice to

this right, the District may request clarification where, in the sole opinion of the District, the financial institution's intent is unclear.

2.6 Termination of the Agreement

Any agreement entered into may be terminated by either party with three months' written notice to the other party. Termination by the successful financial institution, in the opinion of the RDKB, without just cause or reason, shall eliminate that financial institution from bidding on subsequent work for the RDKB for a period of time determined by the RDKB.

2.7 Ownership of Proposals & Freedom of Information and Protection of Privacy Act

All documents submitted to the RDKB become the property of the RDKB and, as such, financial institutions are advised that parts or all of their proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act. Financial institutions who wish to ensure particular parts of their proposals are protected from disclosure under this act should specifically identify any information or records provided with their proposals that (1) constitute trade secrets, (2) that are supplied in confidence and (3) the release of which could significantly harm their competitive position. Information which does not meet any of the foregoing categories may be subject to disclosure to third parties.

2.8 Confidentiality & RFP Document Use

This R.F.P., addenda and communications issued by the RDKB related to this R.F.P. call, may not be used for any other purpose other than the submission of proposals. Information pertaining to the RDKB obtained by the financial institutions as a result of participation in the process is confidential and must not be disclosed without first obtaining written permission from the RDKB.

2.9 Patents, Copyrights, Industrial License & Royalties

The financial institution represents and warrants that the products and service they provide to the RDKB does not infringe on any patent, copyright, industrial license, or other intellectual property rights. The financial institution agrees to defend, indemnify, and save harmless the RDKB for only products or services they provide, from and against any and all actions, claims, or proceedings which may be brought against the RDKB for any alleged infringement of any patent, copyright, industrial license, or other intellectual property rights, including without limitation royalties or other payments, and the financial institution agrees to pay all costs, including legal fees, and all costs, damages, fines and royalties recoverable in any such action.

2.10 Currency

Prices quoted shall be in Canadian Dollars.

2.11 Goods and Services Tax (GST)

Prices quoted shall be totaled and shall show the Goods and Services Tax as a separate item with a final grand total.

2.12 Local Branch and Main Branch of the Financial Institution

The RDKB anticipates that financial institutions who return proposals will offer services from a local main branch as well as a regional head office branch. Proposals submitted must clearly indicate the division of responsibility and services provided by both.

2.12 Proposed Time Schedule

Distribution of RFP documents	August 8, 2017
Deadline for Enquiries	August 22, 2017
Due date for submission of RFP	September 14, 2017
RDKB Evaluation of Proposals	October 2017
Estimated Award	October 2017
Transfer of accounts approximately	January – February, 2018

Please provide a provisional schedule for implementation assuming that the Regional District Board provides a resolution awarding banking services on October 26, 2017.

2.13 Signed Proposal

A signed proposal exactly in the format provided in Appendix 1.0 (Proposal Form) must be included in the financial institution's return proposal.

3.0 Supporting Information

3.1 General Operating Account (CIBC is our incumbent Bank)

The Regional District of Kootenay Boundary operates a total of six (6) bank accounts. All cash and cheques are deposited to, and disbursements originate from, the RDKB's General Operating Account located in Trail, B.C.. The general operating account is a current account requiring a full range of services. All payroll and accounts payable transactions flow through this account. Funds are deposited during business hours and by electronic funds transfer. Deposits from the McKelvey Creek Landfill and Trail Transit operations are made at least weekly. Expenditures are made by cheque and by electronic funds transfer.

3.2 Revenue Operating Accounts (5 Accounts)

There are five General Revenue Operating Accounts. These accounts exist in communities throughout the Regional District. The primary purpose of these accounts is to collect revenues from operations in the communities. The accumulated balance in these accounts are transferred to the General Operating Account on a monthly basis. The accounts receive deposits from cash, cheques, point of sale bank machines and EFT transfers.

These accounts are:

- Grand Forks Landfill (CIBC)
- Grand Forks Building Inspection (CIBC)
- Grand Forks Recreation (CIBC)
- Beaver Valley Recreation (Fruitvale – Kootenay Savings Credit Union)
- Charles Bailey Box Office (Trail) Box Office revenue deposits and payments to promoter transactions are processed through this account (CIBC)

3.3 Trail Transit Ltd/Armoured Car Service

Located in the City of Trail, Trail Transit Ltd is the operator of the Regional District's fleet of public transit buses. Receipts from bus fare boxes are collected by Trail Transit Ltd personnel and placed in lockboxes. The lockboxes are transported weekly by armoured vehicle to the financial institution which is then responsible for coin sorting, assembling into coin tubes and preparing a deposit to the Regional District's General Operating Account and issuing a timely reporting of the deposit to the RDKB.

3.4 Accounts Payable Direct Deposit

Accounts Payable is processed weekly and both cheques and direct deposit are used for payment. Our VADIM financial software produces a file that is electronically sent to the RDKB's current financial institution's Processing Group for distribution of direct deposits to

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

Page 10

other financial institutions. Electronic data is generally sent on Friday. Reports are retrieved electronically.

3.5 Payroll Direct Deposit

Payroll is processed bi-weekly, in-house and both cheques and direct deposit are used for payment. Our VADIM financial software produces a file that is electronically sent to the RDKB's current financial institution's Payroll Processing Group for distribution of direct deposits to other financial institutions. Electronic data is sent on Tuesday to be deposited to payee accounts after midnight on Wednesday so the employee pay is available from their financial institution at the start of business on Thursday. Reports are retrieved electronically.

3.6 Telephone Requests

From time to time the RDKB initiates requests for US money orders. These are prepared by the local branch and picked up by Regional District personnel. These requests are made on average once or twice a month.

3.8 Summary of Estimated Average Monthly Account Activity

Deposits Processed	Over the counter – 6 accounts	30
Deposits Processed	Electronic	13
Cheques Deposited		145
Currency Deposited	Bills	\$60,000
# of Preauthorized and online payments (Utilities)	Annual Amount	250
Currency Deposited	Coins	\$12,000
Cheques Issued	Includes debits/electronic	233
Audit Verification		1
Account Administration	Number of accounts	6
Payables – Direct Deposit	Batch file uploads	4
Payables – Direct Deposit	Payment Items	215
Payroll – Biweekly payroll	26 files per annum	
Payroll - # of payments per file	175	
Average Balance	Held in 6 deposit accounts	\$ 956,090

4.0 Service Requirements

All of the following services are mandatory of each Financial Institution.

4.1 Bank Accounts

The RDKB requires a total of six (6) Canadian Currency General Operating Accounts. There are five (5) Revenue Operating accounts to be located in communities within the boundaries of the Regional District and are primarily used to collect revenues generated in the community (recreation, landfills, and building inspection, etc.). These funds are then transferred on a monthly basis to the General Operating Account.

The General Operating Account is used to centralize all monetary transactions and must be located in Trail. These include: deposits, accounts payable, payroll, investments, debt payments, etc. All service and other charges are made from this account and transfers are made to and from other accounts from this account.

Information Requirements for all Bank Accounts:

- i) Monthly statement of account, including all cheques which have cleared and debit/credit memos (sorted by date cleared).
- ii) On-line access to daily account balance and transaction information.
- iii) Debit and Credit memos documentation with authorization for all transactions other than regular deposits and cheques.
- iv) Ability to direct deposit cash and cheques at all locations.
- v) Preparation of money orders, denominated in both Canadian and Foreign currencies.
- vi) Payroll transactions requirements:
Payroll activities are centralized in the Trail Administration Office. A direct deposit service to electronically transfer employee pay to their respective banking institutions is required. Your proposal should include the processing time requirements necessary to complete a direct electronic payroll transfer and the applicable fees for this service. All employees are paid on a bi-weekly basis, with payment falling on Thursdays, except for statutory holidays.
- vii) All accounts to be considered as pooled for the purpose of eliminating overdraft charges.
- viii) Ability to perform on-line wire transfers for domestic and international recurring and non-recurring payments.
- ix) Account transaction balance confirmations to be provided as required from time to time.
- x) Ability to receive unprocessed coin deposit from armoured care service for sorting, counting, and deposit of Transit Revenues.
- xi) The ability to handle debit card and credit card transactions (Interac POS) originating from multiple revenue sites in the regional district.

The RDKB may require various forms of short-term financing from time-to-time:

- xii) Overdraft protection. A single account in a negative position would not attract overdraft charges as long as the consolidated balance for the accounts is positive. The Regional District will endeavour to maintain positive daily balances in each account.
- xiii) Operating Line of Credit to cover short-term borrowing needs of approximately \$6 million for a period of 3-6 months. The RDKB short-term borrowing needs are provided by the Municipal Finance Authority of BC. This requirement is for an alternate source of borrowing funds should the need arise.
- xiv) Letters of Credit/Guarantee as the need arises.

4.2 Corporate Credit Cards

Corporate credit cards are provided to the senior management group within the RDKB. An ideal system would be accessible on-line, capable of providing individual credit limits to the participants, and easily manageable for processing payments. I.e. electronic approvals, analysis, and download detail into spreadsheets, etc. Please describe the Corporate Credit Card system you are proposing.

4.3 Bill Payment Service

RDKB has enrolled in a bill payment services with all major financial institutions where RDKB is set up as a payee. RDKB is enrolled in two such accounts.

4.4 Payroll Direct Deposit Service

Allows for bi-weekly direct deposit of internal payroll that will meet our timing requirements as stated in Section Three. Please provide a description of the Direct Deposit service you are proposing.

4.5 Interest on Account Balances

It is expected that interest will be calculated on the daily consolidated balance of all Canadian dollar accounts and paid monthly. Please describe the structure and interest rate provided. Provide an example of a typical calculation.

4.6 Safety Deposit Box Service

The Regional District requires a safety deposit box for off-site storage of mission critical electronic data in the form of tape cartridges.

4.7 Minimum Service Requirements

Financial institutions shall provide a statement on the basic services provided for each of the service requirements identified above. This can be stated as an "all inclusive" monthly fee clearly identifying all elements that are included in the fee. Any service requirement items that are not included in the monthly fee must also be identified along with the monthly cost of the service.

5.0 Optional Services (Request for Information)

The following services outlined in this section are not a requirement for purposes of this RFP. These are items that would normally be included in a Request for Information that can be used to evaluate our current operations with the goal of improving established processes and procedures. Some suggestions that we invite you to comment on follow in this section. Please feel free to add any other topics you think may be relevant. The RDKB is in no way obligated to include any or all of the services identified in this section in the award of this Request for Proposal.

5.1 Equipment Financing

The RDKB currently engages the Municipal Finance Authority of BC for equipment financing. Please provide information on the institution's lease program with current rates and provisions.

5.2 Procurement Cards

The RDKB does not use procurement cards at this time but will consider changing over to a procurement card system for minor transactions provided that a business case can be made.

5.3 Investments

The RDKB may consider alternatives to bank accounts that are permitted within the *Local Government Act* for reserve funds and general operating fund balances which may be invested on a mid to short term basis.

5.4 Pre-authorized Withdrawal System

The RDKB may require in the future setting up an on-line system to perform pre-authorized withdrawal from third party bank accounts. Example: MFA debenture payments from member municipalities, utility payments, etc.

6.0 Selection Criteria & Evaluation Process

6.1 General Information

A selection committee will review and evaluate the proposals. The RDKB will conduct a final evaluation and ranking of the proposals, weighting each of the components. The points assigned for each input shall be at the RDKB's discretion. Once the preferred financial institution has been identified, the RDKB will enter into discussions to clarify any outstanding issues and agree to the terms that will form the contract agreement through a negotiation process. If discussions are unsuccessful, the RDKB reserves the right to enter into contract discussions with other financial institutions who submitted proposals, and/or to decide not to award a contract at all. If a decision to award a contract is made, it is intended that a recommendation will be taken to the RDKB Board of Directors at the regular monthly meeting scheduled for October 2017.

6.2 Mandatory Elements (Pass /Fail)

Proposals **will not** be considered if they do not meet, in the RDKB's sole opinion, the mandatory elements identified. Financial institutions must address each of the mandatory elements in their proposal.

6.3 Local Representation

It is mandatory that the financial institution has local representation in the City of Trail. It is preferred that the financial institution also has local representation in the City of Grand Forks. The established local branch will provide support during normal working hours of 8:00 am to 4:30 pm Monday through Friday. A financial institution that does not have representation in the City of Grand Forks should clearly outline how operations may continue in a cost effective manner.

6.4 References

Please provide contact information of at least three (3) references, preferably from local government clients of a similar size and needs. Please also provide a brief description of any business process successes that were achieved.

6.5 Account Transition/Retention Assistance

There will be a cost to the RDKB in the form of staff time, materials (cheque stock replacement, training, etc.), and processes involved to transfer to a new financial institution. It is expected that the successful proponent will provide resources to assist with the changes required. Please provide a detailed outline of how the change-over might occur with proposed dates including what services you are prepared to offer and at what cost, if any.

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

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- 6.6 Interest on Consolidated Accounts
It is expected that interest will be calculated on the daily ending balance of the consolidated accounts, paid monthly. The consolidated accounts include our general operating account and any other operating accounts held by the banking institution. Please indicate your proposal for interest earnings paid on daily balances.
- 6.7 Net Cost of Proposals
Proposals will be evaluated on the net cost of the overall package. Including interest earnings and all costs.
- 6.8 Local Community Economic Development
Proponents should identify the firm's contribution to the Regional District's economic development and employment.

Evaluation Criteria

Criteria	Weight
Ability to provide minimum required services	20 %
Quality of References	5 %
Experience with Local Government Clients	5 %
Net cost to the RDKB	55 %
Optional Services	5 %
Thorough Implementation Plan	5 %
Local Community Economic Development	5 %
Total	100 %

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

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Appendix 1.0 – PROPOSAL FORM (Please return with your proposal)

PROPOSANTS NAME: _____

The proponent hereby declares that it has carefully examined the RFP package and has been afforded the opportunity to request clarification of the RFP package through written questions to the RDKB. The proponent will provide a comprehensive financial service, including any hardware, software, labour or anything else required to carry out its commitment for the prices stated in the proposal and provide the interest rate as stated in the interest on consolidated accounts section of the returned proposal.

The proponent warrants that this proposal constitutes a firm offer to the RDKB which cannot be withdrawn for 120 calendar days from and after the proposal due date or until a written agreement is executed and delivered by the RDKB or another proponent, whichever is earlier.

The proponent understands that if its proposal is accepted it must execute an agreement and deliver it to the RDKB within seven business days after receipt of the agreement in executable form from the RDKB.

The proponent acknowledges receipt, understanding and full consideration of the following addenda (if any were issued) to the request for proposal;

Addendum No.		Date Received:	
Addendum No.		Date Received:	
Addendum No.		Date Received:	
Addendum No.		Date Received:	

By: _____
(signature)

Name: _____
(type or print)

Title: _____

Company: _____

Date: _____

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
REQUEST FOR PROPOSAL - BANKING SERVICES**

CONFIRMATION of RECEIPT

Return this form immediately via email to : Beth Burget
General Manager of Finance
bburget@rdkb.com

COMPANY NAME : _____

ADDRESS : _____

PHONE : _____ FAX : _____

CONTACT NAME : _____

SIGNATURE : _____ DATE: _____

We have received a copy of the above noted R.F.P. and :

_____ we will be submitting a proposal

_____ we will **not** be submitting a proposal

We prefer to receive further correspondence to the attention of the above noted person by :

_____ Courier Collect

_____ Faxed To Above

_____ Posted Mail

_____ E-mailed To Above

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

Page 18

August 8, 2017

Dear M

Re: Banking Services Request for Proposal

The Regional District of Kootenay Boundary is seeking proposals for the provision of general banking services for the Regional District and hereby invites a submission from your financial institution. The Regional District intends on entering into a contract for a three year term with renewal options commencing in 2021.

Closing date for receipt of your proposal is Thursday, September 14, 2017 at 2:00 pm local time.

Included with the Request for Proposal is a CONFIRMATION of RECEIPT form (green colour) which you are asked to complete and email to my attention (bburget@rdkb.com).

Yours truly,

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Beth Burget, CPA, CGA
General Manager of Finance

Enclosures:

- RFP Banking Services
- December 31, 2016 Audited Financial Statements

Regional District of Kootenay Boundary
Banking Services
Request for Proposal

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Hand Delivered or sent Postage Express - Request for Proposal - Financial Services to:

1. BMO Bank of Montreal
1990 Columbia Avenue
Castlegar, BC V1N 2W7
Attention: Christina Nolan, Relationship Manager for Business Banking
Phone: (250) 365-1422 Fax: (250) 365-2744
2. Canadian Imperial Bank of Commerce
459 Baker Street
Nelson, BC V1L 4H7
Attention: John Hanneson, Manager, Commercial Banking
Phone: (250) 352-8700 Extension 281 Fax: (250) 352-7125
3. Scotiabank
118 – 8100 – Highway 3B
Trail, BC V1R 4N7
Attention: Elin Mahon, Branch Manager
Phone: (250) 364-5001 Fax: (250) 364-5010
4. TD Commercial Banking
1633 Ellis Street, Suite 310
Kelowna, BC V1Y 2A4
Attention: Craig Hinton, Associate Manager, Cash Management
Phone: (250) 470-4412 Fax: (250) 470-3090
5. Kootenay Savings Credit Union
101 Dewdney Ave, Trail BC
Trail, BC V1R 4T1
Attention: Kevin Jolley, District Manager
Phone: 250-368-2640 Fax: (250) 368-3754

The Greater Trail Victim Services Quarterly Statistical Report
April 1, 2017 to June 30, 2017

Program Overview

Program staff works directly with the police to provide support, information, and referrals to victims of crime and traumatic events. The scope of the program includes:

- **Emotional Support**
Staff and volunteers provide emotional support in person and via telephone to victims, witnesses, and their family members.
- **Information and Practical Assistance**
Staff and volunteers provide information on the status of police investigations, the justice system and crime prevention. They can also assist with filling out Crime Victim Assistance Forms and Victim Impact Statements
- **Crisis Intervention**
Program staff and volunteers are often asked to intervene directly during crisis situations to provide a range of support services, including: on-scene support; transportation; bereavement assistance; and emergency shelter arrangements.
- **Court Services**
Staff and volunteers provide services to victims and witnesses regarding their involvement with the courts, such as: explaining their role as witnesses; providing a copy of their statement; providing tours of the court facilities; providing transportation to the courthouse; accompanying clients during the proceedings; and explaining sentencing and corrections processes.
- **Referrals**
The Victim Services Program links victims and witnesses with a broad range of support services, including: counselling; trauma therapy; drug and alcohol treatment programs; legal services; specialized victims services; and the Crime Victim Assistance Program for financial assistance for counseling, lost wages, or other related expenses.

Program Staffing

Program Manager: Brianna Reilly

Victim Services Support Worker: Kristin Moore

Victim Services Support Volunteers: Currently 2 trained volunteers

Currently, the program is running at full capacity with a full-time Manager, a part-time case worker that works 20 hours per week, and two fully-trained volunteers. Both volunteers have committed to volunteering one weekend a month, and one day a week. Staff provides stand by coverage on a 24/7 basis.

We are involved in the Violence Against Women in Relationships committee, Integrated Case Assessment Team (ICAT) committee and also restorative justice committee. We have attended numerous community events to promote awareness of our program to residents and colleagues.

Greater Trail Victim Services Staffing Information – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep u	Oct	Nov	Dec
Staff Count	2	2	2	2	2	2						
Staff Service Hours	55 hours Per week	55 hours Per week	55 hours Per week	55 hours Per week	55 hours Per week	55 hours Per week						
Staff on Call Hours:	BR: 456 hours KM: 86 hours	BR: 408 hours KM: 86 hours	BR: 439 hours KM: 101 hours	BR: 481 hours KM: 78 hours	BR: 466 hours KM: 86 hours	BR: 414 hours KM: 134 hours						
After Hours Call Outs	0	1	0	0	2	0						
Volunteer Count	2	2	2	2	2	2						
Volunteer Service Hours	24	14.5	42	12	28	10						
Volunteer On Call Hours	172	172	172	172	172	172						

Greater Trail Victim Services Caseload Information – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
New Client Referred	15	19	8	7	13	20						
On-Going Clients	30	38	35	23	29	34						
Closed Client Files	34	18	11	9	17	16						
General Inquiries or Brief Service Files	0	0	1	0	0	0						
Incidents	12	13	6	5	8	14						
Family violence	4	2	0	0	1	2						
Bullying	0	0	0	0	0	0						
Hate Crime	0	0	0	0	0	0						

Greater Trail Victim Services New Client Information – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Males	3	3	2	1	5	5						
Females	12	15	6	6	7	13						

Unknown Gender	0	1	0	0	1	2						
Child	0	1	0	0	0	1						
Youth	11	3	1	0	0	1						
Adult	2	12	1	5	13	11						
Senior	2	0	1	2	0	4						
Unknown Age	0	3	0	0	0	3						

Greater Trail Victim Services Incident Types – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Murder/Manslaughter	0	0	0	0	0	0						
Attempted Murder	0	0	0	0	0	0						
Robbery	0	0	0	3	0	0						
Abduction/Kidnapping	0	0	0	0	0	0						

Greater Trail Victim Services Incidences of Sexual Assault/Abuse – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Adult	1	0	0	0	0	3						
Adult Survivor (Historical Sexual assault/abuse)	0	0	0	0	0	0						
Youth	0	0	1	0	0	2						
Child	0	0	0	0	0	2						

Greater Trail Victim Services Incidences of Assault/Abuse – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Partner Abuse (Domestic Violence)	3	4	2	2	1	3						
Child Abuse	0	0	0	0	0	0						
Senior Abuse	0	1	0	0	0	1						
Other Familial	2	3	0	1	0	0						
Other (Common assault):	2	2	0	0	2	1						

Greater Trail Victim Services Other Incidences – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Criminal Harassment:	0	0	0	1	0	0						
Threatening	0	7	0	0	1	0						

Property Crime:	0	0	1	0	0	1						
Other Crime (Arson, Breach, Extortion, Fraud, Indecent Act, Mischief, Theft)	2	0	0	0	2	2						
Suicide	0	0	0	0	0	0						
Attempted Suicide	0	0	0	0	0	0						
Missing Persons	0	0	0	0	5	2						
Sudden Death	5	2	3	0	1	4						
Motor Vehicle Incident	0	0	0	0	0	1						
Natural Disaster	0	0	0	0	0	0						
Other Incident (Breach, Domestic Dispute, Family Program, Fire, Flood, Mental Health, NOK)	0	0	1	0	1	1						

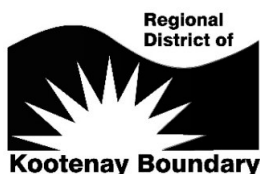
Greater Trail Victim Services Referral Sources – 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Police Based Victim services (PBVS) Other Jurisdiction	0	0	0	0	0	0						
Community based Victim Services Program (CBVS)	0	0	0	0	0	0						
Crime Victim Assistance Program (CVAP)	0	0	0	0	0	0						
Victim Safety Unit (VSU):	0	0	0	0	0	0						
VictimLINK	0	0	0	0	0	0						
Restorative Justice	0	0	0	0	0	0						
Crown Counsel	0	1	0	0	0	0						
Police	15	15	6	6	9	17						
Corrections	0	0	0	0	0	0						
Government	0	0	0	0	0	0						
Hospital/Medical	0	0	0	0	0	0						
Private Practitioner	0	1	0	0	0	0						
School/Education	0	0	0	0	0	0						

Transition House/ STV Counsellor	0	0	0	0	0	0						
Other Community Agency	0	0	0	0	0	0						
Self:	0	1	1	1	3	2						
Other Sources:	0	0	1	0	0	1						
Other Clients:	0	1	0	0	0	0						
Source Unknown:	0	0	0	0	0	0						
Out of Province:	0	0	0	0	0	0						

Greater Trail Victim Services Supports Provided to Clients– 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Witness Court Orientation	4	1	6	8	5	2						
Court Accompaniment	3	3	8	5	5	3						
Facilitated Accompaniment	12	0	4	1	8	5						
Victim Impact Statement Support/Assistance	0	1	0	0	5	3						
CVAP application Assistance	4	12	10	11	3	5						
Assistance with other forms	5	0	0	0	0	1						
Other Justice System Support (Court Updates, meetings with Crown Counsel, ETC)	24	30	32	15	33	16						
Group Debriefs	0	0	0	0	0	0						
Safety Planning	3	4	9	1	2	3						
NOK Notifications	0	1	0	0	0	2						
Other Activities (police file updates, court file updates, providing resources and information, ETC):	1	14	14	4	11	13						

Greater Trail Victim Services Referrals to Other Community Supports– 2 nd Quarter, 2017												
2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Out of Province supports	0	0	0	0	0	0						
Other PBVS Programs	0	3	0	1	0	2						

CBVS Program (Trail FAIR Specialized Victim Services)	11	10	7	5	7	8						
CVAP	1	2	3	1	0	2						
Victim Safety Unit	0	0	1	0	0	0						
VictimLINK	0	0	0		0	1						
Restorative Justice	0	0		0	0	0						
Other Referrals (private counselling, Mental Health, MCFD, Children's counselling, ETC)	7	12	6	9	13	15						



STAFF REPORT

Date:	July 27, 2017	File #:	A-16
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	ATCO Forestry Referral – Crown Land		

ISSUE INTRODUCTION

Atco Wood Products (ATCO) has invited the Regional District to provide comments regarding 11 proposed cut blocks L01 to L11 in Atco's operating Area 'L'. The proposed cut blocks are mostly within the Regional District of Central Kootenay (RDCK), however a small portion is within Electoral Area 'A' of the Regional District of Kootenay Boundary (*see Atco's Submission; Site Location Map*).

PROPOSAL

Atco proposes to harvest Douglas Fir, with smaller amounts of Western Hemlock, and Western Red Cedar from 11 cut blocks. Not all of the 11 cut blocks are in this Regional District, only 2 lie within Electoral Area 'A', the remaining are within the Regional District of Central Kootenay. ATCO has also sent this development proposal to surrounding landowners and water user groups for comment.

The area of each of the proposed cut blocks are as follows:

Block Number	Area of Cut (hectares)	Local Government
L01	15.0	RDKB
L02	9.7	RDKB & RDCK
L03	3.5	RDCK
L04	1.0	RDCK
L05	10.7	RDCK
L06	1.4	RDCK
L07	17.2	RDCK
L08	3.2	RDCK
L09	3.6	RDCK

L10	0.8	RDCK
L11	6.0	RDCK
Total	±72.1*	

* Cut block areas may be smaller at provincial submission stage. Larger areas were used to incorporate ongoing assessments. Cut Blocks will not be any larger than what is submitted.

ATCO anticipates Provincial approval for winter 2017 with an unknown commencement date due to negotiations with water user groups and surrounding land owners. The timeframe for the harvest is yet to be determined, however, they assume it will take 4 years to complete the harvesting. The main focus of the cut blocks is timber volume, with some minor forest health.

The proposed blocks would be accessed via existing roads and create new roads. Approximately 1 km of existing road will require upgrades, and 5.8km of new road will need to be built. The location of the proposed roads can be found on the referral maps submitted, the location of roads requiring upgrades is not (*see, Applicants' Submission*).

IMPLICATIONS

The proposed development is on surveyed and surveyed Crown land within 2 regional districts. The proposed development area that is within the Regional District of Kootenay Boundary is within surveyed lands. The proposed cut block areas are designated and zoned 'Rural Resource 1' in the Electoral Area 'A' Official Community Plan and Zoning Bylaw. Permitted uses within these zones include resource use¹.

All forest operations on Crown land in BC are governed by the *Forest and Range Practices Act (FRPA)* and its regulations. Objectives with regard to carrying out primary forest activities in watersheds are outlined in the *Forest Planning and Practices Regulation* Section 59-62. It specifies that the license holder must protect water quality and not create any source of sediments which could enter the water courses. To ensure development activities aren't adversely affecting watercourses ATCO consults with and are advised by hydrologists and engineers. ATCO also closely monitors the harvesting activities especially occurring near watercourses.

Streams run through several of the proposed cut blocks. ATCO is required to follow the *Forest and Range Practices Act*, which has specific regulations for riparian management zones to try and minimize crossings of classified streams. An example of these practices include using a single designated crossing and taking extra precautions to reduce slash build up in riparian areas. ATCO has noted with this particular development they have exceeded the legal requirements for setbacks in the riparian area as dictated by *Forest Planning and Practices Regulation*.

¹ Resource use means the use of land providing for the conservation and management of natural resources, extraction of primary forest materials, or the extraction and grading of mineral resources, and including agriculture and grazing.

AREA PLANNING COMMISSION

The Electoral Area 'A' Area Planning Commission (APC) did not meet in July, however, correspondence amongst commission members was shared with the planning department. Of the comments shared the proposal was supported and no concerns were noted.

RECOMMENDATION

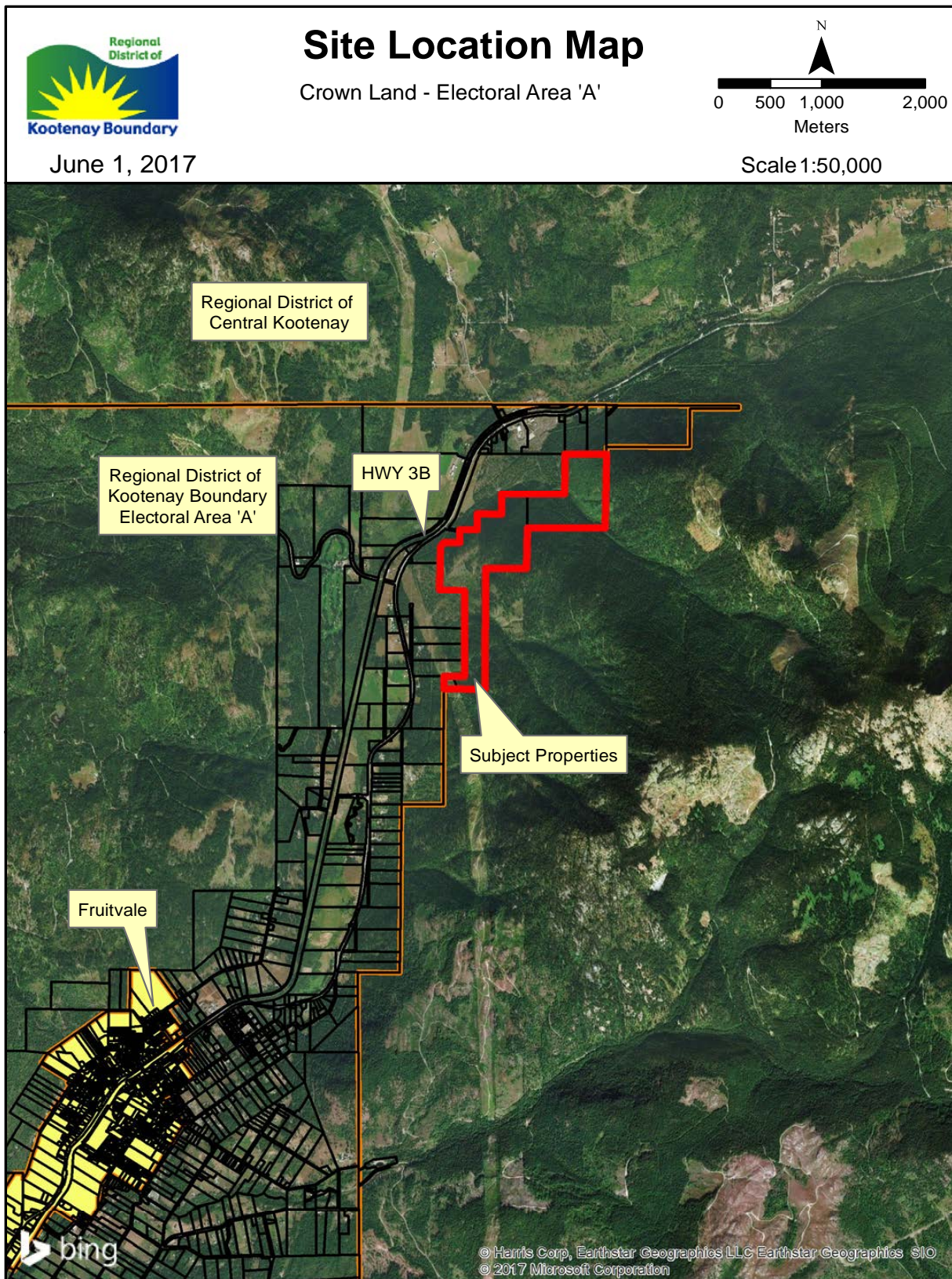
That the staff report regarding ACO Wood Products' proposed cutblocks in Subsidy Lot 21 PT INC IN PL RW 631, Subsidy Lot 28 DD3527 EXC PL 181418279599, and Subsidy Lot 21 Except Plan RW 631 RW 9599 AFB VOL30 F116 NO 17975A - REM in Electoral Area 'A' be received.

ATTACHMENTS

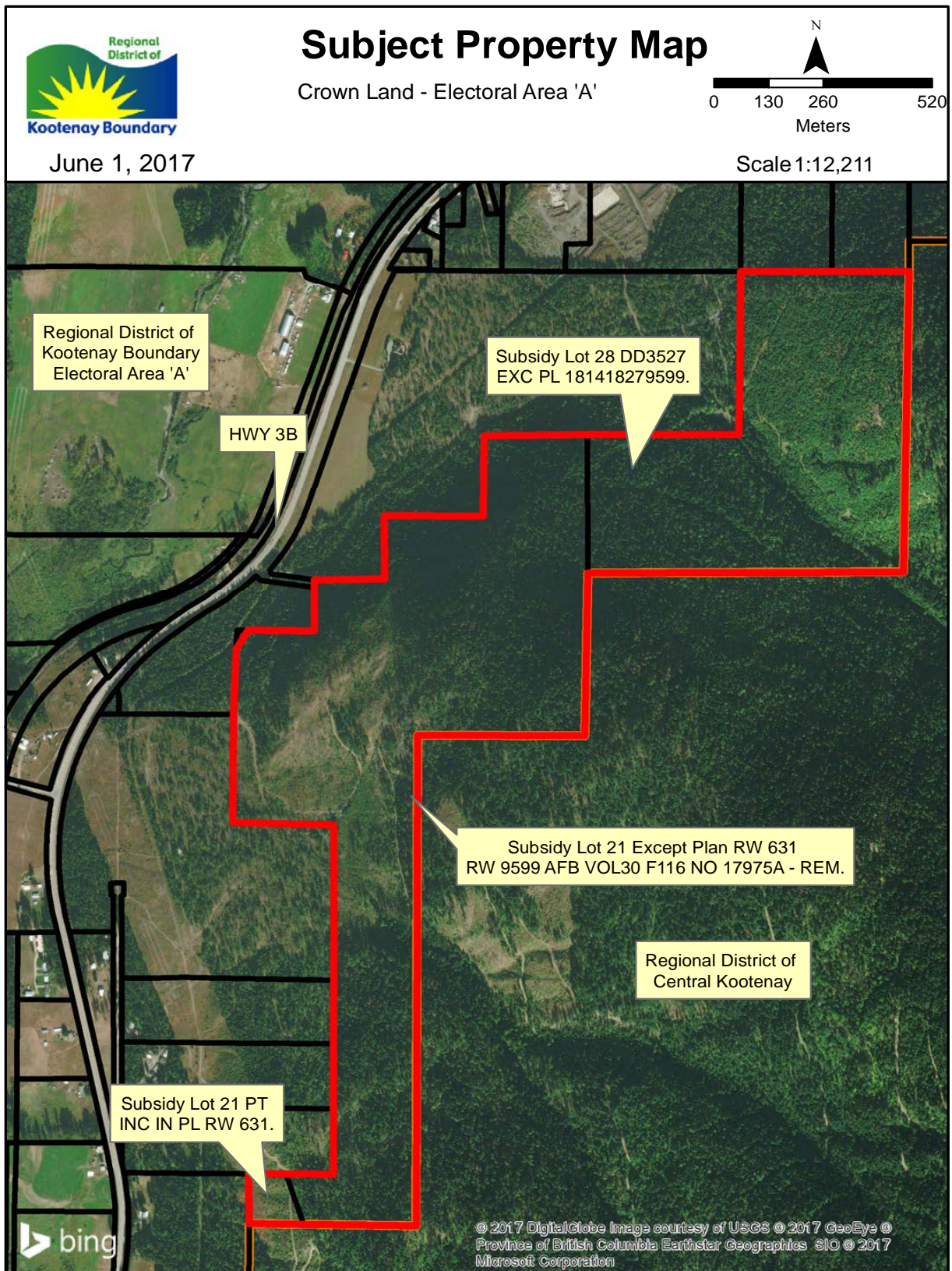
Site Location Map

Subject Property Map

Applicants' Submission



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APPLICANTS' SUBMISSION



May 23, 2017

Regional District Kootenay/Boundary
 #202 843 Rossland Ave.
 Trail, B.C.
 V1R 4S8

Attn: Carly Rimell

Re: Atco Wood Products, Operating Area 'L' Proposed Development

This letter is to provide you with an opportunity to comment on proposed cut blocks L01 to L11 in Atco's operating area - 'L'. Attached is a 1:20000 scale map for your reference of approximate block locations.

The proposed cut blocks are located in the Kelly, Cowlin, Wright and Bell Creek geographic area. The proposed cut blocks will be accessed by the existing and proposed sections of Road Permit R10075, private and in-block roads. The main focus of the blocks are to address minor forest health reasons and to acquire timber volume.

Additional details of this development can be viewed at the Atco Wood Products Forestry Office at 1846 1st Street, Fruitvale from 7 a.m. to 4 p.m. Monday to Friday. Please contact me by my direct line or email (see below) to set up a confirmed time or to make alternate arrangements.

All comments must be received in writing by June 30, 2017.

Yours truly,

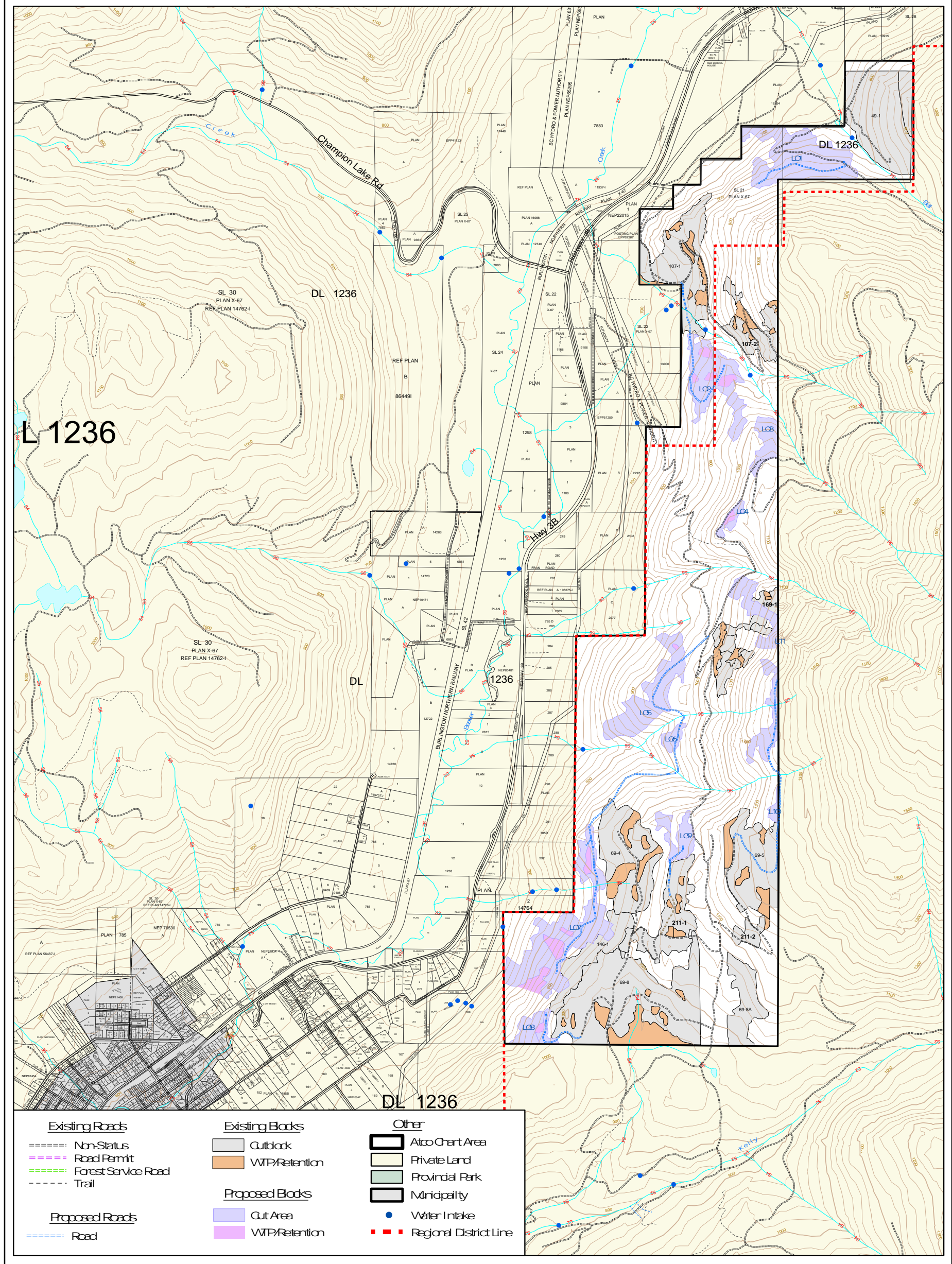
A handwritten signature in blue ink, appearing to read "Rodgers".

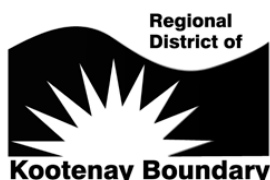
Adam Rodgers, R.P.F.
 Development Forester

AR/ar
 Encl.



P.O. Box 460 Fruitvale, BC V0G 1L0
 Main Office: P 250 / 367.9441 F 250/367.6210
 Direct Line : P 250 / 367.2526 F 250/367.6210
 Email: adam.rodgers@atcowoodproducts.com





STAFF REPORT

Date:	July 27, 2017	File #:	E-860-04165.000
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit		

ISSUE INTRODUCTION

Jerry and Lynda Westby have submitted an application for a Development Variance Permit to construct an accessory building on their residential property, 2864 Jewel Lake Road (*see Site Location Map*). They seek a front yard setback variance and a height variance.

HISTORY / BACKGROUND FACTORS

The heavily treed, rectangular shaped property is approximately 2084 square metres in size, with approximately 37 metres of shore line on Jewel Lake at the rear of the property. The subject property fronts Jewel Lake Road, however, the portion of right of way in front of the subject property is considerably larger than anywhere else in the Jewel Lake area, this may be because of topography constraints when the road was first built. The front boundary of the subject parcel is approximately 100 metres from the edge of the surface of Jewel Lake Road.

The subject property has a single family dwelling, guest cabin and 2 sheds, one of which is proposed to be replaced.

Jewel Lake is one of the few areas of Electoral Area 'E' / West Boundary that has land use bylaws in effect. As opposed to Big White, and Mount Baldy, that have an official community plan (OCP) and zoning bylaw (ZBL), Jewel Lake only has 1 bylaw that assumes the role as both an OCP and ZBL which is the *Jewel Lake Rural Land Use Bylaw No. 855, 1995*.

The subject property is within the Residential 1 zone of the *Jewel Lake Rural Land Use Bylaw No. 855, 1995*. In this zone the maximum site coverage is 33%, and the maximum height for accessory buildings and structures is 4.5 metres. Setbacks in the Residential 1 Zone are as follows:

Parcel Boundary	Setback (in metres)
Front	5.0
Exterior Side	5.0
Interior Side	1.5
Rear	7.5
Rear abutting a developed laneway not used as frontage by a principal building.	1.5

PROPOSAL

The applicants propose to build a shop on a naturally high, and level area at the front of the property. The site that has been chosen will require a variance to the front yard setback requirements of the *Jewel Lake Landuse Bylaw No. 855, 1995*. This proposed 32 ft. by 24 ft. shop will replace an existing shed. The proposed accessory building will also require a variance to the maximum permitted height requirements of the bylaw. The following variances are requested for an accessory building in this application:

1. A height variance of 2.5 metres (4.5 metres to 7 metres) for accessory buildings.
2. A front yard setback variance of 2.56 metres (5.0 metres to 2.44 metres).

The intent of this proposed two story structure is to provide space for woodworking on the main floor. The second floor will be used as a storage area, and the eventual goal is to renovate the second floor into a craft room at an unknown future date.

IMPLICATIONS

As noted earlier in this report, the subject property fronts Jewel Lake, as a result, the *Floodplain Bylaw No. 677, 1995* also applies to this property. As per the Floodplain Bylaw, development shall be an elevation of at least 1.5 metres above the natural boundary of Jewel Lake, and further than 7.5 metres from the natural boundary of Jewel Lake. The applicants have provided elevation points in their application to demonstrate that the floodplain bylaw requirements have been met (see Applicants' Submission).

Buildings on the property are well below the maximum site coverage. Estimates by the applicant have site coverage at 11%, which is well below the 33% maximum prescribed in the *Jewel Lake Landuse Bylaw No. 855, 1995*.

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 points:

- a) No hardships were listed in the application, it was noted that in their opinion this is the least expensive building option for them, compared to trying to create a site to fit a larger single story building.
- b) the applicants did explain that the proposal will improve the property in a variety of ways:
 - a. The proposed building will be the least disruptive to the natural landscape.
 - b. By building a 2 story structure instead of a larger building it will also reduce site coverage on the property.
 - c. This proposed development will also replace an older shed with a new, more visually appealing structure.
- c) Due to the location being as far from the water as possible, and the heavily treed nature of the property, and surrounding area, the applicants assert that it is unlikely that this building will be visible, or cause any negative impacts on surrounding properties.

As part of the application process neighbours and other land owners will have a chance to provide input to this application to share any concerns with the proposed development that they may have.

AREA PLANNING COMMISSION

The Electoral Area 'E' / West Boundary Area Planning Commission (APC) met on July 4, 2017 and discussed the application. Items such as the notification to neighbors, the process and nature of variance applications, as well as potential alternatives were discussed. The APC did not support the proposed development as presented, and felt that a basement built into a nearby hill would alleviate the need of both a height and setback variance.

The following motion was made:

- It was moved, seconded and, resolved that the APC recommends to the Regional District that the subject Development Application not be supported with respect to the request to waive the height variance. It was suggested that if the owner were to put in a basement, this should resolve the height concern. This could also alleviate the need for a variance set back. In any case, the neighbors would need to agree to any variance on the set back from the property line.

The front yard setback variance request was not opposed to the same degree as the height variance as noted in the comments and motion. This is likely due to the large road right of way parcel, which places the road approximately 100 meters from the property line.

PLANNING AND DEVELOPMENT COMMENTS

Granting of a Development Variance Permit is a decision of the Board of Directors , and explicit agreement by neighbors is not a requirement. Adjacent property owners are notified and given the opportunity to express their opinion on the proposal.

Placement of an over height shop adjacent to the front property line has the potential to impact views, however given the height of the surrounding trees the impact may be minimal. While the proposed structure could be lowered, the costs would likely increase and the usability may decrease.

If the applicants choose to build a basement or create a new building platform by digging into part of a hill the RDKB has no way to regulate groundwork on the property from a drainage and environmental perspective. Keeping the groundwork to a minimum and utilizing an existing area may be a preferred option for a lakefront property.

Since the road right of way is very wide (approximately 115 metres) at the subject property, there would be minimal impact of the placement of the workshop in the setback area.

RECOMMENDATION

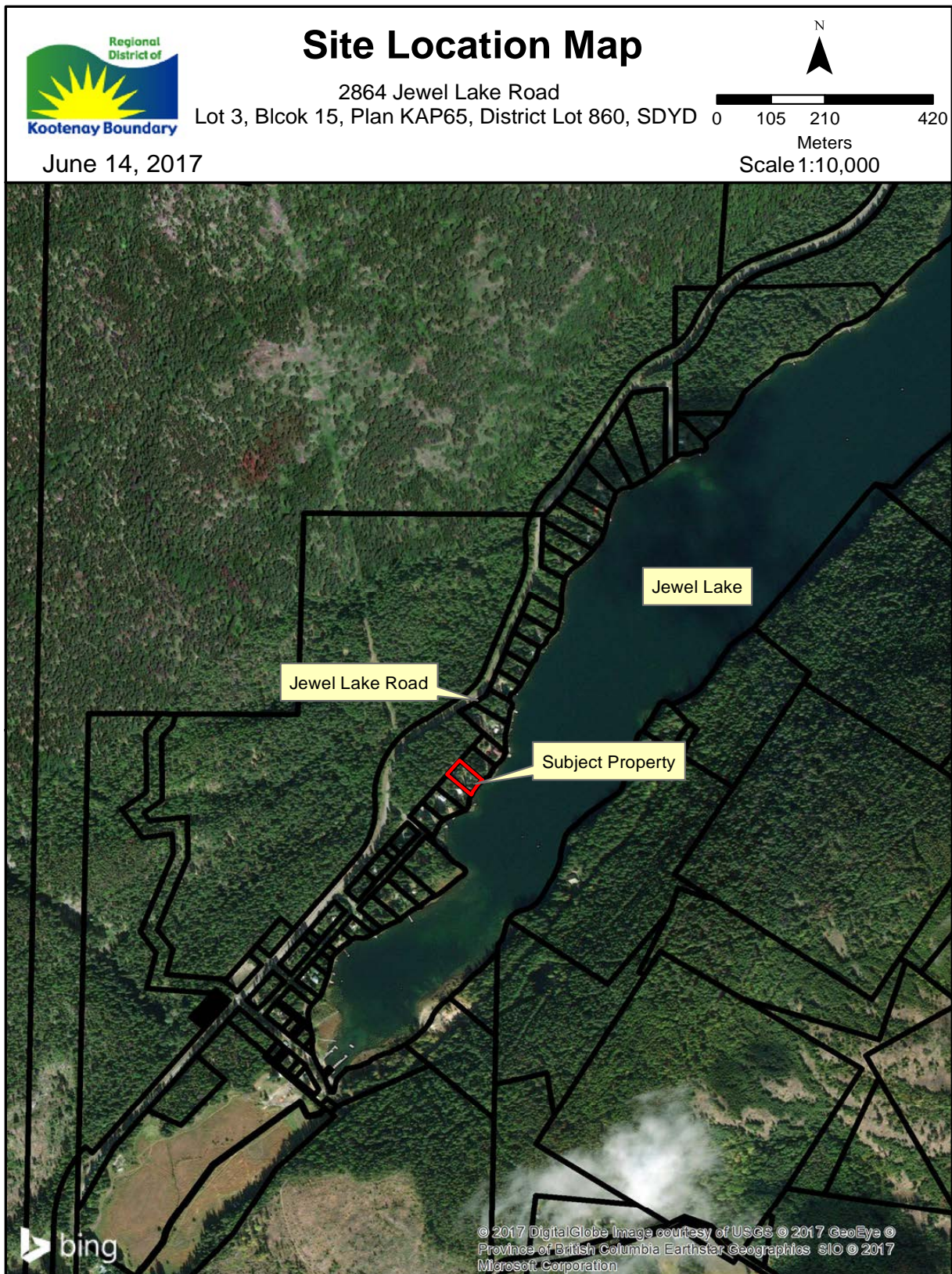
That the application for a Development Variance Permit submitted by Jerry and Lunda Westby to allow for an accessory building front yard setback variance of 2.56 metres (5.0 metres to 2.44 metres) on Lot 3, Block 15, Plan KAP65, District Lot 860 Electoral Area 'E' / West Boundary be supported subject to the owner receiving approval from the Ministry of Transportation and Infrastructure.

ATTACHMENTS

Site Location Map

Floodplain Map

Applicants' Submission



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APPLICANT SUBMISSION

June 1st, 2017

**Regional District of Kootenay Boundary
Planning and Development Department**

Re: Jerry and Lynda Westby
2864 Jewel Lake Rd. Greenwood BC
Development Variance Application

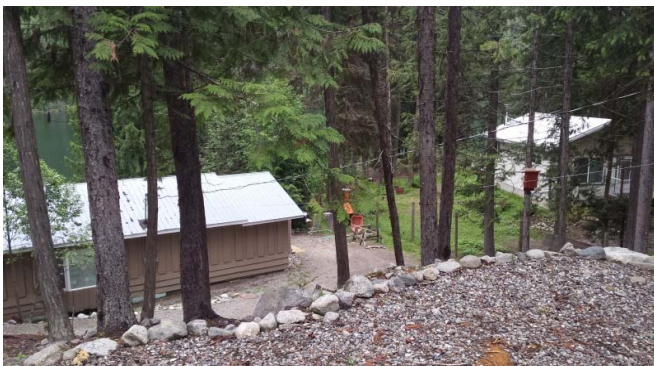
Dear Sir/Madam

We are requesting a Development Variance for a proposed Shop on our property at 2864 Jewel Lake Rd. in Greenwood BC. In this we are asking for two variances which are:

1. Allow a reduced setback from the front property line to 2.44 Metres (8'0").
2. Allow the total height of the shop to 7.0 Metres (22'8").

On our property the area where we propose to build the shop is on an elevated piece of the natural landscape. Placing the shop here would have very little disruption to this area and be a most cost effective approach to construct. We have a little over a half an acre and our main goal is to work any construction projects into the natural topography to the best of our ability.

The neighbors to the North have a property with similar natural topographical features, whereas the neighbors to the South are approximately 6.0 Metres (20'0") lower in elevation from the area, or the finished floor of the shop we propose to build. Both properties' front property line borders the same Crown Land as ours. In our opinion the shop will not obstruct any views as the back of all our properties face the lake. It's my understanding the Crown has no plans for their land.



This photo is taken from the location of the proposed shop towards our house and the property to the south. The lake is visible in the background.

APPLICANT SUBMISSION

This photo is taken showing the property to the north and the road continuing down towards our house. The fence through the trees on the left is between the two neighbors. You can see the top of our immediate neighbors' trailer on the right.

The main floor elevation of our House is approximately 6.4 Metres (21'0") lower in elevation than the proposed shop's main floor elevation. The main floor elevation of the House is about 2.8 Metres (9'3") above the high level of the Lake's elevation.



This photo is taken standing outside the main entrance to our house showing the elevated area of the proposed shop.

There is a Plot Plan (sketch) attached to this letter that shows locations of existing infrastructures, proposed projects and my topographical rendition.

1. The reduced setback request.

The front of the property is approximately 120 Metres from Jewel Lake Road. The access road is direct to our property only through Crown Land, with a slight curve and an elevation drop of approximately 8.2 Metres (+/- 27'0") in all likelihood the proposed shop won't be seen from the road. There is about 10.0 Metres (32'0") of Crown Land at the same elevation as the area we propose before the first incline of the access road heading towards Jewel Lake Rd.

APPLICANT SUBMISSION

This photo is taken from the front property line towards Jewel Lake Road.



This photo is taken from Jewel Lake Road towards the front property line.

2. The additional height request for the shop.

The proposed shop is a two storey structure. The plan is for the main floor ceiling to be 3.05 Meters (10'0") where we plan to have a carpentry shop. An attic truss system for the second floor which will provide a 2.44 Metre (8'0") ceiling in that space. This area is primarily for storage, but will eventually be our craft room.

APPLICANT SUBMISSION

This photo shows the existing shed where the proposed shop will replace.

In closing, we have requested this variance as our plan is to retire at Jewel Lake within the next 18 months. We want to make this inviting and accommodating for ourselves, family and friends while considering the natural beauty of the area.

Sincerely

Jerry K. Westby

Phone 778 212 – 2519

Email - jwestby@sd22.bc.ca

Mailing Address

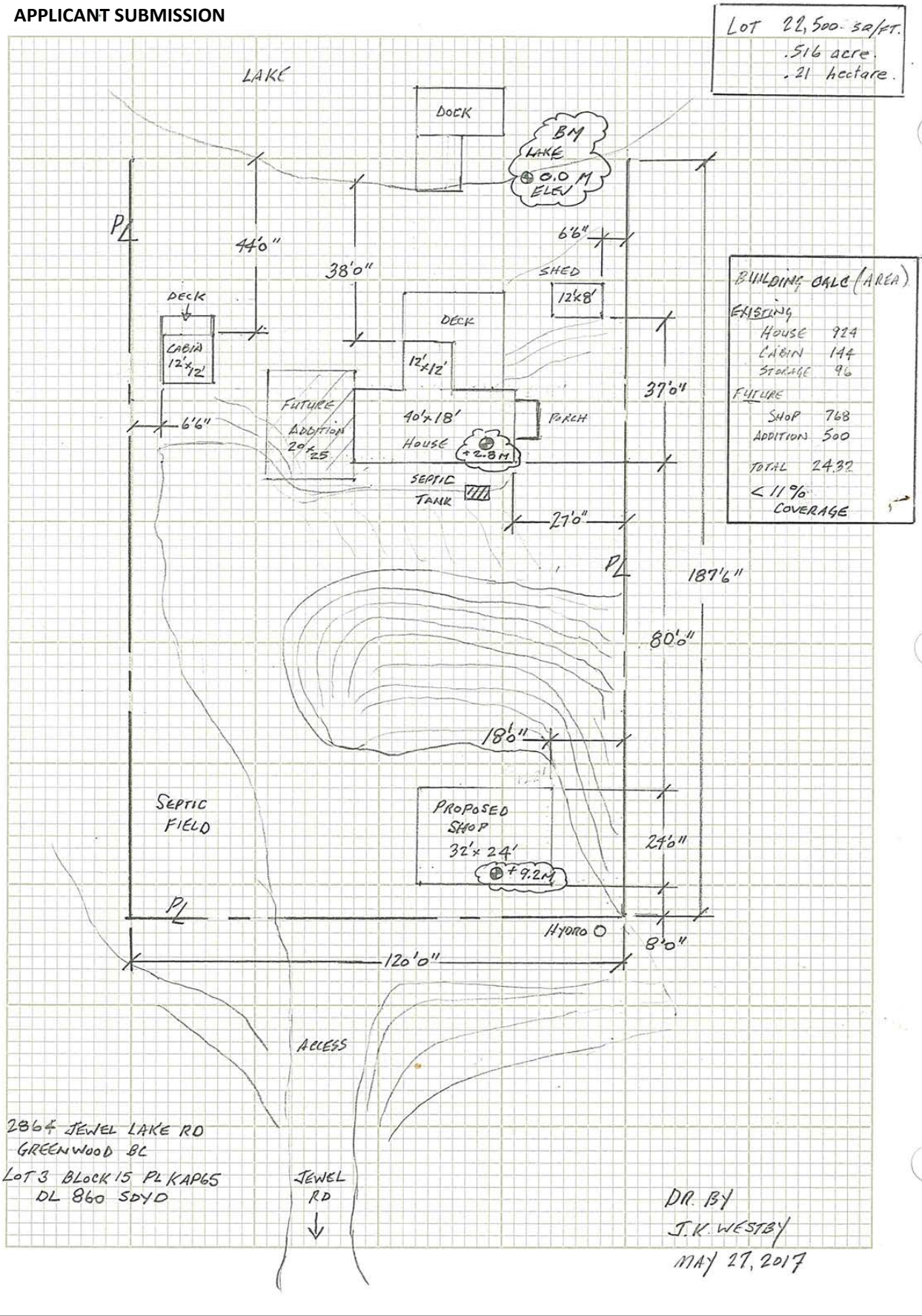
3232 Upper McLeod Rd.

Armstrong BC V0E – 1B8

Attachments:

- *Plot Plan*
- *Property Tax Assessment*
- *Road Access Permission*
- *Jewel Lake Subdivision*

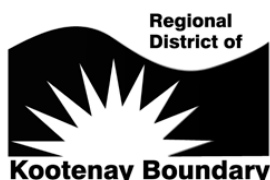
APPLICANT SUBMISSION



Status: Filed

RCVD: 1998-02-18 RQST: 2015-11-02 16.13.51





STAFF REPORT

Date:	July 27, 2017	File #:	MB-2708-09005.005
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Subdivision Referral – Ministry of Transportation and Infrastructure		

ISSUE INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) has received referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 29-lot subdivision on the northern half of Lot 1 Plan KAP88510, District Lot 2708, SDYD at Mt. Baldy (*see Site Location Map*).

HISTORY / BACKGROUND FACTORS

The subject property is located on the east side of Mt. Baldy Road, south of the existing village area. In 2007 a subdivision for 34 lots on the northern half of the subject property was referred to the RDKB by MoTI for comment while under different ownership. This had received Preliminary Layout Approval (PLA) from the MoTI in the fall of 2007.

In 2009 the proposed parcel layout was slightly amended to a 29 lot design, which created slightly larger parcels, and changed the parkland dedication areas. However, the owner failed to meet the requirements of the PLA and the timeline for the approval expired. Prior to the PLA expiration interior roads were paved and a permit for waterworks construction was approved by Interior Health.

Since the PLA expiration the property has taken new ownership.

The 2007 site plan, included 5 proposed park areas that were to provide non-motorized links and represented an area of roughly 3.7% of the total area. When the subdivision layout changed in 2009, the parkland area changed as well. This 2009 proposed parkland area is approximately 2200m² distributed to 6 different parcels.

The subject property is within 2 Official Community Plan (OCP) land use designations, and a development permit area. Within the Zoning Bylaw, the subject property is within 2 zones. In the *Mt. Baldy Ski Resort Official Community Plan Bylaw No. 1335* land use areas for the subject property are the 'Commercial and Residential Mixed Use' and the 'McKinney Residential' land use designations. The entire subject parcel is within the 'Alpine Residential and Commercial Development Permit Area'. In the *Mt. Baldy Ski Resort Zoning Bylaw No. 1340* the subject property is split into the 'McKinney High Density Mixed Use 2 Zone' and the 'McKinney Residential 3 Zone'.

PROPOSAL

The new owners wish to complete the subdivision that began in 2007 with 29 lots (*see attached Proposed Site Plan*). The proposed lots range in size from 0.06 ha to 0.85 ha. Proposed Lots 2 and 3 will be in the Commercial and Residential Mixed Use Land Use Area, and the High Density Mixed Use 2 (M2) Zone. The rest of the proposed lots in the subdivision will be within the McKinney Residential land use designation and the McKinney Residential 3 (R3) zone.

The applicants have expressed a desire to MoTI and the RDKB for a fast response due to the shorter construction season in alpine areas and a desire to begin work on a multi-cabin development on proposed Lot 1. A Development Permit Application has been submitted for proposed Lot 1 concurrent to this subdivision application.

Over half of the subject property would be subdivided under this application (6ha) in the northern half of the subject property. The southern portion of the subject property would remain unaffected, which would be further subdivided and developed at a later date.

IMPLICATIONS

Bylaw Compliance

This subdivision proposal is compliant with the *Mt. Baldy Ski Resort Official Community Plan Bylaw No. 1335*, and *Mt Baldy Ski Resort Bylaw No. 1340*. The intended use, size and frontage requirements listed in the Official Community Plan and Zoning Bylaw are met.

The proposed lot sizes are greater than the minimums that are described in the McKinney High Density Mixed Use 2 (M2) and McKinney Residential 3 (R3) zones. Due to topography, access will need to be confirmed on some of the parcels within the McKinney Residential 3 (R3) zone to determine whether all parcels have sufficient frontage for all of the uses prescribed in the zone.

Development Permits will be required for each of the lots prior to development. The Development Permit requirements address issues such as snow management, drainage, landscaping, building form, exterior finish, and waste management.

It appears that the proposed subdivision area is intersected by a tributary to McKinney Creek. If this is the case, any development in this area will be subject to the RDKB Floodplain Management Bylaw.

Parkland

Under Section 510 of the *Local Government Act* the Regional District is permitted to require a parkland dedication of up to 5% of the total area under application for subdivision. The area of land to be subdivided is roughly 6ha, therefore, 5% parkland dedication would represent approximately 0.3ha or 3000m². The OCP encourages the Regional District to seek parkland dedication in the form of linear parks to link various areas of development for non-motorized use. The parkland dedication proposed in this application also raises a concern with legal access for proposed Lot 1.

Proposed Lot 1 does not have legal access to the cul-de-sac at the end of the unnamed road due to the park dedication (trail) that runs along the southern boundary of that proposed parcel. This location provides no benefit as park space, and should be removed. This would benefit the owner, and perspective owners of proposed Lot 1 as the development permit submitted utilizes access off the cul-de-sac. Since pedestrians can use road right of way the same as a trail made from parkland, parkland dedication next to a dead end road right of way would likely not be used and provide no benefit for pedestrian connectivity.

Under the Local Government Act parkland dedication can only be taken as land, or cash in lieu, and not in combination. An area matching the 5% maximum would be keeping with requirements of recent subdivisions. In Big White an appraisal has been required to determine the money owed for a 5% cash in lieu payment to substitute a parkland dedication. In Christina Lake a land dedication of 5% was required by the RDKB.

In this subdivision additional parkland dedication could be added to various locations including the southern end of the subject property similar to the original parkland designation proposed in 2007, or the existing parkland dedication areas could be widened in order to reach the maximum 5% (*see, 2007 Proposed Subdivision Plan*). A park would not be recommended within this subject property.

Section 510 (8) of the *Local Government Act* states that the RDKB can only consider land or cash in lieu for park dedication for an area once. It is possible to apply parkland requirements for the portion of the subject property that is currently being subdivided, instead of the entire property. However, it may cause complications in the future regarding interpretation of parkland dedication requirements in future subdivisions. In a recent subdivision in Big White that included 4 separate phases, all parkland dedication requirements are proposed to be taken on the first phase to avoid potential complications in future subdivisions. In this Big White example cash in lieu of land was preferred by the RDKB.

Referrals

This proposal has been referred to the RDKB Big White Fire Department for comment as ski resorts will have similar concerns from a fire fighting perspective.

AREA PLANNING COMMISSION

The Electoral Area 'E' / West Boundary Area Planning Commission (APC) met on July 4, 2017 and discussed the application. The APC noted the importance of parkland and pedestrian connectivity in ski communities, and were concerned with the limited parkland presented.

The subdivision was supported on the condition that a full 5% of land be reserved as parkland.

PLANNING AND DEVELOPMENT COMMENTS

The MoTI, the RDKB Planning and Development Department and the applicant have been communicating regularly with the applicant. The MoTI has noted concern that portions of the lands identified as park dedication are currently active drainage routes and have requested the plan of subdivision be amended to include all drainage routes be registered as individual parcels in the name of the crown. The RDKB has also been in communication with the applicant regarding the proposed park land dedications included on the plan of subdivision. Two revised site plans were submitted to the RDKB for comment and recommendation, however, these did not take into account all comments from the RDKB and MoTI, and it was not confirmed that MoTI and the RDKB received the same documents so they were not formally reviewed, or included in this package.

RECOMMENDATION

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision of Lot 1 Plan KAP88510, District Lot 2708, SDYD, Mount Baldy in Electoral Area E / West Boundary be received. And FURTHER that the Board of Directors supports

dedication of 5% of Lot 1 Plan KAP88510, District Lot 2708, SDYD as park land rather than cash in lieu to satisfy Section 510 of the *Local Government Act*.

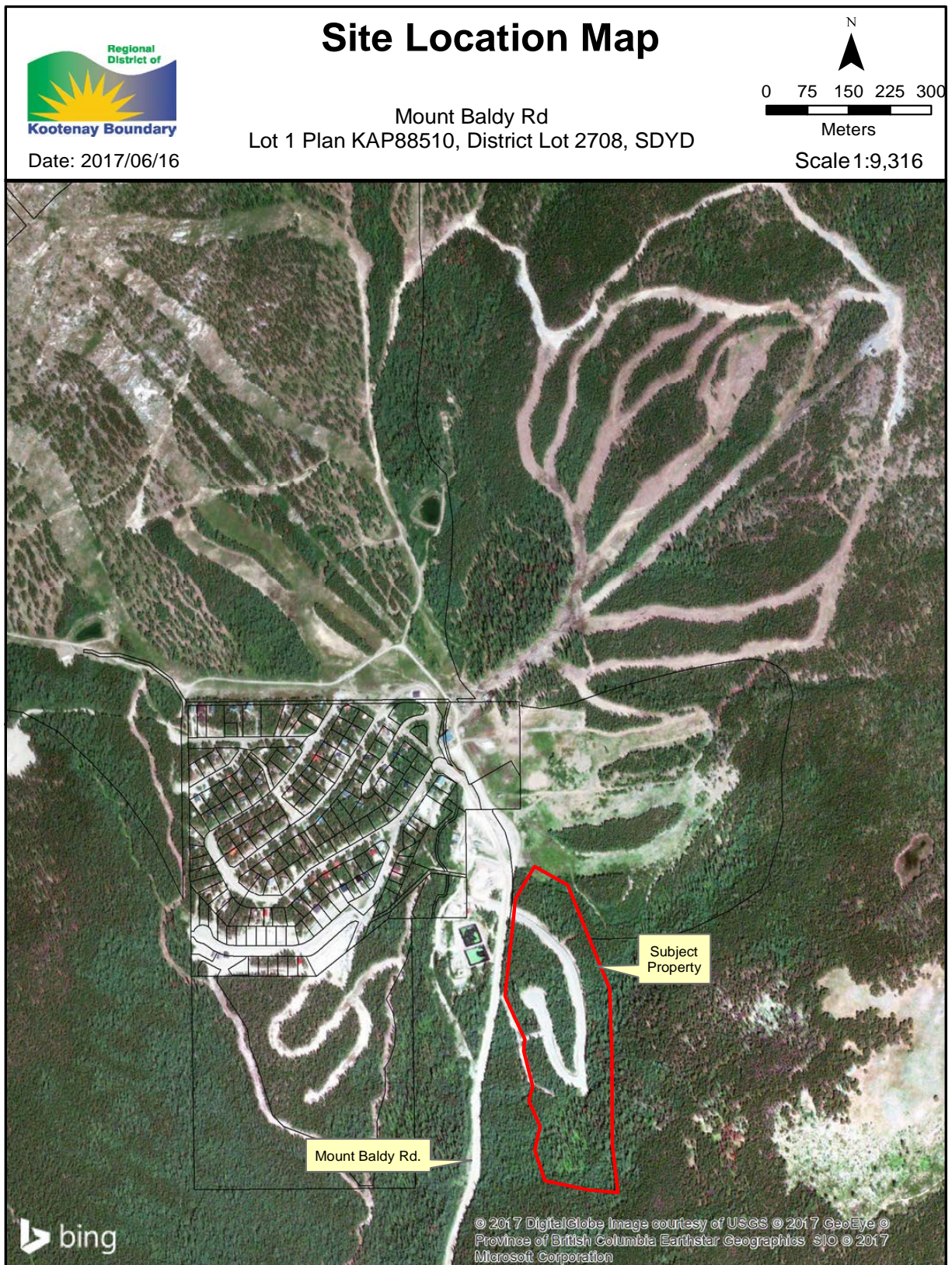
ATTACHMENTS

Site Location Map

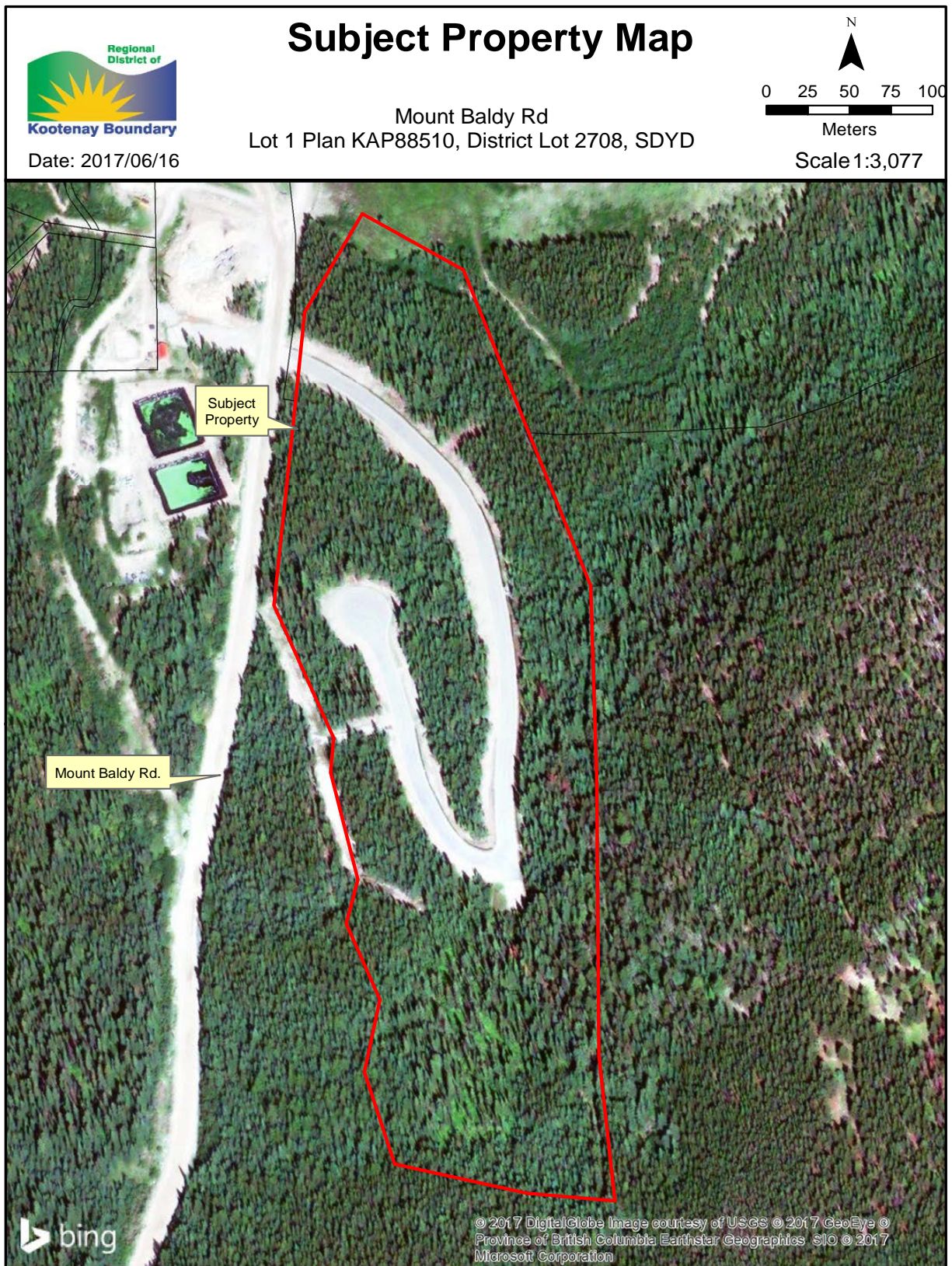
Subject Property Map

2009 Proposed Subdivision Plan

2007 Proposed Subdivision Plan



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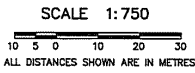


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2009 & Current Plan of Subdivision

SUBDIVISION PLAN OF PART OF LOT 1,
D.L. 2708, S.D.Y.D., PLAN KAP85510
B.C.G.S. 82E.014

PLAN NO. KAP
DEPOSITED IN THE LAND TITLE OFFICE AT KAMLOOPS, B.C.
THIS DAY OF , 2009.
REGISTRAR



LEGEND
BEARINGS ARE ASTRONOMIC AND DERIVED FROM PLAN KAP85510
⊙ DENOTES STANDARD CAPPED POST FOUND.
○ DENOTES STANDARD IRON POST PLACED.
BEARINGS TO BEARING TREES ARE MAGNETIC
OBT DENOTES OLD BEARING TREE FOUND

MOUNT BALDY REAL ESTATE, U.L.C. INC.NO. C840031

AUTHORIZED SIGNATORY

PRINTED NAME OF AUTHORIZED SIGNATORY

AUTHORIZED SIGNATORY

PRINTED NAME OF AUTHORIZED SIGNATORY

WITNESS

PRINTED NAME OF WITNESS

ADDRESS OF WITNESS

OCCUPATION OF WITNESS

QUEST CAPITAL CORP. INC.NO. A0072343

AUTHORIZED SIGNATORY

PRINTED NAME OF AUTHORIZED SIGNATORY

AUTHORIZED SIGNATORY

PRINTED NAME OF AUTHORIZED SIGNATORY

WITNESS

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ADDRESS OF WITNESS

OCCUPATION OF WITNESS

FORTISBC

AUTHORIZED SIGNATORY

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ADDRESS OF WITNESS

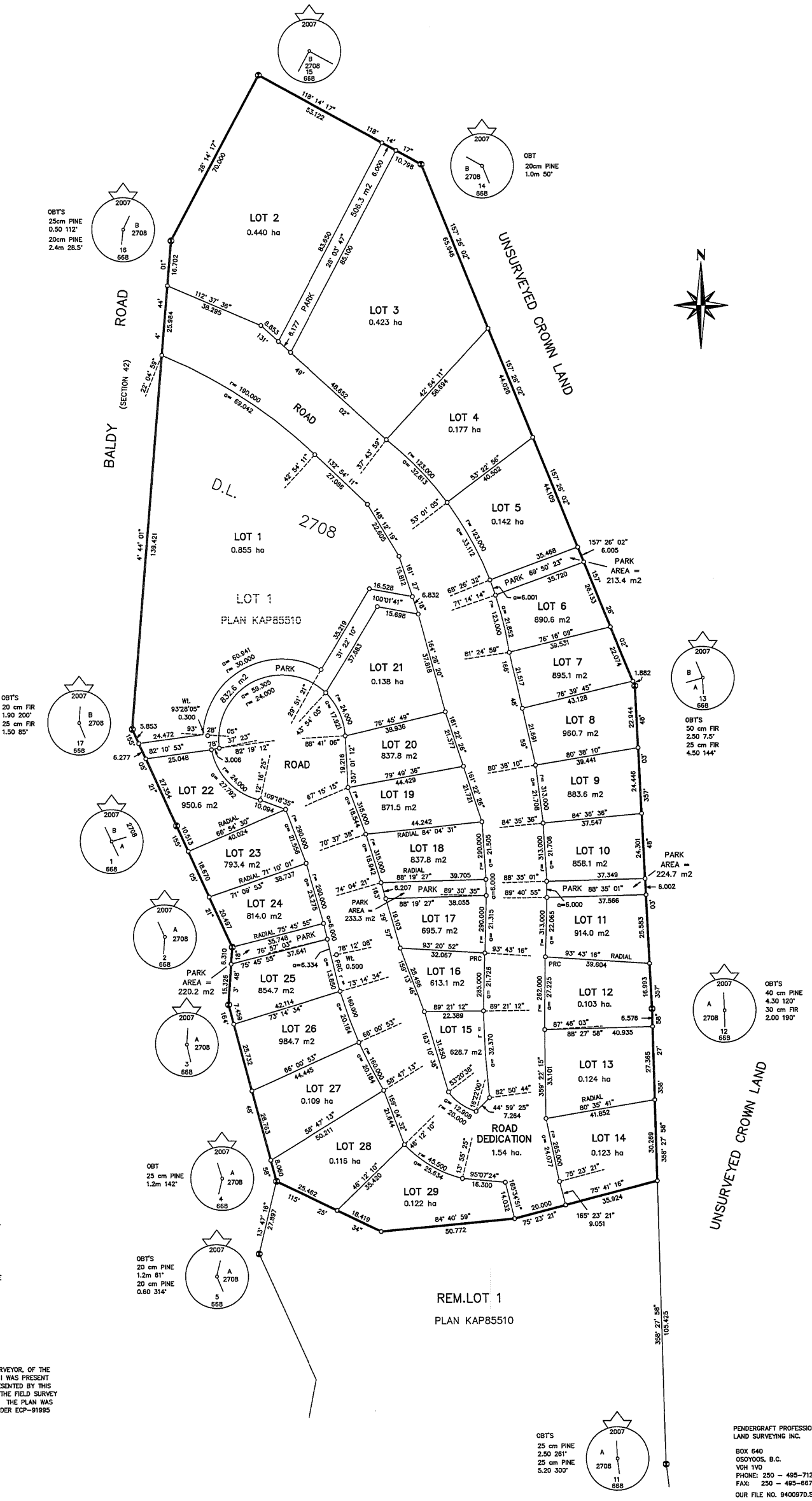
OCCUPATION OF WITNESS

APPROVED UNDER TO THE LAND TITLE ACT
THIS DAY OF 2009.

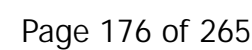
APPROVING OFFICER FOR THE MINISTRY
OF TRANSPORTATION AND INFRASTRUCTURE
M.O.T. FILE:

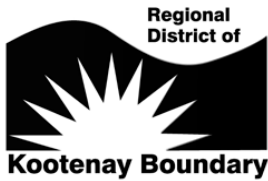
I, BRADLEY PENDERGRAFT, A BRITISH COLUMBIA LAND SURVEYOR, OF THE TOWN OF OSOYOOS, IN BRITISH COLUMBIA, CERTIFY THAT I WAS PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON THE 27TH DAY OF NOVEMBER, 2008. THE PLAN WAS COMPLETED AND CHECKED, AND THE CHECKLIST FILED UNDER ECP-91995 ON THE 13TH DAY OF JANUARY, 2009.

BRADLEY PENDERGRAFT, B.C.L.S., C.L.S.
THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF KOOTENAY - BOUNDARY.



PENDERGRAFT PROFESSIONAL
LAND SURVEYING INC.
BOX 640
OSOYOOS, B.C.
V0N 1V0
PHONE: 250 - 495-7127
FAX: 250 - 495-6676
OUR FILE NO. 9400970.SB1





STAFF REPORT

Date:	July 27, 2017	File #:	B-367-02337.000
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit		

ISSUE INTRODUCTION

Mark Fulcher acting as agent for Mary Demkiw, has applied for a Development Variance Permit to decrease the front yard setback to 0.6 metres (2 feet) in order to construct a garage and carport attached to the residence on the property as per the 4.5 metre condition for principal buildings as stated in the Zoning Bylaw for the subject property (see *Site Location Map, Subject Property Map, and Applicant's Submission*).

HISTORY / BACKGROUND FACTORS

The subject property is located at 211 2nd Avenue, Rivervale 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, which is rectangular in shape, fronts 2nd avenue on the west and the Columbia River on the east, with approximately 28 metres of waterfront. Currently an 832 square foot residence is on the subject property. The property is within subdivision plan NEP2444 that was registered in 1950. All properties in this subdivision are zoned 'Residential 1'.

Within the 'Residential 1' zone the only permitted principal use is single family dwelling. The maximum site coverage is 33%, maximum building height is 9m for a principal building, and the parking requirements are 2 spaces for each dwelling unit. Setbacks for a principal building are as follows:

Property Boundary	Setback (in metres)
Front	4.5
Exterior Side	4.5
Interior Side	2.0
Rear	3.0

PROPOSAL

The applicant wishes to renovate the existing residence which includes an addition of 1026 square feet to the residence, as well as a 1 car garage and a carport off the front of the house. Due to the placement of the house, this garage and carport are proposed to be 2 feet from the front property line which will require a variance.

The requested variance is as follows:

- Decrease the minimum front yard setback by 3.9m from 4.5m to 0.6m for a principal building.

An application for a building permit has been submitted simultaneously to this development variance application.

IMPLICATIONS

Development and Building applications within 4.5 metres of 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 that the existing residence is too small to raise a family or store vehicles and personal belongings. There is a water / sewer line that runs through the property that limits the expansion of size and location of a residence further to the east.
- b) The proposed renovation will update the existing residence making the property more visually appealing. The garage and carport will match the rest of the house, in terms of style, siding, and roof materials as they will be constructed at the same time as the rest of the renovations and additions.
- c) The applicant states that he has spoken to neighbours and they had no concerns about the proposed garage and carport being 2 feet from the edge of the property.

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, 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.

In May of 2017, a Development Variance Permit was given conditional approval for a rear yard setback variance of 3.0 metres for a detached garage to be 0 metres, that also backed onto 2nd Avenue. The condition was approval from MoTI, which was granted and the permit has been issued.

In 2008 Development Variance Permit 349-07V was issued on 456 2nd 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 Development Variance Permit was issued on 254 2nd 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 application was recommended for approval because the surrounding properties were undeveloped and it was believed there would be no negative impact.

Zoning Bylaw

This subdivision was registered in 1950. Bylaw 76, the first form of land use regulations, was enacted in 1974, and it is unknown how many houses were built prior to zoning regulations being in effect.

This residence is a permitted principal use of a property in the 'Residential 1' zone. 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 25%, well under current maximum site coverage standards. The minimum parking required for a residence is 2 spaces. These spaces can be within the garage and carport, however, there would be no room for additional parking on the property.

Floodplain Bylaw

As the subject property is adjacent to the Columbia River, the Floodplain Bylaw No. 677, 1995 shall apply when determining safe building elevations. Compliance with this will be completed through the building inspection process.

AREA PLANNING COMMISSION

The Electoral Area 'B' / Lower Columbia-Old Glory Area Planning Commission (APC) met on July 4, 2017 however, there was no quorum since only 3 of the 8 members were present during the meeting. Notes taken during the unofficial meeting indicate that there was a support for the proposed development from those in attendance. No other concerns were noted.

RECOMMENDATION

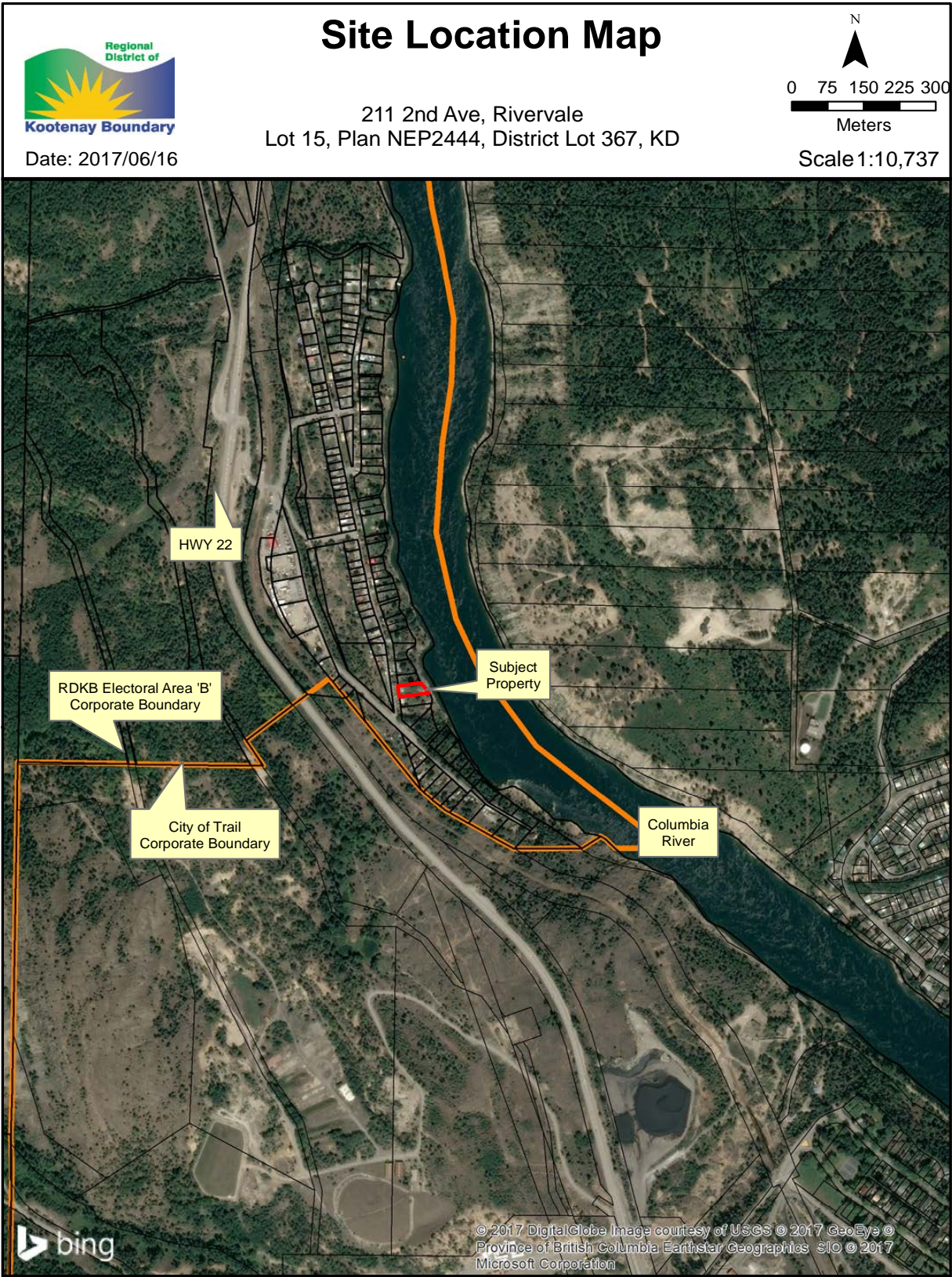
That the application for a Development Variance Permit submitted by Mary Demkiw to decrease the minimum front yard setback by 3.9m from 4.5m to 0.6m for a principal building on Lot 15, District Lot 367, Plan NEP2444, KD in Electoral Area 'B' / Lower Columbia-Old Glory be approved subject to the owner receiving approval from the Ministry of Transportation and Infrastructure.

ATTACHMENTS:

Site Location Map

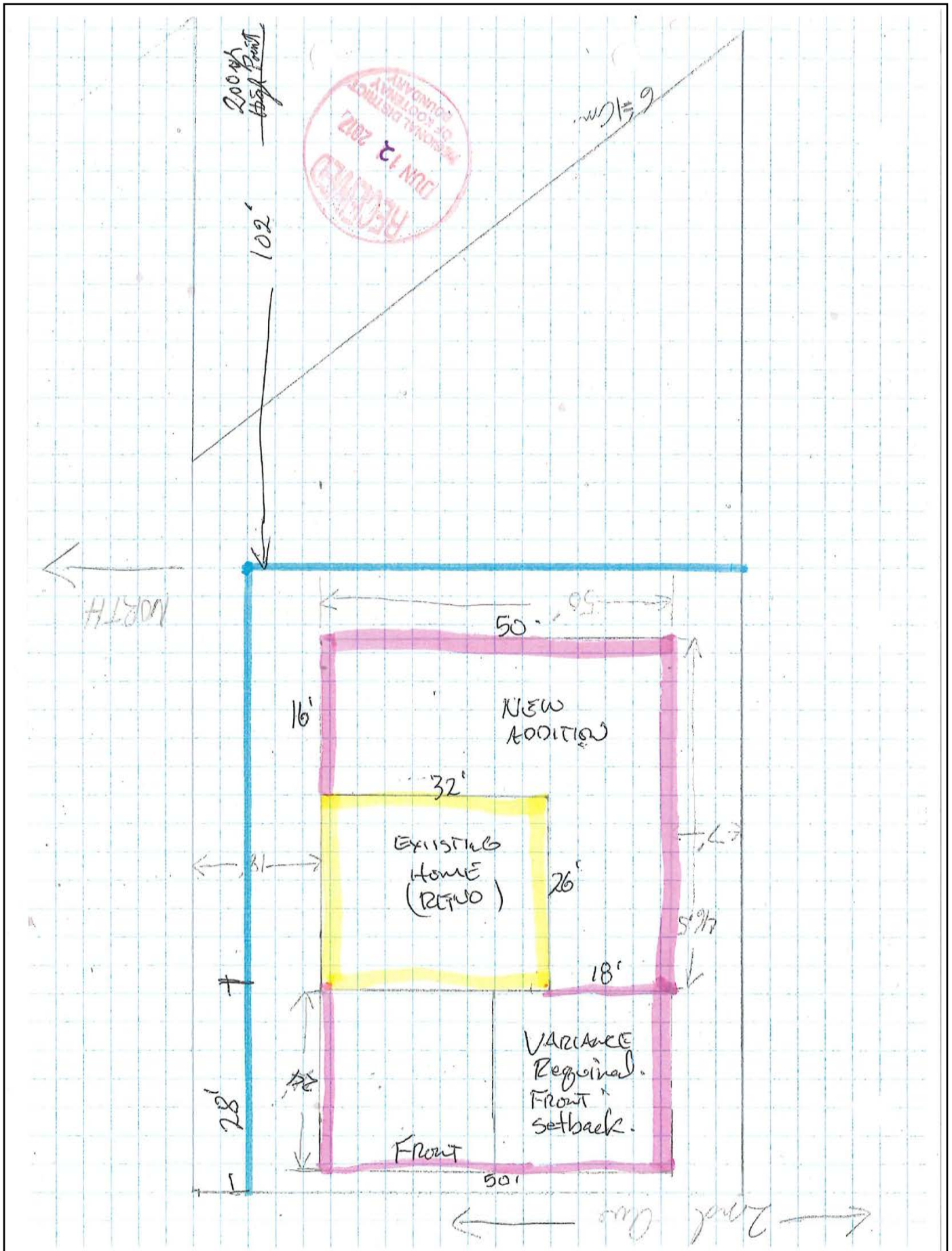
Subject Property Map

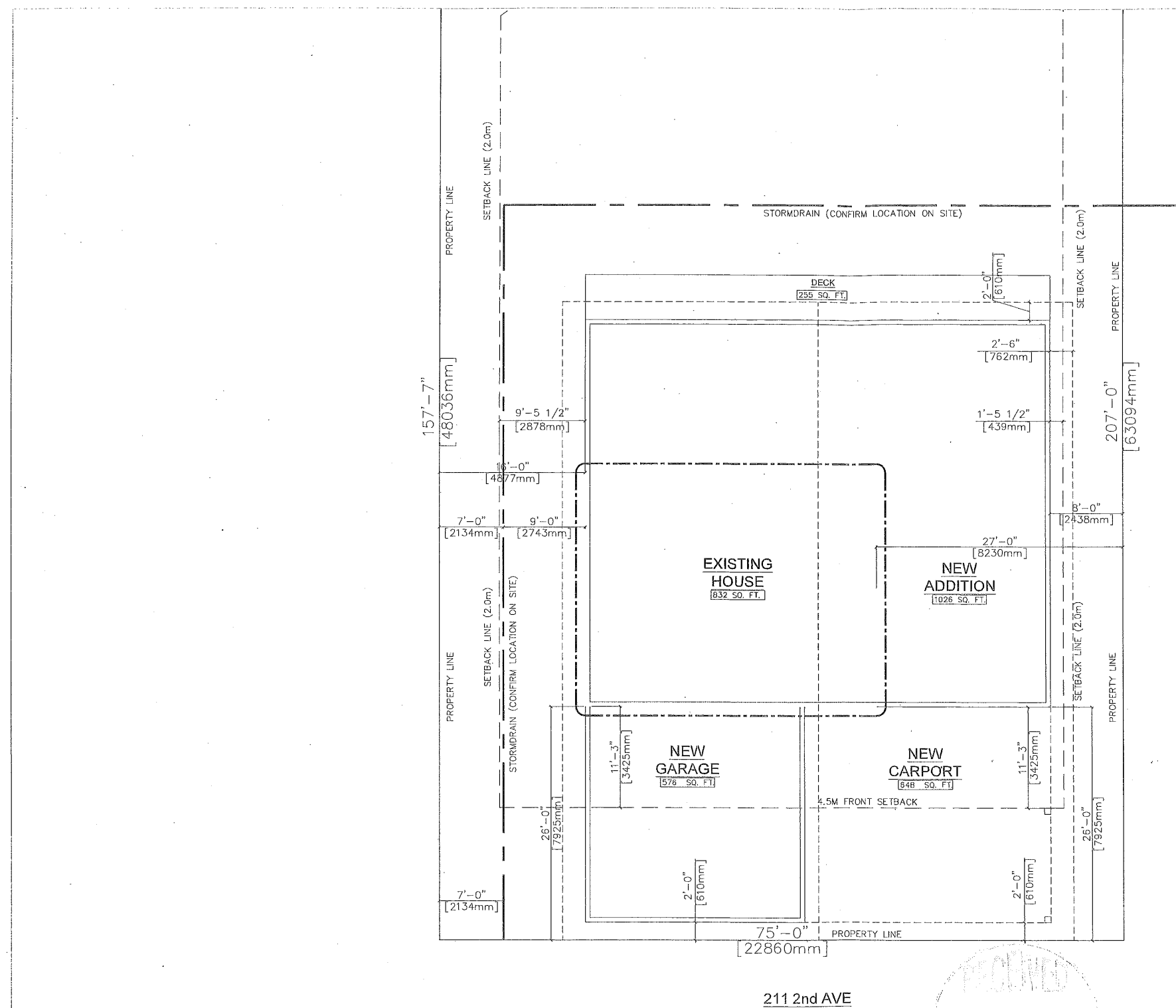
Applicant's Submission





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NOTE:
OWNER TO CONFIRM ALL EXISTING
DIMENSIONS AND LOCATIONS OF BUILDING
ON SITE PRIOR TO CONSTRUCTION

BUILDING AREA: 3417sq.ft. LOT AREA: 13740sq.ft.
BUILDING COVERAGE: 24.8%

ALL
DESIGN

250 | 364 | 3826
PO BOX 938
ROSSLAND, BC
V0G 1Y0

THESE DESIGNS AND DRAWINGS ARE COPYRIGHT OF ALL IN RESPECT, THEY ARE THE EXCLUSIVE PROPERTY OF THE FIRM AND CANNOT BE USED, REPRODUCED OR COPIED IN ALL OR IN PART WITHOUT WRITTEN PERMISSION.

WRITTEN PERMISSION TAKES THE PRECEDENCE TO ANY SCALE OR TO DRAWING.

VERIFY ALL DIMENSIONS, MATERIALS, LEVELS, AND OTHER INFORMATION PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY.

CONTRACTOR TO PROVIDE ENGINEERED STAMPEDED DRAWINGS FOR ALL STRUCTURAL MEMBERS.

ALL WORK MUST COMPLY WITH THE MOST RECENT EDITIONS OF THE BUILDING CODE AND ALL OTHER GOVERNING REGULATIONS.

REVISION SCHEDULE
 DATE: SET REV
 31/05/2017 ISSUED FOR BP 0

PROJECT:
FULCHER RESIDENCE
ADDITION - BP SET

211 2nd AVE
RIVERVALE, B.C.
LOT 15, DL 367, LD 26
PLAN NEP2444

DRAWING TITLE:
SITE PLAN

SCALE: 1/4" = 1'-0"
DATE: 31/05/2017
DRAWN BY: EPC

JOB NUMBER: AID2017-09
SHEET #: A1

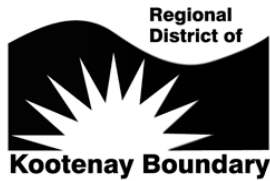
PRELIMINARY SITE PLAN
SCALE : 3/16"=1'-0"

The space below is provided to describe the proposed development. Additional pages may be attached.

Change front setback to build a proposed garage. At least big enough to cover my vehicles, and keep tools, snowblower, etc. Out of public view and secure from theft.

Garage will have matching siding + paint. to improve curbside appeal. Does not interfere with any neighbors view or sightline of road.

I have approached my neighbors and they had no concerns about the proposed Garage.



STAFF REPORT

Date:	July 27, 2017	File #:	C-498-02994.030
To:	Chair McGregor and Members of the Board		
From:	Carly Rimell, Senior Planner		
RE:	Development Permit with Variance – General Commercial Development Permit Area		

ISSUE INTRODUCTION

The owners, 1040215 BC Ltd., through their agent Birte Decloux, of Urban Options Planning and Permits have applied for a Development Permit to update the existing building, add a drive-thru restaurant and relocate the gas islands at 1590 McGregor Frontage Road (*see Site Location Map, Applicant's Submission*). The applicants are also requesting variances through the development permit application to vary the sign requirements as well as siting exceptions and setback from the front parcel line in order to relocate the gas island. As the property is located in the 'General Commercial Development Permit Area', a development permit is required.

HISTORY / BACKGROUND FACTORS

The property (2,671m²) located at 1590 McGregor Frontage Road is designated 'Highway Commercial' in the Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No.1250 and zoned 'Highway Commercial 2' (C2) in the Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300. The property is within the 'General Commercial Development Permit Area'.

There was a history of bylaw contravention on the subject property with the previous owners due to; constructing an accessory building without a suitable building permit or development permit, constructing a roof over a storage area without adequate engineering, and using a bedroom contrary to the BC Building Code requirements.

In the spring of 1999 two notices were placed on title; the first for a Building Bylaw Contravention, the second for constructing a building in a development permit area, without a development permit.

In June 1999 a Development Permit (DP#154-99D) was subsequently issued for the existing accessory structure to bring it into compliance with the RDKB Land Use Bylaws.

These same owners were preparing to sell the property in April 2016 and requested that the notices on title be removed. The Building Inspector conducted a site visit where it was determined; the accessory buildings had been removed, the canopy had been removed, and the bedroom window height requirement was satisfied. Consequently, the building files were closed. The notice on title for the Building Bylaw contravention was removed in May 2016.

The existing commercial building has had multiple uses including a service station, liquor store, dwelling unit and hardware store (*see Site Photos*).

The property was purchased by the current owner, 1040215 BC Ltd., in May 2016.

PROPOSAL

The applicants propose to renovate the existing service station building and to incorporate a restaurant (*see Aplin Martin renderings A1.1 Existing Site Plan and Aplin Martin renderings A1.2 Proposed Site Plan*). The gross floor area for the two storey building is about 435m² (4,686ft²). As part of the proposal the applicants intend to relocate the gas islands; add provisions for a drive thru and 12 seat eat-in restaurant and update the building façade.

The development permit area allows applicants to request a variance through the development permit application process. The applicant is requesting variances to the siting exceptions and setbacks from the front parcel line for the gas island and canopy, as well as additional signage. These variance requests are discussed below.

IMPLICATIONS

A Development Permit is required for all new buildings and structures in the 'General Commercial Development Permit Area'. This development permit area is intended to benefit the community by ensuring functional, attractive and safe commercial areas. The following guidelines have been established for development in this area. Wording in italics relate to this development proposal.

General Commercial Development Permit Area Guidelines

Buildings should be sited to face a public road or open space such as a square. The rear walls of buildings should not be visible from a public road or street.

The existing commercial building faces, McGregor Frontage Road which runs parallel to Highway 3. Therefore, the back of the building faces the rear parcel line.

Buildings shall be finished on all sides with consistent exterior materials and colours to be used on all building facades. An artistic rendering showing the building in colour shall be provided.

The agent provided an artistic rendering which shows the proposed building materials as mainly white stucco, with accents of grey thinset stone veneer and

black break metal cap flashing (see Aplin Martin rendering Drawing A4.3 and A4.4 Proposed Elevations)

Buildings shall have safe, practical access and parking areas for passenger vehicles. A plan showing parking areas with proposed traffic circulation patterns must be provided. Expansions to existing developments should be surfaced with a material which minimizes dust. Paved or concrete surfaces are encouraged. The site and parking plan will be referred to the Ministry of Transportation for their approval.

The agent provided a site plan which notes two access points, the entry off Swanson Road and exit to McGregor Frontage Road (see Aplin Martin rendering Drawing A1.2 Proposed Site Plan). Traffic flow and arrow markings anticipate that traffic will move in one direction, however the agent asserts that the drive aisle is wide enough to accommodate two-way traffic. The gas island which fronts Swanson Road is to be accessed directly from Swanson Road. Site surfaces are shown on the Aplin Martin rendering Proposed Site Plan A1.2 as a mixture of asphalt, stamped asphalt walkway and concrete pads, sidewalks and curbs. The majority of the parcel will be covered with asphalt.

The development permit application was forwarded to the Ministry of Transportation and Infrastructure and they do not oppose the development. The Commercial Access and Structural Setback permits were issued by Ministry of Transportation and Infrastructure on July 5th 2017.

The design and layout of buildings and parking areas shall address and promote pedestrian activity and should include features such as low profile lighting, sidewalks, landscaping, street furniture, obvious building access points and parking areas that emphasize pedestrian safety and convenience.

Safe pedestrian connections shall be provided from parking areas to the building's main entry.

Parking is provided along the rear parcel line with a raised concrete pad to allow for pedestrian movement along this space in the summer and snow storage in the winter (see Aplin Martin rendering Drawing A1.2 Proposed Site Plan). Parking for persons with disabilities is provided as close to the building access as possible with ramped let downs provided on the concrete sidewalk around the building for wheelchair and stroller access. Larger recreational vehicle parking spaces are provided along the north property line.

Existing pedestrian movement patterns were reviewed and will be formalized through stamped asphalt walkways. The agent anticipates that by providing delineated walkways there will be greater pedestrian safety. This includes pedestrian movement throughout the site as well as entering and exiting the property. The pathways were intentionally designed at right angles to the anticipated vehicle movement for optimal visibility.

Appropriate fire-truck and other emergency vehicle access must be ensured. The Christina Lake Fire Chief may be asked to comment on applications.

The development permit application was forwarded to the Christina Lake Fire Department for comment. The Christina Lake Fire Chief noted that access to the site and access around the building appears to be adequate to maneuver emergency vehicles.

Landscaping should be implemented to enhance the appearance of the commercial area.

Currently there is no vegetation onsite, however as part of this application a vegetative buffer is proposed along the north property line and a small 400ft² picnic area in the north east corner are planned for the site.

Developments which involve multiple uses on one property are strongly encouraged. Any development, which incorporates the concept of a well designed central gathering place and focus for the community, will be favourably received.

The proposal would add the additional use of an eating and drinking establishment with a take-out restaurant. The existing use of a service station and dwelling unit would be maintained.

Signs should be consistent with building designs and complement their surroundings.

The pylon sign will be refitted with new sign inserts and branding but will remain the same size and location. There will be 2 signs on each of the gas canopies as well as 3 on the commercial building (see Aplin Martin rendering Drawing A4.3 Proposed Elevations).

Request for Variances

Variances can be granted through the development permit approval process as long as the variances do not vary use or density. This applicant requests variances to the setback and siting exceptions for the placement for the gas island structure as well as sign regulations.

Setback and Siting Variances Requested

As part of the development plan the applicant proposes to replace the existing attached gas bar canopies with detached canopies. The proposed placement of the canopy along McGregor Frontage Road would require a variance to the siting exceptions in Section 304 'Siting Exceptions' as well as Section 412.6 'Highway Commercial 2 Setbacks' of the Electoral Area 'C'/Christina Lake Zoning Bylaw.

The following variances are requested for the gas island structure fronting McGregor Frontage Road;

- A decrease in the front parcel line setback (from 7.5m to 4m); and

- An increase to the siting exceptions resulting in the edge of the aerial projection of the canopy being 0.9m from the front parcel line.

Sign Variances Requested

Section 318.4 requires that the maximum visible surface area of a sign must not exceed 3m² per side. The existing pylon sign has a total area of 10m² on each side, which is 7m² over the permitted visible surface area. All of the other proposed signs are under 3m², satisfying this zoning regulation.

Section 318.5 requires that the maximum number of signs permitted per parcel is two unless otherwise permitted differently elsewhere in the bylaw. There is no exception for the C2 Zone, therefore there is maximum of two signs per parcel.

Currently there are 6 signs on the parcel between the pylon sign, signs located on the building and gas canopies (*see Site Photos*).

The proposal is for 8 signs total on the parcel. The pylon sign is proposed to stay the same and simply modify the sign inserts to update the branding. The applicant proposes 3 signs on the commercial building located along the fascia. The applicant is also proposing 2 signs along each gas canopy, for a total of four signs. The long side of each canopy are proposed to face the respective roads and will be backlighted. The logo is proposed in a corner of the canopy and not to run the length of the canopy. The applicant also proposes 2 more signs which have the logo in the corner, but will not be backlit.

Section 318.12 requires the maximum combined surface area of signs must not exceed an area equal to 15% of the wall or walls facing the front parcel line in the C2 Zone. The combined surface areas of the proposed signs facing McGregor Frontage Road is 5% and therefore is compliant with this zoning regulation.

The following variances are requested for signage;

- An increase to visible surface area for the pylon sign of 7m² per side (from 3m² to 10m²)
- An increase of permitted signs from 2 signs to 8.

Evaluation Criteria for Variances

The criteria which is used to evaluate development permits with a variance in the General Commercial Development Permit Area is as follows;

- a) is consistent with the development permit guidelines;
- b) is shown to enhance the proposal;
- c) is necessary due to an unavoidable physical constraint; and
- d) does not adversely impact an adjacent property.

Gas Island Canopy Setback and Siting Variances

The agent asserts the relocation and placement of the gas island will improve the access and traffic patterns which would be formalized to have a distinct entry off Swanson Road and exit to McGregor Frontage Road. The agent asserts this will also contribute to pedestrian safety. As the intent of the 'General Commercial Development Permit Area' is to ensure functional, attractive and safe commercial areas the requested variances can be considered consistent with the development permit guidelines.

In order to meet the 7.5m setback from the front parcel line it would reduce the space between the principal building and the gas island by 3.5m. The applicant asserts this is valuable space which would be useful to contributing to less congestion in this area at the entrance of the building.

Signage Variances

The development permit guidelines support mixed use commercial developments. Therefore, the applicant would like a sign to promote each of the 3 services it plans to offer including a restaurant, convenience store/liquor store and gas bar. The agent notes that they anticipate the majority of the customers will be visitors traveling through Christina Lake. Signage, therefore is important to the viability of the business and providing services to visitors. The applicant believes that without the signs the business may miss customers and that they may continue to the next town to purchase the items which they plan to offer.

A similar variance was granted at Santa Rosa Corner to permit 3 signs, 1 for each individual business unit in July 2015 as part of a Development Permit application with a variance.

The illuminated signs on the gas canopies would face away from the neighbouring residential property located to the east. The agent asserts due to the placement of the canopy and the siting of the neighbour's residence that it is anticipated there would be minimal impact of light pollution from the sign or the overhead lighting from the gas island.

A Development Notification sign was posted on the property on June 23rd to inform neighbours and community members of the proposal. Planning and Development Staff had not received any feedback from neighbours or community members at the time this report was written.

Other Zoning Considerations

Parking as required in Section 319

Planning and Development Staff have determined that 17 spaces, plus 6 in tandem drive thru storage are required for the proposed development. The applicant proposes

20 spaces, plus 6 in tandem drive thru storage. The parking requirement is therefore satisfied and in compliance with the Electoral Area 'C'/Christina Lake Zoning Bylaw.

Outdoor Storage Areas as required in Section 412.8

The proposed outdoor storage area for garbage and recycling and is designed to have screening 2m in height (*see Aplin Martin rendering A1.3 Garbage and Recycling Enclosure*). In the C2 Zone outdoor storage areas must be surrounded by a solid landscape screen at least 2.0m in height, but not exceed 2.5m in height. Therefore, these criteria are satisfied.

Dwelling Unit

The dwelling unit which is on the second floor of the commercial building is 133m² in size. A building permit was issued for the dwelling unit in October 1997 when the property was previously zoned as 'Commercial (Town Centre) 1 (C1)' Zone in Bylaw No. 900. The building permit was closed in 2016.

The proposal satisfies the 'Highway Commercial 2' Zone permitted uses. This type of mixed use development is consistent with the commercial objectives and policies in the Electoral Area 'C'/Christina Lake OCP.

Septic

The existing septic system is located in the north-east corner of the site, where the proposed picnic area is located. The agent notes that a septic system specialist will be employed at the time of construction to ensure that the system can accommodate the proposed volumes.

Compliance with the *Environmental Management Act (Site Profile)*

Section 40 of the *Environmental Management Act* requires that in certain circumstances, a site profile must be completed and be submitted to the Province before development or construction can take place on a parcel which the parties know has been or is being used for industrial or commercial purposes.

A site profile, in effect, is a screening system to identify potentially contaminated sites and see that proper remediation takes place. Since the subject property has been used to store and sell petroleum products a site profile has been submitted to the Province.

Pursuant to the *Local Government Act (Section 557)* the MOE decision is to suspend approval of the subject application. The agent is working with MOE to release the freeze triggered by the site profile. The development permit cannot be issued until the MOE is satisfied that the site is not contaminated, or the site does not present a significant threat if the application is approved, or the MOE has received and accepted a plan to remediate the site.

REFERRALS

This application was referred to the Ministry of Transportation and Infrastructure (MoTI) for comment. MoTI responded to the referral and notified the RDKB that they do not oppose the development. The Commercial Access and Structural Setback permits were issued by Ministry of Transportation and Infrastructure on July 5th 2017.

The Christina Lake Fire Chief noted that access to the site and access around the building appears to be adequate to maneuver emergency vehicles.

The RDKB, which owns the Christina Lake Water Utility (CLWU), requires that the CLWU water regulation and toll bylaws be adhered to.

ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'C'/Christina Lake Advisory Planning Committee had no concerns and therefore supports the application.

BACKGROUND INFORMATION PROVIDED

Site Location Map

Applicant's Submission

Site Photos

Aplin Martin Renderings

RECOMMENDATION

That the staff report regarding the application for a Development Permit, submitted by Birte Decloux, as agent for 1040215 BC Ltd., to update the existing building, add a drive-thru restaurant and relocate the gas islands and the following variances; a decrease in the front parcel line setback (from 7.5m to 4m) for the gas island; an increase to the siting exceptions resulting in the edge of the aerial projection of the canopy being 0.9m from the front parcel line; an increase to visible surface area for the pylon sign of 7m² per side (from 3m² to 10m²); and an increase of permitted signs from 2 signs to 8 signs in the General Commercial Development Permit Area, for the property legally described as Lot 1, DL 498, SDYD, Plan KAP52010, be received.



Applicant's Submission

June 13, 2017

Carly Rimell
Senior Planner
Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

RE: 1590 McGregor Frontage Road, Christina Lake

Dear Carly,

Enclosed please find out application for a Development Permit with Variance for the above site. The property triggers a 'General Commercial Development Permit' and a setback variance to the front yard along McGregor Frontage Road. An application for 'access' was made to the Ministry of Transportation with file # 2017-03287. The following improvements to the site are planned:

1. Improving and formalizing site circulation and parking
2. Relocating the gas canopies for easier access and egress
3. Adding provisions for a drive-thru food establishment
4. Adding landscaping and a picnic area
5. Updating the building façade
6. Remove encroaching chain link fencing
7. Implementing provisions to make the vehicular oriented site more pedestrian friendly.

Our goal is to meet many of the policy objectives noted in section 2.1 of Area "C" Official Community Plan specific to Highway Commercial properties, and to explain how the proposal meets these goals and creates a benefit to Christina Lake.

2.1.1 Goals - Commercial developments are safe, functional, attractive, and are designed to efficiently serve pedestrian and vehicular traffic.

The subject parcel had multiple uses including a gas bar, liquor store, single family residence and a Rona hardware store. There were encroachments into City land and unauthorized structures. Ownership changed in 2016 and planning began to upgrade the site with the goal to make it safe and attractive for clientele to stop here. The used provided include automotive services in form of the gas bar, drive-thru eating establishments, a convenience and liquor store as well as retaining the dwelling unit.

Applicant's Submission

There are two types of customers who will frequent the site; locals who will predominately have a short visit to use the gas bar and retail services, and tourists who are visiting Christina Lake or travelling through on Highway 33, who will stop for multiple services. Site planning is orientated towards the later.

1. Safety

Traffic patterns will be formalized to have a distinct entry off Swanson Road and exit to McGregor Frontage Road. Parking is provided along the south lot line with a raised concrete pad to allow for pedestrian movement along this space in the summer and snow storage in the winter. The PWD parking is located as close to the building access as possible with ramped let-downs provided on the south and north corners of the concrete sidewalk around the building for wheel chair and stroller access. Long parallel RV parking spaces are provided along the north property line. Traffic flow and arrow markings anticipate that traffic will move in one direction, however the drive isle is wide enough to accommodate two-way traffic. The gas pumps on the Swanson Road frontage are to be accessed directly from Swanson Road.

Existing pedestrian movement patterns were reviewed and will be formalized through stamped asphalt walkways. It is expected that by providing delineated walkways there will be greater pedestrian safety. This includes pedestrian movements through the site as well as entering and exiting the property. The pathways were specifically placed at right angles to the anticipated vehicle movement for optimal visibility.

2. Functionality

Revisions to the functionality of traffic and pedestrian movements on and off the parcel are planned. The major planned change is to replace the existing attached gas bar canopies with detached canopies. The canopy along McGregor Frontage Road triggers a variance to allow a reduction in the front yard setback from 7.5m to 0.9m. The original canopy on the north side of the building is being relocated to the east side of the site along the Swanson Road frontage.

Each existing canopy has identification signage which is anticipated to be transferred to the new canopies. The branding copy will change to Canco Petroleum for all signage. It is consistent with the existing gas bar. The current sign content was updated in 2009 and it appears the signs were in place before 2007. The RDKB building department could confirm that a Building Permit for a sign was granted in June 2004. The pylon sign faces the frontage road falling in the MOT jurisdiction. In initial discussions with MOT staff, they indicated no concerns about the existing pylon sign, as our plans are to update the information within the sign rather than the sign itself.

Changes to the building's internal configuration are proposed, and access and egress to the building are being revised. The plans show:

Applicant's Submission

- The removal of all doors from the north elevation (apart from the outside accessed restroom) to eliminate pedestrian/vehicle conflict in the drive-thru.
- The stairs to the upper residential unit are being turned to land at the rear of the building, for safety of the residents.
- A wood storage structure is being removed from the rear of the building.
- An access door and additional windows are planned for the buildings along the Swanson Road elevation.

3. Site Attractiveness

An external upgrade of the building is being proposed which includes:

- A grey toned stone veneer around the bottom of the building;
- Repainting the structure white;
- Adding a 2 foot white metal fascia along all roof edges;
- Refinishing the door and window trim in black for contrast;
- Move signage to the fascia on both Swanson Road and McGregor road frontage;

Finally, a vegetative buffer along the north property line and a small 400 sq. ft. picnic area are planned for the site. Currently there is no vegetation on the site. It is expected that this will add to the customers experience of a vehicle oriented environment.

To recap, many functional changes are proposed for the site and the building including increased landscaped area, pedestrian friendly access and movement on the site striving to strike a good compromise, balancing the needs of the vehicle oriented site. Given the rationale provided we ask that you consider the DP/DVP together at a Director level and look forward to hearing your feedback about the project.

I look forward to working with you on this project.

Regards,



Birte Decloux

1590 McGregor Frontage Road, Christina Lake BC
Existing conditions



North Elevation



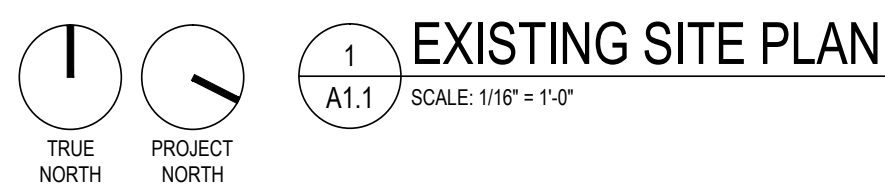
Site Photos



Site Photos

Rear of the site



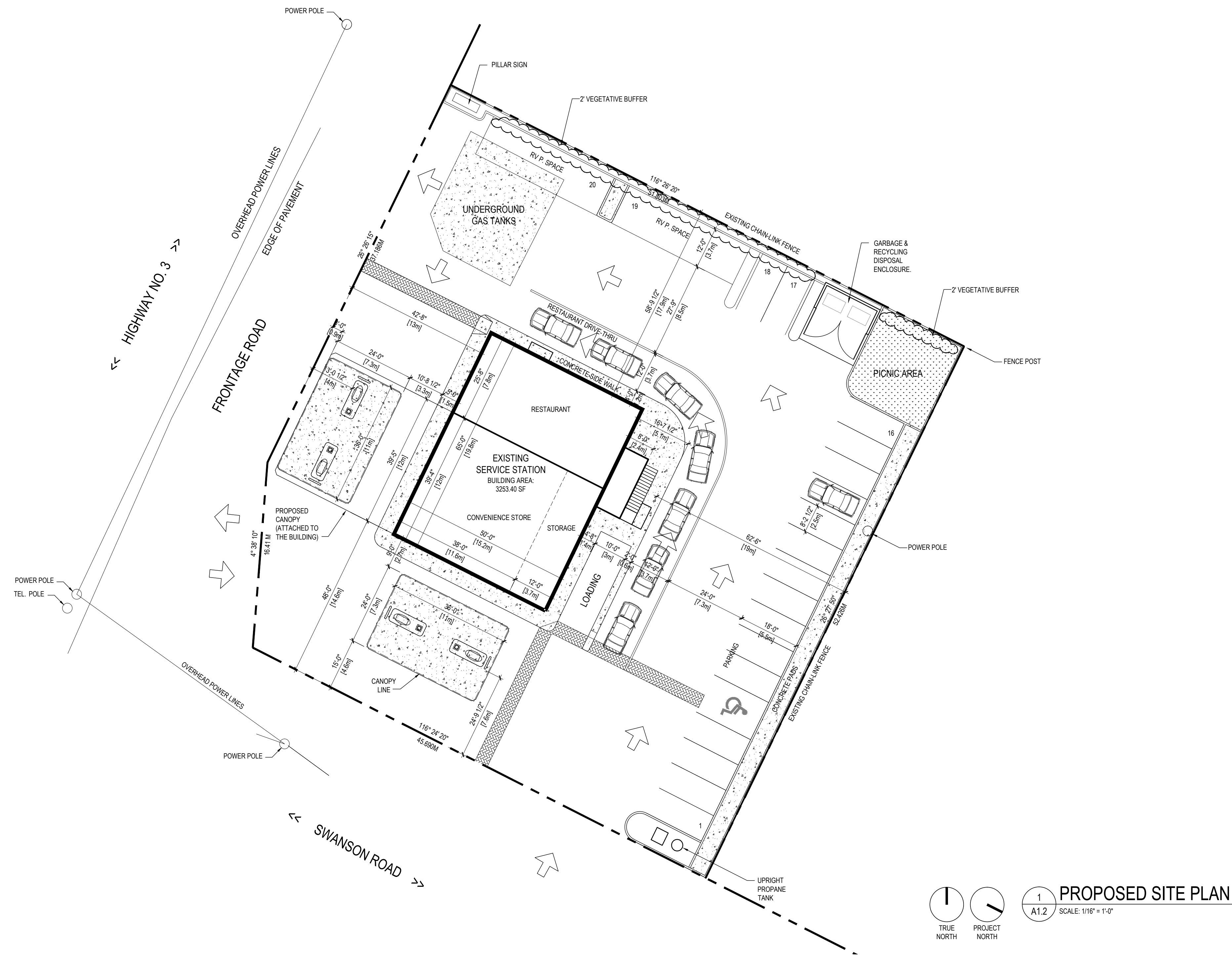


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EXISTING SITE PLAN

PLOT DATE AUG.12.2016	PROJECT NO. 16-918
SCALE 1/16" = 1'-0"	REVISION
DRAWING NO. A1.1	



ZONING INFORMATION			
PROPERTY INFORMATION			
ZONE: C2 (HIGHWAY COMMERCIAL)			
ADDRESS: 1590 MCGREGOR FRONTAGE RD CHRISTINA LAKE, BC			
LEGAL DESCRIPTION: PLAN H738, 1 KAP 52010			
ZONING BYLAW NO. 1300			
PID:			
ALLOWABLE SITE COVERAGE: 60% OF BUILDING(S) AREA			
PROPOSED SITE COVERAGE: 12.5%			
MAIN BUILDING SETBACKS:		REQUIRED	PROPOSED
FRONT YARD:		4.5 M	0.7 M
EXTERIOR SIDE YARD:		4.5 M	4.5 M
INTERIOR SIDE YARD:		1.5 M	19 M
REAR YARD:		7.5 M	17.9 M
BUILDING AREA:		FIRST FLOOR: 3,253.4 S.F. (302 M ²) SECOND FLOOR: 1,435.6 S.F. (133.4 M ²)	
		TOTAL: 4,689.0 S.F. (435.4 M ²)	
SITE AREA:		28,725.6 S.F. (2,668.7 M ²)	
BUILDING HEIGHT:		ALLOWABLE	PROPOSED
		10 M (32'-10")	6.1 M (20'-0")
PARKING & LOADING/UNLOADING:			
REQUIRED SPACES:			
RESTAURANT: 1 SPACE PER 3 SEATS + 5 SPACES (PLUS 6 TANDEM DRIVE-THROUGH SPACES)			
RETAIL STORE: 5 SPACES /100 M ² OF GROSS RETAIL AREA			
CARE TAKER SUITE: 1 SPACE / SUITE			
PROVIDED SPACES:			
RESTAURANT: (12 SEATS PROPOSED) 4 SPACES + 5 SPACES			
RETAIL STORE: 135 M ² / 100 M ² = 1.35 x 5 = 7 SPACES			
CARE TAKER SUITE: 1 SPACE			
TOTAL REQUIRED = 17 SPACES TOTAL PROPOSED = 20 SPACES (INCLUDING 1 ACCESSIBLE SPACE, 2 RV PARKING SPACES) (PLUS 6 TANDEM DRIVE-THROUGH SPACES AS SHOWN ON SITE PLAN)			

LEGEND

- EXISTING / NEW ASPHALT
- LANDSCAPE
- CONCRETE
PADS, SIDEWALK & CURBS
- STAMPED ASPHALT
WALKWAY

REV	DATE	DESCRIPTION	DR	RV
4	JUN 06/17	ISSUED FOR DEVELOPMENT PERMIT	MG	A
3	JAN 03/17	ISSUED FOR REVIEW	MG	A
2	JAN 11/17	ISSUED FOR CLIENT REVIEW	MG	A
1	AUG 12/2016	ISSUED FOR CLIENT REVIEW	RS	A

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PROJECT: SERVICE STATION

1590 MCGREGOR FRONTAGE RD
CHRISTINA LAKE, BC

SHEET TITLE:

PROPOSED SITE PLAN

PLOT DATE: AUG. 12, 2016	PROJECT NO.: 16-918
SCALE: 1/16" = 1'-0"	REVISION
DRAWING NO. A1.2	



PLOT DATE JUN.13.2017	PROJECT NO. 16-918
SCALE AS NOTED	REVISION
A1.3	



1
A4.1 WEST ELEVATION
SCALE: 1/4" = 1'-0"



2
A4.1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

2	JAN.17.	ISSUED FOR DEVELOPMENT PERMIT	RS	4
1	AUG.12.2016	ISSUED FOR CLIENT REVIEW	RS	4

REV	DATE	DESCRIPTION	DR	RV
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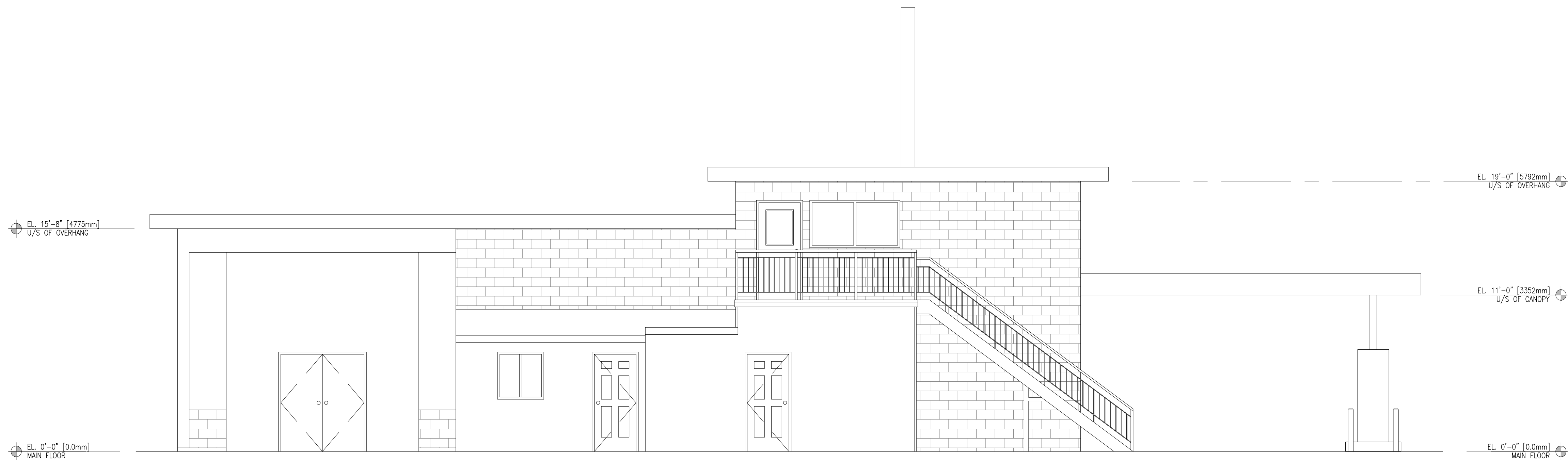
PROJECT:
SERVICE STATION

1590 MCGREGOR FRONTAGE RD
CHRISTINA LAKE, BC

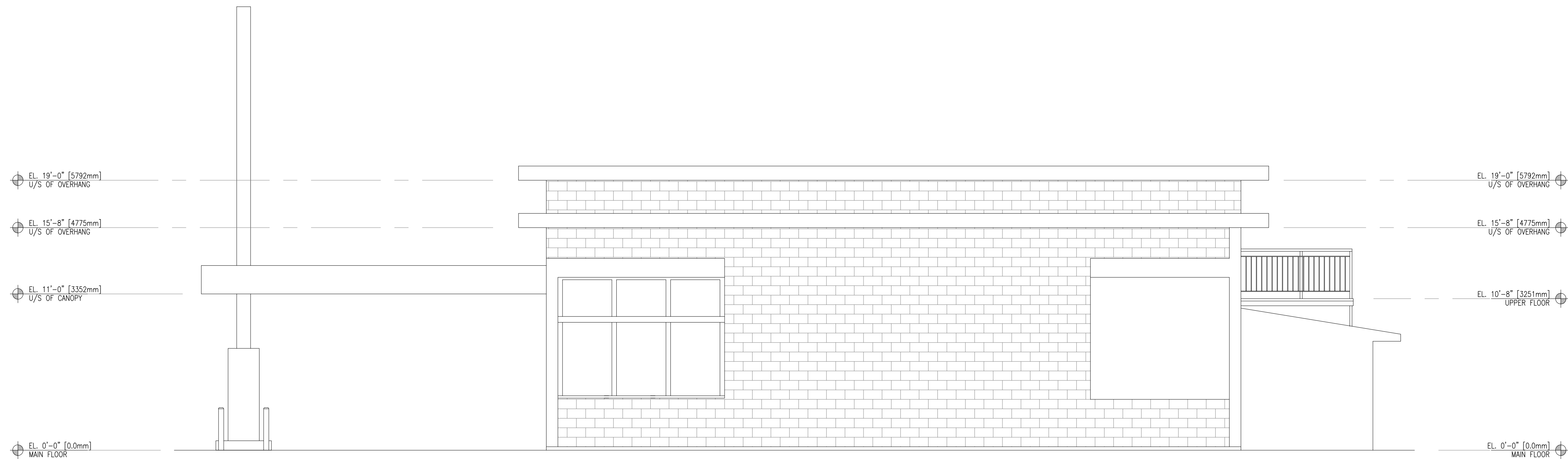
SHEET TITLE:

EXISTING
ELEVATIONS

PLOT DATE AUG.12.2016	PROJECT NO. 16-918
SCALE 1/4" = 1'-0"	REVISION
DRAWING NO. A4.1	



1 EAST ELEVATION
A4.2 SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION
A4.2 SCALE: 1/4" = 1'-0"

2	JAN.17.	ISSUED FOR DEVELOPMENT PERMIT	RS	4
1	AUG.12.2016	ISSUED FOR CLIENT REVIEW	RS	4
REV	DATE	DESCRIPTION	DR	RV

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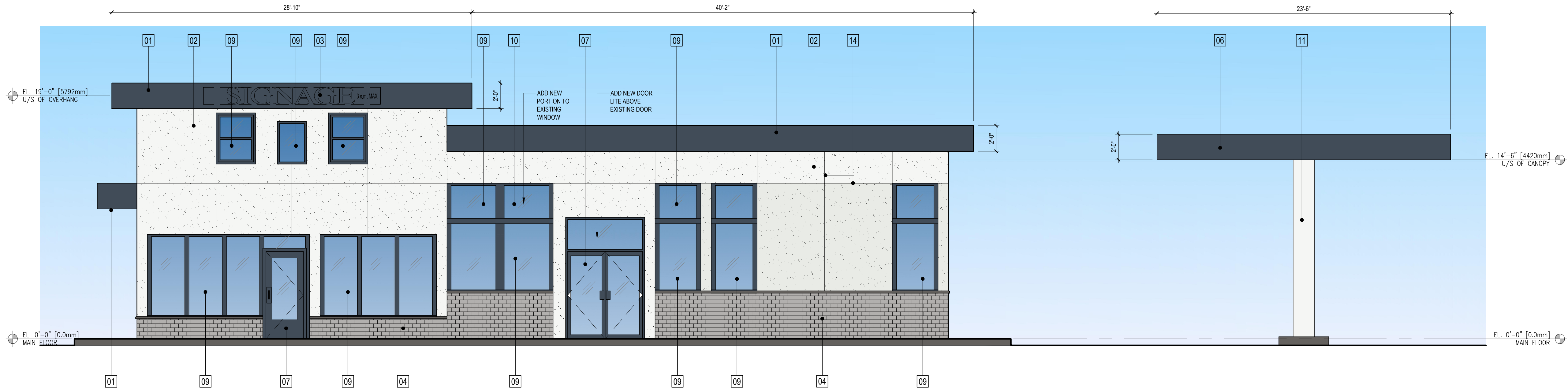
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PROJECT:
SERVICE STATION

1590 MCGREGOR FRONTAGE RD
CHRISTINA LAKE, BC

SHEET TITLE:
EXISTING
ELEVATIONS

PLOT DATE AUG.12.2016	PROJECT NO. 16-918
SCALE 1/4" = 1'-0"	REVISION
DRAWING NO. A4.2	



1 FRONTAGE ROAD ELEVATION
A4.3 SCALE: 1/4" = 1'-0"



2 WEST ELEVATION
A4.3 SCALE: 1/4" = 1'-0"

MATERIALS LEGEND

01	PRE-FINISHED BREAK METAL CAP FLASHING	09	EXISTING WINDOW
02	STUCCO WALL FINISH, WHITE	10	NEW WINDOW TO MATCH EXISTING
03	SIGNAGE BAND	11	METAL PANEL FINISH, WHITE
04	THINSET STONE VENEER	12	METAL STAIR
05	NOT USED	13	METAL RAILING
06	CANOPY WITH BREAK METAL FINISH & SIGNS	14	REVEAL LINE
07	EXISTING DOOR		
08	NEW DOOR TO MATCH EXISTING		

2	JANU.17	ISSUED FOR DEVELOPMENT PERMIT	CL	#
1	AUG.12.2016	ISSUED FOR CLIENT REVIEW	CL	#
REV	DATE	DESCRIPTION	DR	RV

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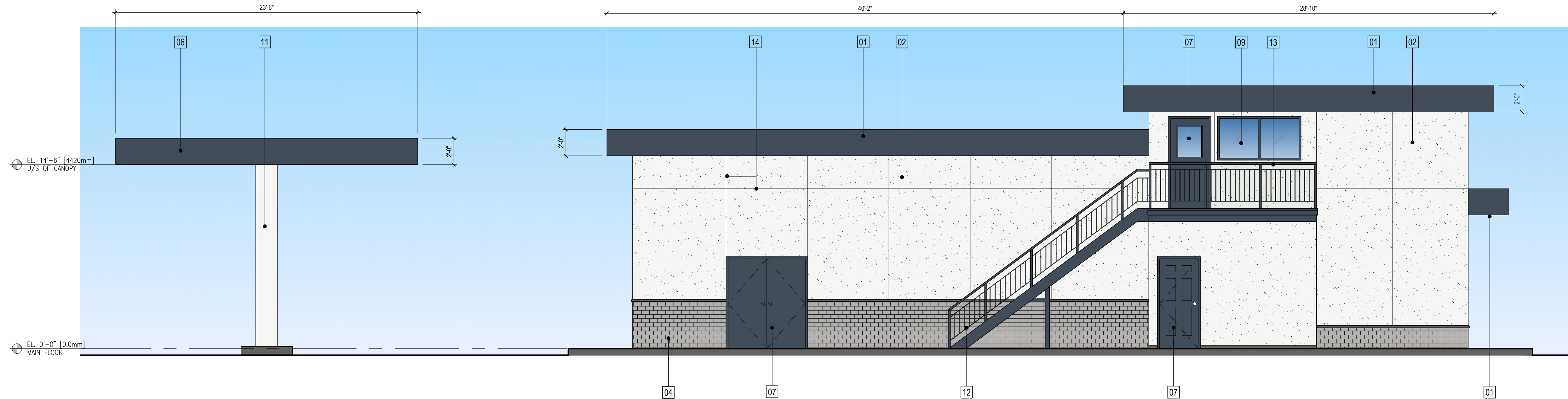
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PROJECT: SERVICE STATION

1590 MCGREGOR FRONTAGE RD
CHRISTINA LAKE, BC

SHEET TITLE:
PROPOSED ELEVATIONS

PLOT DATE AUG.12.2016	PROJECT NO. 16-918
SCALE 1/4" = 1'-0"	REVISION
DRAWING NO. A4.3	



1 NORTH ELEVATION
A4.4 SCALE: 1/4" = 1'-0"



2 SWANSON ROAD ELEVATION
A4.4 SCALE: 1/4" = 1'-0"

MATERIALS LEGEND

01	PRE-FINISHED BREAK METAL CAP FLASHING	09	EXISTING WINDOW
02	STUCCO WALL FINISH, WHITE	10	NEW WINDOW TO MATCH EXISTING
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05	NOT USED	13	METAL RAILING
06	CANOPY WITH BREAK METAL FINISH & SIGNS	14	REVEAL LINE
07	EXISTING DOOR		
08	NEW DOOR TO MATCH EXISTING		

2	JUN.11	ISSUED FOR DEVELOPMENT PERMIT	CL	4
1	AUG.12.2016	ISSUED FOR CLIENT REVIEW	CL	4
REV	DATE	DESCRIPTION	DR	RV

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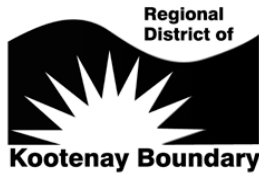
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PROJECT: SERVICE STATION

1590 MCGREGOR FRONTAGE RD
CHRISTINA LAKE, BC

PROPOSED ELEVATIONS

PLOT DATE	AUG.12.2016	PROJECT NO.	16-918
SCALE	1/4" = 1'-0"	DRAWING NO.	A4.4
REVISION			



STAFF REPORT

Date:	July 27, 2017	File #:	BW4222-07500.700 BW4222-07500.705 BW4222-07500.710
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Bare Land Strata Subdivision Referral - Ministry of Transportation and Infrastructure		

ISSUE INTRODUCTION

The Regional District has received a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed bare land strata subdivision of 745, 755, and 765 Feathertop Way, Big White, Electoral Area 'E' / West Boundary. This application includes a consolidation of the 3 properties in order to create 2 new properties; one 1590m² parcel and one 1290m² parcel (*see Site Location Map; Subject Property Map; Applicants' Submission*).

BACKGROUND INFORMATION

The subject properties are collectively approximately 2875m². The subject properties are some of the highest in elevation and on the northernmost edge of the Feathertop subdivision which is the northeastern most subdivision in Big White. There are currently no residences or construction on the subject properties. Access is provided off a common parcel that is used as a communal driveway to access 745, 755, 765, 775, and 785 Feathertop Way. Only 775 and 785 Feathertop Way are higher in this proposed subdivision.

The subject property is within the 'Chalet Residential 3' (R3) Zone in the Big White Zoning Bylaw No. 1166. Permitted uses within this zone include Single Family Dwellings, 2 Family Dwellings, and Pensions. Within the Chalet Residential 3 zone the minimum parcel size to be created by subdivision is 418m² for single family dwellings and 510m² for all other permitted uses.

Within the Big White Official Community Plan, Bylaw No. 1125, the subject parcel is designated as 'Medium Density Residential'. The subject parcels are also within the Commercial and Multi Family and Alpine Sensitive Landscape Reclamation Development Permit areas.

There are multiple restrictive covenants on title of the subject properties, which include covenants for utilities as well as a restrictive covenant prohibiting multiple family dwellings and restricting the use of the parcels to single family residence. Any other use will require the special permission from the Big White Ski Resort. The Regional District of Kootenay Boundary is not named in any of the Restrictive Covenants.

The Feathertop Subdivision was created in 2006 and has mostly vacant lots with new construction applications being submitted on a regular basis.

PROPOSAL

The proposed Bare Land Strata subdivision will create 2 new larger strata lots by first consolidating 3 existing parcels (*see, Subject Property Map, and Applicants' Submission*).

IMPLICATIONS

The subject properties, and all properties within Big White, are serviced by the Big White Water, Sewer, and Gas Utility Service. It is the requirement of the applicant to establish utility connections. Transportation and access to parcels are the responsibility of MoTI and the applicant. It is likely that these items were all resolved during the review of the original Feathertop subdivision.

Due to the topography of the subdivision, buildable areas on each parcel can vary. A similar consolidation was done at 525 Feathertop Way in 2008. Parcels 11 and 12 were consolidated to create lot 82. This was done to allow the construction of a larger house that could not fit on one parcel. This subdivision proposal will be in keeping with the character of the surrounding Feathertop Way as there is a variety of different parcel sizes and this will not be substantially larger than the existing parcels in the subdivision.

Parkland Dedication

A parkland dedication is not required for this subdivision as per section 510 of *the Local Government Act* as there are no additional lots being created.

Official Community Plan

Subdivisions are not included in the Commercial Multiple Family Development Permit Area requirements or the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area requirements as noted in the Official Community Plan; therefore, a Development Permit is not required for this subdivision application. However, development permits will be required for any future construction on the properties.

The desired density for the Medium Density Residential Land Use Area is a maximum of 60 units per hectare. The surrounding subdivision is also well below this density objective (*see, Subject Property Map*). Although this subdivision will deduct from the overall density, which is already below the target listed in the Official Community Plan,

there is no substantial change to the character of the neighborhood, and a minimal change to the density of the subdivision.

Zoning Bylaw

The proposed parcel sizes are above the minimum sizes stipulated in the Zoning Bylaw as noted above; Each proposed parcel will have sufficient size and room to meet setbacks for any of the permitted uses.

Each proposed parcel is compliant with the frontage requirements (13m) for single family dwellings and 2 family dwellings (19m) (*see Site Location Map; Subject Property Map; Applicants' Submission*).

AREA PLANNING COMMISSION

The Big White Area Planning Commission (APC) discussed the proposal during their July 4, 2017 meeting. The proposed subdivision was supported.

RECOMMENDATION

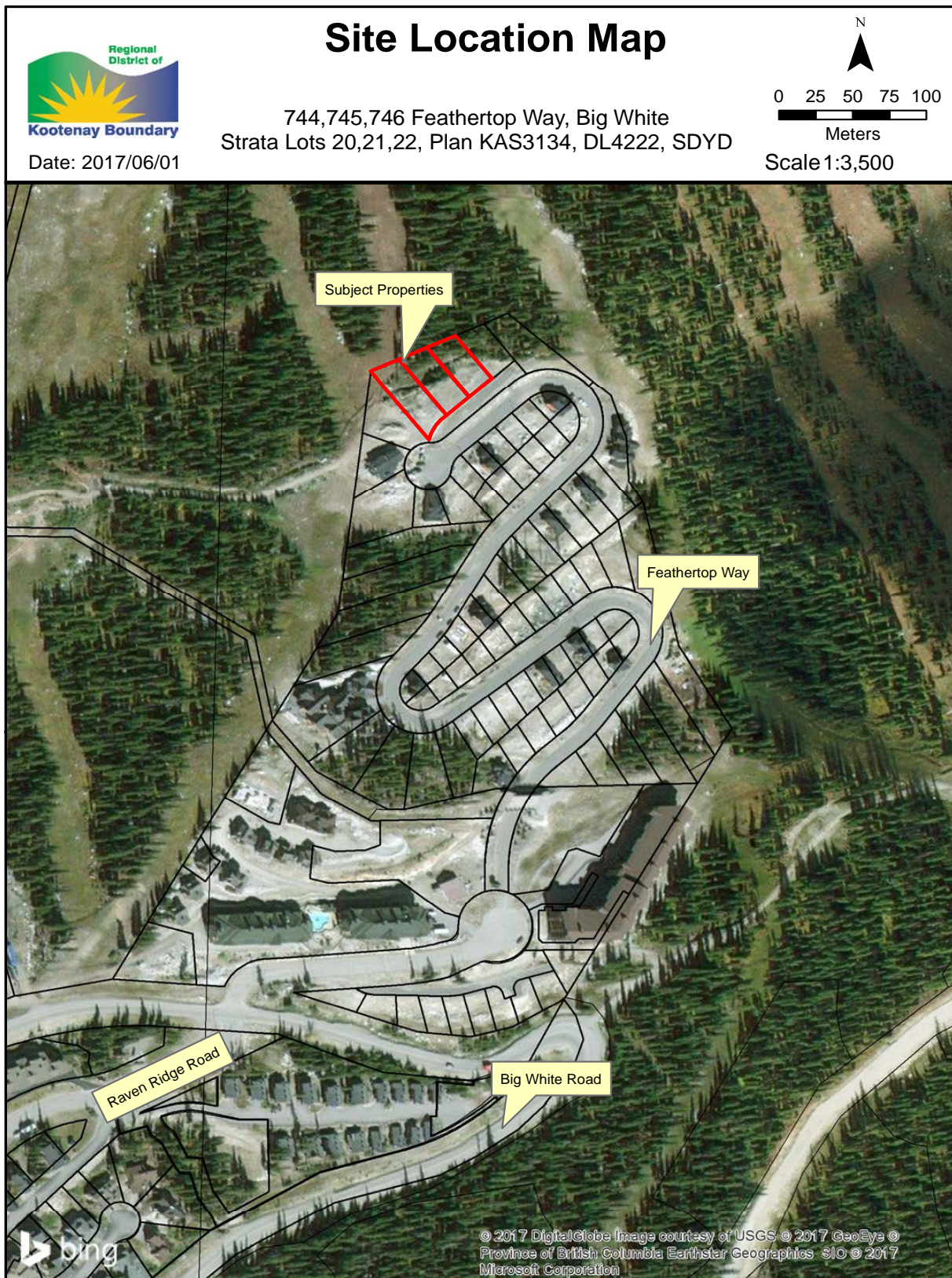
That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed bare land strata subdivision for the parcels legally described as Lot 20, Plan KAS 3134, DL 4222, SDYD, Lot 21, Plan KAS 3134, DL 4222, SDYD, Lot 22, Plan KAS 3134, DL 4222, SDYD Big White, be received.

ATTACHMENTS

Site Location Map

Subject Property Map

Applicants' Submission

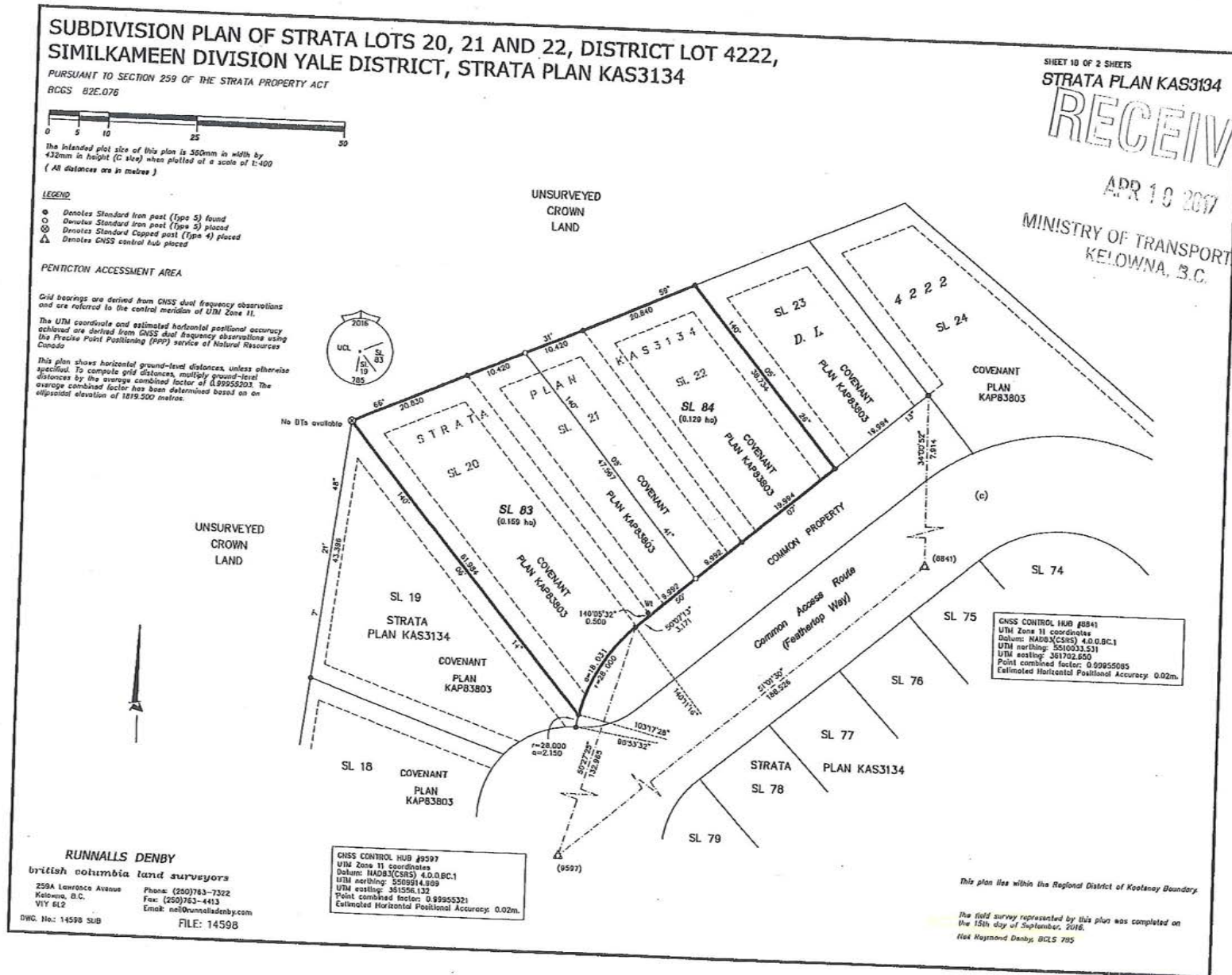


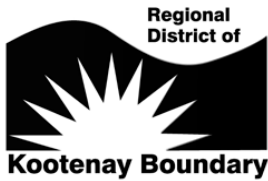
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APPLICANT SUBMISSION





STAFF REPORT

Date:	July 27, 2017	File #:	MB-100s-01400.760
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Development Permit		

ISSUE INTRODUCTION

Ron and Shannon Morton have applied for a Development Permit to build a single family dwelling on a property at Mount Baldy Ski Resort.

HISTORY / BACKGROUND FACTORS

The subject property is currently undeveloped, rectangular in shape, and located on Tin Horn Road in the north western corner of the Mount Baldy residential area (*see Subject Location Map*). The property is part of Strata Plan KAS1840, which was originally registered in 1969 and is the original subdivision in Mount Baldy. In 2008 Strata Lot 53 was subdivided into 2 parcels, Strata Lot 134 and 135. Strata Lot 135 has a residence, and Strata Lot 134 is bare. The subject property is designated as Eagle Residential in the *Mount Baldy OCP Bylaw No. 1355, 2007* and zoned Eagle Residential 1 (R1) in the *Mount Baldy Zoning Bylaw No. 1340, 2010*. The property is within the Eagle Residential Development Permit area.

Within the Eagle Residential 1 Zone (R1) single family residential is the only principal permitted use. The maximum permitted site coverage is 25%. The minimum parcel size for a property to be created by subdivision is 425m². The maximum density permitted per parcel is a single family dwelling and 1 secondary suite. The setbacks in the R1 zone are as follows:

Property Line	Minimum Setback (in metres)
Front	6
Exterior Side	6
Interior Side	3
Rear	4

Within the Eagle Residential Development Permit Area, the guidelines for approval of a development permit include: drainage management; compliance with the form and function guidelines pertaining to exterior wall and roof colours and finishes; design; and outdoor lighting.

PROPOSAL

The applicants are requesting a Development Permit to construct a Single Family residence with an attached garage on the subject property.

IMPLICATIONS

Zoning Bylaw Compliance

The proposal is a permitted use within the Eagle Residential 1 Zone (R1). It does appear to comply with the site coverage requirements of the Zoning Bylaw. The survey sketch of the proposed residence and attached garage shows site coverage at approximately 25%. This proposed development would bring the property to the maximum permitted site coverage as stated in the Zoning Bylaw, limiting any possible further future in the development. The proposed building meets the other requirements of the Zoning Bylaw, including setbacks, parking, and height.

Development Permit Requirements

As noted above there are 4 categories that must be adequately addressed in order for a Development Permit to be approved. In response to this the applicant has submitted the following in response to these categories.

Drainage

The applicant proposes to remove as little of the existing vegetation as possible in order to maintain natural drainage and absorption to the greatest extent possible.

The driveway and area around the house will be gravel to help with water absorption and create a buffer around the building for fire suppression.

Development Permit Area Guidelines

The applicant will be utilizing wood siding with natural tones that are in compliance with the requirements of the form and character development permit guidelines. While the written narrative regarding the application does not speak to the colour of the roof, building plans suggest that it will be a black roof, which is in keeping with the guidelines.

Design

The proposed structure is compliant with the design guidelines of the Development Permit requirements and the Strata requirements. The roof design is meant to hold snow and stay below the surrounding trees to not affect surrounding views.

Exterior Lighting

The applicants indicate that outdoor lighting will be minimal, and that an additional low intensity light will be added to the porch. This type of lighting will have minimal impact on the night sky, neighbouring properties or traffic.

AREA PLANNING COMMISSION

The Electoral Area 'E' / West Boundary Area Planning Commission (APC) met on July 4, 2017 and discussed the application. The APC supported the development permit application.

PLANNING AND DEVELOPMENT COMMENTS

In order to accommodate the applicant's desire to begin building as soon as possible due to a shorter construction season in alpine climates, Development Permit 559-17D was issued on July 6, 2017.

RECOMMENDATION

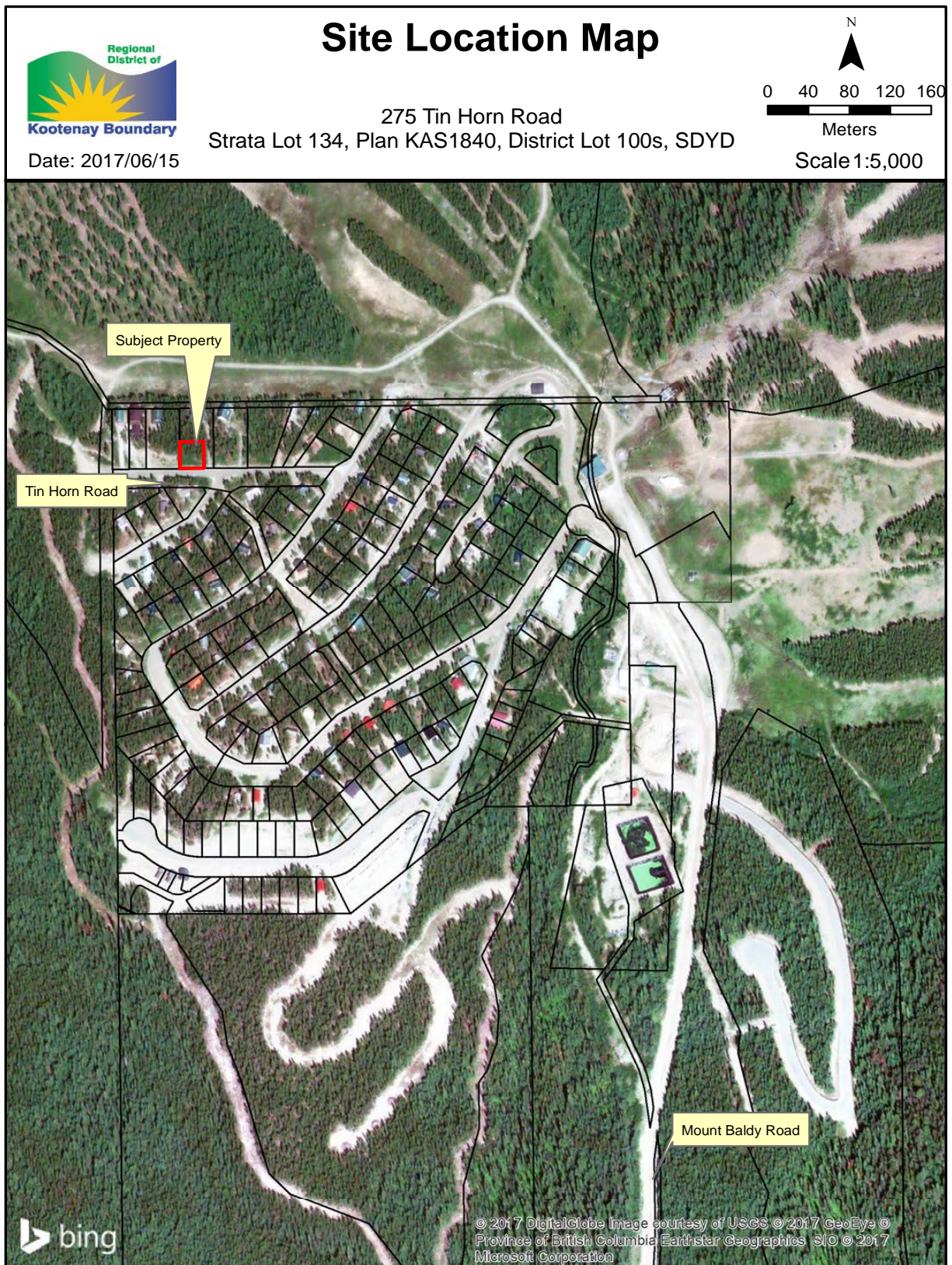
That the staff report regarding the Development Permit Application submitted by Ron Morton for Strata Lot 134, DL 100s, SDYD, Strata Plan KAS1840, Electoral Area 'E' / West Boundary be received.

ATTACHMENTS:

Subject Location Map

Subject Property Map

Applicants' Submission



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APPLICANTS' SUBMISSION**Description of Proposed Development:**

Our new cabin concept captures a traditional Mount Baldy 1970s design. We are using a mid-century plan with an updated 21st century feel. We have planned a cabin with subtle lines and natural tones with a roof line much like that of the Baldy Day Lodge and other cabins in the Eagle Subdivision. Our intention is for our cabin to have a limited visual impact. We are aiming for a very 'well-fitted' cabin; one that a passerby may wonder how long it has been there.

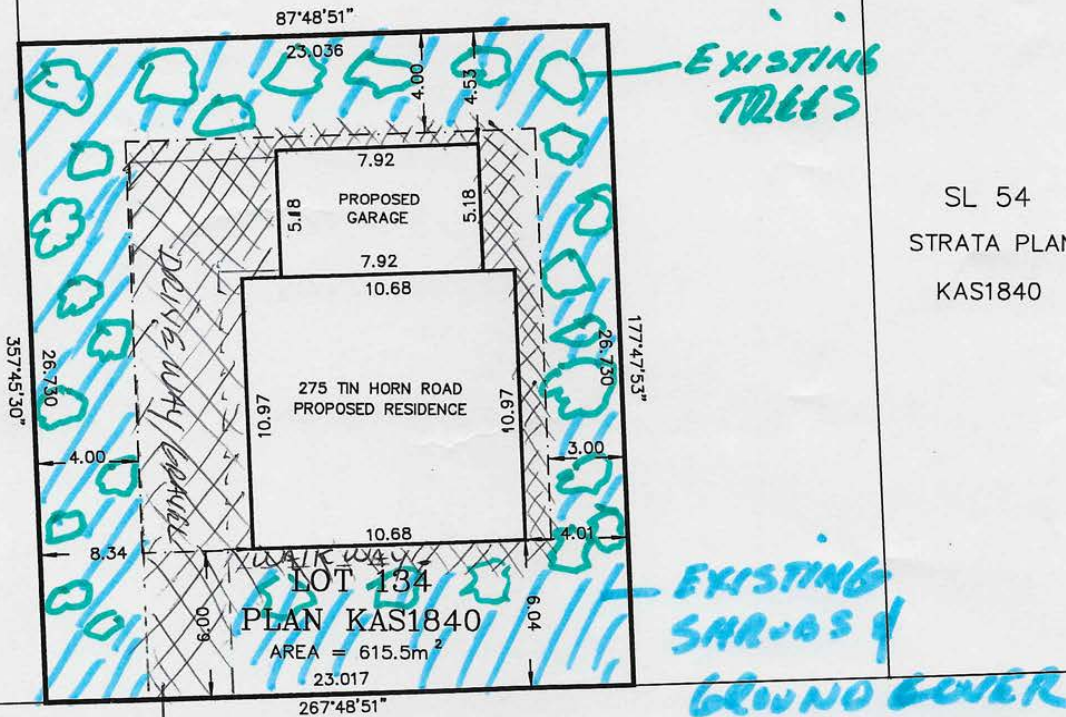
The following are points that describe how we plan to achieve this:

1. The size of the building is under allowable square footage for property size;
2. The narrowest aspect of structure facing the street;
3. The building design to sit within surrounding trees and foliage to minimize environmental impact;
4. The roof line to be below surrounding tree tops;
5. The shallow pitch of the roof is designed to hold snow to minimize the need for snow storage;
6. A single width drive way with tandem parking stalls;
7. The exterior finishing to be wood with natural Earth tones. Exposed roof beams to be Douglas fir and soffits to be pine tongue and groove. Siding is 1x8 vertical cedar channel board;
8. Minimal external lighting with only a low intensity porch light;
9. Large glass windows facing front and side of cabin.

D.L. 100s
S.D.Y.D.

SL 135
STRATA PLAN KAS1840

SL 54
STRATA PLAN
KAS1840



XXX GRAVEL DRIVEWAY & PERIMETER COVERAGE 1.5m
TIN HORN ROAD

EXISTING INDIGENOUS TREES
& SHRUBS ALONG WITH NATURAL
GROUND COVER NOT TO BE
DISTURBED. DRIVE WAY AND
1.5 METRE MINIMUM PERIMETER
GRAVEL COURTYARD.

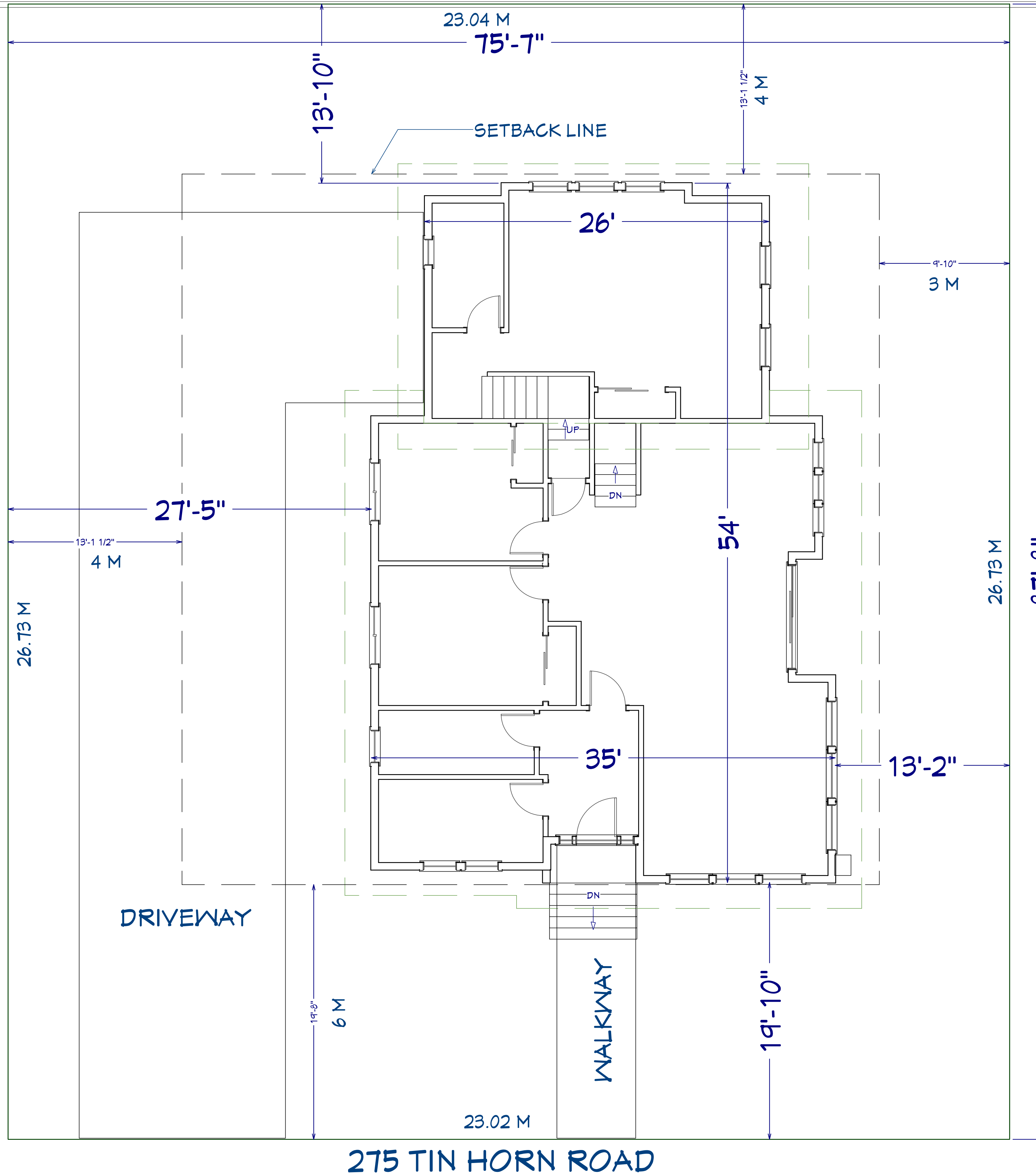
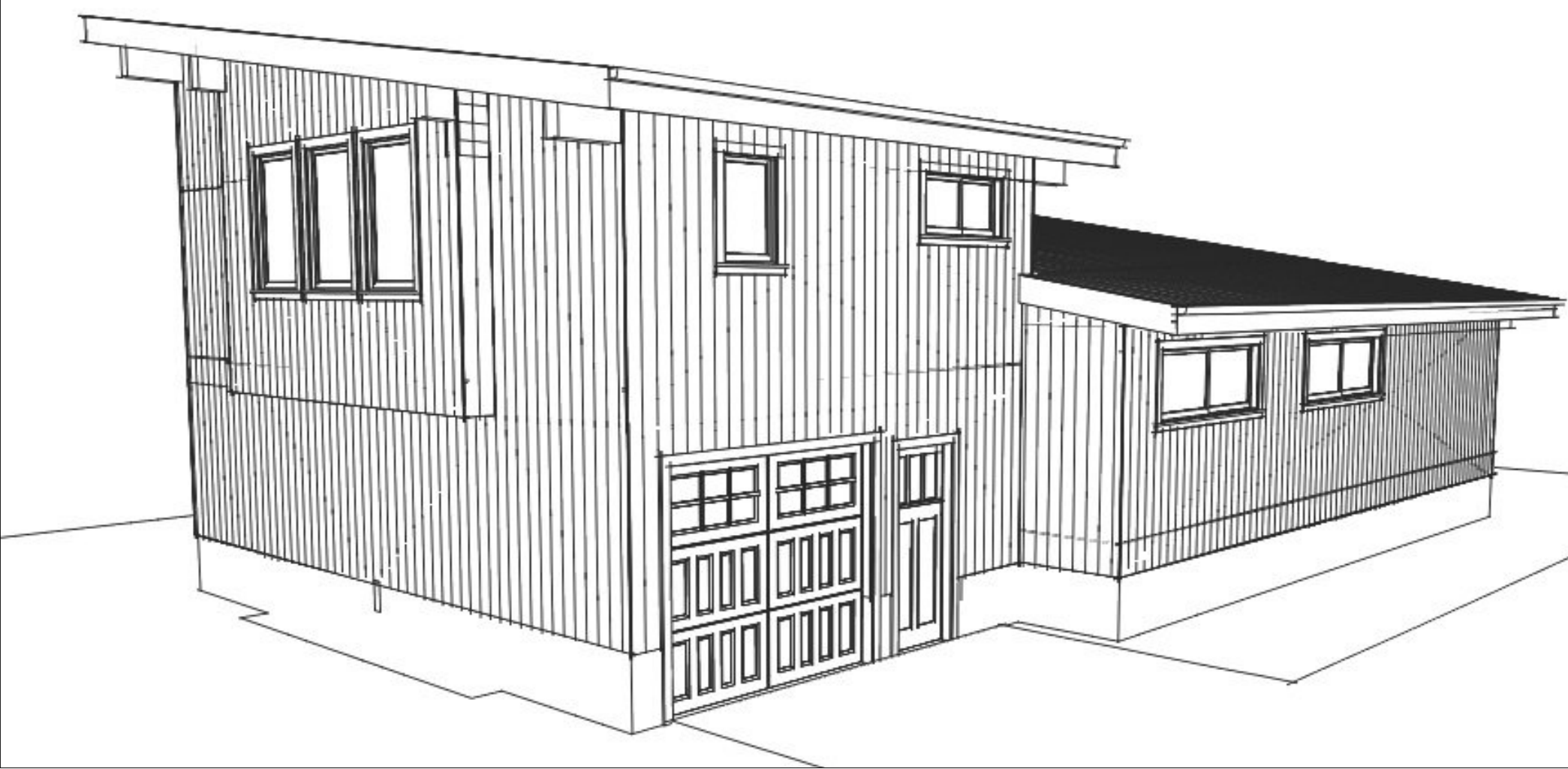
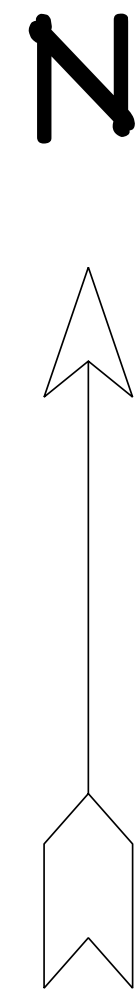
Warren Barnard
S4LZB6

Digitally signed by Warren Barnard
S4LZB6
DN: c=CA, cn=Warren Barnard S4LZB6,
o=BC Land Surveyor, ou=Verify ID at
www.juricert.com/LKUP.cfm?
id=S4LZB6
Date: 2017.05.11 11:04:34 -07'00'

ARNARD
EYORS
REET
L 2A8
943-0421

FILE: MT BALDY
PLOT: 2017/04/13
MAP: KAMLOOPS

APPLICANTS' SUBMISSION



PLAN #
18-17

MORTON CABIN 275 TIN HORN ROAD
SL 134 DL 100S SIMILKAMEEN DIVISION
YALE DSP KAS1840

H. SMID DESIGNS
604-644-2754 e-mail hsmid@telus.net

PLANS COMPLY
WITH 2012 B.C.
BUILDING CODE

DATE
APRIL 12/ 2017

SCALE 1/4"=1'

PAGE #

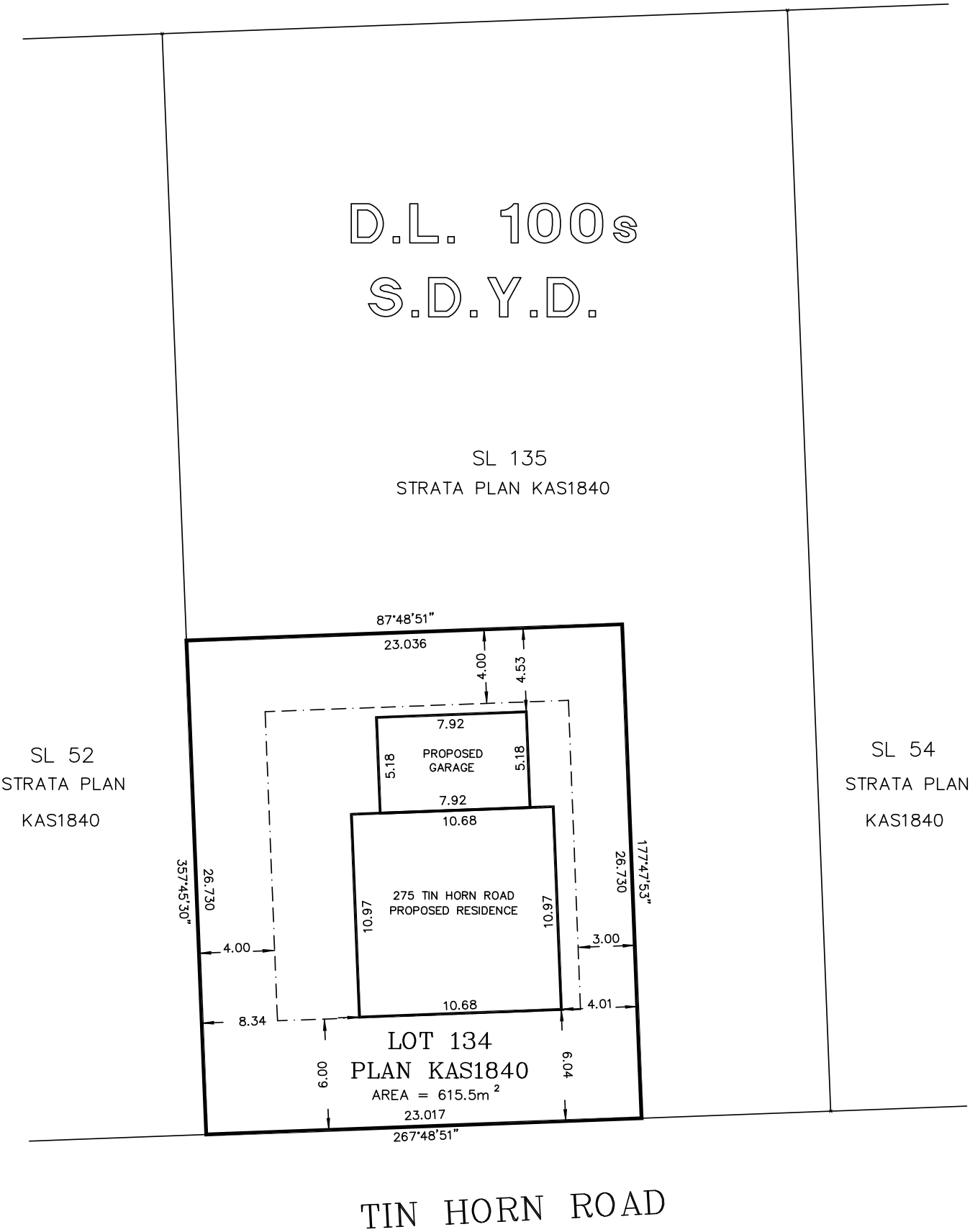
1

APPLICANTS' SUBMISSION

SKETCH SHOWING PROPOSED
BUILDING ENVELOPE ON STRATA LOT 134
DISTRICT LOT 100S SIMILKAMEEN DIVISION
YALE DISTRICT STRATA PLAN KAS1840
SCALE: 1:250 (METRIC)

**NOT SUITABLE FOR MORTGAGE PURPOSES

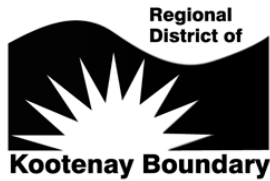
UNSURVEYED CROWN LAND



WATSON & BARNARD
B.C. LAND SURVEYORS
1524-56th STREET
DELTA, B.C. V4L 2A8
TEL.: 943-9433 FAX: 943-0421

FILE: MT BALDY
PLOT: 2017/04/13
MAP: KAMLOOPS

Server\DWG2017\MOUNT BALDY KAMLOOPS.dwg 1:250 SERVER\J08S2017\MOUNT BALDY 027-431-614



STAFF REPORT

Date:	July 27, 2017	File #:	D-538-03778.010
To:	Chair McGregor and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Zoning Amendment		

ISSUE INTRODUCTION

Michael Slatnik has submitted an application for a zoning bylaw amendment for the property at 3530 Hardy Mountain Road, Electoral Area 'D'/Rural Grand Forks (*see Site Location Map; Subject Property Map*). The request is to allow for a second dwelling, in the form of a manufactured home, to be used for an immediate family member (*see Applicants' Submission*).

HISTORY / BACKGROUND FACTORS

The 10.7 ha parcel was created by a subdivision approved in 1981 and registered in 1982. This subdivision separated portions of the original property that were within the Agricultural Land Reserve (ALR), and portions of the property that were not. The subject property is designated as 'Agricultural Resource 1' in the *Electoral Area 'D'/Rural Grand Forks Official Community Plan Bylaw No. 1555, 2016* (OCP) and zoned 'Agricultural Resource 1' in the *Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299, 2005*. The subject property is entirely within the ALR. The Agricultural Resource 1 Zone has a minimum parcel size requirement of 10 ha for new parcels, therefore it is not sub-dividable.

The subject property is approximately 3km from the RDKB office in Grand Forks. Properties to the north, east and west of the subject parcel are also within the ALR and share the same zone and land use designation. Properties south of the subject parcel are not within the ALR and are designated and zoned Rural Residential in the Official Community Plan and Zoning Bylaw.

History of Dwellings on Property

An application for building permit for a single family dwelling was received by the RDKB in 2016. At the time of the application there were two existing residences on the property; a single family dwelling and a manufactured home. The RDKB has no records or documentation to support when, or if these dwellings were lawfully placed on the property.

The manufactured home functioned as the principal dwelling on the property while the single family dwelling was demolished and a new one was built. As the property is zoned 'Agricultural Resource 1' in the *Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299*, only one single family dwelling is permitted. The building permit was issued for the construction of a single family dwelling as the applicant signed an affidavit declaring that the manufactured home would be rendered uninhabitable or removed within 30 days of occupying the newly constructed single family dwelling.

However, as construction on the new single family dwelling neared completion, the applicant inquired about keeping the second residence. The last inspection of the new house was in December 2016; the RDKB Building Inspectors are still waiting for the owners to finish construction and schedule a final inspection. To date the manufactured home has not been removed or rendered uninhabitable.

Correspondence with the applicant and RDKB staff prior to the re-zoning application included several inquiries regarding scenarios in which the manufactured home could remain on the property after the single family dwelling was completed. This included asserting that both residences were lawfully established and considered legal non-conforming; using the manufactured home for farm employees; or using the manufactured home for family members.

The applicant was informed that the onus is on the property owner for providing sufficient evidence to the RDKB that a residence was lawfully established. As stated above the RDKB has no records to indicate when, or if the manufactured home was ever legally placed on the property. Regardless, the manufactured home lost any consideration of non-conforming status when the building permit was issued for the construction of a single family dwelling and the landowner signed an affidavit for the removal of the manufactured home.

Through correspondence it was shared that housing for a farm employee would not be a reasonable request due to the fact that the property is not assessed as a farm. This left the possible use as a second residence for immediate family¹ members in a manufactured home.

PROPOSAL

The property owners request a zoning bylaw amendment to permit a second dwelling in the form of a manufactured home for immediate family members.

The owners' intent is to keep the existing manufactured home that is required and was agreed to be removed or rendered uninhabitable. The intent of the second residence is to periodically house immediate family members including the parents of both owners for periods of up to two months at time. The applicant suggests this would help provide child care and may be used more permanently upon retirement of family members.

¹ Immediate Family means, with respect to an owner, the owner's parents, grandparents, great grandparents, spouse, parents of spouse, stepparents of spouse, brothers, sisters, children, step children, grandchildren, and great grandchildren.

IMPLICATIONS

Agricultural Land Commission Act and Regulations

The ALC has established 2 zones within the ALR. The Regional District of the Kootenay Boundary is within Zone 2. The ALR Use, Subdivision and Procedure Regulation includes the following permitted residential uses in Zone 2 unless otherwise prohibited by local government bylaw:

"3 (b.1) for a parcel located in Zone 2,

(i) one secondary suite in a single family dwelling,

(ii) either

(A) one manufactured home, up to 9 m in width, for use by a member of the owner's immediate family, or

(B) accommodation that is constructed above an existing building on the farm and that has only a single level, and

(iii) a second single family dwelling, but only if the parcel is at least 50 ha in size and if the total area occupied by all residences and other residential structures, roads and service lines, and all land between them, is 4 000 m² or less;"

Use of a manufactured home for residential purposes does not require farm assessment, however the requirement that the home is removed or no longer used for residential purposes when the need no longer exists implies that the intent is to provide a principle residence and not to house visitors.

RDKB Land Use Bylaws

The *Electoral Area 'D'/Rural Grand Forks OCP Bylaw No. 1555* includes the policy below with regard to second dwellings in the form of a manufactured home in the 'Agricultural Resource' designation lands.

- "19.4.10 Notwithstanding the above, consideration may be given to permitting a second dwelling in the form of a manufactured home for a member of the owner's *immediate family*, upon an application for a zoning bylaw amendment. Such applications will be evaluated on criteria that includes, but is not necessarily limited to the following:
- a) the size and location of the subject property;
 - b) the provision of a guarantee (restrictive covenant or housing agreement) that describes who may occupy the residence and what would trigger removal of the residence in the future."

The Official Community Plan review that resulted in the adoption of Bylaw No. 1555 in 2016 took into consideration the recommendations in the Boundary Area Agricultural Plan (BAAP), which was completed in 2011. The Human Capital section of the BAAP suggested that local policies be realigned "regarding secondary dwellings for farm families and farm labour" (Section 1.7.15). That section specifically recommends to

"Align Area 'D' secondary dwelling policies with provincial ALR policy by allowing secondary dwellings for family and farm labour use". Allowing second dwellings on farms was also a recommendation from the public consultation process for the OCP review in order to support farm families.

Similar applications for zoning amendments to permit the placement of a manufactured home for an immediate family member were received in March 2016 and again in March 2017. The parcels were 40 ha and 48.5 ha in the 'Agricultural Resource 1' and 'Agricultural Resource 2' Zones respectively, both of which are assessed for farm purposes. The amending bylaws zoned the properties to the 'Agricultural Resource 1B Zone (AGR 1B)', which permits second dwellings in the form of a manufactured home.

Parcel Size

Policy #19.4.10 states that the size of the parcel must be taken into consideration although no criteria are given. When the OCP was drafted the steering committee was hesitant to place a defined parcel size in the policy because they did not want to imply that subdivision in the ALR would be supported sometime in the future.

The subject property is significantly smaller in size, at 10ha, than previous applications (40ha and 48.5ha respectively). The parcels that were subject to previously approved applications had the ability to be subdivided (subject to Agricultural Land Commission approval), and support for the bylaw amendments was seen as an advantage in order to keep the agricultural unit intact. At 10.7 hectares, this parcel cannot be subdivided.

Parcel Location

Policy #19.4.10 states that location of the parcel must be taken into consideration although no criteria area given. The subject property is closer to the corporate boundary of the City of Grand Forks than the other applications. There are hotels, campgrounds, rental accommodations with vacancy available nearby and within Grand Forks that could be easily utilized by visitors. There are also several forms of housing available for sale. The 2016 application for bylaw amendment was approximately 5km from Grand Forks, which may also be considered close.

Other Considerations

The policy states that other criteria may be considered by the Board in deciding whether an application should be supported. Although operation of an active farm is not a requirement in the RDKB policy or the ALR Use, Subdivision and Procedure Regulation, the rationale behind the creation of the policy should be considered when applications are made to use this policy. As described above, the intent of the policy direction to consider applications for second dwellings in the ALR was to support farm families and farming. Since the subject property is not assessed as a farm, this argument cannot be made.

ADVISORY PLANNING COMMISSION COMMENTS (JUNE)

This item was discussed at the Advisory Planning Commission's (APC's) June 6, 2017 meeting. The application was not supported by the APC as there was a split vote and a motion for support was defeated. Items such as the affidavit, and the likelihood of compliance with the use intended for specific family members of the owner were discussed.

ELECTORAL AREA SERVICES COMMITTEE COMMENTS

This item was discussed at the Electoral Area Services (EAS) Committee meeting on June 15, 2017. The item was deferred back to the APC for further consultation in hopes that additional members would be in attendance to break the tie vote. The EAS Committee also requested clarity on the resident of the second dwelling.

ADVISORY PLANNING COMMISSION COMMENTS (JULY)

This item was discussed again at the APC's July 4, 2017 meeting. During the meeting the applicant spoke to the APC regarding the dwelling, and clarified that the residence would be used by parents of both owners for periods up to 2 months at a time.

The APC stated their support for the on the condition that the manufactured home meets the 9 metre maximum width and that the owner enters into an agreement with the Regional District regarding conditions of the approval and that agreement be registered on the title of the property.

PLANNING DEPARTMENT COMMENTS

Planning and Development Department staff suggests that the following be taken into consideration in deciding whether to support the bylaw amendment:

- The implied intention of the policy, which was based on the Boundary Area Agricultural Plan; is to support secondary dwellings for farm families and farm labour;
- Since the parcel is not able to be subdivided, allowing the second dwelling will not reduce pressure to allow a subdivision for a second dwelling;
- The subject parcel is relatively close to the City of Grand Forks, which has housing options available;
- Creation of a secondary suite, although it would have to be attached to the single family dwelling, could provide additional living space for family members; and
- The precedent that approval of this application will make for other land owners who may seek to legally place a guest house on their parcel for visiting immediate family members.

Given that the policy direction in the OCP is somewhat vague, the Board may wish to consider an amendment to make the policy easier to interpret for future applications.

RECOMMENDATION

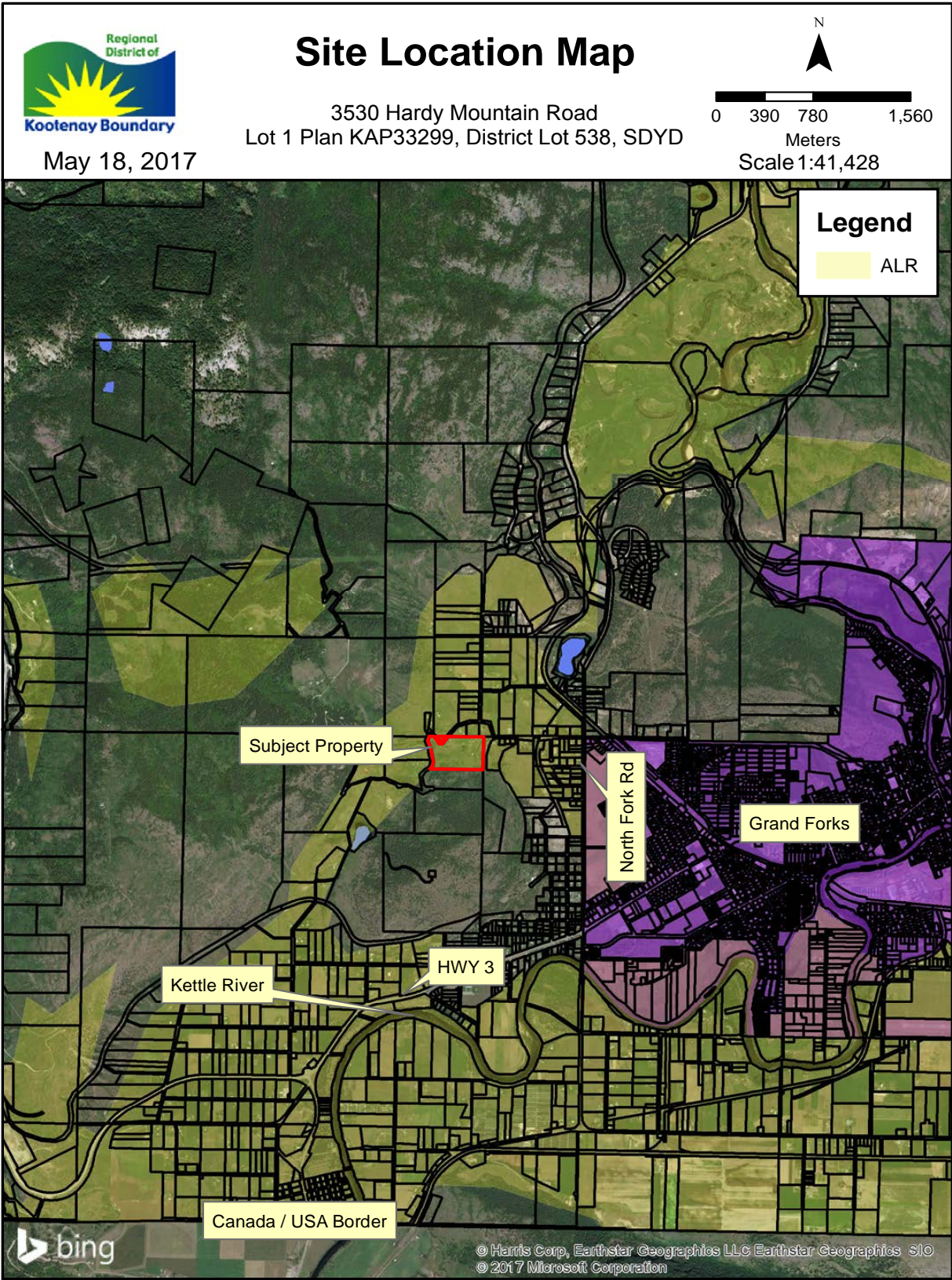
That the application by Michael Slatnik and Jennifer Dressler to re-zone the parcel legally described as Lot 1, DL 538, SDYD, Plan KAP33299 to allow a second single family dwelling in the form of a manufactured home be denied.

ATTACHMENTS

Site Location Map

Subject Property Map

Applicants' Submission





Document Path: P:\PD\EA_D\ID-538-03778.010 Slatnik\2017-June ReZoning\2017-05-18.mxd

APPLICANT SUBMISSION

The space below is provided to describe the proposed development. Additional pages may be attached.

This property was purchased by my wife and I in 2013, with two residences on the property. The main house is address 3510, and the secondary residence is 3530.

The house at 3530 is a double-wide mobile home on a full cement foundation. We would like to keep this secondary residence to periodically house immediate family members. With a young family of our own, and both of us working, our family members like to visit us and they help us with child care. It is possible that a family member may spend time in this house more frequently as they retire.

We do not seek to build a new structure, only to keep this existing one.

RECEIVED

MAY 16 2017

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

Maureen Forster

From: Mark Andison
Sent: July-21-17 1:42 PM
To: John MacLean; Maureen Forster; Theresa Lenardon
Subject: FW: Request for letter of support for the Tourism Big White Society

From: Vicki Gee
Sent: Thursday, July 20, 2017 4:25 PM
To: Jude Brunt <jude@globedining.com>; Mark Andison <mandison@rdkb.com>
Subject: RE: Request for letter of support for the Tourism Big White Society

I'll ask for it to be added as a late item to July 27th agenda. Vicki

From: Jude Brunt [mailto:jude@globedining.com]
Sent: July 20, 2017 4:17 PM
To: Vicki Gee <vgee@rdkb.com>; Mark Andison <mandison@rdkb.com>
Cc: 'Jude Brunt' <jude@globedining.com>
Subject: Request for letter of support for the Tourism Big White Society

Dear Mark and Vicki

The Tourism Big White Society is funded, as you may be aware, via the MRDT tax on hotel/condo room beds via the Provincial MRDT program. All of our key accommodation providers at the resort participate in this program and the funds raised via this taxation to tourists are used exclusively for resort marketing and tourism focussed initiatives. Up until now the tax rate has been set at 2%, and there is now the opportunity to increase that to 3% per accommodation night. All other BC resorts in the same program are also applying to implement this increase.

In order to make the formal application for this increase the Tourism Big White Society Board, of which I am a member, requires a letter of support from our Regional District, stating their support for the application.

Clearly the whole community of Big White Mountain benefits either directly or indirectly when tourism flourishes here and this increase in MRDT would add a significant pot of funds to the Tourism Society annual budget going forward.

Please let me know if RDKB is able to write a letter of support for the increase to 3%, addressed to the BC Provincial Government and in support of the Tourism Big White Society's application?

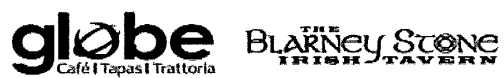
Thank you for your consideration

Jude Brunt
 Director
 Tourism Big White Society

Jude Brunt
Cell: 250 869 2370

Reservations Globe Café, Tapas & Trattoria: 250 765 1501

Reservations The Blarney Stone: 250 491 2009



OPEN YEAR ROUND @ BIG WHITE SKI RESORT

Eat, Drink, Ski, Hike at Beautiful Big White Ski Resort, BC...
www.globedining.com

Tourism Big White Society
 1894 Ambrosi Road
 Kelowna, B.C.
 V1Y 4R9



July 23rd 2017

For the attention of Director Gee and the Board of Directors of RDKB

The Tourism Big White Society is funded, as you may be aware, via the MRDT tax on hotel/condo room beds via the Provincial MRDT program. All of our key accommodation providers at the resort participate in this program and the funds raised via this taxation to tourists are used exclusively for resort marketing and tourism focussed initiatives. Up until now the tax rate has been set at 2%, and there is now the opportunity to increase that to 3% per accommodation night. All other BC resorts in the same program are also applying to implement this increase.

In order to make a formal application for this increase the Tourism Big White Society Board, of which I am a member, requires a letter of support from our Regional District, stating their support for the application.

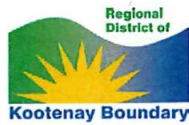
Clearly the whole community of Big White Mountain benefits either directly or indirectly when tourism flourishes here and this increase in MRDT would add a significant pot of funds to the Tourism Society annual budget going forward.

We would be sincerely appreciative if the Board of Directors of RDKB, or our Regional Director, Vicki Gee, would be able to write a letter of support for the increase to 3%, addressed to the BC Provincial Government and in support of the Tourism Big White Society's application?

Thank you for your consideration

J A Brunt

Jude Brunt, Director
 Tourism Big White Society



Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Visions for Small Schools Society		
Address	2110 1st Ave, Rossland, B.C., V0G 1Y0		
Phone No.	2503627772	Fax No.	n/a
Email Address	ann@netidea.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)

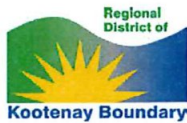
☐

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)
Communities in Faith Pastor	Lots 1 - 4, Block 20, Plan 616A

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Email: admin@rdkb.com · web: rdkb.com



Application Contents – must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

This project is proposed to enable the instillation of Broadband to the new facility for Seven Summits Centre for Learning in Rossland. The project is being overseen by the Operations Manager, Ann Quarterman, and involves the Internet Service Provider Secure By Design, and a local electrician, Brad Smith.

Seven Summits Centre for Learning is moving to the new space over the summer and Broadband needs to be installed by the start of the school year in September as all course content is provided via distance learning. This necessitates our proposing a condensed timeline for installation, which can be facilitated by the above mentioned providers.

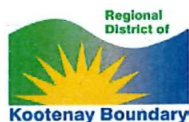
Once the Grant has been approved, CBBC will begin installation of the conduit to run the fibre optic cables. Secure by Design and the electrician will connect the Broadband to the building infrastructure and finish running the electrical lines to the various rooms. They estimate this will take one week.

The appropriate permits have been applied for from the City of Rossland and the electrical authority to complete this work, and will be approved by August 1st, 2017.

We estimate the completion of the project to be September 1st, 2017.

We sincerely appreciate your consideration for the prompt approval of this application based on the above timeline.

Our Operations Manager, Ann Quarterman, will be responsible for the Final Report and financial statements.



1.1 Project Impact:

Visions for Small Schools (VSS) is a non-profit organization that administers an educational space called the Seven Summits Centre for Learning, in Rossland, B.C. The Centre was opened in the fall of 2013 and provides students with the option for a learner-centered, blended model approach to the BC Curriculum for youth from Grades 8-12, supported by a small group of dedicated teachers. Each year the program supports up to 50 youth, and we plan to expand the program to 75 youth this coming year.

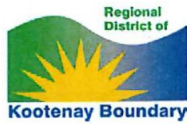
Establishment of Broadband to the Seven Summits Centre for Learning benefits residents from Rossland, Trail, Warfield, Area B and beyond. The Centre takes a blended learning model approach in which the students take their required courses via an online platform, but are supported by a physical Centre with mentors and supplemental programs. These programs include numerous outdoor youth leadership excursions, team-building activities, sports, arts training, music instruction, community volunteering, and the use of technology to connect to classrooms in other parts of the country and world.

The majority of the students attending the Centre reside in the local area so as to be able to take part in these opportunities, and local residents residing in the Kootenays are given priority admission. That said, application to the Centre is open to all learners. The Centre has supported athletes, students with disabilities (including those with learning disabilities, autism, ADHD and mental health issues), and International students who bring added revenue to the community as a whole as well as the influence of their diverse cultures.

Broadband provides the ability to support all of these diverse youth in our community by providing quick access to information and course materials, and supporting video conferencing in real-time. As well, Broadband is a more reliable source of Internet which allows less interruption from inclement weather or other outages which tend to plague our area in the winter months. Finally, by increasing the speed of information transfer, we are enabling the development of a strong network that will allow rural youth to access classes and information remotely, and can enable them to participate without having to travel into the Centre every day.

With this access, you will be empowering our rural youth to better access the technology and tools they will need going forward into a globally connected world.

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1.2 Project Outcomes:

Our primary outcome measure is the establishment of a physical Broadband fiber optic line to the new location for the Centre at 2110 1st Ave, Rossland, BC.

Other outcomes include:

1. Increasing the ability of youth in the Kootenays to have more choice in their place and type of schooling.
2. Aiding in the development of programs within the Centre to further expose the youth to new technology and global peers, through the development of programs that enable video conferencing with youth in other countries and content experts around the world.
3. Increasing capacity to train our rural youth in technical fields such as robotics and coding, which will increase their employability and add to the local pool of technologically literate employees.
4. Offering local rural students the option to complete some of their work at home via online courses and taped video recordings of classes offered at the Centre. We are also working to incorporate the ability to video conference between the teachers and remote students.
5. Supporting local athletes in training and competing outside of the area while still fulfilling their educational goals on time by enabling them to access online recorded classes and material that is uploaded from the Centre. By extension, this service supports our local partner organizations - Red Mountain Academy, Black Jack Ski Club, and Kootenay DanceWorks.
6. By offering a technologically advanced schooling option, we are able to attract students and their families from within Canada and Internationally to our area. These students contribute to the local economy and some families choose to move permanently to our area.
7. Reducing greenhouse gasses but offering local options for education, as well as the option to access parts of the curriculum from home, thereby reducing vehicular travel.
8. Contributing to the revitalization and repurposing of a local heritage building and Rossland landmark.

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1.3 Project Team and Qualifications:

Secure by Design was founded in 2008 by Kirk Ismay, , providing award-winning broadband Internet access, web site hosting, email consulting, and PC and network security solutions out of our Nelson, BC office. In 2014, the added new fiber optic and cable broadband options to our service line. <http://www.secure-by-design.com> With nearly 20 years in the industry, Kirk and his team continue to build a solid reputation for providing quality Internet solutions for the Kootenays.

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 (\$)
Fibre Optic Cables	CCBC to install conduit from the main line	13,512.00
Electrical Work	Install wiring, electrical to supply the internet	4,577.00
Internet Infrastructure	Secure by Design to install necessary equipment	3,738.00
Total		\$21,827.00

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Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Additional Budget Information

Please see estimates from Ital Electric, Secure by Design and CCBC.

3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**


Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Ann Quarterman	July 23, 2017

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
 Tel: free: 1 800 355 7332 tel: 250 368-9148 fax: 250 368-3990
 Email: admin@rdkb.com web: rdkb.com

SCHEDULE B- Eligible Costs for Eligible Recipients

1. Eligible Costs for Eligible Recipients

1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. training directly related to asset management planning; and,
 - iii. long-term infrastructure plans.

1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Costs for Eligible Recipients

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

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Rossland 2110-1st Ave

Summary of Outside Plant Costs **Edgewater Firehall** **18-Jul-17**

OSP Material and Labour		Amount
Outside Plant Cost Summary		
OSP Construction Material		\$ 823
OSP Opti-Tap Material		\$ 255
POP & Community Cabinet Infrastructure		\$ -
OSP Labour & Professional Services		\$ 11,072
	SubTotal OSP	\$ 12,149
	Contingency (5%)	607
	Total OSP with Contingency	\$ 12,756
	PST (7%)	118
	GST (5%)	638
	Total OSP Including Applicable Taxes	\$ 13,512
Total Capital Cost OSP with Contingency		\$ 13,512
Total Number of Premises Passed		1
Core Network Cost Per Premise		\$ 13,512

Notes:

Outside Plant consists of network design and engineering, fibre, conduit, service boxes, and optitaps including labor to install and test all connections

Rossland_2110-1st Ave.xlsb

Date Printed: 07/20/2017

Customer Estimate: Jun 20, 2017
Account Number: 200255

--Contact Information--

Ann Quarterman
Seven Summits Centre for Learning
Box 2216 ,
Rossland, BC,
V0G 1Y0

Account Number: 200255
Work Phone: 250-362-7772
Email: shelleyackermansdesign@gmail.com, ann@netidea.com
All correspondence will be emailed to the above email address.

Description	Price	GST	Total
1. Installation of wiring, modems and support equipment	\$3560	\$178	\$3738

GST# 831449020RT0001

1. For your convenience, we offer automatic payment from your
Bank Account or credit card. To activate this service please call
1-877-373-6121

Secure by Design, 201-625 Front Street, Nelson BC, V1L 4B6
Email: sales@secure-by-design.com Web: <http://www.secure-by-design.com>
Call Toll Free 1(877)373-6121

I am writing to provide a quote for upgrading the electrical at Seven Summits Centre for Learning

Included in my quote will be;

- electrical permit
- new tel. service (located on Queen St. frontage)
- Cat 5e ran to office location in basement with wiring to upstairs foyer for a booster
- adding 9 plugs in basement classrooms
- adding 3 plugs in main floor classroom
- adding 2 plugs in foyer on main floor for workstation
- adding 2 plugs in upstairs classroom and removing exposed wiring ran along floor

The cost to have Ital Electric professionally complete this job will be \$4'577.00 plus GST

Any questions or comments please don't hesitate to contact me

Brad Smith
Ital Electric
250-231-8349

Communities in Faith Pastoral Charge
Operating as Saint Andrews United Church
2110 1st Avenue,
Rossland, BC, V0G 1Y0

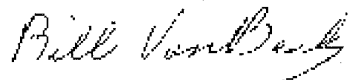
July 10, 2017

To Whom It May Concern

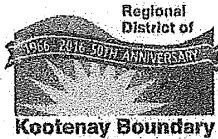
Visions for Small Schools Society doing business as **Seven Summits
Centre for Learning**, Box 2216, Rossland, BC V0G 1Y0, 250-362-7772
is leasing the facility at 2110 1st
Avenue, Rossland, BC, from Communities in Faith Pastoral Charge,
Operating as Saint Andrews United Church and has the permission from
Communities in Faith Pastoral Charge to install phone and internet
service for their account at the leased facility.

If you have any question please contact Bill Van Beek at 250 364-8599.

Sincerely,



Bill Van Beek
Trustee Communities in Faith Pastoral Charge



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 fol@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Cristina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	---	---	---

Applicant:	* ROCK CREEK COMMUNITY MEDICAL SOCIETY				
Address:	* 100 CUT OFF ROAD, BOX 9, ROCK CREEK, BC V0H 1Y0				
Phone:	* 250-446-2977	Fax:		E-Mail:	* secretary@rockcreekmedical.ca
Representative:	* Gail McLean Secretary/Treasurer				
Make Cheque Payable To:	* RCCMS				

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 100.00 What amount are you requesting from this RDKB Director(s)? \$ 100.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

MENTAL HEALTH FIRST AID COURSE
2 REPRESENTATIVES - BONNIE EDSTROM
- KAREN FILLO

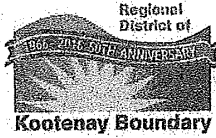
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: JUNE 19/17 Applicant Signature: Gail McLean Print Name: Gail McLean

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

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---	--	--	---	---

Applicant:	* KETTLE RIVER SENIORS ASSOCIATION				
Address:	* 100 CUT OFF ROAD, BOX 65, ROCK CREEK, BC V0H 1Y0				
Phone:	* 250-446-2977	Fax:		E-Mail:	* missg@nethop.net
Representative:	* Gail McLean President				
Make Cheque Payable To:	* Kettle River Seniors Assoc.				

*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? \$ 100.00 What amount are you requesting from this RDKB Director(s)? \$ 100.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

MENTAL HEALTH FIRST AID COURSE
2 REPRESENTATIVES - HARALD ZINNER
- PATRICIA O'BRIEN

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

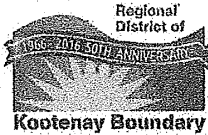
Name of Organization _____	Amount Secured: \$ _____
Amount Requested: \$ _____	
Name of Organization _____	Amount Secured: \$ _____
Amount Requested: \$ _____	
Name of Organization _____	Amount Secured: \$ _____
Amount Requested: \$ _____	
Date: <u>JUNE 19/17</u> Applicant Signature <u>Gail McLean</u>	Print Name <u>Gail McLean</u>

Office Use Only

Grant approved by Electoral Area Director: V. See

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 All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Cristina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	---	---	---

Applicant:	* ROCK CREEK COMMUNITY MEDICAL SOCIETY				
Address:	* 100 CUT OFF ROAD, BOX 9, ROCK CREEK, BC V0H 1Y0				
Phone:	* 250-446-2977	Fax:		E-Mail:	* secretary@rockcreekmedical.ca
Representative:	* Gail McLean Secretary/Treasurer				
Make Cheque Payable To:	* RCCMS				

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 827.14 What amount are you requesting from this RDKB Director(s)? \$ 677.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

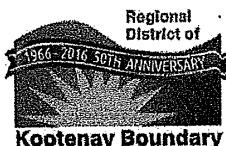
CANADA DAY COMMUNITY BARBECUE

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	<u>KETTLE RIVER REC SOCIETY</u>	
Amount Requested: \$	<u>50.00</u>	Amount Secured: \$ <u>100.00</u>
Name of Organization	<u>KETTLE RIVER SENIORS ASSOC.</u>	
Amount Requested: \$	<u>50.00</u>	Amount Secured: \$ <u>50.00</u>
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Date: <u>June 19/17</u>	Applicant Signature: <u>Gail McLean</u>	Print Name: <u>Gail McLean</u>

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

SUBMIT



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or fol@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grievé	<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:	* West Boundary Senior Housing Society			
Address:	* PO Box 450, 670 Ninth Avenue Midway BC V0H 1M0			
Phone:	* 250-449-2842	Fax:	250-449-2843	E-Mail: * parkviewmanor@shaw.ca
Representative:	* Lisa Sims, Administrator			
Make Cheque Payable To:	* Parkview Manor			

*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? \$ 150.00 What amount are you requesting from this RDKB Director(s)? \$ 150.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Parkview Manor is a supportive seniors housing complex that houses both independent and assisted living clients. The Grant In Aid money will be used to pay for a 2 day Mental Health First Aid course for 2 staff members and 1 Board member. The course will provide WBSHS staff and board members with additional knowledge that may be helpful in the day to day interactions with the residents at Parkview Manor

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: 10/07/2017 Applicant Signature Lisa Sims Print Name Lisa Sims

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT

Jennifer Kuhn

From: is@rdkb.com
Sent: July-22-17 9:46 PM
To: Theresa Lenardon; Jennifer Kuhn; Information Services
Subject: Grant-in-Aid Form submitted by Visions for Small Schools Society doing business as Seven Summits Centre for Learning, email address - ann@netidea.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: Visions for Small Schools Society doing business as Seven Summits Centre for Learning

Address: Box 2216, Rossland, BC, V0G 1Y0

Phone: 250-362-7772

Fax: n/a

Email: ann@netidea.com

Representative: Ann Quarterman, Operations Manager

Make Cheque Payable To: Seven Summits Centre for Learning

Other Expenses:

Total Cost of Project: \$\$20,000.00

Amount Requested from RDKB Director(s): \$\$4,000.00 —

yes - Linda Worley

What is the Grant-in-Aid for?

Furnishing Facility: This project is proposed to enable the instillation of Broadband to the new facility for Seven Summits Centre for Learning in Rossland. The project is being overseen by the Operations Manager, Ann Quarterman, and involves the Internet Service Provider Secure By Design, and a local electrician, Brad Smith.

Seven Summits Centre for Learning is moving to the new space over the summer and Broadband needs to be installed by the start of the school year in September as all course content is provided via distance learning. This necessitates our proposing a condensed timeline for installation, which can be facilitated by the above

mentioned providers.

Once the Grant has been approved, CBBC will begin installation of the conduit to run the fibre optic cables. Secure by Design and the electrician will connect the Broadband to the building infrastructure and finish running the electrical lines to the various rooms. They estimate this will take one week.

The appropriate permits have been applied for from the City of Rossland and the electrical authority to complete this work, and will be approved by August 1st, 2017.

We estimate the completion of the project to be September 1st, 2017.

We sincerely appreciate your consideration for the prompt approval of this application based on the above timeline.

Our Operations Manager, Ann Quarterman, will be responsible for the Final Report and financial statements.

List of Other Organizations Applied to for Funding

Name of Organization Federal/Provincial Gas Tax Fund

Amount Requested \$15,000.00

Amount Secured waiting for confirmation

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

Jennifer Kuhn

From: Linda Worley
Sent: July-24-17 1:12 PM
To: Jennifer Kuhn
Subject: Re: Grant-in-Aid Form submitted by Visions for Small Schools Society doing business as Seven Summits Centre for Learning, email address - ann@netidea.com

Yes Jennifer

I am approving — 84,000

Linda

Linda Worley. Director (Elected Official)
 Regional District of Kootenay Boundary
 Lower Columbia/ Old Glory. (Area B)
 Phone: 250-231-1300 (cell)
 Phone: 250-693-5500. (Home)

On Jul 24, 2017, at 8:42 AM, Jennifer Kuhn <jkuhn@rdkb.com> wrote:

Good morning Linda,

Please find below a Grant-in-Aid application received from Visions for Small Schools Society. As the Board Meeting is on Thursday, please advise by Tuesday at Noon if you are approving this request in order to have the application on the Final Agenda.

Thank you.

Sincerely,

<image001.jpg>

Jennifer Kuhn | Clerk-Secretary
 Regional District of Kootenay Boundary
 Direct: 250.368.0244 | Main: 250.368.9148
 1.800.355.7352
www.rdkb.com

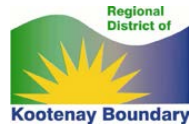
From: js@rdkb.com [<mailto:js@rdkb.com>]

Sent: July-22-17 9:46 PM

To: Theresa Lenardon <tlenardon@rdkb.com>; Jennifer Kuhn <jkuhn@rdkb.com>; Information Services <js@rdkb.com>

Subject: Grant-in-Aid Form submitted by Visions for Small Schools Society doing business as Seven Summits Centre for Learning, email address - ann@netidea.com

Online Grant-in-Aid Application



Security Issuing Bylaw No. 1647

A bylaw to authorize the entering into of an Agreement respecting financing
between the Regional District of Kootenay Boundary
and the Municipal Finance Authority of British Columbia

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issuance of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the Corporation of the City of Rossland is a member municipality of the Regional District of Kootenay Boundary (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the herein mentioned loan authorization bylaw;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following loan authorization bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the table contained in this bylaw is to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board of the Regional District of Kootenay Boundary, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

1. The Regional Board hereby consents to financing the debt of the Corporation of the City of Rossland in the amount of Four Million Dollars (\$4,000,00.00) in accordance with the following terms. (Total of debt for the City of Rossland that is to be financed under this Security Issuing Bylaw: \$4,000,000).

Rossland L/A Bylaw Number	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
2595	Rossland Washington St. Infrastructure Renewal	\$ 4,000,000	\$ 0	\$ 0	30	\$ 4,000,000
Total		<u>\$ 4,000,000</u>	<u>\$ 0</u>	<u>\$ 0</u>		<u>\$ 4,000,000</u>

Grand Total**\$4,000,000**

2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Four Million Dollars (\$4,000,00.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian dollar equivalents so borrowed shall not exceed \$ 4,000,000.00 (in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the Officer assigned the responsibility of financial administration of the Regional District.

7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria, BC and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of The City of Rossland Loan Authorization Bylaw No. 2595 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

Citation

1. This bylaw may be cited as "Regional District of Kootenay Boundary Security Issuing (City of Rossland Washington Street Infrastructure Renewal) Bylaw No. 1647, 2017".

Read a First and Second time the 27th day of July, 2017.

Read a Third time the 27th day of July, 2017.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1647 cited as "Regional District of Kootenay Boundary Security Issuing (City of Rossland, Washington Street Infrastructure Renewal) Bylaw No. 1647, 2017" as read a third time the 27th day of July, 2017.

Manager of Corporate Administration

RECONSIDERED AND ADOPTED the 27th day of July, 2017.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1647 cited as "Regional District of Kootenay Boundary Security Issuing (City of Rossland, Washington Street Infrastructure Renewal) Bylaw No. 1647, 2017" as reconsidered and adopted the 27th day of July, 2017.

Certified a true copy of Bylaw No. 1647 as adopted.

Manager of Corporate Administration

SCHEDULE "A" to Bylaw No. 1647

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of Kootenay Boundary

The Regional District of Kootenay Boundary (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of Four Million (\$4,000,00.00) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the ____ day of _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this _____ day of _____,

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1647 cited as "Regional District of Kootenay Boundary Security Issuing (City of Rossland Washington Street Infrastructure Renewal) Bylaw No. 1647, 2017"

This Agreement is sealed with the Corporate Seal of the Regional District of Kootenay Boundary and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

Chair

General Manager – Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated _____ (month, day) 20____

Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	Principal and/or Sinking Fund Deposit	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

**THE CITY OF ROSSLAND
REQUEST FOR COUNCIL DECISION**

DATE	:	July 27, 2015
TOPIC	:	Washington Street Infrastructure Renewal Loan Authorization
PROPOSAL	:	First, Second and Third Readings of Bylaw No. 2595
PROPOSED BY	:	Acting Chief Financial Officer

=====

SUMMARY:

Sections 179 and 180 of the Community Charter authorize Council to incur a liability by borrowing for capital expenditure, with the approval of the inspector and with elector approval.

In May 2015, Washington Street Infrastructure Renewal Loan Authorization Bylaw No. 2591, 2015 was given first, second and third reading for borrowing six million dollars (\$6,000,000). In July 2015, the New Building Canada Fund – Small Communities Fund confirmed grant funding of \$2,181,700.

The current estimate for the full project is \$5,875,847, however the actual cost shall not be known until tenders are received. The City funding for the project is estimated to be approximately \$3,694,146 after the grant funding.

The City does not need to borrow the full amount and/or for the full term. This bylaw is to seek approval for a maximum. Once the project is commenced, the required money shall be borrowed on a short term basis as needed via a temporary borrowing bylaw (Community Charter section 181). Once the project is completed and the final costs and debt required is known, the debt is converted to a long term loan to up the maximum of thirty years. If the City is able to finance the debt over a short period, no adjustment to the bylaw is required.

If the bylaw was reduced in value and/or term (years) which was later discovered to be insufficient in dollars, or years or both, the borrowing approval process would have to begin again from the beginning. As a result, staff recommends the bylaw to be for the maximum number of years and for the City's funding portion (rounded to the nearest million due to uncertainty regarding tendering process) to be \$4,000,000.

Therefore, Bylaw No. 2595 Washington Street Infrastructure Renewal is presented to Council for the first, second and third reading.

STAFF RECOMMENDATION:

Council reads Bylaw No. 2595 – Washington Street Infrastructure Renewal for the first, second and third reading.



Acting Chief Financial Officer



Reviewed by Interim Chief
Administration Officer

110.09/2015

THE CORPORATION OF THE CITY OF ROSSLAND

BYLAW No. 2595

A BYLAW TO AUTHORIZE THE BORROWING OF THE ESTIMATED COST THE WASHINGTON STREET INFRASTRUCTURE RENEWAL

WHEREAS Section 179 of the *Community Charter* (SBC Chapter 26) authorizes the Council of the City of Rossland to borrow, with the approval of the inspector, for funds as may be necessary for capital expenditures,

AND WHEREAS the estimated cost of constructing the Washington Street Infrastructure Renewal including expenses incidental thereto is the sum of Four Million Dollars (\$4,000,000.00) which is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE the Council of the City of Rossland in open meeting assembled ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "Washington Street Infrastructure Renewal Loan Authorization Bylaw No. 2595, 2015"

LOAN AUTHORIZATION

2. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the Washington Street infrastructure renewal and related improvements in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality a sum not exceeding Four Million Dollars (\$4,000,000).
 - b. To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the Washington Street Infrastructure Renewal.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.

ENACTMENT

4. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
5. This Bylaw shall come into full force and effect on the final adoption thereof.

READ A FIRST TIME

this 30th day of July, 2015

READ A SECOND TIME

this 30th day of July, 2015

READ A THIRD TIME

this 30th day of July, 2015

RECEIVED the approval of the Inspector of Municipalities

this 18th day of September, 2015

RECEIVED the assent of the electors of the City of Rossland

this 16th day of November, 2015

RECONSIDERED AND FINALLY ADOPTED

this 24th day of November, 2015

 Mayor


 Deputy Corporate Officer

Certified a true copy of Bylaw No. 2595 as at third reading.



Acting Chief Financial Officer

Certified a true copy of Bylaw No. 2595 as adopted.


 Deputy Corporate Officer



Statutory Approval

Under the provisions of section 179

of the Community Charter


I hereby approve Bylaw No. 2595

of the City of Rossland,

a copy of which is attached hereto.

Dated this 17 *day*

of SEPT *, 2015*



Deputy Inspector of Municipalities



CERTIFIED RESOLUTION

**RE: City of Rossland Bylaw 2595, 2015 – Washington Street Infrastructure Renewal
Loan Authorization Bylaw**

At the July 17, 2017 Regular Meeting of Council, the following resolution was adopted in regards to the Washington Street Infrastructure Renewal Loan Authorization Bylaw:

"THAT COUNCIL APPROVE BORROWING FROM THE MUNICIPAL FINANCING AUTHORITY OF BRITISH COLUMBIA, AS PART OF THE 2017 FALL BORROWING SESSION, \$4,000,000, AS AUTHORIZED THROUGH THE WASHINGTON STREET INFRASTRUCTURE RENEWAL LOAN AUTHORIZATION BYLAW #2595, 2015, AND THAT THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY BE REQUESTED TO CONSENT TO OUR BORROWING OVER A 30-YEAR TERM AND INCLUDE THE BORROWING IN THEIR SECURITY ISSUING BYLAW."

I hereby certify the above to be a true copy of the resolution adopted by Council of the Corporation of the City of Rossland, this 17th day of July, 2017.

A handwritten signature in dark ink, appearing to read "Cynthia Anonuevo", is written over a horizontal line.

Cynthia Anonuevo, Deputy Corporate Officer

Dated at Rossland, British Columbia, this 18th day of July, 2017.