

## Regular Meeting of the Board of Directors

October 26, 2017

6:00 pm

RDKB Board Room

**Grand Forks, B.C**

### **R E V I S E D   A G E N D A**

**1.    Call to Order**

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

**2a)**    Bring items forward on the agenda if necessary.

**3.    Minutes**

**3a)**    The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held October 11, 2017 are presented.

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held October 11, 2017 be adopted as presented.

[Minutes-Regular Meeting of the Board of Directors - 11 Oct 2017 - BOARD Oct 26 2017 - Pdf](#)

**4.    Delegation(s)**

**4a)**    **T. Dehnel, Sr. Energy Specialist Community Energy Association**  
**Carol Suhan, Manager Conservation and Energy Management,**  
**Fortis BC**

Re.: FCM PCP Program

[Delegation-Community Energy Assoc-BOARD-Oct 26 2017](#)

**5.    Unfinished Business**

**5a)**    **RDKB Action Item List as of October 18, 2017**

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Action Item List as of October 18, 2017 be received.

[RDKB Action Items -2017-10-20 8:12:22 AM](#)

**6. Communications**

**6a) Liquid Waste Management Planning Stage III Steering Committee Appointments**

That the current stakeholders and their Regional District of Kootenay Boundary Director (and their designated Alternate Director) that participated in the LWMP Stage II Steering Committee be appointed to the LWMP Stage III Steering Committee. This includes:

1. Director Mike Martin, City of Trail
2. Director Lloyd McLellan, City of Rossland
3. Director Diane Langman, Village of Warfield
4. Director Linda Worley, Electoral Area `B`/Lower Columbia-Old Glory

**7. Communications (Information Only)**

**7a) Ministry of Municipal Affairs and Housing-Oct. 16/17**

Re: Infrastructure Planning Grant-Oasis Waterworks District Transition to RDKB

[2017 Fall T&C Cover Letter Kootenay Boundary 2](#)

[IPGP Terms & Conditions Kootenay Boundary P175404 October2017](#)

**7b) Ministry of Public Safety and Solicitor General - Sept 2017**

re: Cannabis Legalization and Regulation in British Columbia

[Cannabis Legalization and Regulation - Discussion Paper - Province - BOARD - Oct 26](#)

**Recommendation: Corporate Vote Unweighted**

That Communications Information Only Items 7a) and 7b) be received.

**8. Reports**

**8a) Adopted RDKB Committee Minutes-September 2017**

East End Services Committee (June 13), Policy, Executive and Personnel Committee (July 27), Beaver Valley Recreation (September 12) and Electoral Area Services Committee (September 14, 2017).

**Recommendation: Corporate Vote Unweighted**

That the minutes of the East End Services Committee (June 13), Policy, Executive and Personnel Committee (July 27), Beaver Valley Recreation Committee (September 12) and Electoral Area Services Committee (September 14, 2017) be received.

[Minutes - Policy, Executive and Personnel Committee - 27 Jul 2017 - BOARD - Oct 26](#)

[Minutes - Beaver Valley Recreation - 12 Sep 2017 - BOARD - Oct 26](#)

[Minutes - Electoral Area Services - 14 Sept 2017-BOARD-Oct 26](#)

[Minutes - EES Committee-13 Jun 2017-BOARD-Oct 26, 2017 2017-Pdf](#)

**8b) Adopted RDKB Recreation Commission Minutes**

Electoral Area C/Christina Lake Parks and Recreation-Sept. 13/17

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Electoral Area C/Christina Lake Parks and Recreation Commission meeting held September 13, 2017 be received.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors invite the Minister responsible for the Ministry of Transportation and Infrastructure to meet with the RDKB and the Christina Lake Parks and Recreation Commission to discuss the end of road(s) access to Christina Lake.

[Minutes - Electoral Area C Parks & Recreation - Sept 13, 2017 - BOARD - Oct 26, 2017](#)

[Staff Report-Christina Lke Parks Rec-MOT Invitation Rd Ends-BOARD-Oct 26 2017](#)

**8c) Draft RDKB Electoral Area Advisory Planning Commission Minutes-Oct./17**

Electoral Area 'B'/Lower Columbia-Old Glory, Electoral Area 'E'/West Boundary and Electoral Area 'E'/West Boundary (Big White).

**Recommendation: Corporate Vote Unweighted**

That the draft minutes of the RDKB Electoral Area 'B'/Lower Columbia-Old Glory and Electoral Area 'E'/West Boundary Advisory Planning Commission meetings held October 2, 2017 and Electoral Area 'E'/West Boundary (Big White) Advisory Planning Commission meeting held October 3, 2017 be received.

[Minutes-APC-Area B-2 Oct 2017-Board-Oct 26](#)

[Minutes-APC-Area E-2 Oct 2017-Board-Oct 26](#)  
[Minutes-APC-Big White-3 Oct 2017-Board-Oct 26](#)

**8d) Kettle River Watershed Steering Committee Minutes**

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Kettle River Watershed Steering Committee meetings held April 14, 2016, December 6, 2016, February 7, 2017, May 2, 2017 and June 22, 2017 be received.

[Minutes-April 14 2016-Kettle River Watershed Steering Committee-BOARD Oct 26 2017](#)

[Minutes-December 6 2016-Kettle River Watershed Steering Committee-BOARD Oct 26 2017](#)

[Minutes-February 7 2017-Kettle River Watershed Steering Committee Meeting-BOARD Oct 26 2017](#)

[Minutes-May 2 2017-Kettle River Watershed Steering Committee Meeting-BOARD Oct 26 2017](#)

[Minutes-June 22 2017-Kettle River Watershed Steering Committee Meeting-BOARD Oct 26 2017](#)

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

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

**9a) Electoral Area Services Committee-Oct. 12, 2017**  
**Director Worley, Chair/Director Gee, Vice Chair**

***Village of Warfield OCP***

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

That the Regional District of Kootenay Boundary Board of Directors advise the Village of Warfield that the Regional District of Kootenay Boundary's interests are unaffected regarding their draft new Official Community Plan. **FURTHER** that a letter of support be forwarded to the Village of Warfield.

[Staff Report-Village of Warfield New OCP-Board-October 26 2017](#)

**9b) East End Services Committee-Oct. 17/17**  
**Director Grieve, Chair/Director Cecchini, Vice-Chair**



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

**Recommendation: Corporate Vote Unweighted**

That pursuant to the RDKB Chair and Board Appointments Policy, that the Regional District of Kootenay Boundary Board of Directors approves the appointment of Paul Butler to the Lower Columbia Initiatives Board of Directors for a three-year term commencing November 2017 and expiring November 2020 or until the appointee resigns or the RDKB Board of Directors initiates a change.

**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

**Recommendation: Corporate Vote Unweighted**

That the update on the Columbia River Treaty be received.

[Columbia River Treaty Update-BOARD-Oct 26 2017](#)

**11. New Business**

- 11a) A staff report from Mark Andison, Acting CAO regarding a Building Bylaw Contravention for the property described as:  
**635 Highway 22, Rossland, B.C.**  
**Electoral Area 'B' / Lower Columbia-Old Glory**  
**Parcel Identifier: 018-352-031**  
**Lot A Township 9A Kootenay District Plan NEP20662**  
**Owner: John Wert**  
**Recommendation: Stakeholder Vote (Electoral Area Directors)**  
**Unweighted**

That the Regional District of Kootenay Boundary Board of Directors invite the owner, John Wert, 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, Township 9A, Kootenay District, Plan NEP20662.

[Staff Report-Bylaw Contravention Wert-Board-October 26, 2017 - Pdf](#)

- 11b)** A staff report from Mark Andison, Acting CAO regarding the cancellation of a Building Bylaw Contravention for the property described below as:

**2015 Carol Court, Christina Lake, B.C.**

**Electoral Area 'C' / Christina Lake**

**Parcel Identifier: 004-468-040**

**Lot 3 District Lot 970 Similkameen Division Yale District Plan 25978**

**Owners: Luigi and Amanda Cicchetti**

**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 3, District Lot 970, Similkameen Division Yale District, Plan 25978.

[Staff Report-Cancellation Bylaw Contravention Cicchetti-Board-October 26, 2017 - Pdf](#)

- 11c) K. Gobeil, Planner**

**Re: ALR Subdivision Electoral Area 'E' / West Boundary**

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

That the Agricultural Land Commission application for a subdivision submitted by Duane Eek for the property legally described as Lot 33, Plan, KAP378, District Lot 513, SDYD, Electoral area 'E' / West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

[Staff Report-Eek-ALC-Sub-Board-October 26 2017](#)

- 11d) K. Gobeil, Planner**

**Re: Surveyor General Accretion Electoral Area 'B' / Lower Columbia-Old Glory**

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding the application for accretion submitted by Vince Booth of Hinterland Surveying and Geomatics Inc. on behalf of Michael G. Landon for Unsurveyed Crown land fronting Lot 19, District Lot 367, Plan NEP2444, KD Rivervale, Electoral Area 'B' / Lower Columbia – Old Glory be received.

[Staff Report-Landon-Accretion-Surveyor General-Board-October 26 2017](#)

**11e) K. Gobeil, Planner**

**Re: LCLB Liquor Primary Licence (White Crystal Inn) Electoral Area 'E' / Big White**

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

Be it resolved that:

**1. The Board recommends the primary liquor license for the White Crystal Inn be supported for the following reasons:**

The liquor license amendment should have no impact on the residents, community and neighbouring property owners if approved.

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

**a. The potential for noise:**

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

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

It is anticipated that the proposal would not negatively impact Big White. The Advisory Planning Commission for Big White also noted no complaints regarding this application.

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

The proposed business and structural alterations are in keeping with the primary purpose of the establishment. The business operates as an 'eating, drinking establishment' which is a permitted use in the 'Village Core 6' Zone.

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

The applicant posted three 'notice of the proposal' signs. The signs were posted on September 26, 2017. One sign was posted at the main entrance of the Bull Wheel, and the other at the community notice board in the Whitefoot building, adjacent to the doctor's office. Another sign was posted in a community bulletin Board. No comments had been received by the RDKB Planning and Development Department at the time the staff report to the Board was prepared.

[Staff Report-Bull Wheel-White Crystal Inn-LCLB-Board-October 26 2017](#)

**11f) G. Denkovski**  
**Re: East End Sewerage Service Regional Interceptor Manhole 6 Replacement**

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors authorize Staff to enter into contract with Trainor Mechanical Contractors Ltd. for the East End Sewerage Service (700) regional interceptor access chamber replacement (Manhole #6A) for the amount of \$171,205.35 plus GST.

[Staff Report - East End Sewerage Service Manhole 6 Replacement - Board - October 26 2017 - Pdf](#)

**11g) G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Christina Lake Water Utility Upgrades Booster Pump Supply**

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors authorize Staff to enter into contract with DXP Natpro Canada for the Christina Lake Water Utility Service (550) System upgrades supply of a booster pump for the amount of \$190,065.00 plus applicable taxes.

**FURTHER** that the Board authorize the RDKB signatories to enter the agreement.

[Staff Report - Chirstina Lake Water Upgrades Booster Pump Supply - Board - October 26 2017 - Pdf](#)

**11h) G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Gas Tax Application - RDKB Electoral Area 'C'/Christina Lake Regional Parks and Trails Service Washroom Upgrades**

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the gas tax application for the Christina Lake Regional Parks and Trails Service washroom upgrades at the pickle ball courts for the amount of \$15,000. **FURTHER** that the Board authorize the RDKB signatories to enter into the agreement.

[Christina Lake Parks Service Washroom Project Gas Tax Application October 2017](#)

**11i) Grant-in-Aid**

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

That the following Grants-in-Aid be approved:

1. Beaver Valley Nitehawks Hockey Club Society-Electoral Area 'A'-  
\$1,500
2. Beaver Valley Skating Club-Electoral Area 'A'-\$500
3. Kettle River Food Share Society-Electoral Area 'E'-West Boundary-  
\$7,200

[Grant-in-Aid At Oct 18-BOARD Oct 26, 2017](#)

[Grant-in-aid as of Oct 24- BOARD-Oct 26, 2017](#)

## **12. Bylaws**

### **12a) Public Hearing Minutes**

Re: Bylaw No. 1640 and Bylaw No. 1641

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

That the minutes of the Public Hearing for RDKB Official Community Plan Amendment Bylaw No. 1640 and RDKB Zoning Amendment Bylaw No. 1641 held on October 4, 2017 be received.

[Minutes-Public Hearing Bylaws 1640-1641-BOARD-Oct 26 2017](#)

### **12b) Bylaw No. 1640, 2017-Amending Bylaw 1640-Area B OCP**

Third Reading

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1640, 2017 be given Third Reading.

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1640, 2017 be Reconsidered and Adopted.

[Bylaw 1640 Board-October 26 2017](#)

### **12c) Bylaw No. 1641, 2017-Amending Bylaw 1641-Area B Zoning**

Third Reading

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 2017 be given Third Reading.

[Bylaw 1641 Board-October 26 2017](#)

**13. Late (Emergent) Items**

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

**14a) Structure of RDKB Chair Appointed Standing Committees**

Brought forward from Board Meeting October 11, 2017

Director Grieve to lead discussion

**14b) Board Round Table-Update on UBCM Takeaways**

Brought forward from the Electoral Area Services Committee meeting held October 12, 2017.

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

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

**17. Closed (In camera) Session**

Proceed to closed session pursuant to Section 90 (1) (a) of the *Community Charter*

**18. Adjournment**



**Regular Meeting of the Board of Directors**

**October 11, 2017-6:00 p.m.**

**RDKB Board Room, Trail, B.C.**

**Minutes**

**Present:** Director G. McGregor, Chair  
Director P. Cecchini  
Director J. Danchuk  
Director R. Russell  
Director V. Gee  
Director L. McLellan  
Director F. Konrad  
Director E. Smith  
Director M. Rotvold  
Director A. Grieve  
Alternate Director K. Jolly  
Alternate Director A. Parkinson  
Alternate Director B. Edwards

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

**Call to Order**

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

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

The agenda for the October 11, 2017 meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

The Manager of Corporate Administration advised that the introductions to the new Emergency Program Coordinator would be added to the agenda under the Delegations section, and it was;

**368-17** Moved: Director Rotvold Seconded: Director Cecchini

That the agenda for the October 11, 2017 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as amended.

Carried.

### **Minutes**

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

**369-17** Moved: Director McLellan Seconded: Director Grieve

### **Corporate Vote Unweighted**

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

Carried.

### **Delegation(s)**

#### **Introduction**

#### **Chris Marsh, Manager of Emergency Programs**

The Chair welcomed D. Derby, Fire Chief, KBRFR and Chris Marsh, Manager of Emergency Programs.

Chief Derby introduced Mr. Marsh and he advised that Mr. Marsh has a diploma in Environmental Sciences, 10-years working experience as the EOC Director with Emergency Management BC in the Provincial Regional Emergency Operations Centre (PREOC) and that he was the former Manager of the Air Quality and Monitoring Program for the Ministry of Environment. Mr. Marsh is also a Volunteer Fire Fighter with Co. #2-Warfield.

Mr. Marsh thanked Mr. Derby for the introduction and noted he is looking forward to working with the Board of Directors and RDKB co-workers.

The Manager of Corporate Administration drew the Board's attention to a letter of recognition received from Constable Crockford, Trail and Greater District RCMP Detachment who acknowledged the response and exemplary work exhibited by Co. #1-Rosland, Co #2-Warfield and Co #4-Trail along with the KBRFR team in relation to a single vehicle roll over on September 3, 2017. The letter recognizes the professionalism and compassion that all of the Fire Fighters demonstrated at the scene.

The Chair thanked Mr. Derby and Mr. Marsh and they were excused from the meeting.

### **Unfinished Business**

#### **Board Action Item List**

The Board Action Item List will be presented at the October 26, 2017 Board meeting.



**Theresa Lenardon, Manager of Corporate Administration/Corporate Officer****Re: Alternative Approval Process (AAP) - Legislative requirements \****Bylaws 1653 and 1654-Grand Forks Rural Fire Protection District Service**

The Manager of Corporate Administration explained the staff report noting that two new fire trucks and an expansion to the fire hall are required. This necessitates an increase in the requisition amount for the service area. Bylaw No. 1653 amends the Grand Forks Rural Fire Protection District Service Area Establishment Bylaw and Bylaw No. 1654 is a Loan Authorization bylaw to permit borrowing.

The Manager of Corporate Administration further explained that to measure the community's opinion with respect to the increase in taxation, that the Alternative Approval Process (AAP) is being used, rather than a referendum. AAP costs are much less than those for holding a referendum. She explained the AAP process further and requested the Board to consider three recommendations, and it was;

**370-17** Moved: Director Russell Seconded: Director Rotvold

**Corporate Vote Unweighted**

That pursuant to Section 86(3) of the *Community Charter*, the RDKB Board of Directors deems that the estimated number of eligible electors of the area to which the Alternative Approval Process applies for the proposed Grand Forks Rural Fire Protection District Service Area Establishment Amendment Bylaw No. 1653, 2017 and the Grand Forks Rural Fire Protection District Service Area Loan Authorization Bylaw No. 1654, 2017 be established as 2,928 of which 293 be established as the ten percent (10%) of the total number of eligible electors required to sign an Elector Response Form opposing the adoption of RDKB Grand Forks Rural Fire Protection District Service Area Establishment Amendment Bylaw No. 1653, 2017 and adoption of RDKB Grand Forks Rural Fire Protection District Service Area Loan Authorization Bylaw No. 1654, 2017 unless assent voting (referendum) is held.

Carried.

**371-17** Moved: Director Russell Seconded: Alternate Director Edwards

**Corporate Vote Unweighted**

That pursuant to Section 86(3) of the *Community Charter*, that the Regional District of Kootenay Boundary Board of Directors approves the individual Grand Forks Rural Fire Protection District Service Elector Response Form as attached to this staff report and presented to the RDKB Board of Directors on October 11, 2017. **FURTHER** that this form be used in conducting the Alternate Approval Process for the Grand Forks Rural Fire Protection District Service Area Establishment Amendment Bylaw No.1653, 2017 and the Grand Forks Rural Fire Protection District Service Area Loan Authorization Bylaw No. 1654, 2017.

Carried.

**372-17** Moved: Director Russell Seconded: Director Rotvold

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves 4:30 p.m., Monday, December 18, 2017 as the deadline for the RDKB Corporate Officer's receipt of the completed Grand

Forks Rural Fire Protection District Service Elector Response forms for the Alternate Approval Process conducted for Grand Forks Rural Fire Protection District Service Area Establishment Amendment Bylaw No. 1653, 2017 and the Grand Forks Rural Fire Protection District Service Area Loan Authorization Bylaw No. 1654, 2017.

Carried.

### **Reports**

#### **Monthly Schedule of Vendor Payments-Sept. 1-Sept. 30/17 Director Martin, Finance Liaison/ Board Chair McGregor, Alternate**

**373-17** Moved: Director Cecchini Seconded: Director Grieve

#### **Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Monthly Schedule of Vendor Payments ending September 30, 2017 in the amount of \$1,158,445.74.

Carried.

#### **Adopted RDKB Committee Minutes Boundary Community Development Committee (Sept. 5/17)**

**374-17** Moved: Director Grieve Seconded: Director Cecchini

#### **Corporate Vote Unweighted**

That the minutes of the Boundary Community Development Committee meeting held September 5, 2017 be received.

Carried.

### **Board Appointments Updates**

*Southern Interior Development Initiative Trust (S.I.D.I.T.) - Chair McGregor*  
S.I.D.I.T. continues to recruit for a new CAO.

*Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Chair McGregor*  
Representatives met with Minister Donaldson, Ministry of Forests, Lands and Natural Resource Operations and Rural Development at the UBCM. The Minister was engaged and interested in the work that S.I.B.A.C. does.

*Okanagan Film Commission - Director Gee*  
Director Gee continues to work with the Commission on its Bylaws.

*Boundary Weed Stakeholders Committee - Director Gee*  
The Committee has been busy this Summer and Fall. Barb Stewart met with the Ag Consultant before the Open House.

*Kootenay Booth - Director Rotvold*

The Committee had a conference call to evaluate the booth at the recent UBCM. The Committee has received good feedback from the UBCM Trade Show Exhibitors as well as UBCM attendees.

The Committee will move forward with illustrating Kootenay attributes on a flash drive that can be given to Booth visitors to take away. The participating communities (e.g. RDCK, RDEK and RDKB) will be contacted as to getting their information to the Kootenay Booth Committee members to include on the flash drive.

**New Business****M. Forster****Re: 2018 Provincial Wood Stove Exchange Program**

**375-17** Moved: Director Grieve Seconded: Director Russell

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve, in principle, the proposed Agreement with BC Lung Association in the amount of \$6,000 for a twelve (12) month term.

**FURTHER** that the Board of Directors authorize the RDKB's signatory to endorse and enter into the Agreement.

Carried.

**M. Daines, Manager of Facilities and Recreation****Re: Snow Removal Contract**

The Board members discussed the contract. Director McLellan referred to Scope of Work Clause B) *The locations are to be plowed when snow accumulates 2.5 cm (1 inch) or higher* and he expressed his concerns that the 1-inch snow level is generous, and it was;

**376-17** Moved: Director Cecchini Seconded: Alternate Director Parkinson

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve a Service Contract with CI Excavating for the purpose of providing snow removal services for the RDKB Administration building, Beaver Valley Arena, Fruitvale Fire Hall and Genelle Fire Hall for a term commencing November 1, 2017 and expiring March 31, 2019. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter in to the service agreement.

Carried.

(Director McLellan opposed)

**B. Burget****Re: Grant Application - West Boundary Recreation**

The Stakeholders reviewed this matter and Director Gee expressed her concerns with supporting the grant application. After further review, it was;

**377-17** Moved: Director Rotvold Seconded: Director Smith

**Stakeholder Vote (Greenwood, Midway, Electoral Area E/West Boundary) Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation Grant Application from the Midway Community Association. **FURTHER** that a letter be sent to the Midway Community Association advising that there will be no additional funding for yoga classes in Fall 2017 and Winter 2018.

Carried.

(Director Gee opposed)

**Greyhound Canada Service Reductions Impacting RDKB Boundary**

Director Gee referred to correspondence from Linda Larson, MLA Boundary-Similkameen, to the Legislative Assembly on behalf of Grand Forks Council regarding Greyhound Canada's BC Transportation Board application for service reductions (Route C and D) in the Boundary area.

Director Konrad advised that MLA Larson's correspondence has been acknowledged and he encouraged the RDKB Board to also send concerns, and it was;

**378-17** Moved: Director Russell Seconded: Director Rotvold

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves sending a letter to Greyhound Canada and the Passenger Transportation Board expressing concerns regarding the adverse impacts Greyhound Canada's application to the BC Transportation Board for service reductions to Route C and D will have on the RDKB Boundary Region. **FURTHER** that the letter be copied to Linda Larson, MLA Boundary-Similkameen.

Carried.

**Grant-in-Aid  
Ending October 6/17**

**379-17** Moved: Director Grieve Seconded: Director Cecchini

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

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

1. Village of Fruitvale-\$3,500-Electoral Area 'A'
2. Fruitvale Community Chest-\$1,500-Electoral Area 'A'
3. Okanagan Nation Alliance-\$1,700-Electoral Area 'A'
4. Okanagan Nation Alliance-\$1,700-Electoral Area 'B'-Lower Columbia-Old Glory
5. Seniors' Society of Grand Forks #68-\$300-Electoral Area 'D'-Rural Grand Forks
6. Boundary Invasive Species Society-\$500-Electoral Area 'E'-West Boundary
7. Columbia Basin Alliance for Literacy (Boundary Region)-\$1,000-Electoral Area 'E'- West Boundary

8. Trails to the Boundary Society-\$1,000-Electoral Area 'E'-West Boundary
9. Trails to the Boundary Society-\$2,500-Electoral Area 'E'-West Boundary
10. West Boundary Senior Housing Society-\$60-Electoral Area 'E'-West Boundary
11. Kettle River Lions Club-\$240-Electoral Area 'E'-West Boundary
12. Greenwood Community Association-\$60-Electoral Area 'E'-West Boundary
13. Greenwood & District Public Library Association-\$300-Electoral Area 'E'-West Boundary
14. Bridesville Community Club-\$240-Electoral Area 'E'-West Boundary
15. Learning Garden GF Boundary Regional Ag Society-\$1,500-Electoral Area 'D'-Rural Grand Forks

Carried.

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

There were no late emergent items to discuss.

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

There were no discussion items from other Committees.

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

1. Structure of Existing Chair Appointments-Board Standing Committees  
(Board Meeting October 26, 2017)

#### **Question Period for Public and Media**

A question period was not required.

#### **Closed (In Camera) Session**

**Proceed to Closed Meeting Pursuant to Section 90 (1) (a) of the *Community Charter*.**

**380-17** Moved: Director McLellan Seconded: Alternate Director Jolly

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1) (a) of the *Community Charter* (time: 6:30 p.m.).

Carried.

The open meeting reconvened at 7:08 p.m.

**Closed Meeting Item for Release to the Open Meeting**

The RDKB Board of Directors adopted a recommendation to release the following resolution from the closed meeting:

That the Regional District of Kootenay Boundary Board of Directors appoints Grant Thornton as the Auditor for the fiscal periods of 2017-2021 inclusive.

**Adjournment**

There being no further business to discuss, the open meeting was adjourned at 7:10 p.m.

TL



## 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):  	
Subject of delegation (What information will be presented?)		  	
What is the purpose of delegation? (Please check where appropriate):		Information Only	<input type="checkbox"/>
		Letter of Support Request	<input type="checkbox"/>
		Funding Request	<input type="checkbox"/>
		Other (please provide details):   	
Contact Person		 	
Telephone:	 	Email:	 
Meeting Date Requested:	 		
Technical Requirements: Will you be using a power-point presentation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 align="center"><b>For more information, please contact:</b></p> <p align="center">Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p align="center">Phone: 250-368-9148      Toll Free: 1-800-355-7352 Fax: 250-368-3990      Email: <a href="mailto:tlardon@rdkb.com">tlardon@rdkb.com</a></p>			

**To facilitate effective delegations:**

1. The Manager of Corporate Administration will forward your request to the RDKB Board Chair for approval.
2. There may be a case where the Chair will not approve your delegation request and therefore, you may not be able to appear before the Board on the day requested. The Manager of Corporate Administration will confirm with you whether your request has been approved by the Board Chair.
3. Once your delegation request has been approved, you must submit your power-point presentation and or handouts to the Manager of Corporate Administration prior to the Board meeting. The Manager of Corporate Administration will provide you with the appropriate instructions.
4. A delegation may be comprised of numerous individuals, however only 1-2 members of your delegation will be allowed to speak. You should appoint a speaker(s) ahead of time and you must include this information on this form before you return it to the Manager of Corporate Administration.
5. You will be permitted 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:

\_\_\_\_\_  
Name of Delegate/Group Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**For Office Use Only**

Attending at request of the Board \_\_\_\_\_

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

Referred to Chair:

\_\_\_\_\_  
Date

Approved

Declined

If declined provide explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of delegation (if applicable):

Applicant informed of decision:

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

\_\_\_\_\_  
Date



Action Item List  
All Committees\Board  
October 18, 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
25 Apr 2016	BCDC	That the Boundary Economic Development Committee directs staff to move forward with revisions to the Agricultural Plan and to move forward with a funding request to Investment Agriculture Foundation.	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	01 Sep 2017
15 Nov 2016	BCDC	The Harrop Proctor Community Forests group will be invited to a future BEDC meeting to provide a presentation on their activities to the Committee.	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	01 Sep 2017
15 Nov 2016	BCDC	RDKB planning staff will be asked to look at the issue of private rentals not charging MRDT from a planning perspective.	Mark Andison	06 Dec 2016	<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	01 Sep 2017
31 Jan 2017	BCDC	Format changes will be made to the Memo of Action Items. A list of BEDC sub-committees and their memberships will be added to the Memo of Action Items.	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	01 Sep 2017
01 Mar 2017	BCDC	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	<i>John MacLean - 19 Jul 2017 02:21:51 PM</i> The Working Group is currently looking for dates in order to meet and continue on the project.  <i>John MacLean - 24 Apr 2017 02:27:43 PM</i> We have approached several individuals to serve as members of the working group. Currently waiting for a few more confirmations.	Active	01 Sep 2017

# Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
01 Mar 2017	BCDC	A discussion at the next meeting will be focused on developing a list of indicators, on a project by project basis, which will measure BEDC's success in delivering programs and/or projects to Boundary stakeholders.	John MacLean	07 Mar 2017	<i>John MacLean - 25 Apr 2017 02:07:50 PM</i> 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. <i>John MacLean - 25 Apr 2017 10:43:08 AM</i> The Chair and Staff will continue to work towards having sufficient time on agendas to carry on this discussion.	Active	01 Sep 2017
26 Apr 2017	BCDC	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	01 Sep 2017
26 Apr 2017	BCDC	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	<i>John MacLean - 21 Jul 2017 08:17:00 AM</i> In progress.	Active	01 Sep 2017
01 Jun 2017	BCDC	A communications strategy will be developed and sent to the funding recipients of West Boundary Recreation Service.	John MacLean	30 Jun 2017	<i>John MacLean - 20 Jul 2017 01:37:54 PM</i> The Service Participants had extensive discussions on this matter. The developed application form was sent to all previous recipients of a grant.	Active	01 Sep 2017
01 Jun 2017	BCDC	A UBCM report stated that oversight and proposed home production will be under the jurisdiction of local government. The Committee will have discussions on how they are positioned for this and how they will have oversight on home production.	John MacLean	30 Jun 2017	<i>John MacLean - 20 Jul 2017 01:59:05 PM</i> This matter is still evolving with the Provinces expressing concern with a 2018 deadline. The formal impact on Local Government is still "up in the air".	Active	01 Sep 2017
01 Jun 2017	BCDC	There will be a discussion on whether a mobile maker place (a mobile version of the MIDAS Lab) can be developed that can be rotated through the Kootenays.	John MacLean	30 Jun 2017	<i>John MacLean - 20 Jul 2017 01:49:37 PM</i> We will work with the BCDC Chair to schedule this discussion.	Active	01 Sep 2017
01 Jun	BCDC	There will be a conversation on the Boundary Regional Chamber of	John	30 Jun	<i>John MacLean - 20 Jul 2017 01:48:36 PM</i>	Active	01 Sep

2017		Commerce. The Chamber will be invited to attend a future meeting to talk about their future plans.	MacLean	2017	We will work with the BCDC Chair as to the appropriate time for this invitation.		2017
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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
01 Jun 2017	BCDC	There will be a discussion on the impacts of poverty on economics and measures that can be taken and identifying costs to the Boundary area.	John MacLean	30 Jun 2017	<i>John MacLean - 20 Jul 2017 01:47:22 PM</i> Staff will work with the BCDC Chair to determine the appropriate timing for this discussion.	Active	01 Sep 2017
01 Jun 2017	BCDC	A review of scenerios and an update of options for the Boundary Transit agreement (Paratransit) will be developed.	John MacLean	30 Jun 2017	<i>John MacLean - 25 Aug 2017 10:14:03 AM</i> BC Transit will be attending to October Meeting to provide information and options. <i>John MacLean - 20 Jul 2017 01:46:18 PM</i> We continue to work on this problem and will have a report to the BCDC as soon as we can.	Active	01 Sep 2017
26 Jun 2017	BCDC	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. <b>FURTHER</b> 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	<i>John MacLean - 20 Jul 2017 01:35:44 PM</i> The application was submitted and is now waiting for Ministry of Agriculture review.	Active	01 Sep 2017
10 Aug 2017	BCDC	Staff will provide information on the basis for all the patrol dates.	Mark Andison	05 Sep 2017		Active	28 Sep 2017
21 Sep 2017	BCDC	Clarity around meeting protocols and participants roles around the table will be provided at the next meeting.	Mark Andison	02 Oct 2017		Active	28 Sep 2017
21 Sep 2017	BCDC	That the Boundary Community Development Committee, approves in principle, the dedication of funds towards the development of a Grand Forks and District disc golf course, pending further details from the City of Grand Forks.	Mark Andison	02 Oct 2017		Active	28 Sep 2017
11 Oct 2017	BCDC	That the Boundary Community Development Committee supports purchasing a \$500 membership with Destination Development Association, pending clarification on funding availability.	Mark Andison	30 Nov 2017		Active	11 Oct 2017

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><i>John MacLean - 25 Aug 2017 09:30:46 AM</i> Posting is up. Application being received until the third week of September.</p> <p><i>John MacLean - 19 Jul 2017 02:17:19 PM</i> 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><i>John MacLean - 24 Apr 2017 03:19:11 PM</i> 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	25 Aug 2017
16 May 2016	Board	<p><b>Corporate Vote Unweighted</b> 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. <b>FURTHER</b> 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. <b>FURTHER</b> 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><i>Theresa Lenardon - 07 Jun 2017 01:09:10 PM</i> 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
14 Sep 2016	Board	<b>Corporate Vote Unweighted</b> 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. <b>FURTHER</b> 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>Theresa Lenardon - 15 Sep 2017 08:49:05 AM</i> Staff has been in contact with BCTS. BCTS has offered to present updated information to the Board at the Nov 8th Board meeting. Staff will move forward with proper arrangements. BCTS has suggested that a site tour take place Spring 2018.  <i>John MacLean - 21 Jul 2017 08:07:05 AM</i> We are now looking to a fall date for a tour.  <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	15 Sep 2017
12 Oct 2016	Board	That the Regional District of Kootenay Boundary requests the Province to assess the monitoring well status in the Boundary and determine if the current level of information generated is appropriate. <b>FURTHER</b> 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 Jul 2017
09 Feb 2017	Board	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	<i>John MacLean - 25 Aug 2017 09:56:20 AM</i> THIS ITEM IS NOW COMPLETE.  <i>John MacLean - 21 Jul 2017 08:08:51 AM</i> The required letter will be sent to the new Government in the next two weeks.	Active	25 Aug 2017
14 Mar 2017	Board	<b>Corporate Vote Unweighted</b> 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	<i>John MacLean - 21 Jul 2017 08:10:41 AM</i> The requested change was implemented through a letter of understanding and staff are currently finalizing a revised contract for the Board's approval.	Active	21 Jul 2017
08 May	Board	That the Regional District of Kootenay Boundary Board of Directors	Mark Andison	31 May		Active	21 Jul

2017	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.	2017		2017
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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
08 May 2017	Board	<b>Corporate Vote Unweighted</b> 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	<i>John MacLean - 21 Jul 2017 08:20:00 AM</i> In progress.	Active	21 Jul 2017
09 Jun 2017	Board	<b>Corporate Vote Unweighted</b> 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	<i>John MacLean - 20 Jul 2017 02:23:30 PM</i> The necessary Bylaws will be brought forward to the August Board meeting.	Active	20 Jul 2017
09 Jun 2017	Board	That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to the Province of British Columbia for a 2% Room Tax in Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary, the City of Grand Forks, the City of Greenwood and the Village of Midway areas to fund tourism promotion activities. FURTHER that the Board direct staff to make any necessary amendments to the Partnership Agreement between the RDKB and the Boundary Museum Society subject to the Boundary Museum Society agreeing to the revised agreement. FURTHER that the Board authorizes the RDKB signatories to sign and enter into the revised Partnership Agreement.	Theresa Lenardon	30 Jun 2017	<i>Theresa Lenardon - 19 Oct 2017 02:50:35 PM</i> The RDKB Board of Directors and the Boundary Museum have endorsed the Boundary MRDT Partnership Agreement. Consultant C. Albas has completed the Provincial application to include Midway, Greenwood and Area E and will inform the RDKB accordingly once she has received feedback from the Province.  <i>Theresa Lenardon - 19 Oct 2017 02:48:50 PM</i> Staff will contact the Boundary Museum Reps once more to find out if the Society wishes to enter int the revised agreement now that Midway, Greenwood and Area E/ West Boundary have been included in the MRDT.	Active	19 Oct 2017
09 Jun 2017	Board	<b>Corporate Vote Unweighted</b> That the Regional District of Kootenay Boundary Board of Directors	Alan Stanley	30 Jun 2017	<i>Alan Stanley - 20 Jul 2017 10:10:04 AM</i> A date must be established for a Solid	Active	20 Jul 2017



		refers the Draft Solid Waste Management Plan development schedule to the solid Waste Management Plan Steering Committee for discussion.			Waste Management Steering Committee meeting.		
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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
09 Jun 2017	Board	<b>Corporate Vote Unweighted</b> 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. <b>FURTHER</b> 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	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. <b>FURTHER</b> 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	<i>John MacLean - 20 Jul 2017 02:25:02 PM</i> The invitation was extended and unfortunately they were unavailable.	Active	21 Jul 2017
20 Jun 2017	Board	That staff prepare a report that will provide clarity around, and assist the Board in strategically addressing perceived or real gaps in solid waste management services (e.g. concerns of lack of convenience in waste pickup service expansion in the Boundary, closure of reuse centres, and reductions in availability of recycling streams with the transition to Recycle BC). <b>FURTHER</b> that the report also provide information on the implications that making any suggested changes would have. <b>FURTHER</b> 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 - 15 Sep 2017 10:10:22 AM</i> A date for a Solid Waste Management Plan Steering Committee meeting must be established.  <i>Alan Stanley - 25 Aug 2017 09:36:18 AM</i> Item referred to a future Solid Waste Management Plan Steering Committee meeting.  <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	15 Sep 2017
20 Jun 2017	Board	<b>Corporate Vote Unweighted</b> 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	That the Regional District of Kootenay Boundary Board of Directors approves the submission of a BC Strategic Outreach Initiative Funding Application-Ministry of Agriculture (Strategic Planning) for \$10,000 for the development of a business plan and business consultation for the Boundary Meat Processing and Marketing Project.	John MacLean	31 Jul 2017	<b>John MacLean</b> - 19 Jul 2017 10:39:51 AM Application has been submitted, waiting for Ministry of Agriculture review and comment.	Active	21 Jul 2017
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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
06 Jul 2017	Board	<b>Stakeholder Vote Weighted</b> 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. <b>FURTHER</b> that the 2017-2021 five-Year Financial Plan Bylaw No. 1637, 20167 be amended accordingly.	Mark Daines	31 Jul 2017		Active	21 Jul 2017
07 Jul 2017	Board	<b>Corporate Vote Unweighted</b> That the Regional District of Kootenay Boundary Board of Directors approves the submission of an Active Communities Grant (BC Healthy Communities, BC Healthy Living Alliance) for \$30,000, to support work within the Big White Community, in association with School District 51, Interior Health Authority and the Big White Mountain Community Development Association, towards measurable impacts on, and opportunities for, physical activity through healthy public policy, healthy community design and improving access and or inclusion for targeted populations or communities.	John MacLean	31 Jul 2017	<i>John MacLean - 19 Jul 2017 09:38:43 AM</i> The grant was submitted within the deadline.	Active	21 Jul 2017
11 Aug 2017	Board	The Regional District of Kootenay Boundary Board of Directors request staff to revisit the request made in 2003 to address the noise issue from the motocross track and provide the Directors with a report.	Donna Dean	31 Aug 2017	<i>John MacLean - 25 Aug 2017 02:03:05 PM</i> On current Board agenda. THIS ITEM IS NOW COMPLETE.	Active	25 Aug 2017
11 Aug 2017	Board	That the Regional District of Kootenay Boundary Board of Directors deems a 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, as a high priority and authorizes staff to undertake the UBCM process for requesting the meeting and to prepare associated briefing notes and Directors' binders. <b>FURTHER</b> that the Board also selects Directors McGregor and Russell to attend this meeting.	Maureen Forster	31 Aug 2017		Active	25 Aug 2017
11 Aug 2017	Board	<b>Corporate Vote Unweighted</b> That a Solid Waste Management Steering Committee meeting be convened to discuss the perceived or real gaps in solid waste management services and the implications that making any suggested changes would have.	Alan Stanley	31 Aug 2017	<i>Alan Stanley - 25 Aug 2017 09:37:35 AM</i> Item referred to a future Solid Waste Management Plan Steering Committee meeting.	Active	15 Sep 2017
11 Aug 2017	Board	The Regional District of Kootenay Boundary Board of Directors directs staff to send a letter to ATCO requesting that more notice be given to referrals so that the timing is more compatible with the Regional	Donna Dean	31 Aug 2017	<i>John MacLean - 25 Aug 2017 02:03:38 PM</i> Staff is working on this issue.	Active	25 Aug 2017

District's meetings and Board schedules.

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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
13 Sep 2017	Board	That the Regional District of Kootenay Boundary Board of Directors provide a letter of support to the Okanagan Nation Alliance Columbia Salmon Reintroduction Project Phase 1; Pre-assessment Planning for Reintroduction and Fish Passage.	Theresa Lenardon	29 Sep 2017	<i>Theresa Lenardon - 19 Oct 2017 02:55:52 PM</i> Letter of support drafted and sent. This item is COMPLETE  <i>Theresa Lenardon - 15 Sep 2017 09:01:21 AM</i> Staff wait for the template letter from Mr. Zimmerman. Once received, Staff will draft the letter of support for the Okanagan Nation Alliance package as per the Aug 31st Board recommendation.	Active	19 Oct 2017
13 Sep 2017	Board	<b>Corporate Vote Unweighted</b> That the recommendation be amended by deleting the word "revoke" and replacing it with the word "relocate" and adding the text "to a more suitable location" so that it is clear that the RDKB is requesting the Ministry to relocate License of Occupation Number 404836, granted to the Boundary Motorcycle Club, to a more suitable location.	Donna Dean	21 Sep 2017		Active	13 Sep 2017
13 Sep 2017	Board	<b>Corporate Vote Unweighted</b> Director Gee requested that the letter from Metro Vancouver regarding electric vehicle charging be referred to the Boundary Community Development Committee for further discussion.	John MacLean	21 Sep 2017		Active	13 Sep 2017
13 Sep 2017	Board	<b>Corporate Vote Unweighted</b> That the the Regional District of Kootenay Boundary Board of Directors approves an amendment to the Regional Solid Waste Management Budget increasing the allowance for a roll-off truck to \$194,000 and adding revenue of \$40,000 for the sale of used equipment. <b>FURTHER</b> That the Board of Directors direct Staff to purchase a roll-off truck from IRL International at a bid price of \$193,989.11 and sell the old truck through a competitive process. <b>FURTHER</b> that the Financial Plan be amended accordingly.	Alan Stanley	21 Sep 2017	<i>Alan Stanley - 15 Sep 2017 10:21:03 AM</i> Purchase documents complete and issued to vendor. Financial Plan amendments will be included in an overall amendment at a later date.	Active	15 Sep 2017
13 Sep 2017	Board	Staff will follow up as to why portions of Electoral Area B/Lower Columbia-Old Glory and the City of Trail are not included in the CBT affected areas funding. A report will be provided at a future	Goran Denkovski	21 Sep 2017		Active	15 Sep 2017

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meeting.

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
12 Oct 2017	Board	<b>Corporate Vote Unweighted</b> That the Regional District of Kootenay Boundary Board of Directors provide a letter of support for the Okanagan Nation Alliance Fisheries Department to develop a proposal to implement a 5-year Northern Pike (NP) suppression program in the Columbia River. Staff will follow up with Mr. Zimmer, ONA and request him to forward the ppt material he presented at the Board meeting on August 31, 2017. Staff will then forward the presentation to the Board.		31 Oct 2017	<i>Theresa Lenardon - 19 Oct 2017 03:00:58 PM</i> A letter regarding the Northern Pike has been sent to the ONA for their use. Staff have received the power point presentation and sent to the Board of Directors. This item is now COMPLETE.	Active	19 Oct 2017
18 Oct 2017	Board	<b>Stakeholder Vote (Greenwood, Midway, Electoral Area E/West Boundary) Weighted</b> That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation Grant Application from the Midway Community Association. <b>FURTHER</b> that a letter be sent to the Midway Community Association advising that there will be no additional funding for yoga classes in Fall 2017 and Winter 2018.	Beth Burget	31 Oct 2017	<i>Theresa Lenardon - 19 Oct 2017 03:37:27 PM</i> A letter to the Village of Midway regarding this matter is pending.	Active	19 Oct 2017
18 Oct 2017	Board	<b>Corporate Vote Unweighted</b> That the Regional District of Kootenay Boundary Board of Directors approves sending a letter to Greyhound Canada and the Passenger Transportation Board expressing concerns regarding the adverse impacts Greyhound Canada's application to the BC Transportation Board for service reductions to Route C and D will have on the RDKB Boundary Region. <b>FURTHER</b> that the letter be copied to Linda Larson, MLA Boundary-Similkameen.	Mark Andison	31 Oct 2017	<i>Theresa Lenardon - 19 Oct 2017 03:23:35 PM</i> A letter has been sent to Transport Canada Passenger Transportation Board and Greyhound Canada. This matter is now COMPLETE.	Active	19 Oct 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	<i>Maureen Forster - 08 Sep 2017 11:39:46 AM</i> These tasks has been deferred and should be revisited at the next BVRec meeting.	Active	08 Sep 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	<i>Maureen Forster - 08 Sep 2017 11:55:33 AM</i> This review is still outstanding by the BVR Committee.	Active	08 Sep 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 Daines	31 May 2017	<i>Maureen Forster - 08 Sep 2017 01:12:27 PM</i> The next public trails meeting has been scheduled for Sept 12, 2017 to discuss the potential for a new trail to be built above Webster Rd. in Fruitvale. A	Active	04 Oct 2017



						progress report will be forthcoming at the Sept 12, 2017 public meeting.		
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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
17 Oct 2017	BVREC	That the Beaver Valley Regional Parks, Trails and Recreation Committee request that Fairbanks Architects Ltd. be contracted to provide an cost estimate on engineered drawings for the camera booth.	Mark Daines	31 Oct 2017		Active	17 Oct 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. <b>FURTHER</b> 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
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	21 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
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. <b>FURTHER</b> 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	21 Jul 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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>Beth Burget - 19 Oct 2017 04:06:32 PM</i> RFP review on Oct 26, 2017 Board meeting  <i>Beth Burget - 09 Aug 2017 03:57:34 PM</i> RFP for banking services was reviewed at July 2017 Board meeting. RFP was distributed on August 8th, 2017  <i>Maureen Forster - 01 May 2017 03:23:58 PM</i> Will do in Spring/Summer 2017.	Active	19 Oct 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	21 Jul 2017
26 Apr 2017	COW-PROT	A discussion regarding the development of a guideline or policy on the role and expectations of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Dan Derby	31 May 2017		Active	04 May 2017

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	<b>John MacLean - 09 Jun 2017 08:19:18 AM</b> 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.  <b>John MacLean - 24 Apr 2017 01:51:08 PM</b> 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.  <b>John MacLean - 24 Apr 2017 01:47:06 PM</b> 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	<b>John MacLean - 03 May 2017 08:42:28 AM</b> A new report structure will be developed and presented with the next quarters results.	Active	03 May 2017
31 Jan 2017	EESC	That the East End Services Committee receive the letter from the City of Trail regarding the downtown bus shelters. <b>FURTHER</b> 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	<b>John MacLean - 25 Aug 2017 09:32:20 AM</b> We continue to prepare for a fall presentation on this issue.  <b>John MacLean - 09 Jun 2017 08:21:05 AM</b> 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	25 Aug 2017

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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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 - 25 Aug 2017 09:57:38 AM</i> We continue to work on this issue. <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	25 Aug 2017
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	<i>John MacLean - 09 Jun 2017 08:54:30 AM</i> Nothing new to report. <i>John MacLean - 24 Apr 2017 09:51:05 AM</i> 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.	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	<i>John MacLean - 24 Apr 2017 12:23:54 PM</i> Issue has been deferred while other issues related to the Fire Service are dealt with. <i>John MacLean - 24 Apr 2017 12:23:20 PM</i> Staff have met with representatives from Teck and both parties have agreed to continue discussions. All agree that there is potential for mutual benefit.	Deferred	24 Apr 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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><b>John MacLean - 19 Jul 2017 02:32:07 PM</b> We continue to work with BC Transit to develop the information is a way that makes sense for the Committee.</p> <p><b>John MacLean - 24 Apr 2017 12:29:06 PM</b> 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
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	<p><b>John MacLean - 24 Apr 2017 12:34:13 PM</b> The Sustainability Committee has suspended activity while the KBRFRS undertakes discussions on other matters.</p>	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. <b>FURTHER</b> that the report also include all possible options for public and applicant participation in electronic meetings. <b>FURTHER</b> 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	<p><b>John MacLean - 25 Aug 2017 09:29:09 AM</b> We continue to look for viable and stable solutions. Looking at web based system at this point.</p> <p><b>John MacLean - 05 May 2017 09:51:31 AM</b> 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.</p> <p><b>John MacLean - 14 Mar 2017 11:02:25 AM</b> Pilot project undertaken with EAS. Had some technological issues. Looking at different interface to allow for electronic participation. Part of 2017 Financial Plan proposal.</p>	Active	25 Aug 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	<p><b>John MacLean - 07 Jun 2017 09:37:03 AM</b> Staff continue to develop information and options for the Board to consider. Will be presented at a future meeting.</p>	Active	21 Jul 2017

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# 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. <b>FURTHER</b> 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	<p><b>Theresa Lenardon - 25 Aug 2017 09:05:53 AM</b> This item is now being tracked under the PEP Committee. THIS RECORD CAN BE REMOVED</p> <p><b>Theresa Lenardon - 18 Jul 2017 08:33:00 AM</b> 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.</p>	Active	25 Aug 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	<p><b>John MacLean - 25 Aug 2017 10:10:13 AM</b> The format has been established and a facilitator has been retained.</p> <p><b>John MacLean - 07 Jun 2017 08:49:48 AM</b> 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.</p> <p><b>John MacLean - 07 Jun 2017 08:47:30 AM</b> This item will be discussed at the May 10, 2017 PEP meeting.</p>	Active	25 Aug 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	<p><b>John MacLean - 07 Jun 2017 09:33:44 AM</b> Staff continue to gather information and samples for consideration. Will be presented at a future meeting.</p>	Active	24 Jul 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. <b>FURTHER</b> 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	<p><b>John MacLean - 21 Jul 2017 08:15:34 AM</b> Will be on the next agenda.</p> <p><b>John MacLean - 07 Jun 2017 09:10:58 AM</b> 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.</p> <p><b>John MacLean - 04 May 2017 02:40:27 PM</b> The revised policy and requested information will be provided t the Committee at their meeting to be held May 10, 2017.</p>	Active	21 Jul 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	<p><b>John MacLean - 07 Jun 2017 09:00:04 AM</b> Staff continue looking into the model. The requested report will be presented at a future meeting.</p>	Active	07 Jun 2017

Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Apr 2017	PEP	Staff will draft a Terms of Reference necessary for completion of the work required to purchase and implement the appropriate technology, including licencing and application (e.g. "app") options.	Dale Green	30 Jun 2017	<p><b>Dale Green - 04 Aug 2017 03:17:11 PM</b> Upon reviewing the proposal for a strictly on premise vidcon system, there were some drawbacks. As an alternative to on premise however, there is a subscription-based Cloud system offered by Avaya that operates much like Skype that requires no capital outlay. IS has applied for a 30-day trial of this system and is evaluating presently.</p> <p><b>Dale Green - 19 Jul 2017 10:04:17 AM</b> 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.</p> <p><b>Dale Green - 07 Jun 2017 04:32:15 PM</b> consultants have completed a technical draft and are pulling it together into a proposal for RDKB review.</p> <p><b>John MacLean - 03 May 2017 10:59:35 AM</b> This project is in the planning stage with the Consultants.</p>	Active	04 Aug 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><b>Maureen Forster - 25 Apr 2017 04:03:14 PM</b> 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	<p>That the Policy, Executive and Personnel Committee direct staff to prepare a policy proposal with the following elements (all days calendar):</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>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.</p>	Theresa Lenardon	31 May 2017	<i>Theresa Lenardon - 19 Oct 2017 02:46:25 PM</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.). Staff continue to work on agenda delivery times and other issues that would update the RDKB Procedure Bylaw. Further information regarding this matter will be presented to the Board at a future meeting.	Active	19 Oct 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.	Dale Green	28 Jul 2017		Active	21 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.	John MacLean	28 Jul 2017	<i>John MacLean - 21 Jul 2017 08:36:11 AM</i> In progress.	Active	24 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.	John MacLean	28 Jul 2017	<i>John MacLean - 21 Jul 2017 08:36:54 AM</i> In progress.	Active	21 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.	John MacLean	28 Jul 2017	<i>John MacLean - 21 Jul 2017 08:31:49 AM</i> Staff will bring a policy amendment to a future meeting.	Active	24 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.	John MacLean	31 Dec 2017	<b>John MacLean</b> - 21 Jul 2017 08:38:01 AM Will be managed in the Fall.	Active	21 Jul 2017
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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
10 Aug 2017	PEP	That the Policy, Executive and Personnel Committee requests that staff provide further clarification on what effects the proposed permissive taxation exemptions in Electoral areas may have on municipalities and also the ability to adjust the distribution of requisition based on the exemption. <b>FURTHER</b> that staff provide further clarification of page 2 of the application for permissive property tax exemption which referenced a letter be written to the appropriate Electoral Area Director and be included as part of the application.	Theresa Lenardon	31 Aug 2017	<p><b>Theresa Lenardon - 19 Oct 2017 02:54:41 PM</b></p> <p>The PEP Committee approved the proposed policy and application procedure at the Oct 11 Committee meeting. The policy will be referred to the Board members for comments.</p> <p><b>Theresa Lenardon - 10 Aug 2017 03:45:46 PM</b></p> <p>Staff will undertake further research with the Surveyor of Taxes to answer the PEP Committee's inquiries and will present a revised Staff Report to the PEP Committee sometime later during Fall 2017. In a related matter, the proposed 2018 Permissive Taxation Exemption Bylaw will be presented to the Board in either August or September with a recommendation that the Board adopt the 2018 bylaw knowing that staff continues to work on a policy and application procedure for managing future taxation exemptions.</p>	Active	19 Oct 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	<p><b>Goran Denkovski - 05 May 2017 09:00:12 AM</b></p> <p>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.</p>	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	12 Sep 2017	<p><b>Goran Denkovski - 21 Jul 2017 08:27:13 AM</b></p> <p>The due date has been changed to Sept 2017 for the next utilities meeting. Transition studies need to be completed for three water systems Deer Ridge, Oasis and Bridesville.</p> <p><b>Goran Denkovski - 05 May 2017 08:57:52 AM</b></p> <p>This item is still in progress and we have been establishing potential Utility service growth in the RDKB.</p>	Active	21 Jul 2017

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Action Item List

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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	<p><b>Goran Denkovski - 21 Jul 2017 08:32:38 AM</b> Applied for grant funding for this project and still waiting on results.</p> <p><b>Goran Denkovski - 05 May 2017 03:06:58 PM</b> Received cost estimate and planning on applying for Strategic Priorities Fund June 1, 2017 for completion in 2017.</p>	Active	21 Jul 2017
05 May 2017	UT	Staff will create a reserve policy for the Committee's consideration.	Goran Denkovski	29 Dec 2017	<p><b>Goran Denkovski - 05 May 2017 03:08:12 PM</b> This is a corporate initiative and is related to the RDKB asset management plan.</p>	Active	05 May 2017





October 16, 2017

Mark Andison  
Chief Administrative Officer  
Regional District of Kootenay Boundary  
202 - 843 Rossland Ave  
Trail, BC V1R 4S8

Dear Mark Andison:

Re: Infrastructure Planning Grant: Terms and Conditions  
Project # P175404 – Oasis Waterworks District Transition to RDKB Ownership Transition Study

Further to your recent approval of an Infrastructure Planning grant, I enclose a schedule that sets out the terms and conditions (T&C) that the Province attaches to the grant.

Please ensure the T&C is circulated to all affected parties and indicate your acceptance of these terms and conditions by printing, signing and returning the T&C to the address below by November 10, 2017:

Ministry of Municipal Affairs and Housing  
Local Government Infrastructure and Finance Branch  
PO BOX 9838 Stn Prov Govt  
Victoria BC, V8W 9T1

If you have any questions concerning the Program, including the information on how to make a claim, please refer to the program website at:  
[http://www.cscd.gov.bc.ca/lgd/infra/infrastructure\\_grants/infrastructure\\_planning\\_grant.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm), or  
contact us at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

Sincerely,

Brian Bedford, Director  
Infrastructure and Engineering

Attachment

**Ministry of Municipal Affairs  
and Housing**

Local Government Infrastructure  
and Finance Branch

Mailing Address:  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

Phone: 250 387-4060  
Fax: 250 387-7972

Location:  
800 Johnson Street 4th Floor  
<http://www.cscd.gov.bc.ca/lgd/>

## Terms and Conditions

Attached to the *Local Government Grants Act (Act)* infrastructure planning grant for the **Regional District of Kootenay Boundary**.

### ***Eligible costs:***

The grant is payable towards the eligible costs of the **Oasis Waterworks District Transition to RDKB Ownership Transition Study**. Eligible costs are as defined in the Act and its accompanying regulations.

### ***Provincial contribution:***

In accordance with the Act, grant payments shall not exceed the lesser of the amount of the grant, **\$7,700**, or the amount as calculated in accordance with the following formula:

$$\text{Grant Amount} = (A+B), \text{ where}$$

A=100% of the first \$5,000 of the costs to the **Regional District of Kootenay Boundary**; and  
B= 50% of the next \$10,000 of the costs to the **Regional District of Kootenay Boundary**.

Eligible costs do not include administration or administrative overhead, interest or carrying charges.

### ***Expiry Date:***

The Province of British Columbia's commitment will expire on **March 31, 2020**.

### ***Deadline Extension:***

Should unforeseen circumstances delay the completion of the project, consideration may be given to an extension of one year if a written request is received one month prior to the expiry date.

### ***Payment of Claims:***

1. The project number assigned to this grant is **P175404**. This project number should be quoted on all claims or correspondence related to this project.
2. To claim payment of the grant, the following documentation must be forwarded before the expiry date to the Infrastructure and Engineering Branch, Ministry of Municipal Affairs and Housing, PO Box 9838 Stn Prov Govt (4<sup>th</sup> Floor-800 Johnson Street) Victoria, BC V8W 9T1 or by email to [infra@gov.bc.ca](mailto:infra@gov.bc.ca):
  - a) A copy of the study (see program guide for details);
  - b) A claim form with original signatures;
  - c) Copies of the invoices for all work undertaken to complete the report; this should include details of all times and charges;
  - d) A schedule detailing the cost (time and charges) for in-house resources used to prepare the report;
  - e) Signed Terms & Conditions; and

f) Signed Certificate Form.

3. The Province reserves the right to reduce or deny payments if the amounts claimed are unreasonable or ineligible.
4. The Province will not pay a claim after the expiry date.

**Other:**

Change in scope requests will only be considered where any substitute study would fulfil the objectives for which the grant was approved.

**Release of Information:**

With discretion, the Ministry of Municipal Affairs and Housing may wish to publish, release or otherwise disseminate information related to the study or plan, including the final report. The **Regional District of Kootenay Boundary** will be notified prior to doing so.

**Consideration for Future Grants:**

The **Regional District of Kootenay Boundary** is advised that the allocation of any future study or capital grants will be subject to additional evaluation criteria developed by the Ministry of Municipal Affairs and Housing in consultation with the Ministries of Health; Environment & Climate Change Strategy; and Energy, Mines & Petroleum Resources. The criteria will require applicants for future grants to identify that:

1. They have considered one or more of the following matters in the plan or capital project:
  - comprehensive water use efficiency planning;
  - integration of water supply and wastewater infrastructure needs;
  - Liquid Waste Management Plans;
  - asset management;
  - energy efficiency;
  - low impact development;
  - sustainable green infrastructure;
  - use of public-private partnerships;
  - smart growth.
2. The plan or capital project, where appropriate and cost effective, incorporates one or more of these matters.

Where a future capital grant or planning grant program evaluates projects according to a matrix based on the protection of human health and the environment, preference will be given to those applications that address the criteria listed above.

Please indicate your acceptance of these terms and conditions by signing and mailing one copy of this Terms and Conditions to the mailing address below and emailing a second copy to the email address below:

Page 2 of 3

Ministry of Municipal Affairs and Housing  
Local Government Infrastructure and Finance Branch  
PO Box 9838, STN PROV GOVT  
Victoria, BC V8W 9T1

Email: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca)

Attention: Madelaine Martin, Infrastructure and Engineering

---

On behalf of the **Regional District of Kootenay Boundary**, I accept the afore-mentioned Terms and Conditions.

---

Signature	Name
-----------	------

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Title	Date
-------	------

**RECEIVED**

SEP 25 2017

**POWELL RIVER  
REGIONAL DISTRICT**

SEP 21 2017

Dear Mayors/Regional District Board Chairs:

In April 2017, the Government of Canada introduced two Bills in relation to the legalization of cannabis; Bill C-45 (the *Cannabis Act*) and Bill C-46 (amending the *Criminal Code* impaired driving provisions). The Bills are currently making their way through the federal parliamentary process with the goal of bringing Bill C-45 into force in July 2018, making non-medical cannabis legal in Canada as of that date. The federal government plans to bring into force the amendments related to drug-impaired driving as soon as Royal Assent is received.

While some aspects of non-medical cannabis regulation will be the responsibility of the Government of Canada, the Province of British Columbia will be responsible for other components. Under the proposed *Cannabis Act*, provinces and territories will regulate the distribution and sale of non-medical cannabis within their respective jurisdictions, subject to minimum federal conditions. Provinces and territories will have the authority to increase the minimum legal age established by the Government of Canada for purchase and possession of non-medical cannabis. In addition, provinces and territories will have the authority to regulate public consumption, establish additional restrictions on personal cultivation and possession limits, and address cannabis impaired driving in provincial road safety laws. As a result, British Columbia will have a number of decisions to make regarding how we regulate non-medical cannabis within our province.

We are interested in hearing what is important for your community concerning the legalization and regulation of non-medical cannabis in our province. As part of the broader engagement to support the development of the provincial regulatory framework, the Province will be engaging local governments directly, along with the public, Indigenous governments and organizations, and stakeholder groups. As part of this engagement, local governments are invited to provide written submissions to the Province. To help guide your submission, we have enclosed a discussion paper, which identifies a number of priority policy considerations for the development of a regulatory framework for non-medical cannabis in British Columbia.

.../2

Ministry of  
Public Safety  
and Solicitor General

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4



Dear Mayors/Regional District Board Chairs  
Page 2.

Please note that in order to promote the transparency of this engagement process, written submissions will be posted publicly. Submissions can either be made by email to [cannabis.secretariat@gov.bc.ca](mailto:cannabis.secretariat@gov.bc.ca) or mailed to the Cannabis Legalization and Regulation Secretariat no later than November 1, 2017 at 4:00 pm at the following address:

Attn: Cannabis Legalization and Regulation Secretariat  
Ministry of Public Safety and Solicitor General  
PO Box 9285 Stn Prov Gvt  
Victoria BC V8W 9J7

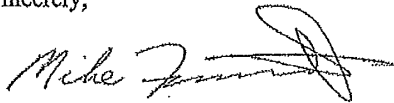
Please ensure your submission does not exceed five pages and does not include third party information or personal information, such as personal telephone numbers or stories that identify specific citizens.

Recognizing that local governments have a significant interest in the provincial regulatory framework for the legalization of cannabis, the Province intends to commence a process of consultation with the Union of BC Municipalities (UBCM). Provincial consultation with UBCM is anticipated to be ongoing until the provincial regulatory framework is developed. The Cannabis Legalization and Regulation Secretariat will also be holding a workshop on September 26<sup>th</sup> at the 2017 UBCM Convention. This workshop will provide an opportunity to outline the Province's work to date and start the dialogue with local governments about some of the challenges and opportunities arising out of the legalization of non-medical cannabis.

The Province looks forward to a productive engagement process and to working collaboratively with local governments. Your input is valued and the responses we receive through this engagement will help to inform the development of a regulatory framework that best represents the interests and priorities of British Columbians.

Thank you for sharing your perspectives with us.

Sincerely,



Mike Farnworth  
Minister of Public Safety  
and Solicitor General

Enclosure

A large, stylized cannabis leaf graphic in shades of gray, positioned in the upper right quadrant of the cover.

# **Cannabis Legalization and Regulation in British Columbia**

## Discussion Paper



Ministry of  
Public Safety and  
Solicitor General

## DISCUSSION PAPER

## Cannabis Legalization and Regulation in BC

## Introduction

In 2015, the federal government committed to legalizing non-medical cannabis in Canada. On June 30, 2016, it established the Task Force on Cannabis Legalization and Regulation (the Task Force) to consult and advise on the design of a new legislative and regulatory framework. The [Task Force report](#) was released on December 13, 2016, and provides a comprehensive set of recommendations for governments to consider.

On April 13, 2017, the federal government introduced Bill C-45, the *Cannabis Act* and Bill C-46 (the Act to amend the *Criminal Code*), in the House of Commons. The Bills are currently making their way through the parliamentary process. Bill C-46 amends the *Criminal Code* to simplify and strengthen its approach to alcohol and drug impaired driving, and the federal government plans to move quickly to bring the amendments into force once the Bill receives Royal Assent.

The federal government plans to bring Bill C-45 into force in July 2018; this will make non-medical cannabis legal in Canada as of that date. Bill C-45 is largely based on the recommendations of the Task Force. It seeks to balance the objectives of providing access to a regulated supply of cannabis, implementing restrictions to minimize the harms associated with cannabis use, and reducing the scope and scale of the illegal market and its associated social harms.

The federal government's decision to legalize cannabis creates a corresponding need for provincial and territorial governments to regulate it. While the federal government intends to assume responsibility for licensing cannabis producers and regulating production and product standards, provinces and territories will be responsible for many of the decisions about how non-medical cannabis is regulated in their jurisdictions. These include, but are not limited to: distribution and retail systems; compliance and enforcement regimes; age limits; restrictions on possession, public consumption and personal cultivation; and amendments to road safety laws.

As it considers these important decisions, the BC Government wants to hear from local governments, Indigenous governments and organizations, individual British Columbians, and the broad range of other stakeholders that will be affected by cannabis legalization.

This discussion paper has been prepared to help inform this public and stakeholder engagement. It addresses a number of key policy issues for BC, including minimum age, public possession and consumption, drug-impaired driving, personal cultivation, and distribution and retail. It draws heavily from the analysis of the Task Force, and identifies policy options to consider in developing a BC regulatory regime for non-medical cannabis.

Note that this paper does not address regulation of medical cannabis. For now, the federal government has decided to maintain a separate system for medical cannabis. The Province has a more limited role in the medical cannabis system, and the policy issues and policy choices available are very different, in part because of a history of court cases related to the *Canadian Charter of Rights and Freedoms*.



Ministry of  
Public Safety and  
Solicitor General

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September 2017



**DISCUSSION PAPER****Cannabis Legalization and Regulation in BC**

## Minimum Age

While Bill C-45 establishes a minimum age of 18 years to buy, grow, and publicly possess up to 30 grams of non-medical cannabis, provinces and territories can choose to establish a higher minimum age in their jurisdictions. This is consistent with the Task Force recommendations.

- BC could accept the federal minimum age of 18. However, the minimum age to buy tobacco and alcohol in BC is 19. 19 is also the BC age of majority, when minors become legal adults. In addition, since significant numbers of high school students turn 18 before they graduate, a minimum age of 18 could increase the availability of cannabis to younger teens.
- BC could set the minimum age at 19. This would be consistent with the minimum ages for tobacco and alcohol, and with the BC age of majority.
- BC could set the minimum age at 21 or higher. Emerging evidence suggests that cannabis use could affect brain development up to age 25. As a result, many health professionals favour a minimum age of 21.

However, as the Task Force recognized, setting the minimum age too high could have unintended consequences. Currently, persons under 25 are the segment of the population most likely to use cannabis. The greater the number of young users who cannot buy legal cannabis, the more likely that there will continue to be a robust illegal market where they can continue to buy untested and unregulated cannabis.

Finally, it's important to note that a legal minimum age is not the only tool to discourage cannabis use by young persons. As an example, public education campaigns that provide information about how cannabis use can limit academic performance and future opportunities have been found to be effective.

## Personal Possession - Adults

Bill C-45 establishes a 30 gram limit on public possession of dried cannabis. Practically, this means that this is the maximum amount that an adult could buy and take home at any one time (for context, one joint typically contains between .33g to 1g of cannabis). The legislation also sets possession limits for other forms of cannabis (e.g. oils, solids containing cannabis, seeds) and the federal government intends to add other types of cannabis products (e.g. edibles) by regulation at a later date.

The 30 gram limit is consistent with the Task Force recommendation and with public possession limits in other jurisdictions that have legalized non-medical cannabis. The reason for public possession limits is that possession of large amounts of cannabis can be an indicator of intent to traffic, so a public possession limit can help law enforcement to distinguish between legal possession for personal use, and illegal possession for the purpose of trafficking.

Provinces and territories cannot increase the public possession limit, but they can set a lower limit. However, a consistent possession limit across the provinces and territories would be easier for the public to understand and comply with.



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## DISCUSSION PAPER

## Cannabis Legalization and Regulation in BC

## Personal Possession – Youths

While persons under 18 will not be able to buy or grow cannabis under Bill C-45, they are not prohibited from possessing up to 5 grams of dried cannabis or equivalent amounts for other cannabis products. This is consistent with the Task Force report, which took the position that youth should not be criminalized for possession of relatively small amounts of cannabis. However, provinces and territories can establish laws that prohibit possession by persons under an established provincial minimum age. Such a provincial law would not result in a criminal conviction and would be similar to how BC deals with alcohol – persons under 19 are prohibited from possessing alcohol, and a law enforcement officer can confiscate it and has the option of issuing a ticket.

## Public consumption

Bill C-45 will amend the federal *Non-smokers' Health Act* to prohibit cannabis smoking and vaping in certain federally-regulated places (e.g. planes, trains), but regulation of public consumption of cannabis will otherwise fall within provincial and territorial jurisdiction.

BC can restrict where non-medical cannabis can be consumed, and can place different restrictions on different types of consumption (e.g. smoked, eaten). If BC does not legislate restrictions on public consumption by the time Bill C-45 comes into force, it will be legal to smoke, vape, and otherwise consume cannabis in public, including in places where tobacco smoking and vaping are forbidden.

For the purpose of considering potential restrictions on public consumption, it may be helpful to consider cannabis smoking and vaping separately from other forms of consumption.

### *Cannabis Smoking and Vaping*

The Task Force recommended that current restrictions on public tobacco smoking be extended to cannabis. In BC, both tobacco smoking and vaping are currently prohibited in areas such as workplaces, enclosed public spaces, on health authority and school board property, and in other prescribed places such as transit shelters, and common areas of apartment buildings and community care facilities.

BC has a number of options to consider:

- BC could extend existing restrictions on tobacco smoking and vaping to cannabis smoking and vaping – under provincial law, adults would then be allowed to smoke or vape cannabis anywhere they can smoke or vape tobacco. Depending on the regulatory scheme established by the Province, local governments may also be able to establish additional restrictions, such as prohibiting cannabis smoking and vaping in public parks.
- BC could prohibit public cannabis smoking altogether, but allow cannabis vaping wherever tobacco smoking and vaping are allowed. Compared to smoking, vaped cannabis has a reduced odour and is less likely to be a nuisance to passersby. In addition, banning public cannabis smoking could help avoid normalizing cannabis use.



**DISCUSSION PAPER****Cannabis Legalization and Regulation in BC**

- BC could also prohibit public cannabis smoking and vaping altogether and establish a licensing scheme to allow designated consumption areas, e.g. cannabis lounges. However, it is unlikely that such a licensing scheme could be implemented in time for legalization.

*Other forms of consumption:*

While edible, drinkable, and topical forms of cannabis will not be commercially available immediately upon legalization, the federal government intends to regulate the production and manufacturing of these products for sale at some point. In addition, adults will be allowed to make their own edible and other products at home.

Public consumption of non-inhaled forms of cannabis would be very difficult to detect and enforce. While BC could legislate restrictions on public consumption of these forms of cannabis, it may be more practical to rely on public intoxication and disorderly conduct laws to manage intoxication issues related to public consumption.

**Drug-impaired Driving**

With 17% of British Columbians reporting cannabis use within the previous year<sup>1</sup>, we know that it's very likely that a number of British Columbians are already driving with cannabis in their system, whether they are impaired or not. In 2016, drugs (cannabis or otherwise) were a contributing factor in fewer than 8% of BC road fatalities; however, legalization raises legitimate concerns about the potential for cannabis-impaired driving to increase, and make our roads less safe.

Drug-impaired driving is already prohibited under the *Criminal Code*, but Bill C-46 would overhaul existing impaired driving provisions and specifically address cannabis impairment. The amendments will provide authority for the federal government to set a blood tetrahydrocannabinol (THC) limit beyond which a person can be criminally charged with cannabis-impaired driving. This is similar to the blood alcohol limits in place for alcohol-impaired driving.

The proposed federal criminal penalties for drug-impaired driving range from a minimum of a \$1,000 fine to up to a maximum of 10 years in jail.

In BC, police who stop an alcohol-impaired driver can charge the driver criminally, but they also have the option of issuing an Immediate Roadside Prohibition (IRP) or an Administrative Driving Prohibition (ADP) under the *BC Motor Vehicle Act*. Sanctions can include licence prohibitions, monetary penalties, vehicle impoundment, and license reinstatement fees. These programs have been very effective in reducing the number of road fatalities on BC roads.

While the IRP and ADP schemes do not currently apply to drug-impaired driving, police officers in BC do have the option to issue a 24-hour roadside prohibition to a suspected drug-affected driver, with or without a criminal charge.

<sup>1</sup> Canadian Tobacco, Alcohol and Drugs Survey, 2015



**DISCUSSION PAPER****Cannabis Legalization and Regulation in BC**

One key challenge is that unlike with blood alcohol, there is not enough scientific evidence to link a particular blood THC level with impairment. In fact, it is known that THC can remain in the blood after any impairment has resolved, particularly for frequent users. An IRP or ADP-type scheme would therefore have to rely on other ways to assess impairment, such as a Standard Field Sobriety Test (SFST) conducted by a trained police officer, or evaluation by a Drug Recognition Expert (DRE). The approval of oral fluid screening devices and/or the setting of per se limits by the federal government could also influence the introduction of an administrative regime for drug-impaired driving.

BC could consider one or more of the following to address the risk that cannabis legalization could lead to increased impaired driving:

- BC could launch a public education and awareness campaign to inform British Columbians about the risks and potential consequences of cannabis-impaired driving.
- BC could set a zero-tolerance standard in respect of blood THC content for drivers in the Graduated Licensing Program (drivers with an "L" or "N" designation) and/or for drivers under a specific age threshold.
- BC could invest in SFST and DRE training for more police officers.
- BC could expand the IRP and/or ADP programs to include drug-impaired driving.

## Personal Cultivation

Bill C-45 allows adults to grow up to 4 cannabis plants per household, up to a maximum plant height of 100 centimetres. Bill C-45 does not place restrictions on where plants can be located (indoor vs. outdoor) and does not require home growers to put any security measures in place, but it is open to provinces and territories to establish such restrictions.

In considering personal cultivation, the Task Force acknowledged concerns about risks such as mould, fire hazards associated with improper electrical installation, use of pesticides, and risk of break-in and theft. However, it noted that these concerns were largely shaped by experience with large scale illegal grow operations, and found that on balance, allowing small-scale home cultivation of up to four plants was reasonable.

The Task Force recognized the need for security measures to prevent theft and youth access, and for guidelines to ensure that cannabis plants are not accessible to children. The Task Force also suggested that local authorities should establish oversight and approval frameworks, such as a requirement that individuals be required to notify local authorities if they are undertaking personal cultivation.

In thinking about possible restrictions on personal cannabis cultivation, it may be helpful to keep in mind that it is legal in Canada to grow tobacco and to produce wine or beer at home for personal use with



**DISCUSSION PAPER****Cannabis Legalization and Regulation in BC**

very few restrictions. In particular, the law does not require specific security measures to prevent theft, or access by children and youth.<sup>2</sup>

BC has several options to consider regarding restrictions on home cultivation of non-medical cannabis:

- BC could adopt a lower limit than 4 plants per household for non-medical cannabis cultivation.
- BC could set restrictions regarding where and how non-medical cannabis can be grown at home. For example, it could: prohibit outdoor cultivation; allow outdoor cultivation but require that plants not be visible from outside the property; and/or require that any outdoor plants be secured against theft.
- BC could establish a registration requirement for persons who want to grow non-medical cannabis at home. However, there would be significant costs associated with administering a registration requirement, and the benefits may be questionable, since those who do not plan to comply with laws on home cultivation may be unlikely to register in the first place.
- If BC decides not to implement one or more of the above measures, local governments could be authorized to do so.

## Distribution Model

Under Bill C-45, each province or territory will decide how cannabis will be distributed in its jurisdiction. Distribution is the process by which goods are supplied to retailers that sell to consumers. Distributors are often called wholesalers.

There are three basic models for the warehousing and distribution of cannabis to retailers in BC: government, private, or direct.

- Government distribution – In this model, government would be responsible for warehousing and distribution of cannabis. Licensed producers would send cannabis products to a government distributor, which would then fill orders from cannabis retailers. Government distribution allows for direct control over the movement of cannabis products, but requires significant up-front investment and set-up. The Task Force heard strong support for government distribution, noting that it has proven effective with alcohol.
- Private distribution – In this model, one or more private businesses could be responsible for the physical warehousing and distribution of cannabis. However, significant government oversight would be required in the form of licensing, tracking and reporting requirements, as well as regular audits and inspections.
- Direct distribution – In this model, the province would authorize federally licensed producers to distribute their own products directly to retailers. This model would also require significant

<sup>2</sup> Parents have a general legal duty to supervise and keep their children safe, but the law does not create specific requirements to protect children from all of the potential dangers that may be present in a home (e.g., alcohol, prescription drugs, and poisons).



**DISCUSSION PAPER****Cannabis Legalization and Regulation in BC**

government oversight and could make it challenging for smaller producers to get their products to market.

## Retail

Under Bill C-45, each province or territory will decide the retail model for cannabis in its jurisdiction. Recognizing that the July 2018 timeline may not give provinces or territories enough time to establish their retail regimes before legalization, the federal government will implement an online retail system as an interim solution.

BC has a number of options for retail:

- BC could establish a public or private retail system, or potentially a mix of both, as currently exists for alcohol. A public system would require significant up-front investment in retail infrastructure, but there could also be additional revenue generated from retail sales. A private system would require a more robust licensing, compliance and enforcement system, but the associated costs could be recovered through licensing fees.

In a private retail system, it could be possible to allow some existing illegal dispensaries to transition into the legal system; in a public system such as that planned in Ontario, this would not be possible.

- BC could require that cannabis be sold in dedicated storefronts, or it could allow cannabis to be sold out of existing businesses such as liquor stores or pharmacies.

One public health concern about co-locating cannabis with other products is that it could expose significant numbers of people to cannabis products who might not otherwise seek them out; this could contribute to normalization or more widespread use. In addition, the Task Force strongly recommended against allowing co-location of alcohol or tobacco sales with cannabis, but recognized that separating them could be a challenge in remote communities where a dedicated cannabis storefront might not be viable.

- BC could establish a direct-to-consumer mail-order system. This could help provide access to legal cannabis for those in rural and remote locations and persons with mobility challenges.

## Conclusion

Cannabis legalization presents complex policy challenges for the Province. We expect that, as in other jurisdictions that have legalized, it will take several years to develop, establish, and refine an effective non-medical cannabis regime that over time eliminates the illegal market. The information gathered through this engagement will inform the Province's policy decisions. We appreciate your interest and feedback.



Ministry of  
Public Safety and  
Solicitor General

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September 2017



**Policy, Executive and Personnel Committee  
Minutes  
Thursday, July 27, 2017  
RDKB Board Room, Grand Forks, BC**

**Committee Members Present:**

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

**Staff Present:**

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

**CALL TO ORDER**

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

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

The agenda for the Policy, Executive and Personnel Committee July 27, 2017 meeting was presented.

Moved: Director Cecchini Seconded: Director McGregor

That the agenda for the Policy, Executive and Personnel Committee July 27, 2017 meeting be adopted as presented.

Carried

### **ADOPTION OF MINUTES**

The minutes of the Policy, Executive and Personnel Committee meeting held June 14, 2017 were presented.

[Minutes-PEP-14 Jun 2017-PEP-July 27 2017- Pdf](#)

Moved: Director Cecchini Seconded: Director Danchuk

That the minutes of the Policy, Executive and Personnel Committee meeting held June 14, 2017 be adopted as presented.

Carried

### **GENERAL DELEGATIONS**

There were no delegations present.

### **UNFINISHED BUSINESS**

#### **Policy, Executive and Personnel Committee Action Items - as of July 21, 2017**

The Policy, Executive and Personnel Committee Action Items report as of July 21, 2017, was presented.

J. M. MacLean, CAO, updated the Committee members on a proposed cloud based interface system for electronic participation at meetings. Staff is currently working on privacy issues in this regard.

The Committee members were updated on the status of vacant positions in emergency preparedness, communications and IT that are currently in the process of being filled or advertised. Discussion ensued on the community engagement aspect of the Emergency Preparedness Coordinator position.

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***Page 1 of 5  
Policy, Executive and Personnel Committee  
July 27, 2017***



Moved: Director Cecchini Seconded: Director Martin

That the Policy, Executive and Personnel Committee Action Items report as of July 21, 2017, be received as presented.

Carried

**J. MacLean**  
**Re: Fall Planning Session**

A staff report from J. M. MacLean, CAO presenting a proposed outline for the Fall Planning session was presented.

The Committee was informed that the fall planning session will be held on October 27 - 28, 2017 in Trail. Managers will be presenting work plans and Mr. Jerry Berry will be engaged as a facilitator. Questions were raised on how to deal with possible conflicts between projects in the Electoral areas. J. M. MacLean, CAO, will meet with rural Directors to determine and discuss any proposed projects that are not related to existing services. He pointed out that staff resources may be limited in the 2018 due to the election year.

Moved: Director McGregor Seconded: Director Russell

That the Committee approve the proposed meeting outline and recommend it to the Board, together with a recommendation to retain Mr. Berry as a facilitator for that session.

Carried

**T. Lenardon-Referral from Electoral Area Services Committee**

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*Page 1 of 5*  
*Policy, Executive and Personnel Committee*  
*July 27, 2017*

**re: Permissive Taxation Exemption Policy and Application Procedure**

A proposed policy and application procedure to stipulate the conditions for requests for permissive taxation exemptions within the RDKB Electoral Areas A-E was presented. This agenda item was referred from Electoral Area Services Committee.

Discussion ensued on what effects proposed permissive taxation exemptions in Electoral areas may have on municipalities and also the ability to adjust the distribution of requisition based on the exemption. More clarification was requested on page 2 of the application for permissive property tax exemption which referenced a letter be written to the appropriate Electoral Area Director and be included as part of the application.

Moved: Director McGregor Seconded: Director Danchuk

That the Policy, Executive and Personnel Committee requests that staff provide further clarification on what effects the proposed permissive taxation exemptions in Electoral areas may have on municipalities and also the ability to adjust the distribution of requisition based on the exemption. **FURTHER** that staff provide further clarification of page 2 of the application for permissive property tax exemption which referenced a letter be written to the appropriate Electoral Area Director and be included as part of the application.

Carried

**Management Hiring Policy**

The revised *Management Hiring Policy* was presented for the Committee's consideration.

The Committee members reviewed and discussed revisions to the Management Hiring Policy.

Moved: Director McGregor Seconded: Director Cecchini

That the amended *Management Hiring Policy* be referred to the Board of Directors with a recommendation of approval.

Carried

**NEW BUSINESS**

**M. Forster**

**Re: Policy Review Status Update - For Information**

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

Moved: Director McGregor Seconded: Director Martin

That the policy review status update be received as presented.

Carried

**LATE (EMERGENT) ITEMS**

There were no late (emergent) items for discussion.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

The *Employee Code of Conduct* will be presented for consideration at the next meeting.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period for public and media was not required.

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*Page 1 of 5*  
*Policy, Executive and Personnel Committee*  
*July 27, 2017*

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 4:57 pm.



**Beaver Valley Regional Parks, Trails Recreation Committee  
Minutes  
Tuesday, September 12, 2017  
RDKB Committee Room, Trail, BC**

**Committee members present:**

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

**Staff present:**

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

**CALL TO ORDER**

The Chair called the meeting to order at 12:02 pm.

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

The agenda for the September 12, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee meeting was presented.

Moved: Director Danchuk Seconded: Director Cecchini

That the agenda for the September 12, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee meeting be adopted as presented.

Carried

**ADOPTION OF MINUTES**

The minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on May 9, 2017 were presented.

Moved: Director Cecchini Seconded: Director Danchuk

That the minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on May 9, 2017 be adopted as presented.

Carried

**DELEGATIONS**

There were no delegations present.

**UNFINISHED BUSINESS**

**Beaver Valley Regional Parks, Trails and Recreation Committee Action Items - Ending September 8, 2017**

The Beaver Valley Regional Parks, Trails and Recreation Committee Action Items for the period ending September 8, 2017 were presented.

M. Daines, Manager of Facilities and Recreation, reviewed the revised action item list format and contents. The Committee members were informed that a tender will be put out in the fall for next year's BV Family Park camp ground attendant. Many people have already expressed an interest. The Strategic Plan will be added to the next agenda to allow the Committee members time to review the plan.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee Action Items for the period ending September 8, 2017 be received as presented.

Carried

**M. Daines**

**Re: Chiller Update**

The Committee members were informed that the specs and engineering drawings have been completed and a tender will go out in November.

Moved: Director Cecchini Seconded: Director Danchuk

That the Regional District of Kootenay Boundary Board of Directors approve the transfer of allocated funds for the chiller to the 2018 budget. **FURTHER** that the designated funds be held for the chiller.

Carried

## **NEW BUSINESS**

### **Discussion**

#### **Re: Future of Trail Development in the Beaver Valley**

A planning discussion ensued on future trail development. Director Cecchini expressed interest in development of off road motorized quad trails. A fulsome discussion will be held once information gathering has been completed.

### **Discussion**

#### **Re: Strategic Plan Review**

Discussion of this agenda item was deferred until the next meeting.

### **Discussion**

#### **Re: Public Engagement**

Discussion ensued on potential public engagement events for 2018. A public meeting will be scheduled for 2018.

### **Discussion**

#### **Re: Fall Newsletter**

A newsletter will be prepared in spring of 2018 after the budget has been approved in March 2018.

### **Discussion**

#### **Re: Beaver Valley Family Park Update**

The Committee was informed that the electrical panel was upgraded and came under budget by \$10,000. The Committee also discussed a nominal nightly rate increase from \$15 and \$20 per night to \$20 and \$25 respectively. The family park season will be extended from May long weekend to the Labour Day long weekend in 2018.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee approves a nightly rate increase of \$5 from \$15/\$20 to \$20/\$25.

Carried

**LATE (EMERGENT) ITEMS**

There were no late (emergent) items for discussion.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

Strategic Plan

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period for public and media was not required.

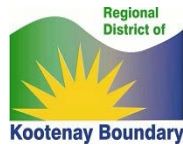
**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 12:42 pm.





## **Electoral Area Services Minutes**

Thursday, September 14, 2017, 4:30 p.m.  
RDKB Board Room  
843 Rossland Ave., Trail, BC

### **Directors Present:**

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

### **Directors Absent:**

### **Staff Present:**

Mark Andison, General Manager of Operations/Deputy CAO  
Donna Dean, Manager of Planning & Development  
Jennifer Kuhn, Recording Secretary

### **Guests:**

Bill Edwards, Alternate Director Electoral Area 'B'/Lower Columbia-Old Glory

### **CALL TO ORDER**

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

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

### **September 14, 2017**

The agenda for the September 14, 2017 Electoral Area Services Committee was presented.

Page 1 of 9  
Electoral Area Services  
September 14, 2017

Moved: Director McGregor

Seconded: Director Russell

That the September 14, 2017 Electoral Area Services Agenda be adopted as presented.

Carried.

## **MINUTES**

### **June 15, 2017**

The Minutes of the June 15, 2017 Electoral Area Services Committee meeting were presented.

Director Gee advised there were errors in the Minutes. Director Gee is recorded as questioning whether Director Managed Pro-D had been added to the budget. Rather, Director Gee stated that CAO MacLean advised that Director Managed Pro-D is noted in the budget. Regarding the Site Specific Exemption to the Floodplain Bylaw by David Turner and Janice Westlund, Director Gee is recorded as stating that the responsibility for disaster response lies with the property owners rather than government if someone chooses to build in the floodplain. The corrected statement is that potential impacts on emergency responses should be considered as part of the approval process for site specific exemptions.

Moved: Director Grieve

Seconded: Director McGregor

That the minutes of the June 15, 2017 Electoral Area Services Committee meeting be adopted as amended.

Carried.

## **DELEGATIONS**

There were no delegations in attendance.

**UNFINISHED BUSINESS****Director Managed Professional Development Discussion**

The Directors agreed that most Professional Development can remain as self-directed with assistance from staff and if there is a question it can be brought to the EAS Committee.

**Memorandum of Committee Action Items**

The Electoral Area Services Committee Memorandum of Action Items for the period ending June 2017 was presented.

Director Gee advised that the Area 'E' Heritage Service Establishment item should be removed from the Action Items as this matter is now on the Board Action Item List. As well, the Turner Floodplain Exemption has now been completed.

Moved: Director McGregor

Seconded: Director Grieve

That the Electoral Area Services Committee Memorandum of Action Items for the period ending June 2017 be received as amended.

Carried.

**NEW BUSINESS****a) Shaunna Zeidler****Re: Development Variance Permit**

1614 Strome Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-02595.080

Director Russell requested clarification as to why a permit is required as it is not a permanent building. Manager of Planning and Development, Donna Dean explained the shed meets the definition of a building and has to meet setback requirements.

Moved: Director McGregor

Seconded: Director Grieve

That the Development Variance Permit application submitted by Shaunna Zeidler to allow a reduced front yard setback from 7.5 metres to 0.0 metres – a 7.5 metre variance, for an accessory building to allow for a wood shed on the parcel legally described as Lot 8, DL 317, SDYD, Plan KAP33117, Electoral Area 'C'/Christina Lake, be presented to the RDKB Board of Directors for consideration, with a recommendation of support, subject to approval from the Ministry of Transportation and Infrastructure.

Carried.

**b) Gary George**

**Re: Development Variance Permit**

4874A Snow Pines Road, Big White, Electoral Area 'E'/West Boundary

RDKB File: BW-4176s-07385.231

Donna Dean explained this property receives snow from the neighbour's roof and its own roof onto the lower deck, which can be a safety issue. The Big White APC did not support this application because they did not think it would solve the problem. The Snow Pines Strata Council expressed concern it would set a precedent, neighbours would have concerns and would not be good aesthetics. The Snow Pines Strata Council was also concerned that the problem would not be solved by the proposed change to the roof. The Directors discussed safety concerns, and advised asking the applicant to provide a plan for retaining snow. Director Grieve proposed the approval should be subject to engineering drawings. Mark Anderson stated that the building inspector will follow the requirements of the BC Building Code.

The Committee had concerns regarding safety and other unforeseen impacts although those issues could be addressed through the building permit process.

Moved: Director McGregor

Seconded: Director Gee

That the Development Variance Permit application submitted by Gary George to construct a roof with the following requested variances: To decrease the minimum interior side setback for a principal building from 2.0 metres to 0.0 metres a 2.0 metre variance, on the parcel legally described as Lot 139, Plan KAS938, District Lot 4176s, SDYD, 4874A Snow Pines Road, Big White, Electoral Area 'E'/West Boundary be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, subject to the roof being designed to retain snow.

Carried.

Director Russell opposed.

**c) Douglas and Patricia Patton – Strata Lot 14****Milan and Sanja Vracarevic – Strata Lot 9****RE: Development Permit & Development Variance Permit**

SL 14, 7475 Porcupine Road, Big White

SL 9, 7475 Porcupine Road, Big White

SL 14, DL 4109s, Plan KAS1324, SDYD, Electoral Area 'E'/West Boundary

SL 9, DL 4109S Plan KAS1324, SDYD, Electoral Area 'E'/West Boundary

**Development Variance Permit Application:**

Donna Dean explained the application is for projection of two uncovered decks into the 4 metre setbacks for Units 14 and 9. The APC was opposed because they thought it was not a hardship, and the applicants could build smaller decks. There was also concern for potential impact on the adjacent lot in the future. Staff recommended support as the impact on the adjacent property owner would be minor. Director Gee expressed concern for fire safety as the decks are close to trees. Director Russell asked for clarification as to whether the setback requested is for the outer edge of the deck or the posts.

Moved: Director McGregor      Seconded: Director Russell

That the Development Variance Permit application submitted by Doug Patton on behalf of himself and Patricia Patton and Milan and Sanja Vracarevic to construct 2 decks with the following requested variance: To increase the permitted projection for decks in an interior side yard from 0.6 metres to 2.05 metres – a 1.45 metre variance on the parcels legally described as Strata Lots 14 and 9, 7475 Porcupine Road, Big White, Electoral Area 'E' / West Boundary be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Directors McGregor and Russell voted in favour.

Directors Gee and Grieve opposed.

Chair Worley tiebreaker vote – opposed. Application Defeated.

**Development Permit Application:**

There was discussion as to whether there would be disturbance to soil surface from placement of posts. Development Permit would require any disturbed areas to be seeded with grass to prevent erosion.

That the staff report regarding the Development Permit application submitted by Doug Patton to construct 2 decks in the Environmentally Sensitive Development Permit Area on the parcels legally described as Strata Lot 14, 7475 Porcupine Road, Big White,

Electoral Area 'E' / West Boundary and Strata Lot 9, 7475 Porcupine Road, Big White, Electoral Area 'E' / West Boundary be received.

Carried.

**d) Daragh and Anne Horgan**

**RE: Development Permit**

715 Feathertop Way, Electoral Area 'E'/Big White

RDKB File: BW-4222-07500.685

Donna Dean reviewed the application with the Committee members. Director Gee questioned the possibility that any imported top soil be checked for invasive species.

Moved: Director Russell

Seconded: Director Grieve

That the staff report regarding the Development Permit application submitted by Jenny Geisbrecht, Weninger Construction & Design on behalf of the owners Daragh and Anne Horgan to construct a single family dwelling on the parcel legally described as Strata Lot 17, Plan KAS3134, District Lot 4222, SDYD Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**e) Andrew and Ellen Hill**

**RE: Development Permit**

545 Feathertop Way, Electoral Area 'E'/Big White

RDKB File: BW-4222-07500.670

Director Russell requested clarification regarding the fact that the landscape plan does not include retaining walls. Donna Dean confirmed the permit would not exempt the applicants from the requirement to prevent erosion on the property.

Moved: Director McGregor

Seconded: Director Gee

That the staff report regarding the Development Permit application submitted by Jenny Geisbrecht, Weninger Construction & Design on behalf of the owners Andrew and Ellen Hill to construct a single family dwelling on the parcel legally described as Lot 14, Plan KAS3134, District Lot 4222, SDYD Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**f) Community Input on Planning and Culture Issues for Electoral Area  
'E'/West Boundary**

A discussion was held regarding Advisory Planning Commissions and how much weight should be given to their recommendations. Director Gee expressed concern that their recommendations are sometimes not followed at the Electoral Area Committee or Board of Directors level. Director Gee's Advisory Planning Commissions usually wish that the Official Community Plans and Zoning Bylaws be followed and Development Variance Permits to be allowed only in exceptional circumstances. Mark Andison explained that allowing Development Variance Permits is not unusual where the variance does not affect others' use and enjoyment of their property. Some suggestions were made regarding discussion of the decision-making process with the local APC's. Director McGregor recommended discussing issues with the APC members prior to the Electoral Area Services or Board of Directors Meetings.

**g) Marketing of Town Hall Meetings**

Director Grieve began the discussion with the possibility that it may be time to change the format and marketing of Town Hall Meetings. Director McGregor suggested that once the Corporate Communications Officer position is filled it will be a more appropriate time to discuss any changes in marketing of Town Hall Meetings. Director Gee asked if it was a legal requirement to hold Town Hall Meetings and Mark Andison advised that there is a legal requirement to communicate the Five-Year Financial Plan to the communities. Chair Worley agreed with changing the format of the Town Hall Meetings in the future once a Corporate Communications Officer is in place.

**h) Bylaw Enforcement**

A discussion was held regarding bylaw enforcement. Director McGregor would like the possibility of hiring a bylaw enforcement officer to be placed on a referendum for the next election. There have been many complaints and issues resulting from the lack of a bylaw enforcement officer. Director Gee agreed and would like more information about bylaw enforcement, and expressed some reservation about the possibility of having a referendum question for Kettle River Watershed Authority funding at the same time.

Director McGregor asked for a recommendation for staff to look into a bylaw enforcement referendum at the time of the next election. Director Grieve would like to find out if a bylaw enforcement service could be partnered with local municipalities to share the expense. Mark Andison stated it could be partnered with local municipalities and function in the same manner as animal control.

Director Russell asked if a separate service is necessary for bylaw enforcement or if it could be partnered with a present service. Mark Andison responded that it depends on what bylaws are being enforced. Director Grieve suggested that a financial penalty is an effective way to get compliance.

#### **i) Phone Meeting Procedures**

This issue was mentioned at the last Electoral Area Services Meeting. This matter will be tabled for now.

#### **j) Proposed 'Right to Roam' Act**

Director Gee brought this matter to Committee as the proposed Act would provide access to the public across private lands that are uncultivated. Ranchers are concerned about public access across their lands. Director Russell recommended the Committee wait until the Provincial Government releases more information about the status of this Act.

#### **k) Riparian Area Protection**

Director Gee brought this matter to the table as she has received comments from the Electoral Area 'E' APC about development and structures along the Kettle River. Director Gee wanted to know if the Regional District should have a Riparian Area Protection Bylaw. Director Gee asked if the floodplain bylaw would cover riparian area protection but Mark Andison confirmed that the floodplain bylaw only covers structures.

#### **l) Soil Management and Drainage Issues as Related to Development**

Director Grieve questioned whether the Development Permit process can include consideration of soil management and drainage issues. Electoral Area 'A' experienced spring flooding this year in the Industrial Park area because creeks were diverted when the area was developed. Mark Andison mentioned that the OCP at Big White requires a drainage management plan for property development for multi-family dwellings and condominiums. Generally, drainage issue complaints in the Regional District result when an owner changes drainage on their property, which affects drainage on their neighbor's property.

#### **m) Grant in Aid Update**

The Grant in Aid report was presented.



Moved: Director Grieve

Seconded: Director Gee

That the Grant in Aid report be received.

Carried.

**n) Gas Tax Update**

The Gas Tax report was presented.

Moved: Director Russell

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

**LATE (EMERGENT) ITEMS**

There were no late/emergent items

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

There was no discussion of items for future agendas.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

There was no Media in attendance.

**CLOSED (IN CAMERA) SESSION**

There was no in-camera meeting.

**ADJOURNMENT**

There being no further business to discuss, Chair Worley adjourned the meeting at 6:06 p.m.



**East End Services Committee  
Minutes  
Tuesday, June 13, 2017  
Trail Board Room**

**Committee members:**

Director A. Grieve - Chair  
Director L. Worley  
Director P. Cecchini  
Director J. Danchuk  
Director M. Martin  
Director L. McLellan  
Director D. Langman

**Staff and others present:**

J. M. MacLean, Chief Administrative Officer  
M. Forster, Executive Assistant/Recording Secretary  
M. Andison, General Manager of Operations/Deputy CAO  
D. Derby, Regional Fire Chief  
D. Pizzaro, BC Transit  
T. Stack, BC Transit

**Call to Order**

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

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

The agenda for the June 13, 2017 East End Services Committee meeting was presented.

The agenda was amended with the addition of a late item: City of Trail's Appointment to the LCIC Board of Directors.

Moved: Director Cecchini Seconded: Director Worley

That the agenda for the June 13, 2017 East End Services Committee meeting be adopted as amended.

Carried

### **Minutes**

The minutes of the East End Services Committee meeting held on May 9, 2017 were presented.

Moved: Director Martin Seconded: Director McLellan

That the minutes of the East End Services Committee meeting held on May 9, 2017 be adopted as presented.

Carried

### **Delegations**

#### **Mr. Daniel Pizzaro and Mr. Trevor Stack - BC Transit**

Mr. Daniel Pizzaro and Mr. Trevor Stack, BC Transit attended the meeting to present information and answer questions as to the cost and structure of the Kootenay conventional and custom transit services.

The Committee members were provided with a review of the shared services model between local government and BC Transit. Mr. Pizzaro pointed out the efficiencies in services provided to local government partners through this model.

Director Martin informed Mr. Pizzaro and the Committee members that the City of Trail was approached by an entrepreneur about putting in bus stops and asked what steps the City of Trail should take in this regard. Mr. Pizzaro informed Director Martin and the Committee members that local infrastructure is an issue between local partners and the City of Trail can further investigate this offer of putting in bus stops. J. MacLean would like to participate in this conversation with the municipal partner and would be the first point of contact.

### **Unfinished Business**

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

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

Moved: Director Worley Seconded: Director Martin

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

Carried

### **New Business**

#### **Canada 150 Event Celebrations at Beaver Creek**

The Committee members had a discussion on the Canada 150 event celebrations at Beaver Creek.

Director Grieve thanked Director Langman and M. Daines, Manager of Facilities and Recreation for their work on this event.

Director Martin informed the Committee members that Trail City Council had approved a \$1,000 contribution to the event.

Regional Fire Chief D. Derby informed the Committee members that there may be challenges with fire works and river levels.

#### **Proposed National Health and Fitness Day**

A discussion on declaring the first Saturday in June as National Health and Fitness Day.

There was a brief discussion on this item which was brought forward for information and awareness.

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

#### **City of Trail's Appointment to the LCIC Board**

Director Martin informed the Committee members that the City of Trail has appointed Keith DeWitt as the City's representative to the LCIC Board of Directors.

Moved: Director Martin Seconded: Director McLellan

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

**Discussion of items for future agendas**

A discussion of items for future agendas was not required.

**Question Period for Public and Media**

A question period for public and media was not required.

**Closed (In camera) Session**

A closed meeting pursuant to Section 90 (1) (k) of the *Community Charter*.

Moved: Director Cecchini Seconded: Director Danchuk

That the East End Services Committee convene to the closed meeting pursuant to Section 90 (1) (k) of the *Community Charter* (time: 5:29 pm).

Carried

The meeting reconvened to the open meeting (time: 6:37 pm).

**Adjournment**

The meeting was adjourned at 6:39 pm.

**Electoral Area “C” Parks & Recreation Commission  
Regular Meeting  
Wednesday, Sept 13, 2017  
Welcome Centre  
8:00 AM**

**AGENDA**

- 1. Approval of the Agenda**
- 2. Delegations:**
- 3. Minutes**
  - Minutes of the Regular meeting of June 14, 2017 –Pg 1-4
- 4. Business Arising from the Minutes-**
- 5. Correspondence-**
- 6. Financial Plan –**
  - 2017 – RDKB Financial Statement – July 2017 –Pg 5-7
  - 2018 Operating /Capital Budget( Please bring Binders)
  - Christina Lake Community Association Capital Grant Application 2018 –Pg 8
- 7. Old Business**
  - Christina Lake Disc Golf Course- **Verbal Report**
  - Kettle River Walk Trail-Report- **Report –Pg 9 -10**
  - Moro Bridge Removal- **Verbal Report**
  - Pedestrian Bridge – UBCM Strategic Priorities Fund- **Verbal Report**
  - Texas Creek Boat Launch – **Verbal Report**
  - Pickleball Washroom Building –**Verbal Update**
  - Johnson Rd End development-**Verbal Update**
  - Staff to request organizations requesting Grant in Aid prior to September
- 8. New Business-**
  - Cemetery Grounds
  - Brenda Auge’s request for additional fitness classes for seniors 50+

**9. Sub Committee Report**

- **COP Update- Dave Beattie**
- **Recreation Program Update**
  - **Pharmasave Triathlon Report- Pg 11**
  - **Pickleball Tournament Report- Pg 12**
  - **September Flyer-Pg 13-14**
- **Park Maintenance –May to August Report –Pg 15-**
- **Trails – Josh Strzelec-**
- **Community Coordinator Report-Update**

**10. Other Business Arising from the Floor –( If Public Members Present)****11. Adjournment****Outstanding Projects for Future Development**

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

Tech Property to Access River

Christina Crest Trail-

Marine Study

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

Minutes of the Regular Meeting of the Electoral Area "C" Parks & Recreation  
Commission held Wednesday September 13, 2017 at the Welcome Centre

**Present**

Carlo Crema  
Dave Beattie  
Dianne Wales  
Josh Strzelec  
Paul Beattie  
Brenda Auge  
Larry Walker  
Liz Stewart

**Absent****RDKB Staff**

Tom Sprado/Lilly Bryant

**Area Director**

Grace McGregor

**Guest**

Donna Wilchinsky-Away

**Agenda:**

1. M/S Paul Beattie, Liz Stewart, that the Sept 13, 2017 agenda be adopted as amended. Additions: Old Business:

- Cove Bay to Brown Rd Trail

**New Business: Fitness Classes:**

- Email request from Fitness Instructor Corrine Olsen.

**Carried**

**Delegations:** None

**Minutes:**

2. M/S Brenda Auge, Dave Beattie that the minutes of the regular meeting from June 14, 2017 be accepted as circulated.

**Carried**

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

**Correspondence:** None

**Financial Plan:**

- Reviewed the RDKB Financial Statement dated the end of July 2017
- 2018 Operating Budget review- Will plan a longer meeting in October to review the 2018 Budget
- Reviewed the Christina Lake Community Association Capital Grant Application- Will review at the budget meeting in October
- Pedestrian Bridge Grant Approval will change the 2018 Budget process – will receive grant approval at the end of October or early November.



**Old Business:**

- **Disc Golf Course** – Application is still in the Province referral process.
- **Kettle River Walk Trail –Report from Lisa Tedesco, BC Environment was included.**
  - Carly Rimell (RDKB) will be attending a Regional Parks Workshop in Kelowna that includes a session called Reconciliation – Indigenous Community Conservation Areas on September 21/22 2017.
  - MLA, Linda Larson indicated to Grace that the Province may waive the cost for the Archeological study – Grace was not sure it would be waived with the New Government.
- **Pedestrian Bridge – UBCM Strategic Priorities Fund**
  - The status of the grant will be updated in October or early November
- **Trail Development from Cove Bay to Brown Rd – 3.5km**
  - Project will need to be forwarded to the RDKB planning department for review and funds to be allocated in the 2018 operating budget.
  - Grace will discuss Trail options with Ministry of Transportation.
- **Moro Bridge Removal** - M&M Group will inspect Moro Bridge the week of September 12<sup>th</sup> and will provide an estimate for next meeting.
- **Pickleball Washroom Building**
  - Staff has awarded the project and installation will be completed this fall
- **Johnson Rd End**
  - Project has not been awarded as of today's meeting
  - Project will not start until after October 15th

**New Business**

- **Cemetery Grounds**
  - Issues with the Access to the site/Shrub Trimming/Clean Pine Needle
  - Staff will arrange for a Contractor to clean up site this fall
  - Site should be included as part as the Trail Maintenance Budget for 2018
- **Christina Lake Fitness**
  - Schedule a meeting with the fitness instructor to discuss the options to revise Christina Lake Fitness program to include additional classes/Reducing Instructor wages/Reducing Hall Fees.

**Sub Committee Report:**

- **COP Update-**
  - Summer was good/Fall is going well
  - Advertising for more volunteers
- **Recreation Program Update**
  - Pharmasave Christina Lake Triathlon -Report
  - Pickleball Tournament- Report
  - Discussed repairs to Tennis Courts/Expansion of the Pick ball Courts
  - Summer Swim Lessons- Report
- **Park Maintenance – Report**
  - Summer maintenance report provided- Recreation Commission members appreciate the detailed reports and the work Leo does throughout the season.
- **Trails**
  - Trails were very busy this summer
  - Will require maintenance due to the heavy use over the dry season
  - Plans to work with schools to promote Mountain Biking in the area
- **Community Coordinator Report N/A**
  - Invoicing for funding

**Other Business arising from the floor:** None

**Adjournment:**

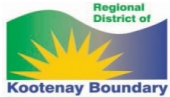
- Moved by Paul Beattie that meeting be adjourned

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Lilly Bryant, Recording Secretary

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Dianne Wales, Chairperson

**STAFF REPORT**

Meeting Date: October 26, 2017

<b>Date:</b>	<b>October 14, 201</b>	<b>File:</b>	
<b>To:</b>	<b>Regional District of Kootenay Boundary - Board of Directors</b>		
<b>From:</b>	<b>Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation</b>		
<b>RE:</b>	<b>REQUESTING THE MINISTER OF TRANSPAORTATION TO MEET WITH THE CHRISTINA LAKE PARKS &amp; RECREATION COMMISSION.</b>		

**Issue Introduction:** At the October 11, 2017 Christina Lake Parks and Recreation Commission meeting the following motion was accepted:

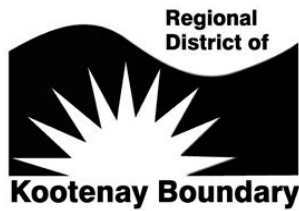
“That the Regional District of Kootenay Boundary Board of Directors invites the Minister responsible for the Ministry of Transportation to meet with the Regional District of Kootenay Boundary and Christina Lake Parks & Recreation Commission to discuss the end of road(s) access to Christina Lake”

**Background:** The purpose of the request is for the Ministry of Transportation to increase the maintenance and improve the road ends which access the lake shore. The residents of Christina Lake are concerned about the lack of maintained road ends that access the lake shore AND the lake itself. The residents and visitors of Christina Lake would like to see more road ends maintained providing more exposure and use of the lake.

**Considerations:** The Regional District Board of Directors may wish to meet with the Minister of Transportation on other matters – this is an opportunity to combine a day meeting.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Tom Sprado", is written over a horizontal line.



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

Monday, October 2, 2017 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

**PRESENT:** Richie Mann, Graham Jones, Grant Sapruff, Fern Acton, Mary MacInnis

**ABSENT:** Trinda Ross, Mike Beetstra

**RDKB DIRECTOR:** Alternate Director Bill Edwards, Absent Director Linda Worley

**RDKB STAFF:**

**GUESTS:**

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**1. CALL TO ORDER**

The meeting was called to order at 7:08 p.m.

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

It was moved, seconded, all in favour that the October 2, 2017 Electoral Area 'B'/Lower Columbia-Old Glory APC Agenda be adopted.

**3. ADOPTION OF MINUTES**

It was moved, seconded, all in favour that the September 5, 2017 Electoral Area 'B'/Lower Columbia-Old Glory APC Minutes be adopted.

**4. DELEGATIONS**

**5. OLD BUSINESS**

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Electoral Area 'B'/Lower Columbia-Old Glory APC Minutes  
October 2, 2017  
Page 1 of 3

## 6. **NEW BUSINESS**

### **A. Edwards Capital Corp. (dba Canada Culvert)**

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

1785 Home Goods Road, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory  
RDKB File: B-2404-07311.110

#### Discussion/Observations:

The Commission saw no problem with this application as they are replacing one unit with a newer one.

#### Recommendation:

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

### **B. Michael Landon**

#### **RE: Accretion Referral-Surveyor General**

229 2<sup>nd</sup> Avenue, Rivervale, Electoral Area 'B'/Lower Columbia-Old Glory  
RDKB File: B-367-02341.000

#### Discussion/Observations:

Our discussion covered the fact that the area along the river is used by fishermen. If this area becomes private property people will no longer have access to the river. We do not want to restrict public access to the Columbia River and we do not wish to set precedence.

#### Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Accretion not be supported with the above-stated reasons.

### **C. Village of Warfield**

#### **RE: OCP Referral – new OCP for Warfield**

Village of Warfield, Electoral Area 'B'/Lower Columbia-Old Glory  
RDKB File: W-5

Discussion/Observations:

Sent to us as a courtesy.

**7. FOR INFORMATION**

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 8:20 pm.



## ELECTORAL AREA 'E'/WEST BOUNDARY

## ADVISORY PLANNING COMMISSION

**MINUTES**

Monday, October 2, 2017 at the Rock Creek Fair Grounds, commencing at 6:00 p.m.

**PRESENT:** Fred Marshall - Chair  
 Harald Zinner – Secretary  
 Grant Harfman, Jamie Haynes, Florence Hower, Lynne Storm,  
 Michael Fenwick-Wilson

**ABSENT** with notification: Randy Trerise

**Absent** without notification

**RDKB DIRECTOR:** Vicki Gee

**RDKB STAFF:**

**GUEST:** Ione Smith, Upland Agricultural Consulting Ltd.

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1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

It was moved, seconded and carried that the October 2, 2017 Electoral Area 'E' APC agenda be adopted. (Grant/Jamie)

3. **ADOPTION OF MINUTES**

It was moved, seconded and carried that the August 8, 2017 Electoral Area 'E' APC minutes be adopted. (Harald/Lynne)

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Electoral Area E' APC Minutes  
 October 2, 2017  
 Page 1 of 3

#### 4. **DELEGATIONS**

Ione Smith of Upland Consulting Ltd. made a presentation on the status of the Boundary Agriculture and Food Plan. She indicated that the final plan should be ready by May 2018. This would include a more comprehensive section on food security in the region. Several observations were made:

- The vision statement should include the concept of food independence for the boundary area.
- Provide some type of intermediary individual to assist food producers to get their products into the local food outlets.
- We are not in a position to “enforce the ALC Act” but could be a support in advising of potential violations to the appropriate authorities.

#### 5. **OLD BUSINESS**

There was no old business discussed.

#### 6. **NEW BUSINESS**

##### A. **EEK, Duane**

##### **RE: Subdivision in the ALR**

3477 Shaw Road, Electoral Area 'E'/West Boundary

RDKB File: E-513-03074.000

##### Discussion/Observations:

- It was noted the Freeman Country Supply Store provides a valuable service to the agricultural community in the West Boundary and would not like to see that lost.
- It was agreed that it would make sense to separate the business from the remainder of the property for legal and tax purposes.

##### Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Subdivision in the ALR be supported. (Grant/Florence – unanimous vote)

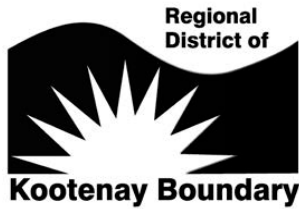
#### 7. **FOR INFORMATION**

The Director advised the APC that Randy Trerise from Jewel Lake will be joining the APC. He was unable to attend the October 2<sup>nd</sup> meeting.



**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 6:52 pm.



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

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Tuesday, October 3, 2017 at the Big White Fire Hall, commencing at 4:00 p.m.  
Minutes taken by Paul Sulyma

**PRESENT:** Deb Hopkinson, Gerry Molyneaux, Cat Schierer, John Lebrun,  
Paul Sulyma

**ABSENT:** Jude Brunt

**RDKB DIRECTOR:** Absent Director Vicki Gee

**RDKB STAFF:**

**GUESTS:**

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**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

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

It was moved and seconded that the October 3, 2017 Electoral Area 'E'/Big White APC agenda be adopted.

**3. ADOPTION OF MINUTES**

It was moved and seconded that the September 5, 2017 Electoral Area 'E'/Big White APC minutes be adopted.

**4. DELEGATIONS**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**A. BIG WHITE SKI RESORT/THE BULL WHEEL**

**RE: Liquor Primary Licence – Change of Hours**

The Bullwheel, 5275 Big White Road, Big White Ski Resort, Big White

RDKB File: BW-4201-07907.320

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Electoral Area 'E'/BIG WHITE APC Minutes  
October 3, 2017  
Page 1 of 2

**Discussion/Observations:**

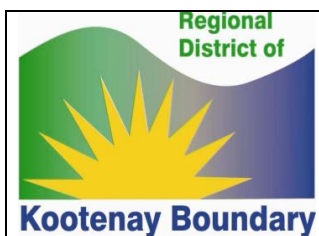
None.

**Recommendation:**

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

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 4:05 p.m.



## KETTLE RIVER WATERSHED MANAGEMENT PLAN STEERING COMMITTEE

### MINUTES

Thursday, April 14, 2016

3:30 p.m.

RDKB Board Room

Grand Forks, BC

**Present:** Grace McGregor, Chair Steering Committee  
 Roly Russell, Chair Implementation Committee  
 Vicki Gee  
 Marguerite Rotvold  
 Ed Smith  
 Frank Konrad

**Staff:** Donna Dean, Manager of Planning and Development  
 Maria Ciardullo, Recording Secretary

**CommonsPlace Consulting:** Graham Watt, Jessica Mace

**1. Call To Order** – Chair McGregor called the meeting to order at 3:30 p.m.

#### **2. Introductions**

Everyone at the table introduced themselves. Graham Watt introduced Jessica Mace who is replacing Graham as the new Project Coordinator for the Kettle River Watershed Management Plan Implementation phase. Jessica provided an overview of her background in Environmental Sciences and prior work experience.

#### **3. Contract – between RDKB and CommonsPlace Consulting Ltd.**

##### **Projects Completed in 2015**

Jessica reviewed the various projects that were completed in 2015. Please see attached presentation for additional details. They are as follows:

1. Leadership, Governance & Funding
  - A. Implementation team was created
  - B. Integration of the KRWMP in the Electoral Area 'D' OCP review
  - C. Carbon offset feasibility study

#### D. Collaboration with First Nations

2. Educational Initiatives
  - A. SD51 project based learning initiative.
  - B. Grand Forks Learning Garden project
  - C. Sion Cemetery restoration project
3. Public Engagement
  - A. 3 formal presentations to the cities of Grand Forks, Midway and Greenwood
  - B. Stakeholder meetings
  - C. Table at the Rock Creek Fall Fair
  - D. Presentations to Community Groups
  - E. Media updates
  - F. Awareness of the new *Water Sustainability Act* (March 2016)
4. Major Projects
  - A. Riparian Threat Assessment
  - B. Habitat enhancement and restoration for Speckled Dace in the Kettle River
5. Development of Technical Working Groups
  - A. Farmers, Municipalities, Water Utility operators, Technical Staff
  - B. Two meetings held
  - C. Aquatic Ecosystem working group
6. Water/Soil monitoring and Conservation and Water Flow
  - A. Learning garden and community garden in Grand Forks
  - B. Discussion with the Province on water sampling programs and data compilation and sharing.

#### Conclusion

There were many great projects in 2015. It was noted that Graham Watt was a very hard and dedicated project coordinator. Grace McGregor thanked Graham for his hard work. Jessica Mace will be working on this project 12 to 15 hours per week, as she is not able to put in the extra hours as Graham did.

### **Project Goals 2016**

The next steps include a meeting with the Implementation Advisory Group and a 2016/17 Workplan which will focus on governance structure, drought management plan, formal engagement strategy and completing unfinished projects. Discussion around the governance structure took place and it was agreed that an analysis should be completed and presented to the Steering Committee in the fall/winter of 2016.

**ACTION: Jessica and Roly to coordinate to schedule an Implementation Advisory Group meeting ASAP.**

### **Budget**

Donna Dean stated there is \$60,000 left in the budget of which \$35,000 is for the project coordinator position which expires at the end of 2017. That leaves \$25,000 for projects. There was some discussion on possible sources of additional funding. It was suggested that a conversation be had near the end of 2016 to review the service that CommonsPlace Ltd. has been providing and possible funding sources.

### **Restoration Course Manuals**

\$500 was applied to the purchase of course manuals for the bioengineering course that took place at Selkirk College in 2015.

### **Web Site; file**

Jessica will be maintaining the website and the organization of files and file sharing. It was suggested that RDKB be pursued to host the KRWMP website.

**ACTION: Jessica/Donna to discuss the RDKB hosting the KRWMP website.**

### **Summers**

Jessica will be away for 6 weeks this summer (July 18-Aug. 31). Depending on summer conditions, a drought bulletin may be issued and paid for using the money that was earmarked for consultant pay.

## **4. Terms of Reference**

A Terms of Reference needs to be created for the Steering Committee since one does not exist.

**ACTION – Jessica/Donna to develop a terms of reference for the Steering Committee.**

## **5. Implementation Advisory Group**

*Moved: M. Rotvold/Seconded: R. Russell*

That Stacy Auld (Planning Forester from FLNRO) be invited to join the Implementation Advisory Group to replace Dawn Guido.

*Carried*

**ACTION – Jessica/Roly to formally invite Stacey Auld to be a part of the Implementation Advisory Group.**

## **6. Projected 2016 Dates for Various Committee Meetings and Round Table**

There needs to be more clarity on the various committees. There was discussion regarding the possibility of timing the Kettle River Watershed meetings close to the Boundary Economic Development Committee to save time for participants.

**ACTION – Jessica to come up with committee structure flowchart to show relationship between committees/groups.**

## **7. Watershed Forum – Tuesday, April 19, 2016, Westbridge Comm. Hall**

### **Gifts**

It was noted that the approximately 12 presenters will be given gifts. Grace McGregor mentioned that framed pictures of Christina Lake are available as gifts.

**ACTION: Grace to bring pictures of Christina Lake to Apr. 19 meeting.**

### **Registration**

There have been 50 registrants thus far.

## **8. Adjournment**

*Moved: M. Rotvold/Seconded: F. Konrad*

That the meeting be adjourned at 4:40 pm.

*Carried.*

	<p align="center"><b>KETTLE RIVER WATERSHED MANAGEMENT PLAN</b></p> <p align="center"><b>Steering Committee</b></p> <p align="center"><b>MINUTES</b></p> <p align="center"><b>Tuesday December 6, 2016</b></p> <p align="center"><b>12:00 p.m.</b></p> <p align="center"><b>RDKB Board Room</b></p> <p align="center"><b>Grand Forks, BC</b></p>
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**Present:** Grace McGregor (Chair)  
Roly Russell  
Vicki Gee  
Marguerite Rotvold  
Frank Konrad  
Ed Smith

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

**Regrets:** n/a

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



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

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

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

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

	<p align="center"><b>KETTLE RIVER WATERSHED MANAGEMENT PLAN</b></p> <p align="center"><b>Steering Committee</b></p> <p align="center"><b>MINUTES</b></p> <p align="center"><b>Tuesday, February 7, 2017</b></p> <p align="center"><b>2:00 p.m.</b></p> <p align="center"><b>RDKB Board Room</b></p> <p align="center"><b>Grand Forks, BC</b></p>
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**Present:** Grace McGregor (Chair)  
Roly Russell  
Marguerite Rotvold  
Vicki Gee  
Ed Smith  
Frank Konrad

**Staff:** Jessica Mace – Project Coordinator  
Donna Dean – RDKB, (via teleconference)

**Regrets:** n/a

Item	Discussion	Action
1.	<p><b>Welcome and Approve Agenda</b></p> <p>The meeting was called to order at 2:40 p.m.</p> <p>The agenda was approved. Rotvold/Russell, carried.</p> <p>The minutes of the December 6, 2016 meeting were approved. Smith/Gee, carried.</p>	
2.	<p><b>Kettle River Watershed Authority Naming</b></p> <p>Jessica outlined the research and consultation regarding the use of the term 'watershed authority'. Although the use of the name could be misleading since there is limited 'authority' there was no legal reason to prevent the use of the term 'Authority'. Members of the Steering Committee agreed that they want to use the term because it holds more weight; and makes the decisions and recommendations stronger. The decision was made to start using 'Watershed Authority' immediately. Director Russell pointed out the importance of clarity about the scope of the Watershed Authority in the Terms of Reference and that it is a democratic process that is</p>	

	<p>a voice for local stakeholders.</p> <p>Motion made on Dec. 6, 2016 to use the name 'Kettle River Watershed Authority' stands.</p>	
3.	<p><b>Kettle River Watershed Authority/Board Terms of Reference and Steering Committee Terms of Reference</b></p> <p>Director Russell described the model that the City of Vancouver uses for Terms of Reference for their various committees. There is a set of overarching generic terms and terms that are tailored to individual committees. He would like to start using this method for the Kettle River Watershed Authority and the Boundary Area Agriculture and Food Project starting as soon as possible and will be taking the proposal to the RDKB Board of Directors at their next meeting.</p>	<p>Roly to take TOR to the RDKB Board of Directors for approval.</p>
4.	<p><b>Kettle River Watershed Authority/Board Membership</b></p> <p>There was discussion regarding number of members, the number required for quorum, length of term, and review of membership.</p> <ul style="list-style-type: none"> <li>• While membership could be up to 28 members, those present agreed that quorum would be 10 to start because of the challenges with attendance given the geography of the area and capacity of various member organizations. Membership would require RDKB Board approval.</li> <li>• There was general agreement that the membership should be broad and include as many stakeholders as possible.</li> <li>• Initially the Steering Committee will chose members then applications could be made to be a part of the authority.</li> </ul> <p><b>Motion made to write a letter to the appropriate provincial government authority to determine if we can be governed under the Municipalities Enabling and Validating Act. Rotvold/Russell. Carried.</b></p>	<p>Jessica will prepare a list of potential members.</p>
5.	<p><b>Progress Report</b></p> <ul style="list-style-type: none"> <li>• <b>Communications Officer job posting.</b> Jessica described her proposal to hire someone to do some of the communications work. Steering Committee agreed and stressed the importance of communication.</li> <li>• <b>Stakeholder/public meeting.</b> A tentative date of</li> </ul>	

	<p>April 11<sup>th</sup> was set for a public meeting.</p> <ul style="list-style-type: none"> <li>• <b>Drought Management Plan Development.</b> The application to the Infrastructure Planning Grant Program was submitted and we have to wait for approval before the project can begin. Additional funds have been secured from Big White Water Utility, and the Village of Midway.</li> <li>• <b>Groundwater well licensing workshop.</b> To be held in Grand Forks and Rock Creek in April.</li> </ul>	
6.	<p><b>Review of Past Action Items</b></p> <ul style="list-style-type: none"> <li>• Update on Feasibility Study for establishment of a service. There were questions regarding what other pieces might end up in the service or what existing services it might be combined with. It was clarified that the RDKB Administration Department will be preparing a staff report/Feasibility Study for a service establishment that will go back to the Steering Committee.</li> <li>• \$5000 shortcoming in the 2017 budget. <b>Director Rotvold made a motion that the local MLA is approached with a request to fund \$5000 to the Kettle River Watershed Authority; seconded by Director Smith.</b> Councillor Rotvold indicated that Midway could provide \$1000 towards the project budget.</li> <li>• Director Gee suggested that the member municipalities also contribute as it could help alleviate pressure to use gas tax to fund the project.</li> <li>• Bridesville Waterworks District. Director Gee described how there is only one remaining member of the Board of the Waterworks District and that they are in trouble. There has been discussion regarding conducting a feasibility study to make it an RDKB Service</li> </ul>	<p>Jessica to follow up with Councillor Rotvold regarding the \$1000 to be added to Kettle River Watershed budget.</p> <p>Mayor Konrad to discuss funding with Grand Forks City Council.</p> <p>Donna to discuss the possibility of completing a feasibility study to include Bridesville as an RDKB service with John MacLean.</p>
7.	<p><b>Observation Well in Midway</b></p> <p>Jessica described a meeting that was held two weeks ago with the Province and the Village of Midway. There is a gap in aquifer monitoring in Midway (Grand Forks monitoring is sufficient). Midway would have to upgrade the well and the ownership of the well would have to be transferred to the Province. Midway may need the well in the future for municipal water so likely will not do this. Another well could</p>	<p>Councillor Rotvold to determine if Minicipal well will be transferred to province and if not to help seek</p>

	be donated to the province (can be a private well).	a different well.
8.	<p><b>Next Meeting</b></p> <p>There was discussion regarding RDKB Board direction to invite POLIS to one of their meetings. Jessica will work on determining when the best time would be for them to travel to the Boundary.</p> <p>Committee members agreed that the next meeting could be held on April 11<sup>th</sup> before the public meeting if there's business to discuss at that time. Alternatively a meeting could be scheduled for sometime in October.</p>	Jessica to determine if Polis can attend a Board Meeting.
	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 4:00 p.m.</p>	



	<p align="center"><b>KETTLE RIVER WATERSHED MANAGEMENT PLAN</b></p> <p align="center"><b>Steering Committee</b></p> <p align="center"><b>MINUTES</b></p> <p align="center"><b>Tuesday, May 2, 2017</b></p> <p align="center"><b>9:15 a.m.</b></p> <p align="center"><b>Grand Forks, BC</b></p>
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**Present:** Grace McGregor (Chair)  
Roly Russell  
Marguerite Rotvold  
Vicki Gee  
Frank Konrad

**Staff:** Jessica Mace – Project Coordinator  
Donna Dean – RDKB, (via teleconference)  
Maria Ciardullo – RDKB (via teleconference)

**Regrets:** Ed Smith

Item	Discussion	Action
1.	<p><b>Welcome and Approve Agenda</b></p> <p>The meeting was called to order at 9:15 a.m.</p> <p>The agenda was approved. Rotvold/Russell, carried.</p>	
2.	<p><b>Drought Management Plan Funding</b></p> <p>Jessica reviewed the grant application process and stated that Infrastructure Planning Grant was turned down because of recent funding to the RDKB for the Rivervale Intake Assessment project (under Environmental Services) and the Asset Management Project.</p> <p>Water Suppliers have committed \$3300 to the project. The options of requesting more funding from water suppliers and to fund the remainder with gas tax money was discussed, as well as submit another grant application for the Fall of 2017.</p> <p><b>Motion to re-apply for the Infrastructure Planning Grant in the next funding cycle. M. Rotvold/</b></p>	<p>Jessica/Donna to ensure that application is submitted in next round of funding.</p> <p>Jessica to obtain outstanding \$ from water suppliers.</p> <p>Frank to discuss \$1500 committed with Financial officer and have it</p>

	<b>R. Russell</b>	transferred to the RDKB.
3.	<b>Commonsplace Consulting Ltd. Contract</b> Amount required for contract completion (Dec. 2017) - \$14,000 Committed – Midway \$1000 Outstanding amount – \$13,000 There was discussion around other grants to apply for such as Columbia Basis Trust. Also discussed was the possibility of encompassing a broader scope to include Environmental Planning- Donna Dean will draft a staff report to address this possibility. The funding model to include the City of Grand Forks.	Direction to staff to apply for gas tax funding in the amount of \$13,000.00 V. Gee R. Russell
4.	<b>2017 and beyond</b> Board report for development of a service. To be reviewed by the Steering Committee before being presented to the RDKB Board of Directors	
5.	<b>Okanagan Water Forum</b> May 30, 2017 There was discussion that this item be included on the May 11, 2017 Electoral Area Services agenda.	

6.	<b>Vicki Gee – Late item for agenda</b> <ul style="list-style-type: none"> <li>Vicki expressed concern that there has been some undermining of the work of the KRWMP. She mentioned that some cottonwood trees have been cut down in Anaconda and a cabin in Westbridge is in the floodplain.</li> <li>There was discussion regarding enforcement service to be included on the May 11<sup>th</sup> Electoral Area Services Agenda.</li> </ul>	
7.	<b>Next Meeting</b> June 6, 2017 9:00 a.m. RDKB Board Room, Grand Forks, BC	
	<b>Adjournment</b> The meeting was adjourned at 9:55 am.	

	<p style="text-align: center;"><b>KETTLE RIVER WATERSHED MANAGEMENT PLAN</b></p> <p style="text-align: center;"><b>Steering Committee</b></p> <p style="text-align: center;"><b>MINUTES</b></p> <p style="text-align: center;"><b>Thursday June 22, 2017</b></p> <p style="text-align: center;"><b>3:30 pm</b></p> <p style="text-align: center;"><b>Grand Forks, BC</b></p>
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**Present:** Grace McGregor (Chair)  
Roly Russell  
Marguerite Rotvold  
Vicki Gee  
Frank Konrad  
Ed Smith

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

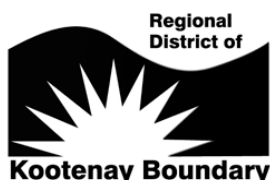
**Regrets:** n/a

	Discussion	Action
1.	<p><b>Welcome and Approve Agenda</b></p> <p>The meeting was called to order at 3:35 pm.</p> <p>The agenda was approved. M. Rotvold/R. Russell, carried.</p>	
2.	<p><b>Minutes May 1, 2017</b></p> <p>The minutes were approved from May 1, 2017. E. Smith/F. Konrad, carried.</p>	<p>Jessica/Donna to ensure that application is submitted in next round of funding for DMP.</p> <p>Jessica to obtain outstanding \$ from water suppliers.</p> <p>Frank to discuss \$1500 committed with Financial officer and have it transferred to the RDKB.</p> <p>Jessica to write a newspaper article and promote leaving trees in place and protecting riparian vegetation (tie this to flooding).</p>

3.	<p><b>First board meeting for the Kettle River Watershed Authority – June 7<sup>th</sup>, 2017</b></p> <p>Participants from most sectors were present including the logging industry, Ferry County, Washington, the Tribal Chairman for the Colville Confederated Tribes, local environmental societies and mining. The groups missing were the water suppliers and agriculture but Jessica will continue to work on obtaining members from these sectors.</p> <p>The meeting was positive with technical discussion around the Kettle River Watershed Threat Assessment. Jessica to present setbacks for each industry at next meeting.</p> <p>Meetings will be quarterly at most so that the time commitment for board members is not too onerous.</p>	
4.	<p><b>Commonsplace Consulting Ltd. Contract to Dec. 2017</b></p> <p>Donna clarified that there will not be as large a shortfall to cover the CommonsPlace Ltd. contract until Dec. 2017. There was misunderstanding with the finance department originally (see previous meeting minutes).</p>	
5.	<p><b>2017 and beyond</b></p> <p>Board report for development of a service was presented by Donna Dean.</p> <p>Major discussion points:</p> <p><b>Service Creation</b> – Agreed that the creation of a service is the only feasible way to support the watershed work. Agreed that a referendum should be held in conjunction with the election in the fall of 2018. Alternate approval process is not felt to be transparent enough for this proposed service. The Service will have to support the other Societies that already exist and the name be more broad to ensure that people understand that the service is for the entire boundary region. Communication will be a key item. It's not what we say but how we say it. Consider polling the community before going to referendum.</p> <p><b>Moved that the Steering Committee of the Kettle River Watershed Management Plan approve in principle, pending refinement of budget and scope, the delivery of a referendum in autumn of 2018 to create a service that focuses on good management and governance of water systems across the Boundary. R. Russell/M.</b></p>	<p>Next meeting to focus on model, budget and funding structures. Donna to determine how best to set up this meeting.</p> <p>Jessica to develop a Communications Strategy for review by Steering Committee members.</p> <p>Jessica to write a letter to Linda Larson requesting</p>

	<p><b>Rotvold. Carried.</b></p> <p><b>Model</b> – Refer to report for options. Could be staff or could be funneled through an existing or a new society. May want to consider a society so that there is more flexibility for employee roles and number of employees. More job security will likely exist if it is a staff member. More discussion required. May not want to have a conservation fund because the Watershed Management Plan focusses on more than just conservation (e.g. floodplain mapping). More discussion required.</p> <p><b>Budget</b> – Recommended budget includes one full time staff person and \$50K in project money. Project money is included but some thought it shouldn't be. It was stressed that project money is important to leverage other funding (e.g. matching funds). Projects could be funded by gas tax and still show in the budget. General agreement that this was a good idea since a lower amount would be requested from tax payers. More discussion required on the budget as it relates to the preferred model.</p> <p><b>Funding</b> – Assessed value taxation or parcel tax are options to fund a service. Assessed value is recommended by the RDKB because it will be long term funding. Some thought that a parcel tax was easier to sell since it could be as low as \$10/parcel and could still be for long term funding. More discussion required. Creating a service with local funding will be very positive and will help obtain provincial and federal funding because we will be established.</p> <p><b>Other</b> – Request to have the Sidley Watershed included.</p> <p>Gap exists for funding between Jan. and Oct. 2018 for CommonsPlace Consulting.</p> <p><b>Motion to write a letter to the MLA Linda Larson for money for the interim. M. Rotvold/E. Smith. Carried.</b></p> <p><b>Process</b> – We require input from the Kettle River Watershed Authority on the service. More thought required on how and when to obtain input. Could hire a facilitator (or ask POLIS) for a meeting (same as in the Boundary/Similkameen RD).</p>	<p>funding for the contract in the interim (Jan to Oct. 2018) and to ask for a letter of support for the Drought Management Plan.</p> <p>Request a meeting with UBCM to request Watershed Service Funding (e.g. \$50K). Request other ministries as appropriate.</p>
5.5	<b>Phoenix mountain mining</b> – concern around this because we haven't seen any referrals for discharge of mining waste.	
6.	<b>Review past action items – This was completed above under #2.</b>	

7.	<b>Next Meeting</b> September 2017	
	<b>Adjournment</b> The meeting was adjourned at 5:09 pm.	



## STAFF REPORT

<b>Date:</b>	October 26, 2017	<b>File #:</b>	W-5
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Village of Warfield: New Official Community Plan		

### ISSUE INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) received a referral from the Village of Warfield regarding a proposed new Official Community Plan (OCP) bylaw for the municipality.

### BACKGROUND

*Village of Warfield Imagine 2040 Integrated Official Community Plan Draft 1* (see attached *Warfield Draft OCP*) was created in August of 2017. The Plan was created with community input from two online questionnaires, public events, and a community advisory committee. The Village does not have an Official Community Plan at this time. The proposed Official Community Plan has been distributed to several organizations for comment.

### PLANNING AND DEVELOPMENT COMMENTS / IMPLICATIONS

The proposed Official Community Plan will help ensure that developments are consistent with the goals of the municipality. No boundary changes are proposed, and population growth is projected to only regain population lost after the 2006 census. The draft bylaw appears to coincide with the current zoning of each property.

Most of the boundary of Warfield is shared with the City of Trail, however, the west side of the village shares a boundary with Electoral Area 'B'/Lower Columbia-Old Glory. Within the *Electoral Area 'B'/Lower Columbia-Old Glory OCP Bylaw No. 1470*, lands around Warfield are designated mostly as 'Conservation' with a small portion of lands around the south western corner of Warfield designated as 'Rural Resource 1'.

The Wagon Road Trail that connects Rossland to Trail goes through Warfield. Warfield and the RDKB have both designated this trail in their Official Community Plans. A new trail, developed and maintained by the Kootenay Columbia Trails Society (KCTS), known as 'Green Door (Lower)', also crosses between Electoral Area 'B'/Lower Columbia-Old Glory although it is not noted in the document.



The draft Plan recognizes the RDKB's role regarding provision of services for solid waste management, liquid waste management and water. The overall nature of the Warfield draft Official Community Plan does not appear to conflict with any policies of the RDKB.

#### **ADVISORY PLANNING COMMISSION (APC)**

The Electoral Area 'B'/Lower Columbia-Old Glory APC met on October 2, 2017. The APC did not express any concerns with the referral.

#### **ELECTORAL AREA SERVICES (EAS)**

The Electoral Area Services Committee met on October 12, 2017. During that meeting the following resolution was made:

"That the referral from the Village of Warfield regarding their draft new Official Community Plan be forwarded to the Regional District of Kootenay Boundary Board of Directors with a recommendation to forward a letter of support."

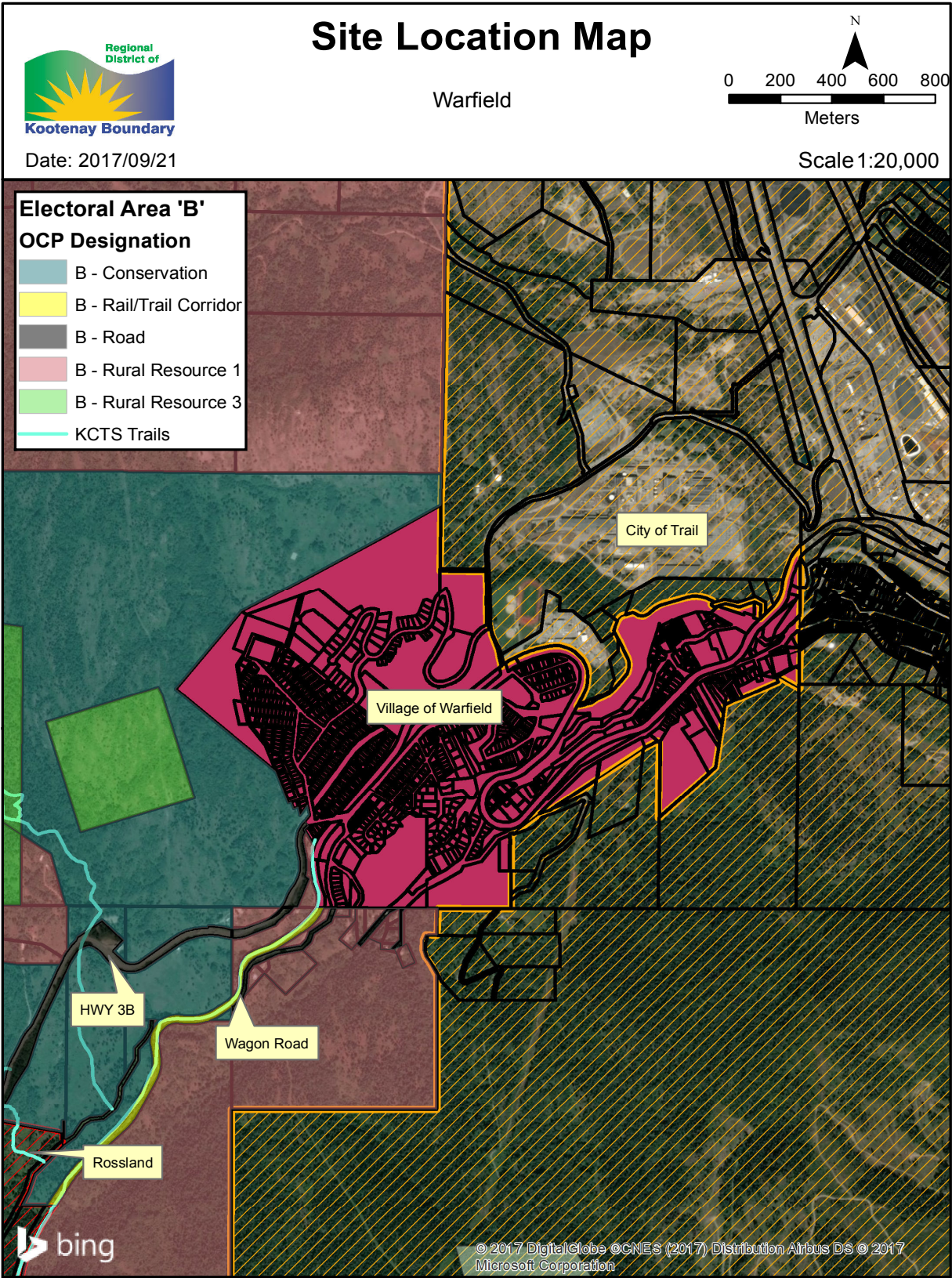
#### **RECOMMENDATION**

That the Regional District of Kootenay Boundary Board of Directors advise the Village of Warfield that the Regional District of Kootenay Boundary's interests are unaffected regarding their draft new Official Community Plan. And Further, that a letter of support be forwarded to the Village of Warfield.

#### **ATTACHMENTS**

*Site Location Map*

*Warfield Draft OCP*





Village of Warfield  
**Imagine 2040**  
Integrated Official  
Community Plan

Draft 1, August 2017

<< Bylaw document to be inserted>>

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## Introduction

Imagine Warfield 2040, our Integrated Official Community Plan (IOCP), sets the direction for the future of our community. It can be used as guide that directs us toward the future we want for our community and it can be used in all decision-making to ensure we choose the path that will take us where we want to go.

Imagine Warfield 2040 articulates broad goals and policies that regulate land use and other community systems. Other municipal policies and zoning bylaws must also align with the OCP.

OCPs generally have a focus on land use. By regulating the use of land in the community, we can effectively manage growth and change, ensuring each occurs in such a way that achieves the desirable community that we envision in the future.

Our IOCP also goes well beyond land use – it covers all aspects of our community, with seven ‘focus areas’ providing structure for the plan. However, these focus areas should not be treated in isolation; they are interconnected systems that must be planned for and managed in an integrated holistic way.

The seven focus areas for the plan are:

1. Land Use and Natural Areas
2. Residential Areas and Housing
3. Commercial, Industrial and Institutional Areas
4. Infrastructure
5. Recreation, Culture and Learning
6. Individual and Community Health
7. Governance and Capacity

The key elements of the plan are:

- **Guiding principles** describe the science-based requirements of sustainable development – what Warfield will need to achieve in the longer-term to create a sustainable community.
- **Vision and goals** articulate success for our community – what we want Warfield to look and be like as we move toward 2040 and the longer-term principles. Trade-offs

### What is an Integrated OCP?

An Integrated OCP meets all the regulatory requirements for an OCP under the Local Government Act. It includes a long-term vision and goals integrated with social, environmental and economic considerations, which are reflected in policies guiding all land use decisions. Each policy area includes relevant sustainability-based goals, rather than the OCP having a separate chapter or section on sustainability. Policy areas in an Integrated OCP are based on a more connected community perspective, rather than on individual, separate issues, leading to complete policies and a more efficient process for effective planning and decision making.

### What is sustainability?

Sustainability is about ensuring humans can continue forever into the future. According to the United Nations Commission on Sustainable Development, sustainable development means “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” See our guiding principles for more about sustainability.

Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

between the goals will sometimes occur and will have to be weighed. See Our Vision and Goals section for more about trade-offs.

- **Policies** direct and enable Council to make decisions aligned with the community's vision and goals as opportunities arise and resources become available. Council decision-making must be aligned with the policies and cannot conflict with the direction set out within them; however, the policies are not a check-list of 'must do' actions or projects.
- **Maps** are an important component of an OCP; they identify what exists in the community now and in some cases note potential uses in the future.

There are four maps included in the Warfield IOCP.

1. **Land Use (Map 1):** This map categorizes the land according to land use designations, which then provide a reference point for the policies that articulate the desired direction for each one.
2. **Wild Fire Risk (Map 2):** Includes the results of a risk assessment of wild fire hazard, which is the only natural hazard in Warfield according to provincial data sources.
3. **Archaeology (Map 3):** This maps areas of significant archaeological potential
4. **Transportation, Sand and Gravel (Map 4):** Includes Warfield roads; there are no deposits of sand/gravel within Warfield's borders.

Note: Other than potential grizzly habitat, which covers the entire region, Warfield does not contain any sensitive habitat areas according to provincial sources.

**Glossary of terms:** Technical terms in *blue* [will be] defined in the Glossary in Appendix X.

## Plan Development & Acknowledgements

The plan was developed with community input collected through two online questionnaires, public events, and a community advisory committee. Thanks to all those who participated; your contributions provided important information, inspiration and input throughout the process.

The advisory committee members were the 'eyes and ears' of the community, representing the community's interests in the project and working closely with the Whistler Centre for Sustainability team and the Village. A special thanks goes to the committee members for all their hard work, time and commitment to the future of our community.

<<insert list of committee members>>

More information about the engagement activities used to develop the plan is included in Appendix C.

We would also like to acknowledge the funding received for this project from the Union of BC Municipalities and their willingness to support the planning efforts of small communities across BC.

Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

## Plan Purpose & Requirements

An OCP is a municipal bylaw that articulates the long-term direction for the community. At a minimum, it must include goals and policies to guide municipal decisions on land use, and may include other aspects of the community.

The Local Government Act sets out the elements that must and may be included in an OCP. These elements are listed below along where they can be found in the document.

Elements that must be included	Where to find them
The approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years	Residential Areas and Housing > Current Context section, final paragraph
The approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses	Land Use Map (Map 1)
The approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction	Map 4 – Transportation, Gravel and Water
Restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development	Wild fire risk areas are included on Map 2. There are no sensitive habitat areas in Warfield according to provincial sources.
The approximate location and phasing of any major road, sewer and water systems;	Map 4 – Transportation, Gravel and Water
The approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites	Land Use Map (Map 1), areas marked 'Civic/Institutional'
Housing policies of the local government respecting affordable housing, rental housing and special needs housing	Residential Areas and Housing policies
Targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets	Infrastructure, policies related to energy and greenhouse gas emissions; for actions see the Implementation Guide

Elements that may be included	Where to find them
Policies of the local government relating to social needs, social well-being and social development	Individual and Community Health policies
A regional context statement, consistent with the rest of the plan, of how matters referred to in section 429 (2) (a) to (c) [required content for regional growth strategy], and other matters dealt with in the plan, apply in a regional context	Introduction > Planning Context

Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

Policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan	Individual and Community Health > Food policies
Policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity	Land Use and Natural Areas policies

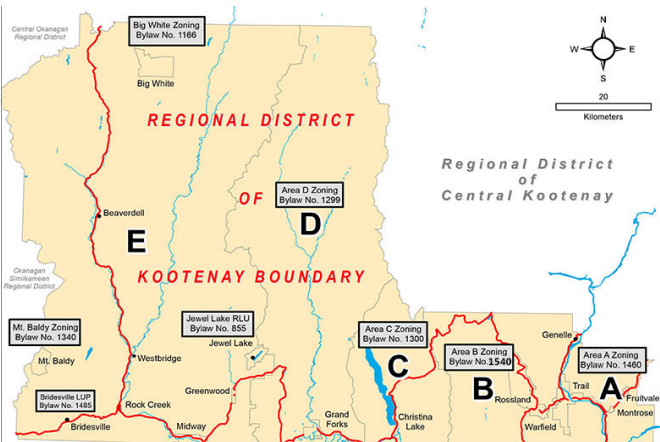
## Planning Context

### Regional Context

The Village of Warfield is situated in the Regional District of Kootenay Boundary (RDKB), whose population is approximately 30,000. The RDKB comprises eight municipalities and five electoral areas. Warfield is situated at the south-eastern area in the region. The RDKB government agency is contracted to manage Warfield’s development and building permit processes, and sub-division plans, such as the Emerald Ridge development.

The RDKB also governs land use and growth management surrounding the Village and other incorporated areas within the region. The West Kootenay-Boundary Land Use Plan (WKBLUP) established a vision for regional land and resource use in the region, whose principles still hold today in guiding land use decisions. The Kootenay-Boundary Higher Level Plan Order was created to reflect the required balance of social, economic and environmental values, setting out specific zones and objectives for resource and environmental management on Crown land.

While these regional plans do not apply directly to the Village of Warfield, they do result in the protection of natural, resource and recreation in the surrounding areas that are so important to the region.





Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

## Warfield – Yesterday & Today

Knowing where we've come from and where we are today helps us plan for the future we want to see. This section provides an overview of our community as it is today and takes a brief look at our history. More detailed information about Warfield today is included within each of the policy sections, highlighted assets, strengths and potential opportunities for each focus area of our community.

### Where we are today

The Village of Warfield, incorporated in 1952, is located in southern British Columbia in the West Kootenay region. Warfield covers 1.8 square kilometers and borders the City of Trail to the east and the City of Rossland to the west. In a region surrounded by the Selkirk and Monashee Mountains, the Village of Warfield is an ideal location for outdoor enthusiasts.

The incorporated communities that make up the Lower Columbia area in the West Kootenay region include Rossland, Warfield, Trail, Montrose and Fruitvale. They are very close neighbours, located within 10 minutes by vehicle of each other along Highway 22.



They are part of the same regional economy and they share schools, recreation amenities and other services. Trail is the largest of them and provides most of the commercial and industrial area and activity for the region. Located in Trail, the main employers for the regional are Teck Resources and the Kootenay Boundary Regional Hospital.

The Village of Warfield is a small family-focused community. Warfield's community amenities include an elementary school, an outdoor summertime pool, recreation trails and neighbourhood parks, a community hall, a liquor store, a delicatessen and a gas station.

Nicknamed The Jewel of the Kootenays, Warfield is readily identified by the distinguished style of homes, unique trees, beautiful gardens and well-kept properties in Upper Warfield resulting from the 1938 construction of 150 low-cost homes in this area by Cominco. The houses shared similar features; bright colors, sharp sloped peaked roofs, small windows and small doors. These homes resembled houses featured

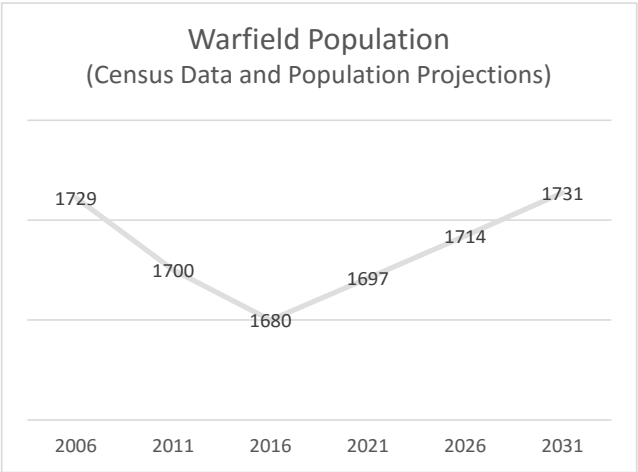
in Mickey Mouse cartoons. It is the unique architecture of these early company built homes of Upper Warfield that earned Warfield its other nickname: Mickey Mouse Town.



### Population – Today and Future Projections

Warfield’s population has declined slightly (1.2%) from 1,700 people in 2011 to 1,680 in 2016. Over this time period the population of BC grew by 5.6%.

The RDKB Liquid Waste Management Plan (January 2016 draft) sets out population projections for the region’s communities, including Warfield. It assumes annual population growth from 2011 to 2031 at 1%. While Warfield’s trend is currently showing a downward trajectory, should Warfield’s population follow the same 1% growth projection as estimated for the region, the population would only rebound to just above 2006 levels by 2031.



Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

Warfield's median age is 45, which is slightly higher than the median age in BC of 43 according to the 2016 Census data. According to 2011 Census, 55% of Warfield's population was in the primary labour force (ages 25-64). The majority of households live in single-detached dwellings, and there are some duplex and low-rise apartments as well.

## Where we've come from (a brief history)

The first property in Warfield was purchased in Annable (later to become a neighbourhood of the Village of Warfield) in 1897. In 1899, the Annables started the Hintz Dairy and by 1910 a post office was established. In 1912, the Annable School on Montcalm Road was opened and in 1931 the Annable Hall was constructed.

The Cominco Mining & Smelting Company (now Teck Resources Resources) purchased the Hintz farm and proceeded to build 150 low cost, colourful 'Mickey Mouse homes' in Upper Warfield in 1938. In 1949, the current JL Webster School was opened and in 1952, the Village of Warfield was incorporated. The Warfield Community Hall was opened in 1955, and the Warfield Centennial Pool opened in 1967.



## Where we're going

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### Our Guiding Principles

The guiding principles describe the science-based requirements (or definition) of sustainable development – what Warfield will need to achieve in the very long-term to create a sustainable community. The guiding principles are embedded within the goals to ensure they remain top of mind in decision-making within each focus area.

**Sustainability:** Meeting the needs of the present without compromising the ability of future generations to meet their own needs (based on the United Nations Commission on Sustainable Development definition), with more clarity articulated by these four, more specific principles:

- **Environmental Sustainability:** Ensuring ecosystems are healthy by avoiding continuous encroachment into natural areas, and by reducing and eventually eliminating the ongoing build-up of synthetic materials, toxins, metals and fossil fuels in nature. (Based on the Natural Step sustainability principles 1-3)
- **Social Sustainability:** Being inclusive and free of barriers for all people, so they can meet their physical and emotional needs, regardless of age, ability, income or ethnicity. (Based on the Natural Step sustainability principle 4)
- **Economic Sustainability:** An economic system that is strong, resilient, adaptable and more localized; one that avoids undermining the social and ecological systems on which it is dependent.
- **Smart Growth:** Development that supports our overall sustainability objective by prioritizing infill, redevelopment, and densification strategies, which aim to enhance quality of life, avoid continuous encroachment into the natural environment, maintain ecological integrity, and save money over time. (Based on the Smart Growth BC principles)

## Our Vision and Goals

Our vision and goals for Warfield’s future provide the compass for *where* we want to go as a community – the picture of *what* we want Warfield to look and be like in the future. Together, the vision and goals provide a compass for discussions and dialogue about *how* best to move forward.

The vision and goals are written in the present tense with the intent to place the reader in the future and paint the picture of what Warfield will look and be like by 2040 in a successful and sustainable future.

### A note about trade-offs between the goals

All goals are equally important and inter-dependent; everything that is undertaken in Warfield should ultimately support all seven goal areas. However, short-term trade-offs between them may sometimes be necessary, where steps closer to some of the goals may mean steps away from another. Ultimately, we should make progress toward all goals collectively, in the long-term.

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Our Vision: Warfield is a beautiful community that enjoys a quiet small-town character and the vibrancy created by its people and their passion for the place and their connection to each other. Moderate development has brought new residents and small businesses, while natural areas and scenery have been protected. Trails better connect neighbourhoods to each other and to places beyond Warfield. The community has maintained its distinct character and works collaboratively within the region.

<<insert vision and goals in plan on page format for the final draft>>



## Land Use Designations

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OCPs set direction for land use, and the areas of land within the municipality are categorized according to land use designations, which are then shown on the Land Use Map (map X). A land use designation describes an area of land within which a specific set of policies apply. More detailed requirements and restrictions on the land use designations are then regulated through a range of more detailed land-use zones in a zoning by-law. While the zoning by-law is more detailed, it must conform to the policies in the OCP.

### Residential

Residential areas are intended to accommodate the community's residential population, and may accommodate visitors and home-based businesses in locations identified as suitable by the community. Residential areas may include detached/single-family dwellings, duplexes, secondary suites and multi-family dwellings (e.g., townhomes, apartments, condominiums); variety that helps meet the needs of residents of different ages and incomes.

### Comprehensive Residential Development

Comprehensive residential areas are larger parcels of land where a variety of land uses and development approaches are permitted as per a comprehensive development plan. The comprehensive plan guides the type and manner of development in order to achieve a number of potential objectives such as minimizing visual impacts, ensuring that infrastructure capacity can accommodate the added load, minimizing exposure to hazards, and protecting natural areas and parks.

### Commercial Core

Warfield's primary commercial core area is located along Highway 22. This gateway area provides some commercial and highway-oriented services for the community and those using the highway. Uses may include retail, restaurants, and other commercial services. This designation also permits one or more residential dwelling units above the principal commercial use. It has a pedestrian-oriented character with buildings close to the street.

### Comprehensive Commercial

Commercial land use is intended to provide the area for development to service the convenience and day to day needs of Warfield residents. Commercial uses found in this area are generally cafes, professional uses, personal services and studio space as well as light industrial uses such as automobile service and transportation depot. The Village cannot accommodate heavy industrial uses due to the lack of suitable sites within the municipal boundaries; some light industry is included in the Comprehensive Commercial land use in appropriate locations such as along Highway 22 at the north-east gateway to Warfield, where adequately buffered from residential uses.

Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

## Institutional

Parcels with this designation are intended to provide areas for community services and facilities such as schools, cemeteries, and civic buildings. Key institutional uses in Warfield include the Community Hall, Webster Elementary School, the Fire Hall and Warfield Village Office.

## Parks and Green Space

Parks and Green Space land uses are intended to provide areas for passive and active recreation and leisure (e.g., parks and trails), as well as the protection of natural and sensitive areas. These areas are not intended for development beyond facilities required to support recreation activities.

## Rail Right of Way

The 'Rail Right of Way' Land Use designation includes the extent of the rail beds through Warfield. These tracts of lands may be used to provide continuous green space and active transportation corridors through the community; subdivision is discouraged.

## Roads and Utility Corridors

The Roads and Utility Corridors land use designation includes the highway right of way through Warfield, all other roads, and Trail Creek, which provides the utility corridor carrying the wastewater outflow pipe to the treatment plant in Trail.

## Our Policies

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Our policies direct and enable us to make decisions aligned with the community's vision and goals as opportunities arise and resources become available. Village decision-making must be aligned with the policies and cannot conflict with the direction set out within them; however, the policies are not a check-list of 'must do' actions or projects.

In some cases we include policies that we are not in direct control of but that affect our community – matters beyond our jurisdiction. In these cases, we use broad statements that begin with 'advocate for,' 'work with,' etc. with the intent to influence the outcomes we want for our community.

## Land Use and Natural Areas

Natural areas are important to protect for their intrinsic value, for the basic services they provide to human beings (the provision of air, water, food), and for areas for recreation and leisure that are essential for quality of life and overall wellbeing. Land use decisions (i.e. the location and type of development that occurs) impact natural areas and the overall character of our community.

This section covers growth management, the protection of and access to natural areas, resource management, and land use considerations related to natural hazard areas. Land use related specifically to residential and commercial areas of our community are included in separate sections.

### Current Context

Warfield's current pattern of land use is characterized by its historical development as a single family residential area for Teck Resources smelter employees. Warfield is bisected by Highway 22 and a small commercial area has been developed along it at the centre of town, although residents still rely predominantly on neighboring communities for amenities and services. There is little opportunity for sprawl in Warfield due to constraints of the village boundaries as well as the steepness of adjacent hill sides. The addition of a new comprehensive development (Emerald Ridge) continues the single family residential vernacular and allows for additional housing opportunities.

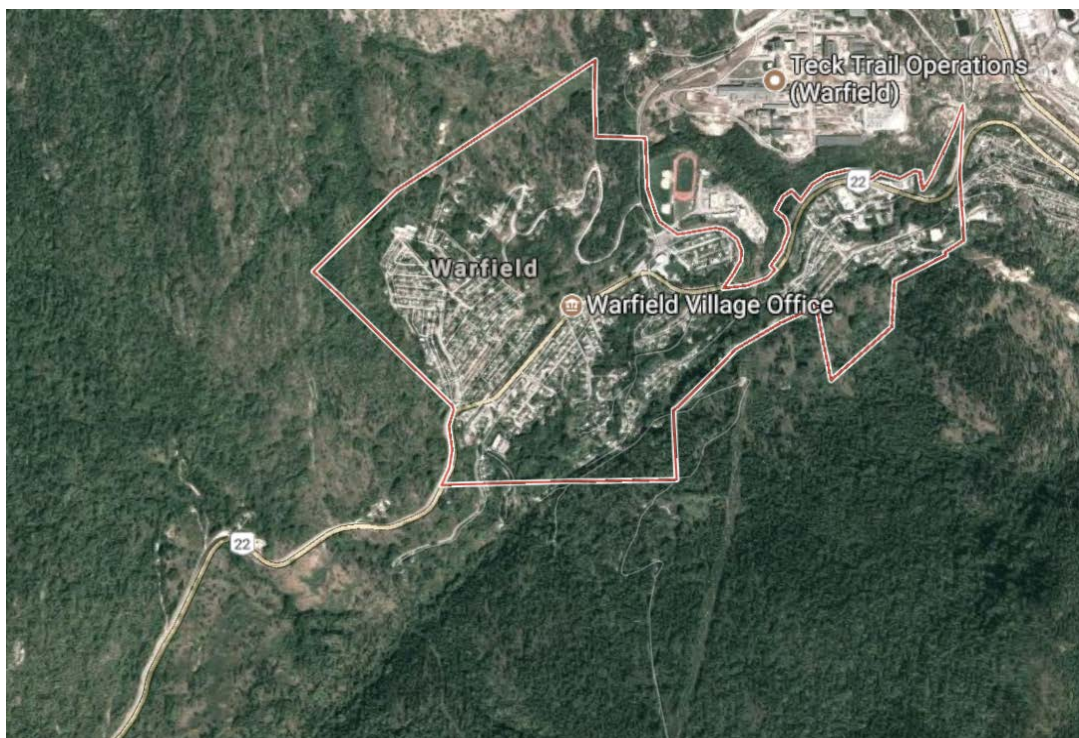
Most of the land within Warfield's borders has already been developed. There are still some undeveloped parcels within the Comprehensive Residential Development area (see Land Use Map 1); however, this area is characterized by steep slopes, which lessens its development potential.

Warfield is surrounded by natural and green areas on most of its edges, other than the western border with Trail and Teck Resources. These areas provide residents with access to natural areas for recreation via a number of walking, hiking and biking trails. There are some larger natural areas in some residential zones in Warfield, especially in lower-lying areas along Trail Creek, which provides a beautiful greenway through lower Warfield and the neighbourhood of Annable.



Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

These surrounding natural areas are within the RDKB, which governs land use and growth management in the unincorporated areas of the region. The Kootenay Boundary Land Use Plan (KBLUP) articulates the objectives for these areas, including the area that surrounds Warfield that is Crown Land.



The Kootenay Boundary region is abound with wildlife and fauna and there are 125 known species at risk, including 44 species on the BC Red list (endangered) and 72 on the Blue list (special concern). These species include the Grizzly Bear, Woodland Caribou, Wolverine, American Badger, Short-eared Owl and the Western Rattlesnake.

The small, protected nature of the Village of Warfield shelters it from many natural hazards to which other BC communities are exposed. The main natural hazards facing Warfield include: wildfire, wildlife grazing and conflicts, and avalanche hazards in the mountain areas surrounding Warfield. There is also a risk of earthquakes, similar to most interior communities in BC, but much less than the risk on the coast.

However, with increasing climate change impacts on all communities, the risk of climatic extremes such as heat waves, drought, high intensity rainstorms/flooding, windstorms, lightning storms, ice/hail storms and early spring heat or late frost are all potential hazards that may affect life in Warfield in the coming years.

Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

## Our Goals for the Future

- **GROWTH MANAGEMENT:** Warfield is compact, connected and walkable; development has been located to meet community needs, maintain the small-town character, and avoid continuous encroachment into natural areas.
- **EFFICIENT LAND USE:** Development has occurred in locations to minimize energy use, reduce greenhouse gas emissions, and use infrastructure systems efficiently.
- **NATURAL AREAS:** Natural and sensitive areas are protected as key community assets, essential for well-being, clean air, water, and local biodiversity.
- **ACCESS TO NATURE:** Natural areas, green spaces and trails give Warfield residents and visitors ample access points to easily escape into nature.
- **LOCATION/BUFFERS:** Land uses are appropriately located and buffered to avoid negative impacts on surrounding areas.
- **HAZARDS:** Development is located and land is responsibly managed to protect people and property from natural hazards.
- **STEWARDSHIP:** Community members care about Warfield's natural areas and resources, understanding their connection to the current and long-term health of the community and economy.

## Policies

### GROWTH MANAGEMENT/PROTECTION OF NATURAL AREAS AND GREEN SPACES

1. Encourage infill and cluster development as much as possible to protect green spaces.
2. Identify and protect areas with potential for future parks, recreation, and open space uses.
3. Encourage new development to retain original natural areas and features, and to incorporate green spaces as much as possible.
4. Ensure appropriate buffers are established between incompatible land uses.
5. Encourage property owners and developers to follow provincial Best Stormwater Management Practices to protect water courses from adjacent surface disturbance and development.
6. Support strategies to control invasive plants as described in the BC Weed Control Act.
7. Restrict the use of nonessential and cosmetic pesticides on public lands.

### HAZARDS<sup>1</sup>

8. Discourage the development of land that may be subject to natural hazards.

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<sup>1</sup> The Local Government Act list includes: flooding, mud flows, torrents of debris, erosion, land slip, rock falls, subsidence, avalanche and wildfire.

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9. Restrict development on slopes greater than 40% and minimize the impact of grading steep slopes by retaining the natural and topographic character of the site.
10. Encourage awareness and use of FireSmart Canada practices on private property, and apply the practices on municipal properties in fire interface areas.

#### STEWARDSHIP

11. Encourage and educate Warfield residents to actively participate in programs and to engage in behaviour that reduces environmental impacts.
12. Support partners to educate the community about wildlife attractants and WildSafeBC principles, considering food production and waste management goals.
13. Support other organizations that are working to establish a conservation ethic and a culture of sustainability in the region.

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## Residential Areas and Housing

The character of our neighbourhoods and the housing available within them are important aspects of our community; they impact the quality of life of residents and the 'feel' that our community portrays to visitors. This section covers residential neighbourhood character, as well as housing types and affordability.

### Current Context

Warfield's residential areas are comprised primarily of single detached homes. The total number of occupied private dwellings by type in Warfield according to the 2016 Census was: 620 single detached homes and 145 other dwellings including; 105 low rise apartments, 15 duplexes, and 5 semi-detached houses.

There is no specific seniors housing in Warfield. Secondary suites, which help with housing affordability, are restricted to certain areas to manage parking. There are some mobile homes in lower Annable. One commercial building along the Highway includes privately owned residential apartments on the second floor, and there are a few other apartment buildings through Warfield; one is ownership, the rest are rental.

	Total Private Households (2011)	Owner Occupied Dwellings	Owner Occupied Dwellings	Rented Dwellings	Rented Dwellings
FRUITVALE	810	703	86.8%	107	13.2%
MONTROSE	430	405	94.2%	25	5.8%
TRAIL	3675	2771	75.4%	904	24.6%
WARFIELD	770	634	82.4%	136	17.6%
ROSSLAND	1470	1217	82.8%	253	17.2%
AREAS A & B	1385	1202	86.8%	183	13.2%
LCR	8540	6932	80.1%	1608	19.9%

Source: 2011 Census data from Lower Columbia Regional Profile 2015-2016. Census 2016 data not yet available.

As for the affordability of housing, the total number of owner and tenant households spending less than 30% of household total income on shelter costs was 89%; compared to a provincial rate of 70%, indicates housing is relatively affordable. In 2011, the average monthly shelter costs for owned dwellings was \$652, and rented dwelling \$701.

Given declining overall population in recent years, the demand for new residential development in Warfield is currently low. If the one percent increase in population projected by the RDKB for the region is applied to Warfield, this will mean the population will only rebound to just above the 2006 population of 1,729 by 2031; therefore, current residential areas will likely continue to meet the needs of the community for years to come. What may be more likely is a shift in the type of housing needed by the community, particularly options that are more suitable for an aging population than the current single family detached dwelling stock.

### Our Goals for the Future

- **NEW DEVELOPMENT:** New residents have been attracted to the community, and new housing is predominantly located in already developed areas to protect green spaces, views and trails.

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- **HOUSING DIVERSITY:** Housing options meet the community's needs, including various ages, abilities and incomes.
- **NEIGHBOURHOOD CHARACTER:** Warfield neighbourhoods have maintained their vibrant yet quiet, small-town character; they are, welcoming, walkable and safe.
- **HOME CONSTRUCTION:** Homes are healthy, more sustainable and increasingly energy-efficient.
- **NEIGHBOURHOOD CONNECTIONS:** Neighbourhoods are connected to each other and to community amenities by accessible trails that make it easy and safe for all to get around.

## Our Policies

### GENERAL

1. Ensure new commercial development can be accommodated within current infrastructure system capacity.

### HOUSING DIVERSITY

1. Allow secondary suites and ensure that they are registered with the Village of Warfield.
2. Encourage the development of a variety of housing options, such as multi-family housing (e.g., apartments, condos and townhomes) and rental options.
3. Encourage the development of housing for seniors, prioritizing locations within walking distance of community amenities where possible.
4. Consider density bonusing as per Local Government Act Section 877 or other development incentives in return for delivering more diverse housing types or other community amenities.

### NEIGHBOURHOOD CHARACTER

1. Enhance the character and sense of place in the neighbourhood of Annable.
2. Improve connections between Annable and the rest of Warfield, especially connections from Annable to Webster Elementary School.
3. Seek opportunities to create spaces for gathering, recreation, leisure, and food production in Warfield neighbourhoods.
4. Encourage development that enhances and maintains Warfield's small-town character.
5. Explore the community appetite and appropriate locations for bed and breakfast operations provided the facility is appropriately located, meets current regulations and respects and is not intrusive to the neighbourhood as per Zoning Amendment Bylaw 635.
6. Regulate nightly rentals in residential areas.

### HOME CONSTRUCTION & RENOVATION

7. Encourage the use of green and healthy building materials and design, especially the use of energy efficient building design and water conservation features.

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8. Endeavour to use green/healthy building practices in municipal buildings as a model for other development.

## Commercial, Industrial and Institutional Areas

The nature and location of our economic activities and the types of activities themselves impact our community's character, prosperity and sustainability. Ensuring these areas are appropriately located and encouraging those operating within them are aligned with our community goals will benefit the entire community. This section covers land uses, the commercial core, economic development, local employment and training, and tourism.

### Current Context

Of the Warfield residents that are over the age of 15, 66% were in the labour force in 2011. Approximately 25% of Warfield residents are employed in sales and service occupations; 16% are in trades, transport and equipment operators and related occupations; and approximately 12% are in each of these three labour categories: business, finance and administration; health occupations; and education, law, community and government services. Teck Resources and the Interior Health Authority are the largest employers for Warfield residents.

The median income in Warfield in 2010 was \$33,411, with income for males at \$64,635 and females at \$24,146. This large discrepancy in incomes between the genders is likely due to the nature of employment, with more males working in trades, manufacturing and natural and applied sciences, and more females in sales and service, administrative and art and culture occupations. Over one-third of households in Warfield earns \$60,000 - \$100,000 and a quarter of households earn over \$100,000.

There are a number of organizations in the Lower region working to advance regional economic objectives. The Lower Columbia Community Development Team Society works to advance the social and economic strength of the Lower Columbia region and the Lower Columbia Initiatives Corporation is focused on growing and diversifying the regional economy by attracting new business, retaining and expanding existing businesses, and actively supporting and leading on priority initiatives identified as regional economic drivers. Further, the Columbia Basin Trust, provides extensive funding to support regional economic, social and environmental initiatives.

A Work BC Employment Services Centre serves Warfield and surrounding areas, providing skills training, employment counselling, job postings, research and innovation funding, and other skills and employment related services. Selkirk College has campuses in Trail and Castlegar providing academic programs, community education and workplace training, co-op education and employment services, and distance education.

### Our Goals for the Future

- **BUSINESS MIX/SERVICES:** Warfield has attracted a diversity of small businesses that contribute to a more complete mix of local products and services; they are supported by residents and contribute to the vibrancy and appeal of the commercial area.
- **COMMERCIAL CORE AND CIVIC CHARACTER:** Warfield's commercial core and other public areas are welcoming, vibrant and safe, helping to attract residents and visitors to the area.

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- **COMMERCIAL/LIGHT INDUSTRIAL CHARACTER:** Commercial and light industrial areas meet the needs of the community, are well-maintained, appropriately located and buffered from adjacent land uses.
- **INSTITUTIONAL:** Civic and institutional buildings are accessible, welcoming and centrally located; they are well used and facilitate community participation, engagement and connections.
- **PRACTICES:** Business activities use land, resources and energy efficiently and occupants are working toward eliminating impacts to air, water and soil.

## Our Policies

### GENERAL

1. Encourage more small businesses to locate in Warfield.
2. Encourage redevelopment of underutilized lands and the development of vacant lands.
3. Encourage and support new and existing associations that support small businesses, in connection with neighbouring municipalities where appropriate.
4. Support local employment and business opportunities by permitting home businesses provided that the business does not have a detrimental effect (e.g., traffic, parking, signs, outdoor storage, lighting or noise) on existing residential neighbourhoods.
5. Discourage new commercial land uses in residential neighbourhoods.
6. Work with land owners to move commercial operations out of residential areas to more appropriately located commercial zones over time.
7. Discourage marijuana dispensaries, and the sale and cultivation of marijuana in Warfield. NOTE

### COMMERCIAL CORE

8. Concentrate commercial activity in the commercial area along Highway 22, maintaining this as the commercial core of the community providing shopping, business and social opportunities.
9. Require property owners to maintain their buildings and properties in a tidy manner.
10. Encourage pedestrian-oriented development and maintain the walkability and accessibility of the Commercial Core.
11. Consider repurposing existing commercial spaces and/or buildings to allow for compatible uses that meet community needs.

### CHARACTER

12. Enhance the sense of arrival, sense of place and the quality of the commercial core area that complement the character of Warfield.
13. Require property owners to mitigate impacts on neighbouring properties and the natural environment.



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14. Locate civic and institutional buildings and spaces in central locations that are readily and safely accessible.

## Infrastructure

Infrastructure systems provide us with services that are so important, yet they are not always front and centre in peoples' minds. These systems include energy, water and wastewater, waste management, transportation, and communications and are included within this section of the plan.

### Current Context

#### *Energy and Greenhouse Gas Emissions*

Warfield's community-wide energy use decreased between 2007 and 2010, and then increased between 2010 and 2012. The data is sensitive to seasonal temperatures, and some of the change may have resulted from colder or warmer seasons between the years.

Greenhouse gas (GHG) emissions have dropped slightly between both periods. While energy use increased between 2010 and 2012, total GHG emissions actually declined. The Community Energy and Emissions Inventory data for Warfield suggests that although Warfield's waste production went up in that period, the GHGs from waste production decreased; something that might be attributed to a change in waste diversion practices by the RDKB in that timeframe.

	<b>2012</b>	<b>% change</b>	<b>2010</b>	<b>% change</b>	<b>2007</b>
<b>Total energy</b>	112,206	3.10%	108,831	-6.63%	116,553
<b>Total GHG</b>	4,621	-5.96%	4,914	-7.23%	5,297

Source: Community Energy and Emissions Inventory data

While the CEEI data does not include emissions from transportation sources, these are typically the largest source of emissions for communities. The majority of Warfield's energy use is in the form of natural gas in buildings (48%), followed by electricity use (35.4%), wood (9.5%), propane (4.3%) and heating oil (2.4%).

#### *Transportation*

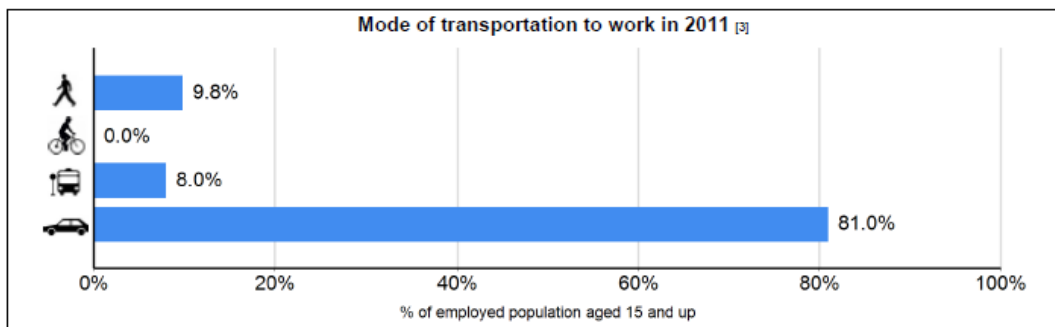
Warfield spans across Highway 22, also known as the Schofield Highway, which provides quick access from Castlegar to the Canada-U.S. border and on to Spokane, Washington. In 2012, annual average daily traffic on Highway 22 traveling over the Victoria Street Bridge was reported as 21,190 vehicle trips per day. Over the calendar year this represents 7,734,350 vehicles per year traveling through Warfield. The highway presents safety issues for the community related to excessive speeding and the steep incline with potential for brake failures at a location where Warfield residents must cross to access friends, family, amenities and the elementary school.

In 2011, driving was the predominant mode of transportation to work for residents of the Village of Warfield, as it was across the province. Just over 81% of Warfield residents commuted to work by private vehicle, compared to 77% of B.C. residents. A higher proportion of Warfield residents walked to work (9.8%) as compared to the rest of the province (7%).

The West Kootenay Transit System provides public bus service between the communities in the Lower Columbia region, including Rossland, Warfield, Trail, Montrose, Fruitvale and Castlegar. A lower proportion of Warfield residents (8%) used public transit compared to the rest of the province (13%). Cycling is not an

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option used by Warfield residents: 0% cycled to work as compared to 2% of BC residents overall.



The West Kootenay Regional Airport in Castlegar has daily flights to and from Vancouver and Calgary, resulting in 12,500 annual aircraft movements and 74,000 passengers annually. The Trail Regional Airport is owned by the City of Trail and serviced by Pacific Coastal Airlines with twice daily flights to Vancouver. Car rentals are available and a shuttle provides service from both airports to the rest of the region's destinations.

### *Water and Wastewater System*

Warfield, Trail, Teck Resources Resources and the RDKB are partnered when it comes to water and wastewater treatment and distribution in the area. Teck Resources pumps water up from the Columbia River to the Warfield treatment facility that is operated by the RDKB on a contract basis. The water distribution system within Warfield is managed by the Village. The agreement with Teck Resources to pump water to Warfield expires in 2025 and alternatives are currently being explored in preparation for this date.

The RDKB owns the Columbia Pollution Control Center (CPCC). Located in Trail, the CPCC is a primary level sewage treatment facility that provides regional wastewater treatment and disposal for approximately 14,000 people residing in the municipalities of Trail, Rossland and Warfield, as well as the two smaller adjacent communities of Oasis and Rivervale. Each of these areas pays for the treatment based on flow volume and they retain the responsibility for wastewater collection at the local level.

Warfield's water and wastewater distribution system (the pipes and pumps) are nearly XXX years old, reaching the end of their lifespan and experiencing leaks and breaks that cause service disruptions and operational challenges for staff.

Warfield has developed an infrastructure management policy and is working on an infrastructure management plan and securing funding to undertake upgrades, focusing first on those that achieve safety improvements.

### *Waste*

Residents of Warfield are provided with garbage, recycling and yard waste pick-up service. The RDKB manages solid waste services for the region according to a solid waste management plan and provides landfill services, recycling programs, transfer stations and education on reduce and reuse opportunities to residents in the Lower Columbia area. All garbage is sent to the McKelvey Creek Landfill.

The Village of Warfield produces 830 t of solid waste annually, equating to approximately 460 kg/person, which is lower than the BC average of 520 kg/person and the Kootenay Boundary average of 682 kg/person.

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### *Technology*

The CRTC has set minimum broadband Internet speeds of at least 50 Mbps for downloads and 10 Mbps for uploads to be accessible to all Canadian homes and businesses by the end of 2021. According to the online information from a Warfield service provider, Internet speeds of up to 750 Mbps are achieved in Warfield, with average download speeds up to 200 Mbps.

### Our Goals for the Future

- **MEET NEEDS/MINIMIZE IMPACT:** Infrastructure systems meet the community's needs safely, reliably and affordably; they protect air, water and soil quality, and they use resources efficiently.
- **TRANSPORTATION:** Transportation modes and infrastructure move people and goods around conveniently and safely within and beyond Warfield, doing so in a way that contributes the health of residents and reduced emissions.
- **ENERGY:** Warfield's energy supply is reliable and affordable, and our community is increasingly energy efficient and transitioning to cost-effective local renewable sources of energy that contribute to local economic activity, cost savings, and low greenhouse gas emissions.
- **WATER:** Water is conserved and the water system provides high quality, safe and affordable drinking water to residents.
- **WASTEWATER:** Wastewater and biosolids are managed efficiently and effectively to protect human health and the natural environment.
- **WASTE/DIVERSION:** Waste sent to the landfill is approaching zero through education about responsible purchasing choices, and cost-effective management and diversion strategies that are convenient and affordable.
- **COMMUNICATION:** Communication systems are affordable, reliable and meet CRTC standards for small communities.

### Policies

#### GENERAL

1. Update and follow an infrastructure/asset management strategy.
2. Apply an ongoing approach of preventative maintenance, which focuses on reliability and safety for both people and property.
3. Seek provincial and federal sources of funding to reduce the financial impacts of infrastructure costs on taxpayers.

#### ENERGY & GREENHOUSE GAS EMISSIONS

4. Reduce greenhouse gas emissions by 80% by 2050 from 2007 levels, continuing to identify and implement initiatives to meet this target and reduce energy costs.

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5. Discourage vehicle idling in Warfield to protect air quality.
6. Support the replacement of inefficient wood burning stoves and traditional fireplaces in residential dwellings that emit high levels of particulate matter and reduce air quality.
7. Continue the LED street lighting retrofit program to reduce costs and save energy, including the additional objective of reducing light pollution.

#### TRANSPORTATION

8. Improve active transportation connections within and beyond Warfield, guided by the Active Transportation Plan (2009), ensuring the connections are safe and accessible and prioritizing the off-highway trail between Warfield and the City of Trail.
9. Ensure roads are well maintained and meet required standards.
10. Consider opportunities to reduce traffic speed and noise on Warfield roads.
11. Advocate to the Ministry of Transportation and Infrastructure for Highway 3B speed control, crossing, and run-away lane features that result in meeting or exceeding safety standards.

#### WATER AND WASTEWATER

12. Ensure an adequate and efficient supply of high quality drinking water to Warfield, working with neighbouring local governments, Regional District of Kootenay Boundary (RDKB) and Teck Resources to achieve maximum efficiencies and cost-savings.
13. Develop and promote community-wide water conservation initiatives, which will not only save water, but will also reduce energy use related to the water supply system.
14. Consider the capacity of the water and wastewater systems when considering new development.
15. Collaborate with the RDKB, City of Rossland and City of Trail to ensure the treatment plant and main sewage line meet current and future community needs and effluent standards, and to ensure Warfield shares the costs of the system equitably.
16. Minimize storm water inflows into the wastewater treatment system, which helps to minimize Warfield's costs for wastewater treatment.

#### WASTE

17. Continue to work with the Regional District of Kootenay Boundary on the provision of waste management services to Warfield residents.
18. Continue to support the regional landfill ban on all materials that are accepted in local recycling programs.
19. Continue to work with the Regional District of Kootenay Boundary to improve waste diversion practices as practical and financially feasible.
20. Advocate the Regional District of Kootenay Boundary and Lower Columbia communities for regional composting.
21. Explore options and funding to 'wildlife-proof' the waste collection system.

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#### COMMUNICATIONS

22. Support development of improved and expanded broadband/Internet infrastructure, using the CRTC minimum speed standards as the targets.

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## Recreation, Learning and Culture

Recreation, arts, culture and learning opportunities are important for health and wellbeing and enable residents and visitors to enjoy the place, people and peacefulness of a community. Included in this section are the activities and amenities related to: active and passive recreation; arts, culture and heritage; and informal learning and formal education.

### Current Context

As with many small communities, offering the diversity of recreation, arts and culture, and learning programs and facilities is challenging, and partnerships and external sources of funding are often needed to deliver them.

#### *Recreation*

The Warfield Community Hall, Village Square Park and the Warfield Centennial Pool and Spray Park (an outdoor facility that is open during the summertime) are the cornerstone community amenities in Warfield.



The Village of Warfield has a number of other community parks available to the public: Kootenay Savings Water Park, Dickens Street Park, Muzzin Park, French Street and Byron Street Park. With funding from the Columbia Basin Trust, the community created an all-sport court at French Street Park that accommodates a variety of court uses. Nancy Greene Provincial Park is located at the intersection of Highway 3B and 3. This 203 hectares park is a popular overnight stop for tourists and also provides day use opportunities for local residents wishing to escape the summer heat of the valley. Haley Field, right on Warfield's border with Trail offers running tracks and several ball diamonds. Warfield backs onto Redstone Resort Golf Course in Rossland which offers cross country and bike trails, such as the Railgrade Trail, a 7.2 km trail connecting Warfield and Rossland. Nearby Red Mountain Resort in Rossland offers skiing and snowboarding, cat and heli backcountry access, dog-sledding, skating, touring, hiking, biking, camping and cross-country skiing.

Linking the parks of the Village of Warfield is a network of trails and pathways. Arnold Lauriente Way, Wagon Trail Road, Beaver Bend and the Rail Bed are walking routes connecting Lower and Upper Warfield, Emerald Ridge and Annable. The Trans Canada Trail bisects the Village of Warfield, winding its way from Annable to the Wagon Road. These trails make it fairly easy to get around the community by foot, bike, cross-country skiing or snowshoeing. Warfield's Active Transportation Plan (2009) has identified a number of trail network improvements to be made, including the important connection from lower Warfield to West Trail. Improvements between Annable and the rest of Warfield, especially for school children attending Webster, are also important considerations.

#### *Learning*

Warfield has one elementary school, James L. Webster Elementary, which is operated by the Kootenay-

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Columbia School District No. 20. Warfield high school kids travel to the school in Trail, as do all other Lower Columbia kids of that age. Selkirk College has a campus in the Greater Trail Community Centre.

Education attainment levels in Warfield were higher than the B.C. average in the 2011 census. Only 12% of people did not have a high school education compared to 14% for the province as a whole. Of those aged 25 to 64, 77% had a postsecondary certificate, diploma, or degree, compared to 37% throughout B.C. The most popular fields of study for people living in Warfield include: architecture, engineering, health, and business management.

### *Culture*

The Greater Trail Community Centre houses a community art gallery, a seniors' centre, the Bailey Theatre and the Trail and District Arts Council.

Construction is almost complete for the Trail Riverfront Centre Library and Museum, which Warfield contributes to through the recreation agreement with Trail. This integrated library and museum will be a community hub, offering easy-to-access interactive, hands-on learning experiences with modern technology.

Warfield hosts a number of community events such as the Warfield Community Day in May that includes a pancake breakfast, parade, BBQ and lots of family activities. Other community events focus on Christmas celebrations, including a craft fair, a seniors tea, breakfast with Santa, and a Christmas lights tour for seniors.

### Goals

- PROGRAMS/OFFERINGS (SOFT): Warfield residents of all ages, abilities and incomes have access to a diversity of year-round activities, which are accessed regionally or offered locally within the financial means of the community.
- LOCAL FACILITIES (HARD): Warfield parks, trails, facilities and amenities meet community recreational and cultural needs; they are well maintained and supported, and they are delivered within the financial means of the community.
- REGIONAL PARTNERSHIPS: Warfield collaborates with regional partners to meet additional/enhanced recreation, culture and learning needs of Warfield residents.
- EDUCATION/SCHOOL: The elementary school is supported and maintained as an essential part of the community, and other educational needs/offering are conveniently and safely accessed beyond Warfield.
- CULTURE/HERITAGE: Reflections of Warfield's heritage and other forms of public art are featured through the community; they are well-maintained and visually appealing.



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## Our Policies

### GENERAL

1. Continue to deliver recreation, cultural and learning offerings and amenities collaboratively through regional partnerships, and ensure Warfield shares the costs of the program equitably.

### RECREATION OFFERINGS

*(See the Land Use and Natural Areas section and the Infrastructure/Transportation section for other policies relating to parks and trails.)*

2. Maintain and enhance the seasonal swimming pool facility as a key community asset.
3. Work to create a network of year round trails and green spaces, guided by the Active Transportation Plan (2009).
4. Maintain the rail right of way as green space through the community, providing opportunities for active transportation, gardens and other recreation uses.
5. Install appropriate signage at trailheads, parks and recreational areas as part of coordinated community way-finding program.
6. Work with regional partners to minimize use conflicts on trails in and around Warfield.
7. Support agreements that allow trail/path easements and access on private lands.
8. Ensure adequate parking and access at trailheads.

### ARTS/CULTURE/HERITAGE

9. Encourage the display of public art, some of which is connected to Warfield's cultural, natural, human and industrial heritage.
10. Explore providing community and economic incentives (such as property taxation) for property owners to assist with the protection and rehabilitation of heritage buildings and sites.

### LEARNING/EDUCATION

11. Support the development of and programming at the Trail Riverfront Centre Library and Museum.
12. Collaborate with School District 20 to maintain Webster Elementary in Warfield as a key community asset, essential for attracting and retaining families.
13. Work with School District 20 to continue to plan for the needs of current and future students, and to share the use of facilities where possible.
14. Support the offering of continuous learning and post-secondary opportunities in or close to Warfield.

## Community and Individual Health

The health of a community is made up of the social connection between people within the community, and the health of each individual within it – both impact and influence each other and are critically important. This section covers the health of our residents – their physical, mental, emotional and spiritual health, and the overall wellbeing of our community, including community safety and social connections.

### Current Context

#### *Social wellbeing*

Warfield enjoys a community well-being index of 85; for comparison the City of Rossland scores at 87 and City of Trail at 81 (2011 data). Statistics Canada measures the community well-being index by combining various indicators of socio-economic well-being including education, labour force activity, income and housing.

#### *Community safety*

The Lower Columbia region is a relatively safe area. In 2012, the Trail Local Health Area serious violent crime rate was 1.5 per 1000 population (BC 3.3), serious property crime was 3.4 (BC 7.8), total serious crime was 4.9 (BC 11.1), and the number of serious crimes per police officer was 4.3 (BC 7.7).

#### *Food security*

Food insecurity rates for the Village of Warfield are not expected to be significantly different from the national or provincial averages. According to Statistics Canada, food security rates have remained relatively stable over time. From 2007 to 2012, approximately 5% of Canadian children and 8% of Canadian adults lived in food insecure households meaning they did not have sufficient access to a variety or quantity of food due to lack of money. Among various household types, lone-parent families with children under 18 reported the highest rate of household food insecurity, at 22.6% in 2011–2012. There are many backyard gardens in Warfield and there is a regional farmers market that occurs bi-monthly in Trail during the summer months.

#### *Individual health*

The average life expectancy in the Trail Local Health Area (LHA) from 2007 to 2011 was 79.0, while the provincial average was 82.0. Among males the life expectancy in the LHA was 76.6 years and 79.8 years provincially, while among females it was 81.3 years compared to 84.1 years provincially. In 2014, it was reported that chronic disease prevalence in the LHA was slightly below provincial averages.

The Trail LHA had an average of 242 physicians per 100,000 population in 2009-2010, which was higher than the provincial average of 110. The LHA had an average of 190 specialists per 100,000, also higher than the provincial average of 94.



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## Goals

- **SOCIAL FABRIC:** Residents feel a strong sense of connection to the people and the sense of place that is Warfield; they are proud of the community and engaged in community life.
- **RESPECT/DIVERSITY:** There is respect and understanding amongst people of all ages, incomes and backgrounds, and people deal honestly, openly, and directly with each other.
- **AGE-FRIENDLY:** Community members are able to grow, mature and age in place safely and comfortably.
- **HEALTHY:** Warfield residents are able and motivated to live healthy lifestyles, they can produce healthy food locally, and they enjoy good local air, water and soil quality.
- **HEALTH CARE SYSTEM:** Regional health and social services, including the regional hospital, are easily accessed by timely and convenient transportation options.
- **EMERGENCY PREPAREDNESS:** Systems and procedures are in place for emergencies, effectively managing risks to people and property from natural and other disasters.

## Our Policies

### SOCIAL/COMMUNITY HEALTH

1. Support access to information about programs that help residents, particularly seniors, youth, people with disabilities, and those on low incomes, meet their needs.
2. Incorporate accessibility and crime prevention principles into the design of public infrastructure, buildings and spaces.
3. Enable the creation of community gathering spaces.

### PHYSICAL/INDIVIDUAL HEALTH

4. Support efforts to retain the regional hospital in Trail, including the level and quality of services provided there.
5. Advocate for the provision of specialist health services regionally, whether on a permanent or periodic basis, to minimize the need for residents to leave the region for treatment and care.
6. Support and advocate for high standards for regional air, water and soil quality, monitoring and systems to protect public and ecological health, doing so in collaboration with local, regional, provincial and federal partners.
7. Restrict yard debris burning to help improve air quality.

### AGE-FRIENDLY

8. Integrate age-friendly features into Village facilities and amenities over time as much as possible to enable all members of the community to access and enjoy them, regardless of age or physical ability.

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9. Create rest places and ensure safe sidewalks in Warfield's commercial core to support easier mobility of seniors.
10. Encourage home care program availability for Warfield seniors.

#### FOOD

11. Enable and support community gardens, while also minimizing the potential for wildlife conflicts.
12. Promote farmers' markets in the region as local sources of food and other goods for residents and as an economic generator.

#### EMERGENCY

13. Work with Teck Resources and the RDKB to ensure the necessary emergency plans and systems are in place and up to date, and that residents are informed about them and what to do during emergency events.

## Governance and Capacity

In order to make progress toward achieving our community vision, goals and policies of this IOCP, we must have the governance systems in place and the community capacity needed. This section is about ensuring we can achieve what we have set out for the future of Warfield, and it includes the resources, partnerships, values and governance principles for the community to be able to deliver on the other IOCP areas.

### Current Context

The Village is governed by a Mayor and Council, and administered by staff, and must adhere to all relevant provincial and federal regulations. Council elections are held every four years, and financial statements and progress on community initiatives must be submitted to the province and released publicly every year.

The Village of Warfield is an active member amongst regional partners in the Lower Columbia, including the member municipalities, the RDKB, Teck Resources, Interior Health, School District 20, and others.

Lower Columbia communities are interconnected through friends and family, and shared amenities, infrastructure and services. Maintaining strong connections is critical for achieving mutual goals given that resources are limited and more can be achieved together.

Community volunteers are invaluable for delivering programs, events and more to our community, and they are recognized at an annual dinner.

### Our Goals for the Future

- **INTEGRITY:** Decision-makers are honest, transparent and accountable; they pursue the community's best interests, and treat everyone fairly and with respect.
- **LEADERSHIP/VISION:** Community leaders model and encourage collaboration, innovation, and decision-making that is aligned with the community vision and goals.
- **ENGAGEMENT:** Decision-makers engage stakeholders in decisions that affect them, while ensuring that decisions are made effectively and in a timely manner.
- **TAX BASE:** Additional residents and businesses have been attracted to Warfield, growing the tax base to support enhanced community services and amenities, while maintaining the small-town character enjoyed for so long by residents.
- **FINANCIAL MANAGEMENT:** Municipal finances are well managed and the costs of community amenities and infrastructure are planned for and shared equitably within the community and with other partners beyond Warfield.
- **PARTNERSHIPS:** The Village develops and maintains strong partnerships and strategic alliances with local, regional and provincial partners, proactively seeking opportunities to collaborate and achieve mutual goals, yet maintaining its unique identity and community character.
- **HUMAN RESOURCES:** People in Warfield have the knowledge, skills and community commitment needed to deliver on Warfield's vision and goals.

Village of Warfield, Integrated Official Community Plan (Draft 1, August 2017)

- GOVERNANCE: Warfield's governance and administration structures and systems meet community needs efficiently, effectively and affordably.

## Our Policies

### COMMUNITY ENGAGEMENT

1. Ensure community members are provided meaningful and accessible opportunities to engage in decisions that affect them, in a manner and magnitude that matches the nature of the decision.
2. Enable all ages to participate in community life and decisions.
3. Encourage and recognize volunteers and long-time residents as key community resources.

### GOVERNANCE

4. Monitor municipal and regional government structures and systems for efficiencies and cost-saving opportunities.
5. Use the Warfield IOCP community goals to guide Village strategic planning and related progress reporting.

### COLLABORATION

6. Work with regional organizations, municipalities and other levels of government to achieve mutual goals.

## Plan Amendments and Implementation

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### Amendments

If any amendments are to be made to the IOCP, they must be done through a formal Council review and approval process, which must include a formal public hearing and the necessary public notifications.

### Implementation

The IOCP articulates a shared vision and goals for the future success and sustainability of Warfield, and identifies the policies for how we continue on our journey. Developing the IOCP is just the first step of many on the journey toward the desired future for our community.

Achieving this future articulated in the IOCP will require ongoing and widespread commitment and contributions toward its implementation. It is essential that all planning, decision-making and on-the-ground action becomes aligned with the IOCP.

One of the first steps in implementing the Imagine Warfield 2040 IOCP is to update Warfield's zoning bylaws to align with the IOCP policies.

The IOCP Implementation Guide (under separate cover) provides guidance on these key elements of the ongoing IOCP implementation process:

1. Planning and decision-making
2. Strategic planning
3. Community action planning
4. Engaging partners
5. Monitoring, evaluation and reporting
6. Updating the IOCP

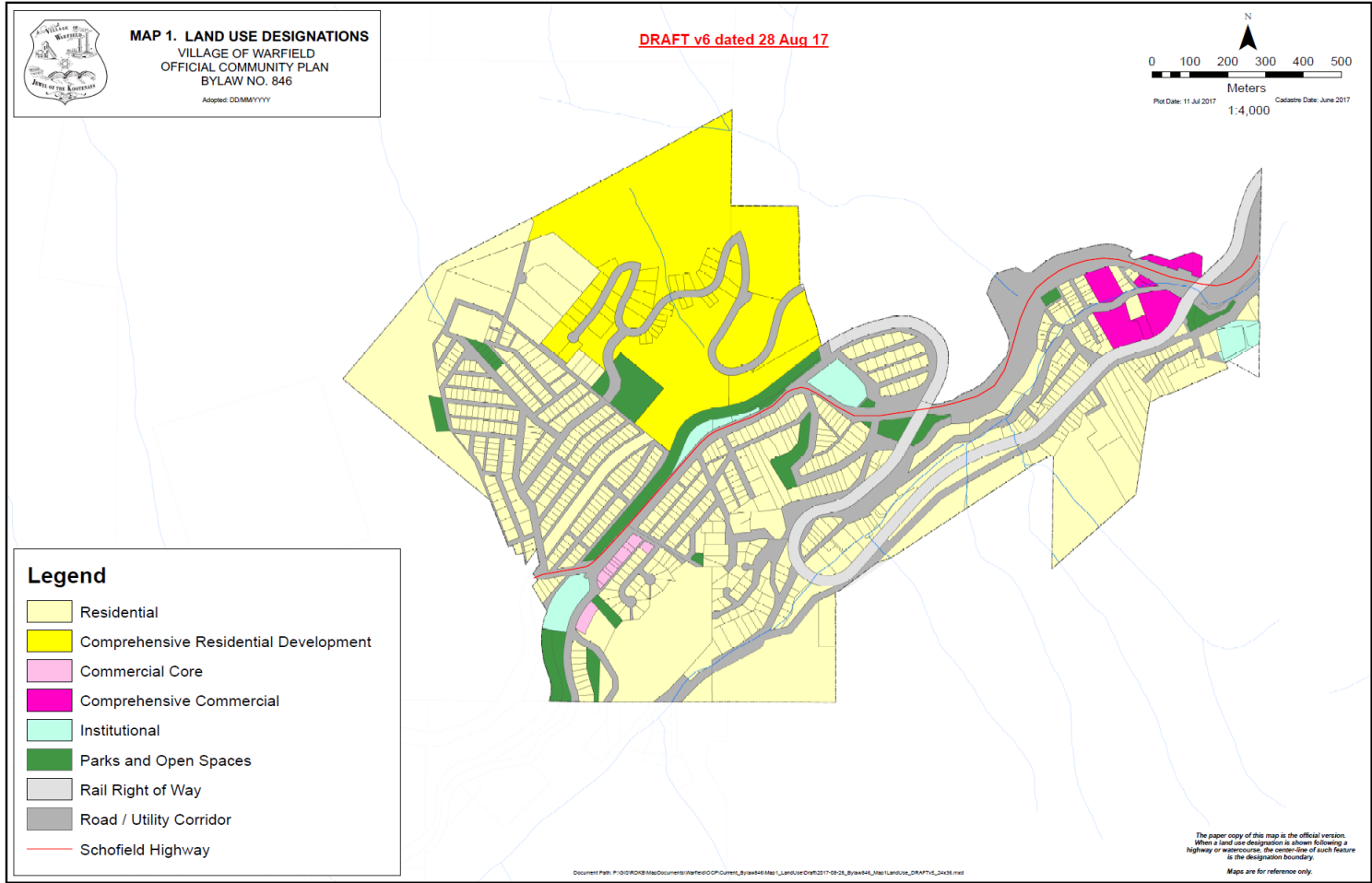
## Appendices

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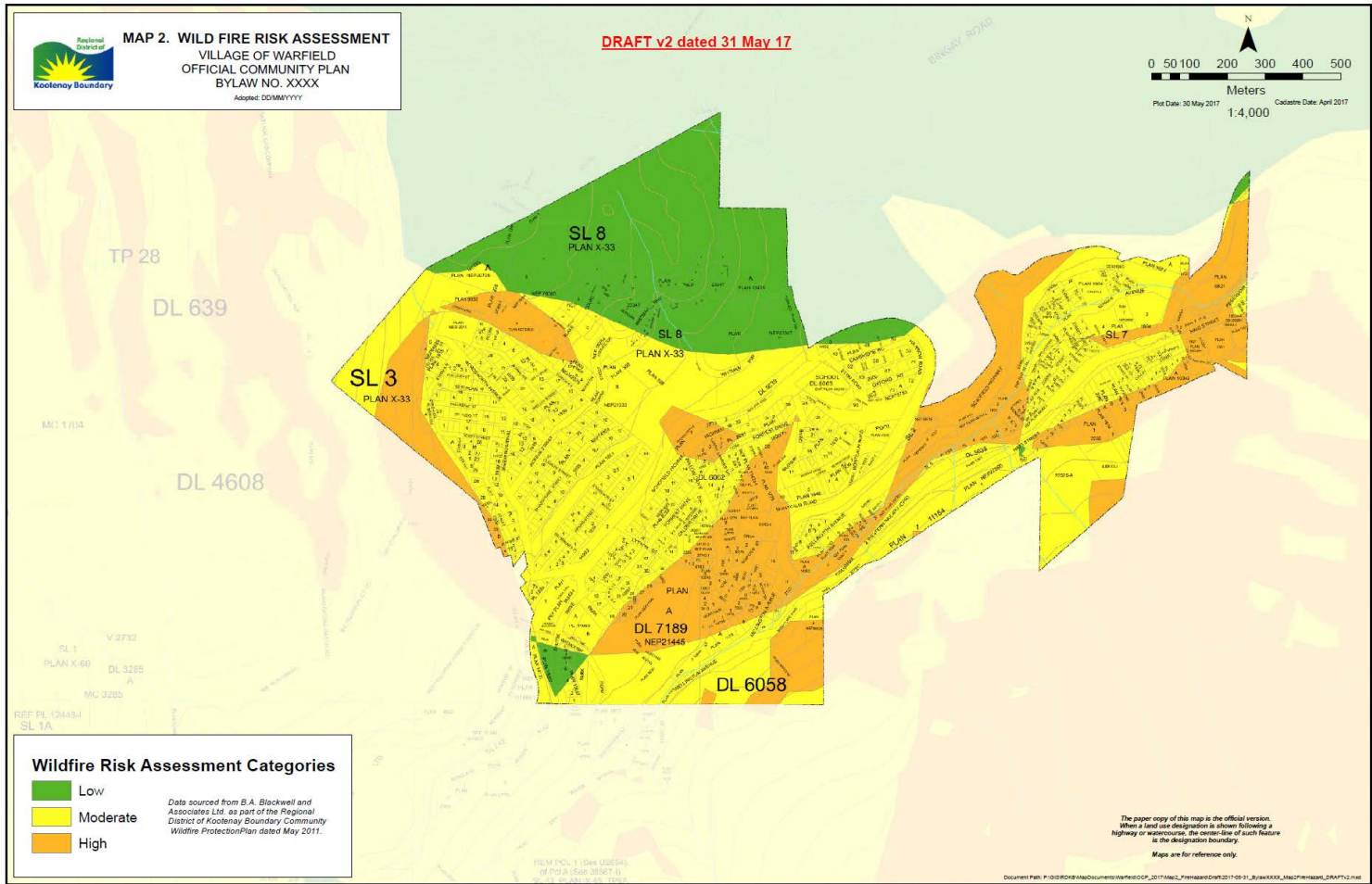
### Appendix A: Maps



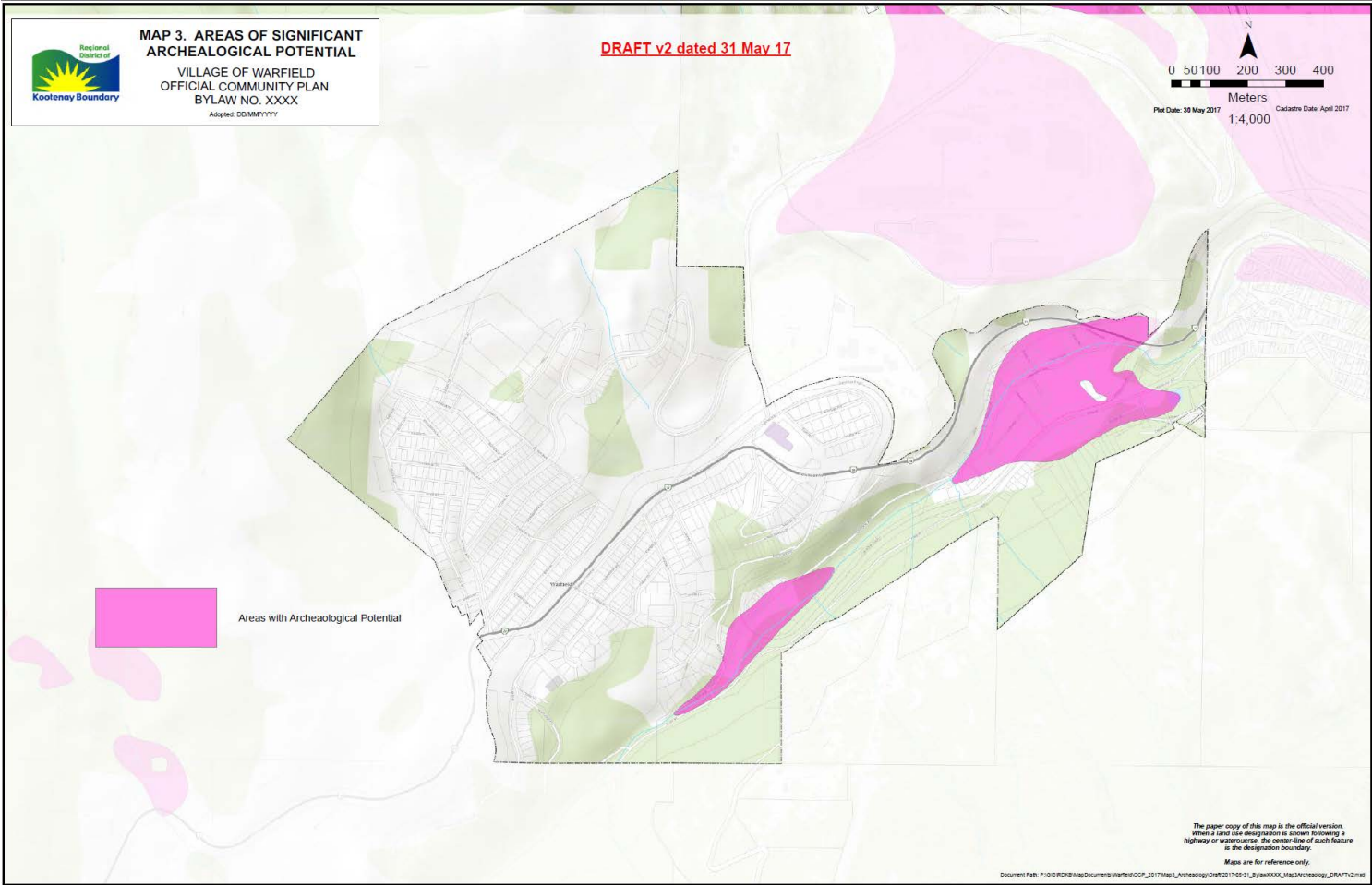
Map 1 – Land Use



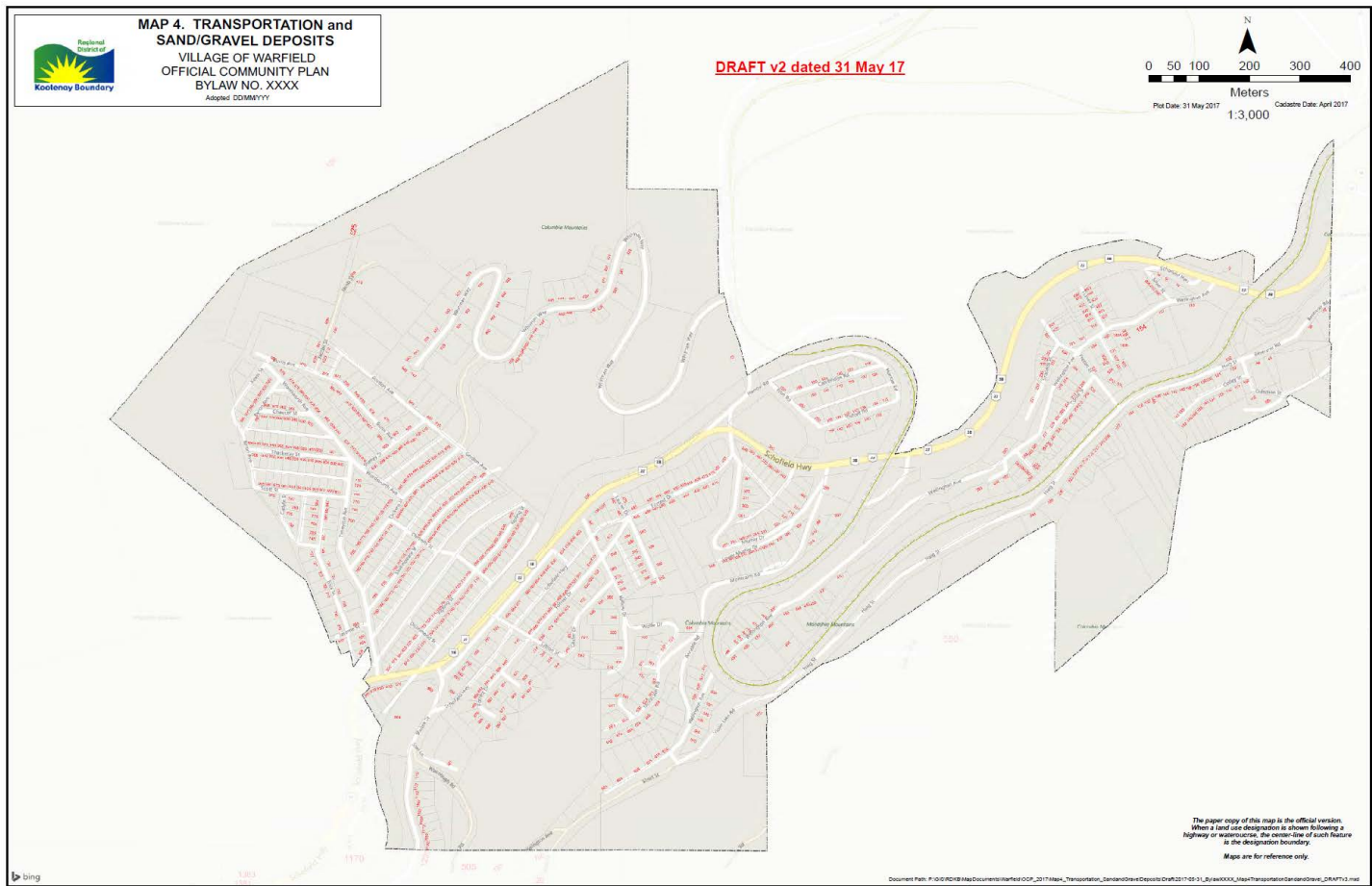
Map 2 – Fire Hazard



Map 3 – Archaeology



Map 4 – Transportation, Sand and Gravel



## Appendix B: Glossary

*To be completed*

**Riparian:** Riparian areas link water to land; they border streams, lakes, and wetlands. The blend of streambed, water, trees, shrubs and grasses in a riparian area provides fish habitat, and directly influences it.

**Infill:** In the urban planning and development industries, infill has been defined as the use of land within a built-up area for further construction, especially as part of a community redevelopment or growth management program or as part of smart growth. It focuses on the reuse and repositioning of obsolete or underutilized buildings and sites. (Wikipedia)

**Protected Area** designation in the KBRLUP is to protect viable representative examples of natural diversity and special natural, cultural heritage and recreational features, consistent with the provincial protected area strategy. Land use within protected areas emphasizes resource conservation to the degree that resource extraction is excluded and other land uses may be limited or excluded. Land use and management within protected areas is guided by existing park master plans, or interim management direction statements which provide temporary management direction for new protected areas, pending development of comprehensive park master plans.



## Appendix C: Community Engagement Summary

At the start of the project, a community engagement strategy was developed to guide the delivery of the engagement opportunities that would inform the development of the Imagine 2040 IOCP. The goals of the strategy were to: provide multiple methods of engagement; target a range of residents and stakeholder groups; communicate through a diversity of channels.

The project advisory committee consisted of XX community members representing Warfield stakeholder groups with a diversity of knowledge and areas of expertise. It was created to be the ‘eyes and ears’ of the community, representing the community’s interests in the project and working closely with the Whistler Centre for Sustainability team and the Village of Warfield on the IOCP structure, content and community engagement process.

To engage the broader community, in-person and online options were provided to ensure residents could connect with the project in the manner that best suited them. Local business gift certificates were used to encourage attendance and responses.

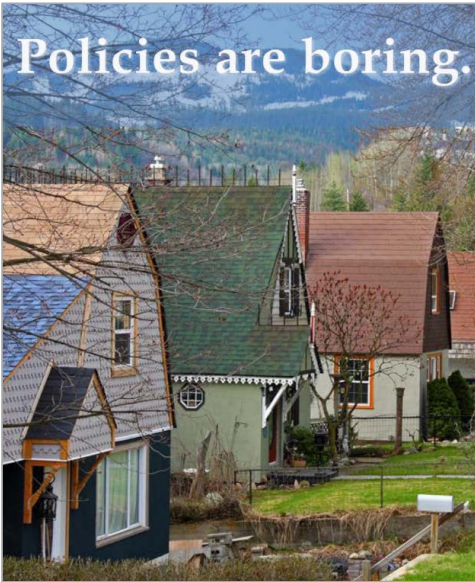
The first opportunity for community engagement focused on gathering input on resident support for potential directions/ideas for Warfield’s future that would inform the development of the vision and goals. A public event and online questionnaire were offered in tandem, and there were approximately 25 attendees at the event and 194 respondents to the questionnaire.

The second round of community engagement asked residents to provide input on the draft vision and goals themselves. This round also included a public event and online questionnaire, with eight attendees and 80 respondents respectively.

For the public review of the draft IOCP, drop-in ‘coffee chat’ sessions were held in place of a single public event and these sessions were attended by XX (TBD in September) community members. An online opportunity was also provided and XX (TBD in September) community members provided feedback using this tool.

Community input summaries were developed following the first two rounds of community engagement and released to the public on the project webpage.

A number of communication channels were used to notify the community of the engagement opportunities, including a project webpage and blog posts, the Village Facebook page, the Village Scoop newsletters, and posters and postcards around town.




**Policies are boring.**

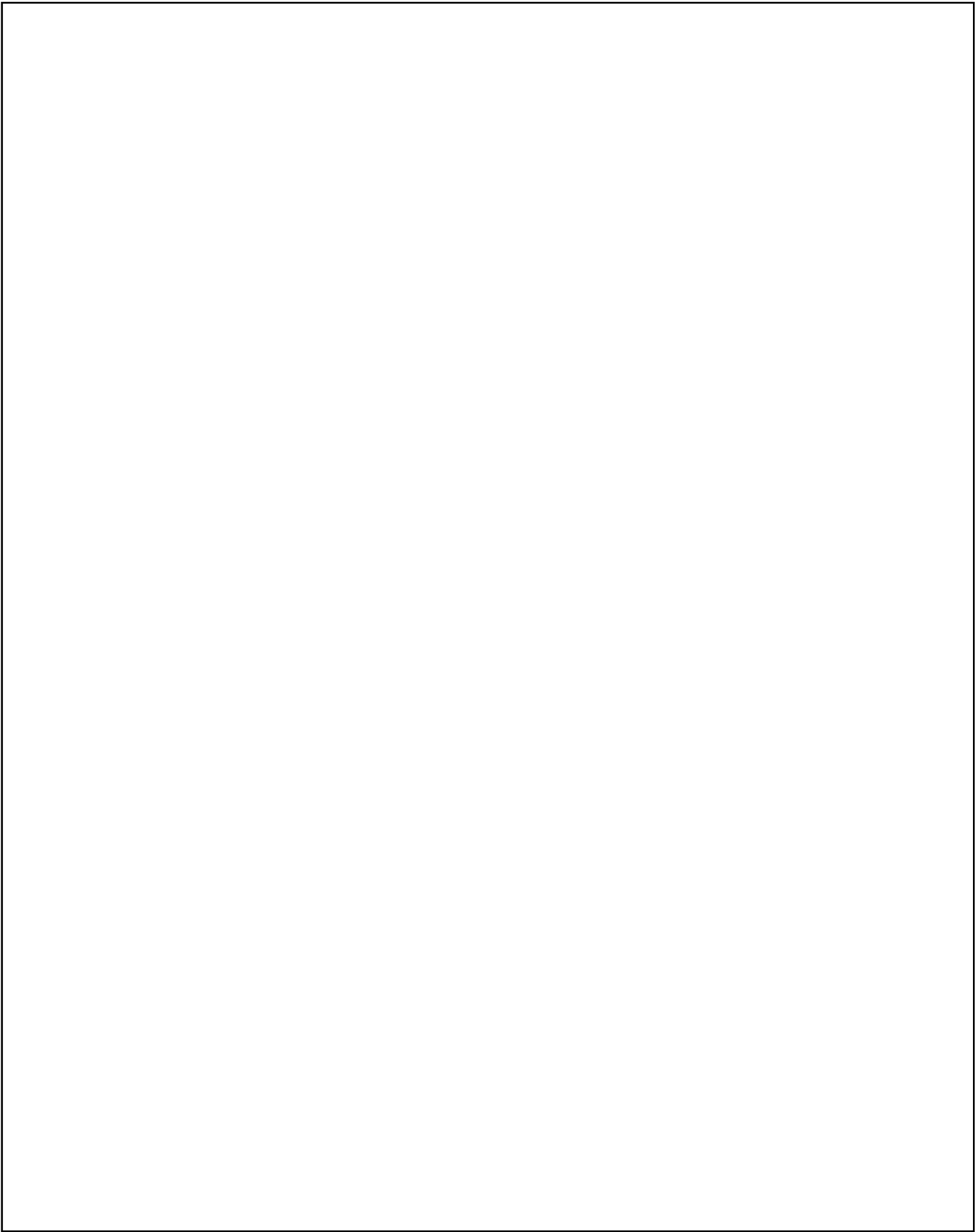
**But they will guide Warfield for the next 5-10 years, so they're pretty important!**

**Join us Thursday, April 6**  
Tell us what you think about draft goals and policies that matter to you!

4:30-6:00pm Drop-by to quickly share your ideas  
6:00-6:30pm Project presentation  
6:30-8:30pm Table discussions on key policies

Events will be led by the project consultants and held at Warfield Hall. Learn more at [warfield.ca/iocp](http://warfield.ca/iocp).

  
**Village of Warfield**  
**Imagine 2040**  
Integrated Official  
Community Plan



**From:** [Linda Worley](#)  
**To:** [Theresa Lenardon](#)  
**Cc:** [Maureen Forster](#)  
**Subject:** COLUMBIA RIVER TREATY UPDATE  
**Date:** October-16-17 7:56:29 AM

---

Here is the update for the Board meeting this week for CRTLGC, as of information just received this morning. Also included below is the CBRAC information as of today.

Thanks  
 Linda

#### COLUMBIA RIVER TREATY UPDATE

Katrine Conroy informed us that the Canadian negotiator for the CRT will be Sylvan Fabi  
 The U.S. negotiator will be announced on October 16/17, which gives encouragement that the U.S. is posturing to move ahead on the Treaty negotiations.

The CRT LGC is being encouraged by BC and Federal Govt. to reach out across the border to strengthen citizen engagement and acknowledgment.

The CRTLGC will be having a Telecon for next steps moving forward, directly after the US/Canada Govt. meeting late this week.

Respectfully submitted by:

Linda Worley and Joe Danchuck - Board Appointed members of the Columbia River Treaty Local Government Committee

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#### COLUMBIA BASIN REGIONAL ADVISORY COMMITTEE

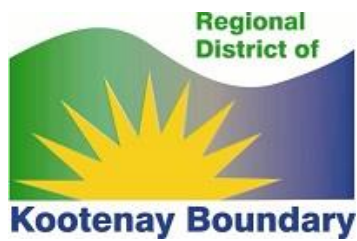
The CBRAC will be meeting in Cranbrook on November 7th and 8th. This directly follows the announcement of the appointments of US and Canadian Negotiators, and the CRTLGC Telecon and "next steps" discussion, and anticipation is that there should be lively conversation and brainstorming regarding possible movement toward some action by the U.S. I will make every effort to attend this meeting in person, however may have to attend by phone.

I will provide the usual update as soon as possible directly after this meeting.

Respectfully submitted  
 Linda Worley- Board Appointed member to the CBRAC

Linda Worley - Director ( Elected Official)  
 Regional District of Kootenay Boundary  
 Lower Columbia/Old Glory/ Area B



**STAFF REPORT**

**Date:** 17 Oct 2017 **File**  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Andison, Acting CAO  
**Re:** Building Bylaw Contravention

**Issue Introduction**

A staff report from Mark Andison, Acting CAO regarding a Building Bylaw Contravention for the property described as:

**635 Highway 22, Rossland, B.C.**

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

**Parcel Identifier: 018-352-031**

**Lot A Township 9A Kootenay District Plan NEP20662**

**Owner: John Wert**

**History/Background Factors**

The owner, John Wert, has constructed an addition and alterations to a single family dwelling on the above referenced property without submission of required engineering or a final inspection.

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

Permits

10.1 Every permit is issued upon the condition that:

(b) the work is not to be discontinued or suspended for a period of more than one year;

Duties of the Owner

12.1 Every person 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 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 August 1, 2017;
- Registered letter dated May 15, 2017;
- Registered letter dated March 27, 2017;
- Building permit 12-0117B.

**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, John Wert, 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, Township 9A, Kootenay District, Plan NEP20662.

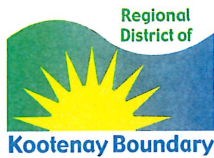
**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>October 17, 2017</b>	<b>File:</b>	
<b>To:</b>	<b>Chair McGregor and Board of Directors</b>		
<b>From:</b>	<b>Mark Andison, Acting CAO</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>635 HIGHWAY 22, ROSSLAND, B.C.</b> <b>ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY</b> <b>PARCEL IDENTIFIER: 018-352-031</b> <b>LOT A TOWNSHIP 9A KOOTENAY DISTRICT PLAN NEP20662</b> <b>OWNER: JOHN WERT</b>		

**History/Background Factors**

The owner, John Wert, has constructed an addition and alterations to a single family dwelling on the above referenced property without submission of required engineering or a final inspection.

April 23, 2012	Application and documentation received for an addition and alterations to a single family dwelling;
June 6, 2012	Building permit 12-0117 issued to construct an addition and alterations;
July 19, 2012	Framing inspection conducted with re-inspection required;
July 24, 2012	Framing re-inspection passed;
Aug. 7, 2012	Plumbing inspection conducted;
Aug. 14, 2012	Insulation and poly inspection conducted;
Feb. 27, 2017	Letter sent to owner requesting a response by March 27, 2017;
March 27, 2017	<b>First registered letter</b> mailed to owner requesting a response by April 27, 2017;
April 6, 2017	Canada Post confirmation that the letter was delivered;
May 15, 2017	<b>Second registered letter</b> mailed to owner requesting a response by June 15, 2017;
May 26, 2017	Canada Post confirmation that the letter was delivered;
Aug. 1, 2017	<b>Third registered letter</b> mailed to owner requesting a response by September 1, 2017;
Aug. 18, 2017	Canada Post confirmation that the letter was unclaimed;
Oct. 17, 2017	To date, we have had no response from the owner.



August 1, 2017

John Wert  
PO Box 201  
Rossland, B.C. V0G 1Y0

REGISTERED MAIL

**Re: Addition SFD  
635 Highway 22, Area 'B'  
Building Permit No.: 12-0117B**

Further to our letter dated February 27, 2017 and registered letters dated March 27, 2017 and May 15, 2017, the above file has expired without a final inspection as required in the Regional District of Kootenay Building Bylaw No. 449 (1985);

**PERMITS**

- 10.1 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
  - (v) after the building or portion thereof is complete and ready for occupancy but before occupancy takes place of the whole or portion of the building.

If we do not receive requested documentation and conduct a final inspection by **September 1, 2017**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken

If you have any questions, please contact the undersigned at 250-368-0222.

Yours truly,

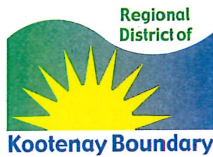
Don Lepitre  
Building and Plumbing Official

cc: Mark Andison, General Manager, Operations / Deputy CAO

Attachment

/sb





May 15, 2017

REGISTERED MAIL

John Wert  
PO Box 201  
Rossland, B.C. V0G 1Y0

**Re: Addition SFD  
635 Highway 22, Area 'B'  
Building Permit No.: 12-0117B**

Further to our letter dated February 27, 2017 and registered letter dated March 27, 2017, the above file has expired without a final inspection as required in the Regional District of Kootenay Building Bylaw No. 449 (1985);

**PERMITS**

- 10.1 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
  - (v) after the building or portion thereof is complete and ready for occupancy but before occupancy takes place of the whole or portion of the building.

Please find attached building permit 12-0117B issued June 6, 2012 with inspection report dated August 14, 2012 for insulation and poly. If the work has been completed, prior to conducting a final inspection, we require Schedule C-B from Sean O'Farrell, P.Eng.

Please submit required documentation and call to book a final inspection **June 15, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned at 250-368-0222.

Yours truly,

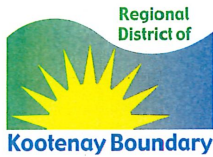
Don Lepitre  
Building and Plumbing Official

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment

/sb





March 27, 2017

REGISTERED MAIL

John Wert  
PO Box 201  
Rossland, B.C. V0G 1Y0

**Re: Addition SFD  
635 Highway 22, Area 'B'  
Building Permit No.: 12-0117B**

Further to our letter dated February 27, 2017, the above file has expired without a final inspection as required in the Regional District of Kootenay Building Bylaw No. 449 (1985);

**PERMITS**

- 10.1 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
  - (v) after the building or portion thereof is complete and ready for occupancy but before occupancy takes place of the whole or portion of the building.

Please find attached building permit 12-0117B issued June 6, 2012 and inspection report dated August 14, 2012 for insulation and poly. If the work has been completed, prior to conducting a final inspection, we require Schedule C-B from Sean O'Farrell, P.Eng.

Please submit required documentation and call to book a final inspection **April 27, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned at 250-368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "Don Lepitre".

Don Lepitre  
Building and Plumbing Official

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment

/sb







No. 12-0117B

INSPECTION CALLS: (250) 368-0222

**Regional District of Kootenay Boundary**DATE PERMIT  
GRANTED: Jun 06, 12BUILDING INSPECTION DEPARTMENT  
202-843 Rossland Ave., Trail, B.C. V1R 4S8PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS		ADDRESS: 635 HIGHWAY 22 PATERSON		TELEPHONE:	
BENIG THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: ADDITION TO SINGLE FAMILY DWELLING					
AT: 635 HIGHWAY 22		FOLIO: 711 10936.090			
LOT: A	BLOCK:	RANGE:	D.L.	PLAN: NEP20662	LD:
OWNER: JACK WERT		ADDRESS: 635 HIGHWAY 22		TELEPHONE:	
CONTRACTOR: TOP SHELF CONSTRUCTI		ADDRESS: ROSSLAND, B.C.		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO COMFORM TO THE 2006 B.C. BUILDING CODE AND RELEVANT AREA B BYLAWS.</p> <p>MINIMUM SETBACKS: FRONT 7.5M, INTERIOR SIDE 4.5M AND REAR 5M; PROPERTY PINS TO BE IDENTIFIABLE</p> <p>SEE NOTES ON PLANS: STAMPED ENGINEERED TRUSS DESIGNS AND LAYOUT FOR 84PSF GROUND SNOW LOAD TO BE SUBMITTED PRIOR TO FRAMING INSPECTION.</p> <p>CALL FOR INSPECTION ON FOOTINGS, FRAMING, PLUMBING SYSTEM, INSULATION/VAPOUR BARRIER AND FINAL OCCUPANCY.</p> <p>SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT.</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO THE BUILDING OFFICIAL ON DATE OF INSPECTION. SCHEDULES C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.</p> <p>SUBMIT AND COMPLETED 'CERTIFICATION OF PLUMBING INSTALLATION' FORM (COPY ATTACHED).</p>					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 150000	
BUILDING PERMIT FEE		\$ 1200
PLUMBING FIXTURES	4	\$ 10
DEMOLITION		
OTHER	LESS 10%	-\$ 120
<b>SUB-TOTAL</b>		<b>\$ 1090</b>
TITLE SEARCH		\$ 10
<b>TOTAL</b>		<b>\$ 1100</b>
LESS DEPOSIT		
<b>BALANCE OWING</b>		<b>\$ 1100</b>

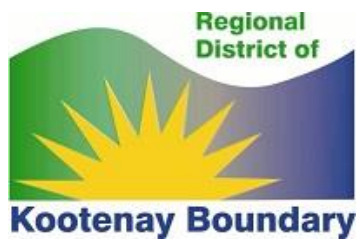
**WAIVER OF INDEMNITY**

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.

 Owner's Signature
 <b>BRIAN CHAMPLIN</b> Building/Plumbing Official

DATE PAID \_\_\_\_\_

1. Prior to placing concrete in the footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

**STAFF REPORT**

**Date:** 17 Oct 2017 **File**  
**To:** Chair McGregor and Board of Directors  
**From:** Mark Andison, Acting CAO  
**Re:** Cancellation Building Bylaw Contravention

**Issue Introduction**

A staff report from Mark Andison, Acting CAO regarding the cancellation of a Building Bylaw Contravention for the property described below as:

**2015 Carol Court, Christina Lake, B.C.**

**Electoral Area 'C' / Christina Lake**

**Parcel Identifier: 004-468-040**

**Lot 3 District Lot 970 Similkameen Division Yale District Plan 25978**

**Owners: Luigi and Amanda Cicchetti**

**History/Background Factors**

A Notice on Title was registered against the above referenced property for constructing a sundeck and roof structure 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 payment 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**

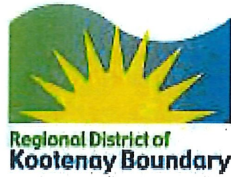
- Memo dated October 13, 2017 from Ken Wagner, RBO Building and Plumbing Official;
- Email from Luigi and Amanda Cicchetti received October 10, 2017, requesting removal of Notice on Title;
- Title Search;
- Bylaw Contravention Notice CA5527224;
- Memo dated August 17, 2016 from Ken Wagner, RBO Building 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 3, District Lot 970, Similkameen Division Yale District, Plan 25978.



*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:** Ken Wagner, RBO Building and Plumbing Official

**Date:** October 13, 2017

**Re:** **Cancellation of Notice on Title CA5527224**

2015 Carol Court, Electoral Area 'C'/Christina Lake, B.C.

Lot 3, DL 970, Plan KAP25978

PID 004-468-040

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Please be advised that the owners, Amanda & Luigi Cicchetti, have requested that the Board of the Regional District of Kootenay Boundary remove the Bylaw Contravention Notice **CA5527224** filed against the property.

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 17-0544C

- Inspection Report dated October 13, 2017
- Title Search and Land Title Notice
- Letter from the owner received on Oct 10, 2017 requesting a removal of Notice on Title
- Memo to the Board on July 22, 2003 recommending a Notice on Title for the construction of a sundeck and roof structure without obtaining building permit.

I recommend that the Board of the Regional District of Kootenay Boundary consider the owner's request to remove the Notice on Title. The owners wish to pay the \$200.00 administrative fee directly to the Trail RDKB Office via Credit Card

**Sandra Surinak**

---

**From:** Amy Cicchetti <amycicchetti@telus.net>  
**Sent:** Tuesday, October 10, 2017 3:36 PM  
**To:** Grand Forks Building Inspection  
**Subject:** Cicchetti - Request to remove Notice on Title

Hi Sandra,

As per our discussion this afternoon, please accept this as our request to remove the registered "Notice on Title" on our property located at 2015 Carol Court, Christina Lake. We have removed the 5<sup>th</sup> Wheel, Deck and Roof and are in the process of the commencing the build of a residential property. We forwarded to your office, via the Trail office a request for Building Permit together with house plans on Friday.

Your colleague, Sarah at the Trail office indicates that she will contact me for payment for the "Notice on Title" removal fee once you have advised her that Ken Wagner has visited the property, which is expected tomorrow when he returns.

Thank you,

Amanda and Luigi Cicchetti ✓

✓

1

RDIA OFFICE FILE COPY B.R. # 17-0544C

**TITLE SEARCH PRINT**

File Reference:

Declared Value \$550000

2016-10-13, 10:08:23

Requestor: Sara Bradley

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

**Land Title District**  
Land Title OfficeKAMLOOPS  
KAMLOOPS**Title Number**

From Title Number

CA5148456  
LA145200**Application Received**

2016-04-29

**Application Entered**

2016-05-09

**Registered Owner in Fee Simple**

Registered Owner/Mailing Address:

AMANDA MARIA CICCHETTI, COMMERCIAL ACCOUNT MANAGER  
LUIGI CICCHETTI, SUPERINTENDENT  
619 FORREST DRIVE  
TRAIL, BC  
V1R 2H5  
AS JOINT TENANTS**Taxation Authority**PENTICTON ASSESSMENT AREA  
SUTHERLAND CREEK WATERWORKS DISTRICT**Description of Land**

Parcel Identifier:

004-468-040

Legal Description:

LOT 3 DISTRICT LOT 970 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 25978

**Legal Notations**BYLAW CONTRAVENTION NOTICE, COMMUNITY CHARTER, SECTION 57  
SEE CA5527224**Charges, Liens and Interests**

Nature:

RESTRICTIVE COVENANT

Registration Number:

K21116

Registration Date and Time:

1975-05-06 13:46

Registered Owner:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH  
COLUMBIA

Remarks:

INTER ALIA

Nature:

STATUTORY BUILDING SCHEME

Registration Number:

K21117

Registration Date and Time:

1975-05-06 13:47

Remarks:

INTER ALIA SEC 24(B)LRA

Title Number: CA5148456

TITLE SEARCH PRINT

Page 1 of 2

**TITLE SEARCH PRINT**

2016-10-13, 10:08:23

File Reference:

Requestor: Sara Bradley

Declared Value \$550000

Nature:	MORTGAGE
Registration Number:	CA5148457
Registration Date and Time:	2016-04-29 11:41
Registered Owner:	RAYMOND BURNELL ARMOUR

**Duplicate Indefeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE

Status: Registered  
FORM\_LGF\_V6

Doc #: CA5527224

RCVD: 2016-09-25 RQST: 2017-10-12 14:22:15

KAMLOOPS LAND TITLE OFFICE  
Sep-25-2016 20:00:52.001

CA5527224 ✓

PAGE 1 OF 1 PAGES

**LOCAL GOVERNMENT FILING FORM**

By incorporating your electronic signature into this form you are certifying:  
(a) that the requirements established by the Director in Director's Requirements for the Authorized Subscriber Register 01- 13 are met,  
(b) that the information contained in each notation, endorsement, statement or certification made by you and set out in this form is correct, and  
(c) that a true copy or copy of the true copy of the electronic instrument is in your possession.  
A true copy means a legible paper copy containing every material provision and particular contained in this original.  
Each term used in this representation and certification is to be given the meaning ascribed to it in section 1 and part 10.1 of the *Land Title Act*.

Sara Bradley  
QDB3XT  
Digitally signed by  
Sara Bradley QDB3XT  
Date: 2016.09.25  
19:58:56 -07'00'

1. APPLICATION: (Name, address and phone number of the applicant, applicant's solicitor or agent)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

ATTN: SARA

843 ROSSLAND AVENUE

TRAIL

BC V1R 4S8

FILE: C-35

PHONE: (250) 368-0222

Document Fees: \$28.63

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]

004-468-040

LOT 3 DISTRICT LOT 970 SIMILKAMEEN DIVISION YALE DISTRICT PLAN  
25978

STC? YES ☐

3. NATURE OF INTEREST: **Bylaw Contravention Notice**

Affected Legal Notation or Charge Number:

4. NAME OF LOCAL GOVERNMENT: REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Additional Information:

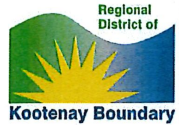
5. NOTICE DETAILS:

TAKE NOTICE that the land described above is subject to a Bylaw Contravention Notice or Resolution.

Statutory authority: Community Charter, Section 57

Further particulars of the notice may be set out in the attached schedule or obtained from the issuing authority.

Authorized Signatory: (If Applicable)  
THERESA LENARDON



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, Operations/Deputy CAO  
FROM: Ken Wagner, RBO - Building & Plumbing Official  
DATE: August 17, 2016  
RE: BUILDING BYLAW CONTRAVENTION –Electoral Area 'C'  
2015 Carol Court, Christina Lake, B.C.  
Lot 3, DL 970, SDYD, Plan 25978  
PID 004-468-040

OWNERS: Amanda & Luigi Cicchetti  
619 Forest Drive, Trail, B.C. V1R 2H5

Please be advised that the owners, Amanda & Luigi Cicchetti constructed a sundeck & roof structure on the above referenced property without first obtaining a building permit.

The following is a chronology of the events:

May 12, 2016	Stop Work Order posted/confirmed.
May 13, 2016	First registered letter mailed to owners.
May 17, 2016	Canada Post confirmation that first letter was received.
June 17, 2016	Second registered letter mailed to owner.
June 21, 2016	Canada Post confirmation that second letter was received.
July 22, 2016	Third registered letter mailed to owner.
Aug 2, 2016	Canada Post confirmation that third letter was received

The Regional District of Kootenay Boundary Building 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**;

Electoral Area "C" Zoning Bylaw No. 1300 states:

- 402.1 Single Family Residential 1 Zone (R1)/Permitted Principal Uses

Only the following principal use is permitted:  
a) Single family dwelling

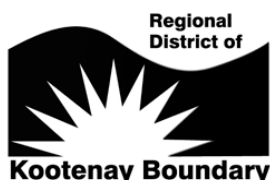
CONCLUSION:

The owners have constructed **a sundeck and roof structure** without first obtaining a building permit.

Based on the information presented above, I submit for consideration the following recommendation to be adopted by the Board of Directors of the Regional District of Kootenay Boundary: *"That it be recommended to the Regional District of Kootenay Boundary Board of Directors that the owners Amanda & Luigi Cicchetti be invited to appear before the Board to make a presentation relative to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 3, DL 970, Plan 25978."*

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.

KW:rt



## STAFF REPORT

<b>Date:</b>	October 26, 2017	<b>File #:</b>	E-513-03074.000
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Subdivision Referral – Agricultural Land Commission - Eek		

### ISSUE INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) has received a referral from the Agricultural Land Commission (ALC) for a proposed subdivision of 3477 Shaw Road, Electoral Area 'E' / West Boundary (*see Site Location Map; Subject Property Map; Applicants' Submission*).

### BACKGROUND INFORMATION

The parcel, which is triangular in shape, is 3.8 hectares (9.39 acres) in size. To the north of the property is Kettle Valley East Road, to the south is Shaw Road and Highway 3. To the West is a residential acreage. The subject property and all surrounding properties are within the Agricultural Land Reserve (ALR) and are similar in size to the subject property. In the application to the ALC the applicant has noted the following surrounding land uses:

<b>North</b>	Agriculture/Farm: Pasture
<b>East</b>	Agriculture/Farm: Pasture & Hay
<b>South</b>	Agriculture/Farm: Pasture
<b>West</b>	Residential: Pasture

The subject parcel is within a portion of Electoral Area 'E' / West Boundary which does not have an Official Community Plan or Zoning Bylaw, which, if in place could affect the proposal. The subject property currently has a residence and a farm supply business (Freeman Country Supply) that offers feed, seed, fertilizer, fencing, and vet supplies. This business was approved as a non-farm use by the ALC in 1998 (ALC file no. Q32233). The residence is on the west side of the property and the business is on the east side of the property. The residence also has a small farm associated with it. The residential side of the property is also irrigated. The business and residence also utilize separate accesses to Shaw Road and have separate street numbers. The residence is 3477 and the business is 3475. The subject property has a farm classification from BC Assessment.



*Agricultural Capability:*

The Agricultural Capability for the subject property is 5A (6:3AP 4:2A). Land in Class 5 is generally limited to the production of perennial crops or other specially adapted crops. Productivity of these suited crops may be high. Class 5 lands can be cultivated and may be used for cultivated field crops provided unusually intensive management is employed and/or the crop is particularly adapted to the conditions. An 'A' subclass denotes a soil moisture deficiency. With irrigation the property can be improved to class 3 and class 2 with moisture ('A') and stoniness ('P') deficiencies. The applicants note that irrigation is taking place on the portion of the property used for the residence and farm and not on the portion of the property used for the business.

**PROPOSAL**

The proposed subdivision will split the subject parcel into two smaller parcels that will separate the residence and business. The business will be on a parcel approximately 1 hectare, and the residence and farm will be the residual (*see, Subject Property Map, and Applicants' Submission*).

The applicants claim that the proposal is for legal and taxation purposes.

**IMPLICATIONS**

The Agricultural Land Commission (ALC) has established 2 zones within the ALR. The Regional District of the Kootenay Boundary is within Zone 2. When exercising a power under the *Agricultural Land Commission Act* in relation to land located in Zone 2, the commission must consider the following, in descending order of priority:

- a) the purposes of the commission set out in section 6;
  - to preserve agricultural land;
  - to encourage farming on agricultural land in collaboration with other communities of interest;
  - to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.
- b) economic, cultural, and social values;
- c) regional and community planning objectives;
- d) other prescribed considerations.

Removal from the ALR is not being proposed; the proposal is for subdivision. The applicants have indicated that they intend to continue operation of the business and farming on the other property.

There are existing buildings on the proposed parcels. However, there is no zoning bylaw in this area and therefore no site coverage or setback requirements for these buildings to property boundaries. The building code cannot dictate any setbacks for existing buildings. There are also no regulations regarding minimum parcel size or permitted uses.

Generally, a 1-hectare minimum parcel size is recommended by the Interior Health Authority when the parcels are not connected to a water or sewer service.

#### **ADVISORY PLANNING COMMISSION (APC)**

The Electoral Area 'E' / West Boundary met on Monday October 2, 2017. During that meeting they recommended that the application for subdivision in the ALR be supported by the Board of Directors. The following points were also made:

- It was noted that the Freeman Country Supply Store provides a valuable service to the agricultural community in the West Boundary and the APC would not like to see that lost.
- It was agreed that it would make sense to separate the business from the remainder of the property for legal and tax purposes.

#### **PLANNING DEPARTMENT COMMENTS**

The portion of Electoral Area 'E' / West Boundary the subject property is within does not have any land use bylaws. As a result of this, responses to ALC referrals in areas without land use bylaws are not given a recommendation.

#### **RECCOMENDATION**

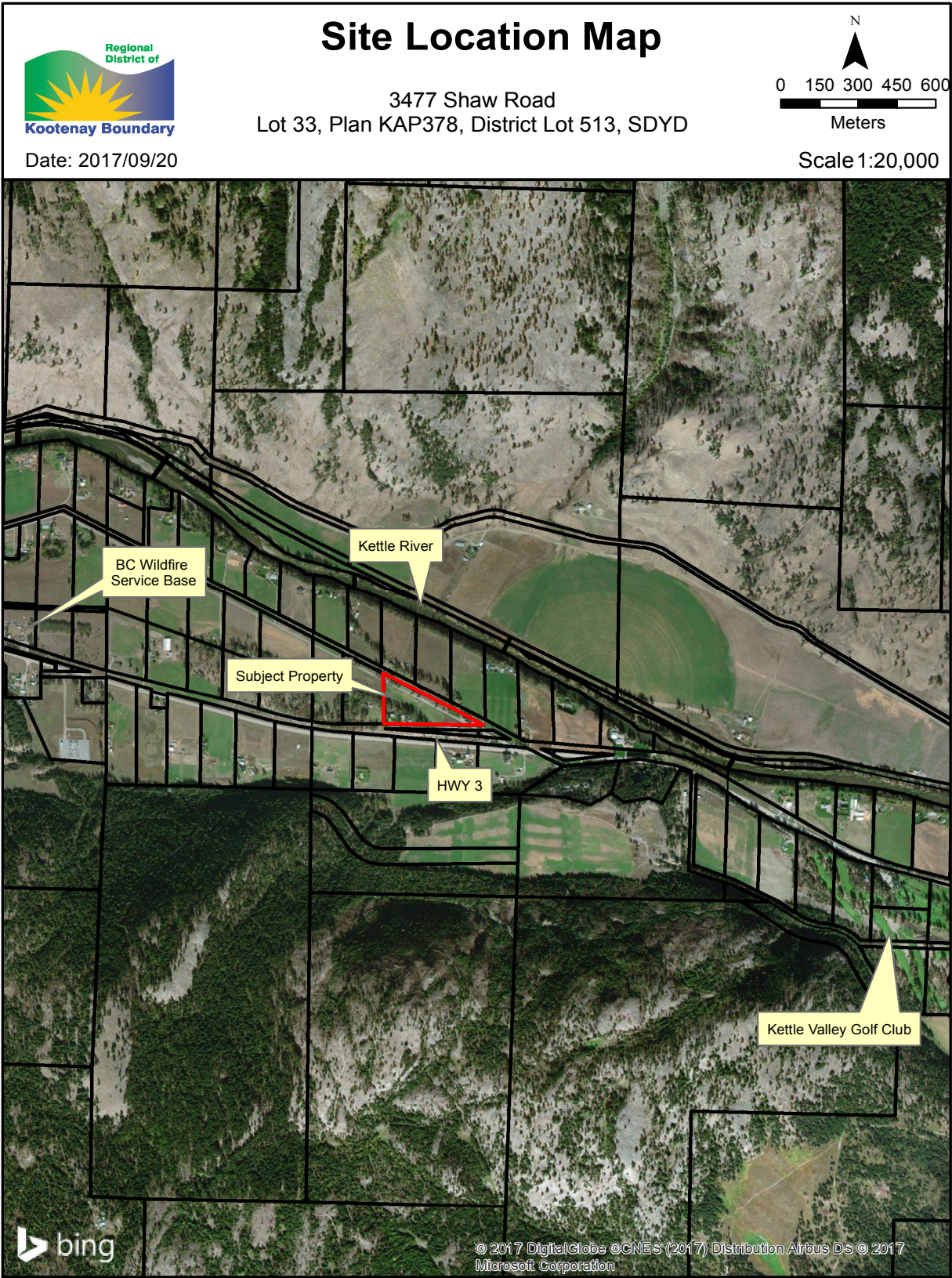
That the Agricultural Land Commission application for a subdivision submitted by Duane Eek for the property legally described as Lot 33, Plan, KAP378, District Lot 513, SDYD, Electoral area 'E' / West Boundary be forwarded to the Agricultural Land Commission without a recommendation.

#### **ATTACHMENTS**

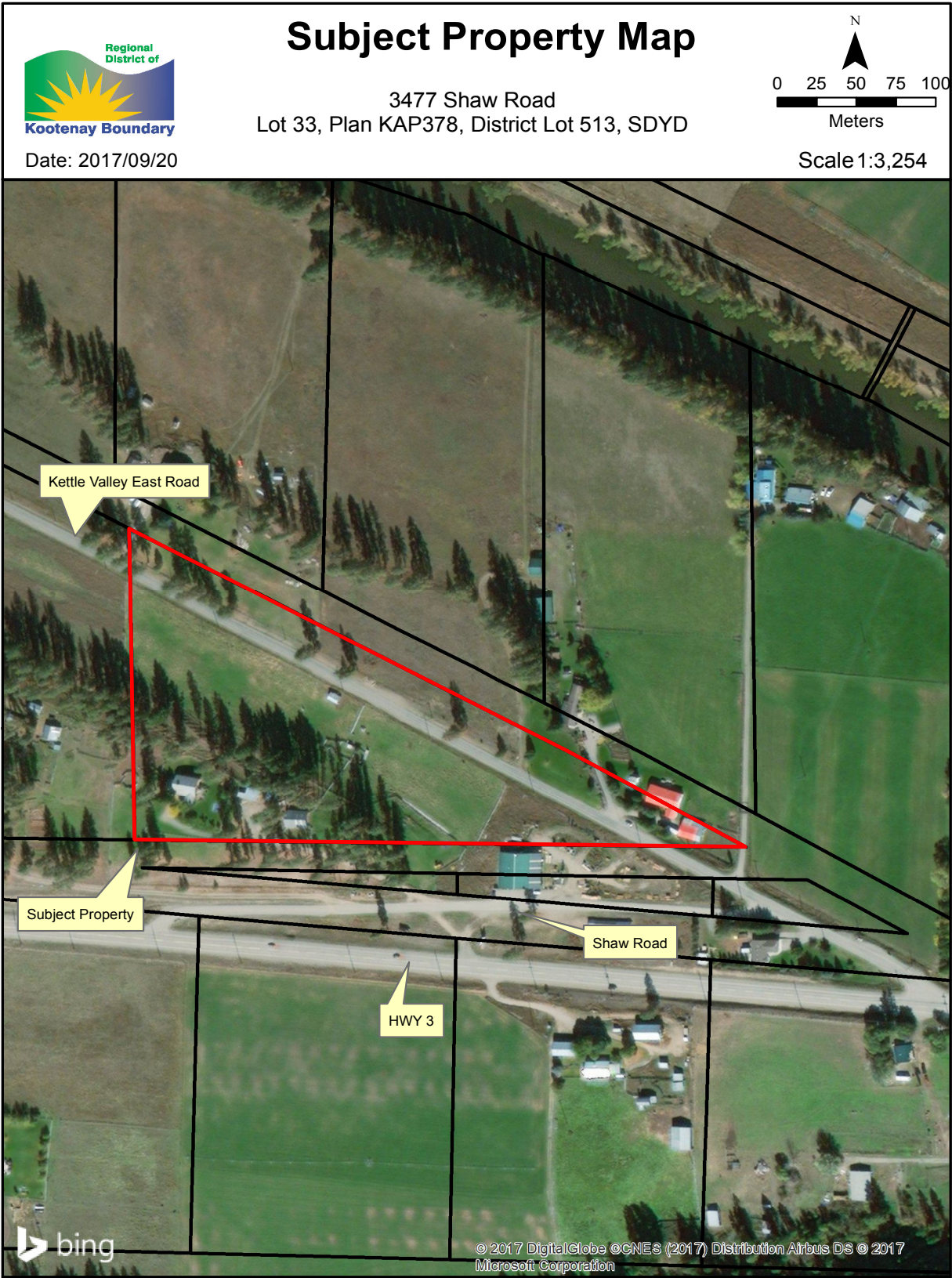
*Site Location Map*

*Subject Property Map*

*Applicants' Submission*







## APPLICANT SUBMISSION

## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 56715

**Application Status:** Under LG Review

**Applicant:** Duane Eek

**Local Government:** Kootenay Boundary Regional District

**Local Government Date of Receipt:** 09/12/2017

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** To separate store from farm/residence.

**Mailing Address:**

3477 Shaw Rd.  
Rock Creek , BC  
V0H 1Y0  
Canada

**Primary Phone:** (250) 446-2237

**Email:** duaneek@gmail.com

### Parcel Information

#### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 012-477-125

**Legal Description:** Lot 33 District Lot 513 SDYD (Similkameen Div of Yale) Plan 378

**Parcel Area:** 4 ha

**Civic Address:** East of Rock Creek, B.C.

**Date of Purchase:** 03/04/1974

**Farm Classification:** Yes

**Owners**

1. **Name:** Duane Eek

**Address:**

3477 Shaw Rd.  
Rock Creek , BC  
V0H 1Y0  
Canada

**Phone:** (250) 446-2237

**Email:** duaneek@gmail.com

---

#### Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*Parcel 1: 3 ha. Pasture,*

**Applicant:** Duane Eek

**APPLICANT SUBMISSION**

*Parcel 2: Farm Supply Store & Compound*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*3 ha. fenced, seeded and irrigated for pasture - 1974*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*Farm Supply warehouse/store/compound for the sale of agricultural goods including feed, seed, fertilizer, pesticides, vet products, and fencing supplies. Application #Q-32233 Resolution #591/98 (year 1998) for special use of agricultural land.*

**Adjacent Land Uses**

**North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Pasture

**East**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Pasture/Hay

**South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Pasture

**West**

**Land Use Type:** Residential

**Specify Activity:** Pasture

**Proposal**

**1. Enter the total number of lots proposed for your property.**

*3 ha*

*1 ha*

**2. What is the purpose of the proposal?**

*To separate store from farm/residence.*

**3. Why do you believe this parcel is suitable for subdivision?**

*The small portion of this property has been granted under resolution #591/98 for the operation of the farm supply business. The remaining portion is residential/ farm use. It seems sensible to divide to aid in legal and taxation purposes*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*The agricultural community has become dependent on our business to supply with necessary product to continue farming and country lifestyle needs. We plan on continuing this tradition in the future. We offer feed, seed, fertilizer, fencing, and vet supplies. We try to carry products needed by farmers and property owners. We serve customers from Nelson to Princeton and Kelowna to U.S.A. Border. We try to keep our prices competitive.*

**5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy**

**Applicant:** Duane Eek

**APPLICANT SUBMISSION**

**in the "Upload Attachments" section.**

*No*

**6. Describe any economic values you believe are applicable to the application as it applies to s.4.3 of the ALC Act.**

*Irrigate pasture and graze to reduce fire hazard and provide supplies to the farming community.*

**7. Describe any cultural values you believe are applicable to the application as it applies to s.4.3 of the ALC Act.**

*Promotion of farming.*

**8. Describe any social values you believe are applicable to the application as it applies to s.4.3 of the ALC Act.**

*Encourage and enable people to grow some of their own food.*

**9. Describe any regional and community planning objectives you believe are applicable to the application as it applies to s.4.3 of the ALC Act.**

*Provide a source of supplies to the local community and beyond.*

**Applicant Attachments**

- Other correspondence or file information - Consent Form
- Proposal Sketch - 56715
- Other correspondence or file information - Approval Q-32233
- Certificate of Title - 012-477-125

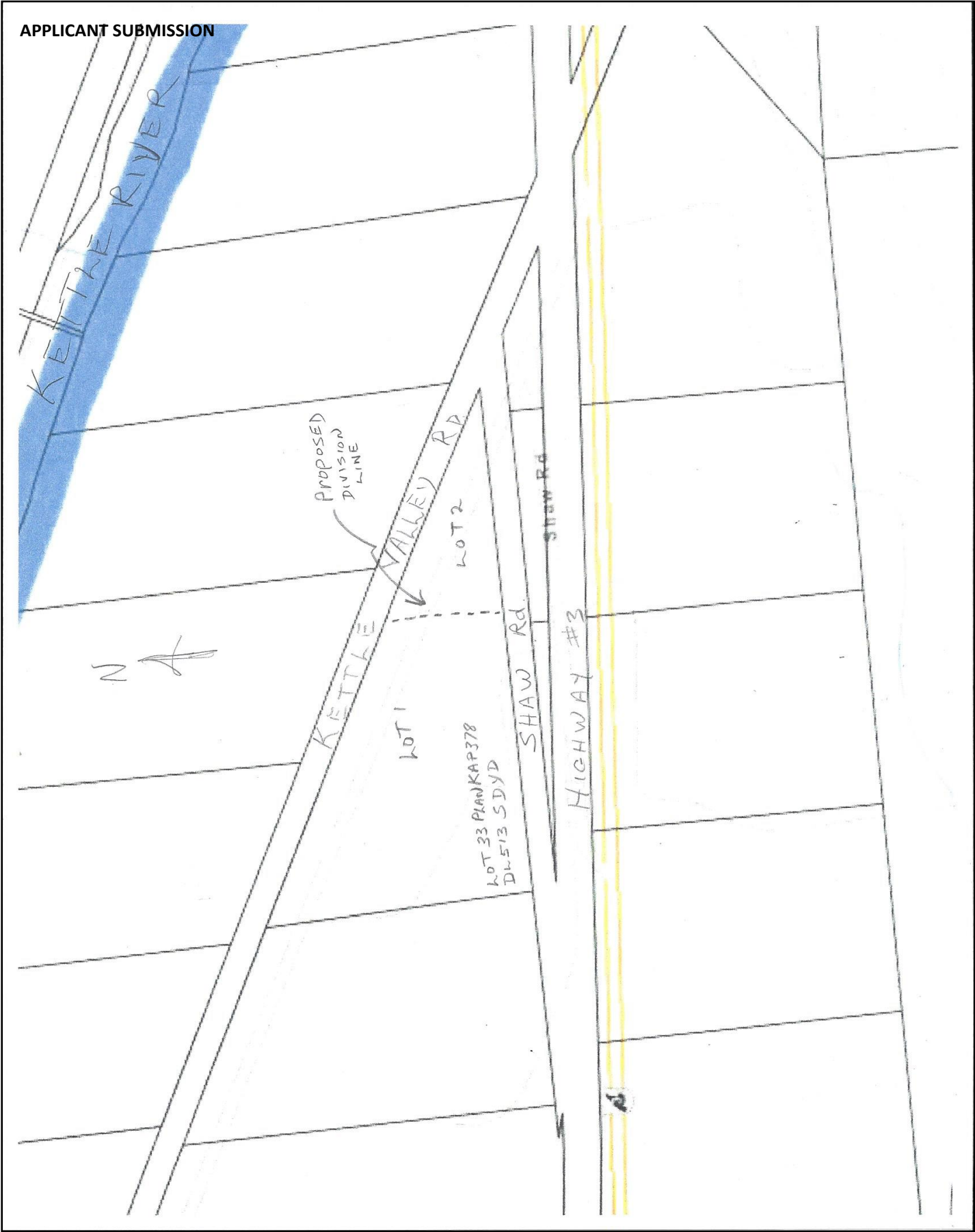
**ALC Attachments**

None.

**Decisions**

None.

**Applicant:** Duane Eek





## APPLICANT SUBMISSION



## Provincial Agricultural Land Commission

133 - 4940 Canada Way, Burnaby, B.C. V5G 4K6

Telephone: (604) 660-7000

Fax: (604) 660-7033

September 24, 1998

Reply to the attention of Everett Lew

Duane and Joanne Eek  
 RR #2 - Site 60, Comp. 8  
 Rock Creek, B.C. V0H 1Y0

Dear Sir/Madam:

**Re: Application # Q-32233**

The Agricultural Land Commission has considered your application regarding land described as **Lot 33 District Lot 513 SDYD (Similkameen Div of Yale) Plan 378.**

The Commission, acting under Section 20(1) of the Agricultural Land Commission Act by Resolution #591/98, has allowed your application to build a Farm Supply warehouse/store (40' x 120') for the sale of miscellaneous goods including feed, fertilizer, pesticides, vet products, building supplies etc. The Commission understands you are purchasing an existing business which will be re-located on your property.

This approval is granted provided that your proposal is in substantial compliance with the plan attached hereto.

The land referred to in the application continues to be subject to the provisions of the Act and regulations except as provided by this approval.

This approval in no way relieves the owner or occupier of the responsibility of adhering to all other legislation which may apply to the land. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities which have jurisdiction.

Before your development can proceed, other approvals may be necessary and we urge you to check with the Kootenay Boundary Regional District.

Please obtain the confirmation of the Commission if any substantial changes are required to the proposal as approved by this office.

Please quote Application #Q-32233 in any future correspondence.

Yours truly,

AGRICULTURAL LAND COMMISSION

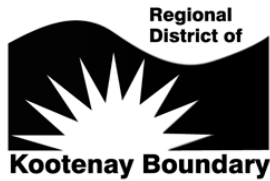
Per: 

K. B. Miller, General Manager

cc: Regional District of Kootenay Boundary (File: E-513-03074.000)  
 B.C. Assessment Authority, Penticton

EL/lv/Encl.

Preserving Our Foodlands



## STAFF REPORT

<b>Date:</b>	October 26, 2017	<b>File #:</b>	B-367-02341.000
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Provincial Referral – Surveyor General Accretion application for 229 2 <sup>nd</sup> Avenue, Rivervale		

### ISSUE INTRODUCTION

On September 15, 2017 the Regional District of Kootenay Boundary (RDKB) received a referral from the Surveyor General Branch of the Land Title and Survey Authority of British Columbia for an application for accretion submitted by Vince Booth BCLS of Hinterland Surveying and Geomatics Inc. on behalf of the property owner Michael Landon to extend the boundaries of fronting Lot 19, District Lot 367, Plan NEP2444, KD to the current natural boundary of the Columbia River.

### HISTORY/BACKGROUND FACTORS

Accretion is the process where waterfront owners have the right to apply to have the boundary of their property resurveyed to match the natural boundary of an adjacent waterbody after years of natural gradual changes have moved the waterbody further away from the property line creating additional lands.

This situation can also operate in reverse. When the land is eroded, the property lost becomes part of the foreshore or bed of the adjacent waterbody. The boundary is resurveyed and the Crown then owns the land below the newly surveyed natural boundary.

Accretion applications are reviewed and approved by the Surveyor General which is different than crown grant and subdivision applications. During the application review for accretion, referrals to other agencies are not required. However local governments can request that applications be referred on a regular basis for ongoing accretion, which the RDKB has done. The Surveyor General Division of the Land Title and Survey Authority of British Columbia will determine the validity of the request and the final details of approval, if it is granted. The approved plan may be different than the plan submitted.

When considering applications for accretion, items such as compliance with land use bylaws are not considered. The only considerations made are to the boundary of the waterbody or watercourse, the extension or changes to shore line measurements, and whether man made alterations to the boundary have taken place. Local knowledge helps in the assessment of the application.

### *Natural Boundary*

The Natural Boundary is defined as “the visible high watermark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself, and also includes the edge of dormant side channels of any lake, river, stream, or other body of water.” The soil and vegetation cover in the accretion area must have taken on upland characteristics.

It is a principle of common law that a natural boundary is necessarily movable. As a natural boundary moves, the limit of ownership of an upland property moves as well. A condition of the principle is that the movement of the natural boundary must be slow and imperceptible from moment to moment and the growth of the land must be outward from the bank rather than a widespread emergence of the bed of the body of water.

### *Property Details and History*

The subject property is currently 1375m<sup>2</sup> (0.34 acres). The property was created in 1950. The property is currently vacant with no permanent buildings or structures. The property is within the ‘Rivervale Oasis’ designation of the *Electoral Area ‘B’/Lower Columbia-Old Glory OCP Bylaw No. 1470, 2012* and the ‘Residential 1’ zone of the *Electoral Area ‘B’/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015*.

In 2017 complaints were received regarding a recreational vehicle parked on the property. Within the Zoning Bylaw, residential occupancy of recreational vehicles is permitted for a maximum of 60 days per calendar year. During consultation with the property owner regarding the bylaw contravention, it was disclosed that the owner plans to apply for accretion prior to submitting a building permit application for a residence in 2018.

## **PROPOSAL**

An application for accretion was submitted to extend the existing property lines to the natural boundary of the Columbia River. This is the first part of the landowners plan to develop the property and construct a residence. The proposed accreted area is 2520m<sup>2</sup>.

## **IMPLICATIONS**

The RDKB has no records regarding alterations made to the shore line of the Columbia River adjacent to this property. RDKB staff is aware that some concern has been expressed that there have been alterations to the shoreline in the vicinity of the subject property. Local history and knowledge and input from the APC regarding water levels and alterations to the Columbia River is also required as part of the RDKB response to this referral.

The minimum parcel size requirement for new parcels created by subdivision in the Residential 1 Zone is 850m<sup>2</sup> for parcels connected to both community water and community sewer. If the owner of the property is successful in obtaining the land through

accretion, the parcel could potentially be sub-divided. It is not known if the owner has any intent of doing so.

#### **ADVISORY PLANNING COMMISSION (APC)**

The Electoral Area 'B' / Lower Columbia-Old Glory APC met on Monday October 2, 2017. During that meeting the riverbank was discussed, and its use by the general public and fishermen. The APC did not support this application due to its restriction of public access to the Columbia River.

#### **PLANNING DEPARTMENT COMMENTS**

The Office of the Surveyor General deadline to receive comments was October 4, 2017. APC comments were submitted to the Surveyor General office on October 3, 2017. Comments from the APC may not be considered by the Surveyor General because they are regarding land use, and not regarding the boundary of the river.

#### **RECOMMENDATION**

That the staff report regarding the application for accretion submitted by Vince Booth of Hinterland Surveying and Geomatics Inc. on behalf of Michael G. Landon for Unsurveyed Crown land fronting Lot 19, District Lot 367, Plan NEP2444, KD Rivervale, Electoral Area 'B' / Lower Columbia – Old Glory be received.

#### **ATTACHMENTS**

*Applicant Submission*

## APPLICANT SUBMISSION

**HinterLand Surveying & Geomatics**

Legal Surveys – Topographical Surveys – Control & Engineering Surveys – Global Positioning Surveys – Mining Surveys  
Hydrographic Surveys -- Site Planning – Subdivision Design – Land Development – Mortgage or Form Certification

---

**Attention: Office of the Surveyor General**

200 – 1321 Blanshard Street  
Victoria, British Columbia  
Canada V8W 9J3

August 24, 2017

Our file: 17-5705

**RE: Accretion Application: 229 Second Avenue, Rivervale**  
**PID 012-217-727 AMENDED LOT 19 (SEE 126838I) DISTRICT LOT 367**  
**KOOTENAY DISTRICT PLAN 2444**

Dear Sir / Madam:

Please find the enclosed package for an accretion application for the above noted property. The package includes all the required information in the Application Checklist and the checklist is added to this electronic application as part of the requirements. In addition, a UAV generated ortho image is included.

**Description of the Application Area:**

The parcel is in Rivervale, a suburb of Trail along the Columbia River and was originally subdivided in 1950. The application area consists of large rocks to the north, with grasses and vegetation to the south.

The north half of the lot is covered in large boulders. There is soil between the rocks marked with small grass vegetation. There are a few large poplar trees near the natural boundary and a small poplar of 8cm in diameter growing at the edge of the NB. The rocks are marked by a line caused by being submerged part of the year. The rocks below the NB are grey/white in color and are a brownish color above the NB. This is especially noticeable in the oblique UAV photos.

The south half of the lot is mostly soil with some smaller rocks. The grasses and vegetation growing in this soil are typical of upland varieties. The vegetation line is well defined between upland varieties and grasses that are growing below the NB. There are some large poplars (30cm diameter) growing within 5m of the NB. There are a few stumps of the same size on our property of trees that have been removed to maintain views and access to the water.

The UAV images were taken July 18<sup>th</sup>, while the ground photos were taken August 22<sup>nd</sup>. The river dropped during that month and that change is observable in the photos. The NB was determined August 22<sup>nd</sup>.

---

HinterLand Surveying & Geomatics Inc.  
Canada & B.C. Land Surveyors  
1540 2<sup>nd</sup> Avenue, Trail, B.C., V1R, 1M4 -- Canada

Phone: 250-364-1444 Fax: 250-364-1462 [www.landsurveying.ca](http://www.landsurveying.ca)

**APPLICANT SUBMISSION**

There is a hydrometric station (08NE049) around 6km upstream of the survey. I downloaded the data for 2016 and got an average annual water level of 5.22m. The day of the UAV flight, the level was 5.7m and the day of the NB determination, 5.1m

To the south of the parcel under survey, there was an accretion survey done in 2005 by Jerome Hango, BCLS that added around 35 metres of land (Plan NEP79064). The NB determined by that plan is shown on the south end of our plan. This is the nearest accretion done in the area.

The natural boundary determination was done by both myself and Milos Hinterberger, BCLS 713 on the ground. I believe the area shown on my plan to be naturally accreted land along the Columbia River.

A copy of this application will be forwarded to the planning department of the RDKB.

If you have any questions about the submission or if you would like any clarification on the enclosed material, please do not hesitate to contact me.

I thank you for your assistance with this matter and look forward to your reply.

Yours truly,  
**HinterLand Surveying**

Vincent Boothe, B.C.L.S.

---

HinterLand Surveying & Geomatics Inc. Canada & B.C. Land Surveyors 1540 2<sup>nd</sup> Avenue,  
 Trail, B.C., V1R, 1M4 -- Canada Phone: 250-364-1444 Fax: 250-364-1462  
[www.landsurveying.ca](http://www.landsurveying.ca)

Page 2



APPLICANT SUBMISSION

LEGEND



Distances are in metres Scale 1: 750  
The intended plot size of this plan is 360 mm in width by 864 mm in height (D size) when plotted at a scale of 1:750.

Denotes standard iron post  
Denotes standard lead plug  
Denotes traverse hub  
Denotes angle iron

found placed  
● ○  
■ □  
▲ ▴  
△

Grid bearings are derived from dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

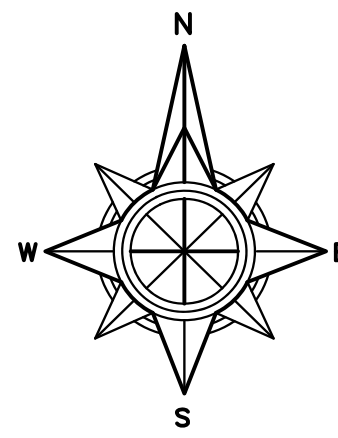
The UTM coordinates and estimated horizontal accuracy achieved are derived from single point positioning techniques using the Precise Point Positioning service of Natural Resources Canada.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined scale factor of 0.9995680. The average combined scale factor has been determined based on an ellipsoidal elevation of 431.5 metres.

NAD83(CSRS)2002.0 Zone11  
UTM grid North 5441509.78  
UTM grid East 446080.02  
Combined S.F. 0.9995680  
Estimated horizontal positional accuracy is 0.1m

REFERENCE PLAN OF  
AMENDED LOT 19 (SEE 126838-I) PLAN 2444, DISTRICT LOT 367,  
AND ACCRETED LAND FORMERLY BED OF COLUMBIA RIVER,  
KOOTENAY DISTRICT

Pursuant to Section 100(1)(a) of the Land Title Act  
BCGS 82F.012



NATURAL BOUNDARY TIES FROM IP "A"

	BEARING	DISTANCE
NB	11°33'26"	5.96
NB	24°41'48"	14.75
NB	36°59'39"	24.17
NB	38°27'53"	31.10
NB	34°24'39"	40.98
NB	27°23'21"	43.79
IP	22°53'50"	41.238

NAD83(CSRS)2002.0 Zone11  
UTM grid North 5441084.10  
UTM grid East 446237.20  
Combined S.F. 0.9995676  
Estimated horizontal positional accuracy is 0.1m

F 17-5705 FB PG

HinterLand Surveying  
& Geomatics Inc.  
CANADA & B.C. LAND SURVEYORS  
1540 Second Ave., Trail, B.C.  
Tel: 250-364-1444

This plan lies within the Kootenay Boundary Regional District.

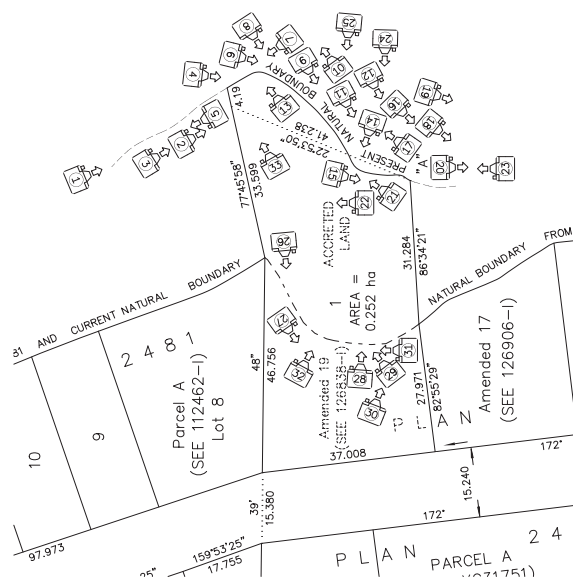
Land Title Act Section 94(1)(C)  
The unregistered land including within this plan is accreted land.

The field survey represented by this plan was completed on the 22nd day of August, 2017.

Vincent Boothe, BCLS 948



## APPLICANT SUBMISSION





APPLICANT SUBMISSION



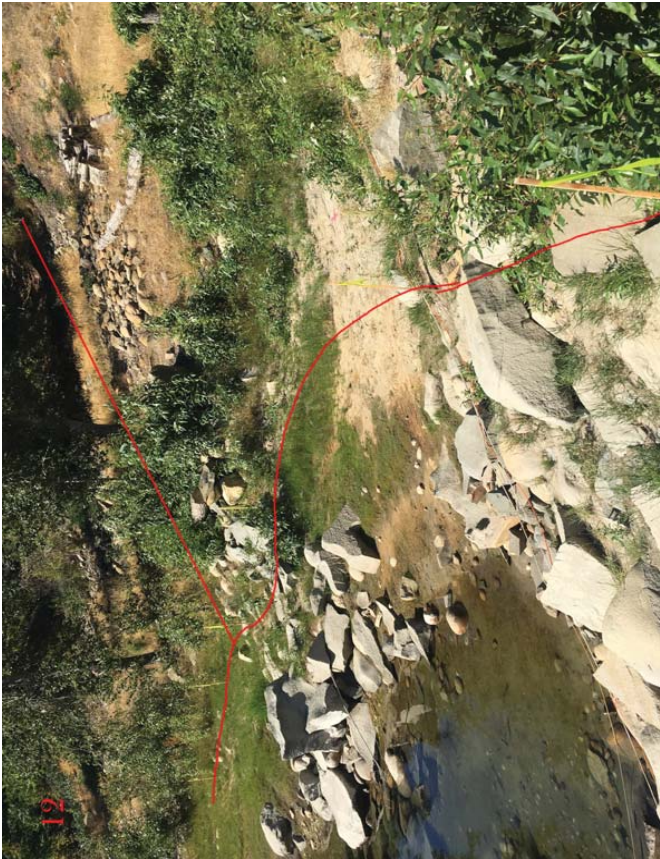


APPLICANT SUBMISSION



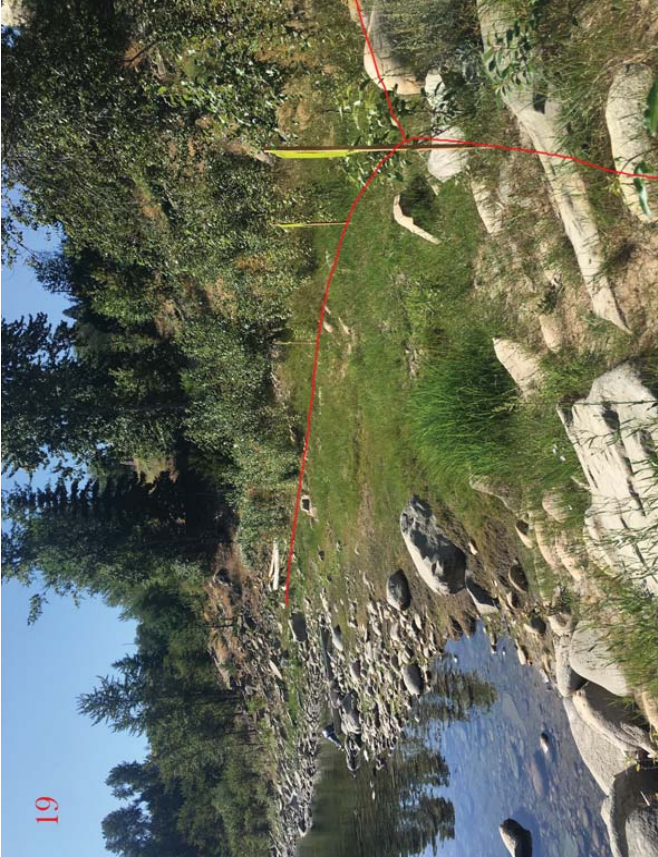


APPLICANT SUBMISSION



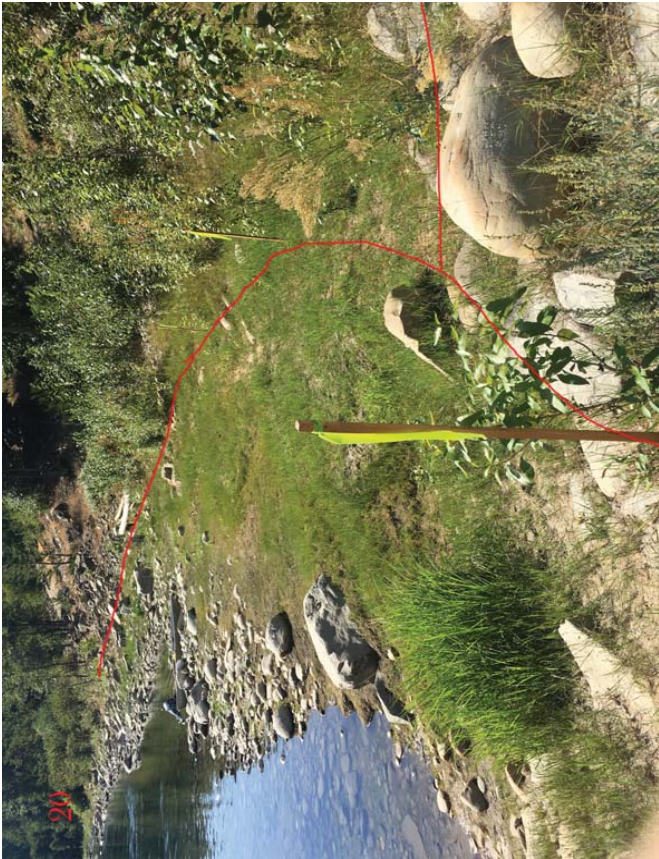


APPLICANT SUBMISSION





APPLICANT SUBMISSION



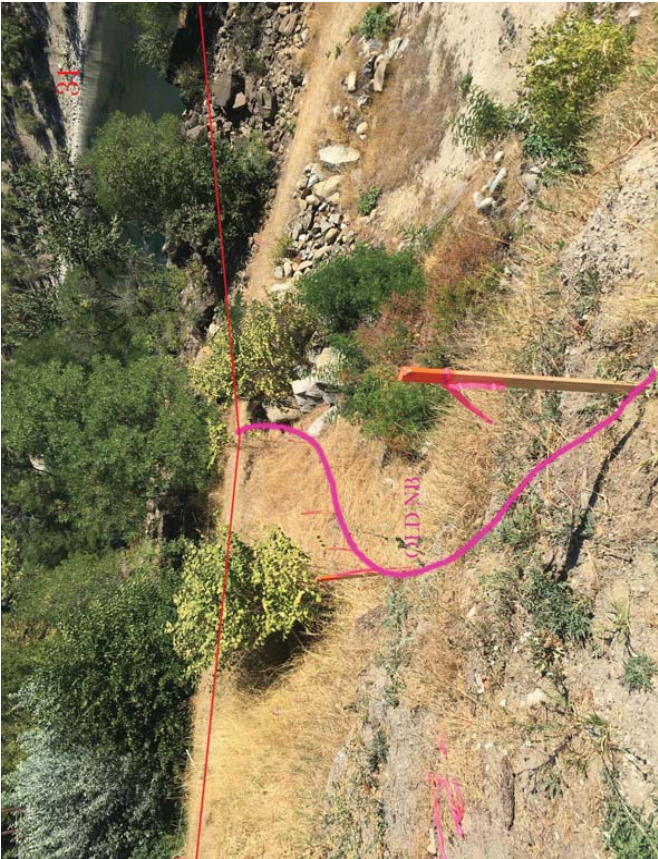


APPLICANT SUBMISSION





APPLICANT SUBMISSION

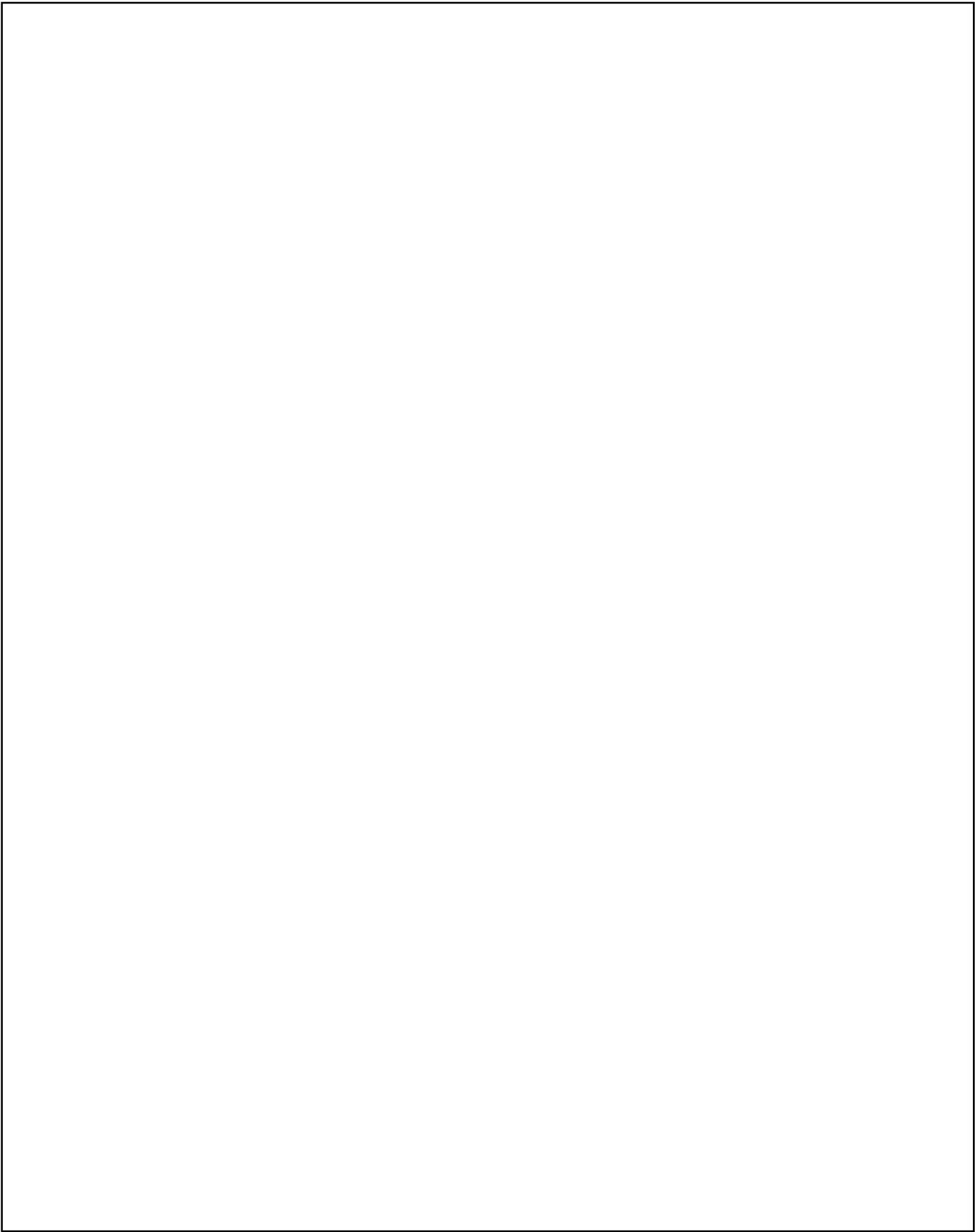


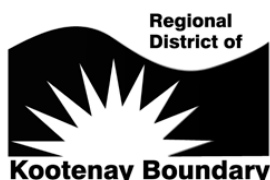


APPLICANT SUBMISSION









## STAFF REPORT

<b>Date:</b>	October 26, 2017	<b>File #:</b>	BW-4201-07907.320
<b>To:</b>	Chair McGregor and Members of the Board		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Provincial Referral – LCLB Application to change hours of operation		

### ISSUE INTRODUCTION

John Mooney as agent for Big White Ski Resort, is applying to the Liquor Control Licensing Branch (LCLB) to amend the liquor primary liquor licenses 63497 & 163408 to permit changes to the hours of operation for the Bull Wheel in the White Crystal Inn (*see Applicant's Submission*). As part of the process, the LCLB seeks comments from the Regional District of Kootenay Boundary (RDKB) regarding the proposed changes.

### HISTORY / BACKGROUND FACTORS

The Bull Wheel is located in the White Crystal Inn in the Village Core at 5275 Big White Road (*see Site Location Map*). The property is designated 'Village Core' in the Big White Official Community Plan Bylaw No. 1125. The property is zoned 'Village Core 6' in the Big White Zoning Bylaw No. 1166, where an 'eating and drinking establishment' is a permitted use. The Bull Wheel previously operated under the license which was used for Santés (*Site Location Map*). In late 2016 the RDKB received a referral from the LCLB regarding an application for structural changes that included changing the layout of the establishment and adding an additional 10 seats (from 80 to 90).

The current hours of operation are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
Closed	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am

## PROPOSAL

The applicant proposes to modify the hours of operation to the following, serving liquor 2 hours earlier in the morning:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
Closed	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am

## IMPLICATIONS

If the RDKB wants to provide comments on a permanent change to a liquor license application<sup>1</sup>, Section 11.3 of *The Liquor Control and Licensing Act* requires the local government to consider the following criteria:

- the potential for noise if the amendment is approved;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner contrary to its primary purpose.

If the amendment may affect nearby residents, the local government must gather the views of residents in accordance with provisions of the Act. The options for this are:

- i. receiving written comments in response to a public notice of the licence application,
- ii. conducting a public hearing in respect of the licence application,
- iii. holding a referendum, or
- iv. any other similar method determined by the local government.

The RDKB solicits the views of nearby residents and the larger community by requiring the applicant to place a sign or signs on the property, visible at or near the front of the building, by the main entrance, and other conspicuous spots where residents, patrons and members of the community can easily see it and have an opportunity to comment. The RDKB created signs for display and provided them to the applicant. Signs were received and posted on September 26, 2017. Two signs were placed on the north and south side of the building as well as a third sign posted on a community bulletin board.

## ADVISORY PLANNING COMMISSION (APC)

The Big White APC met on Tuesday October 3, 2017. During that meeting the referral was supported.

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<sup>1</sup> Local government or First Nations can waive the opportunity to comment on these applications. However, if they elect to comment then they must comply with the prescribed criteria in the Liquor Control and Licensing Act and the implementing Regulation.

## RECOMMENDATION

Be it resolved that:

**1. The Board recommends the primary liquor license for the White Crystal Inn be supported for the following reasons:**

The liquor license amendment should have no impact on the residents, community and neighbouring property owners if approved.

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

**a. The potential for noise:**

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

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

It is anticipated that the proposal would not negatively impact Big White. The Advisory Planning Commission for Big White also noted no complaints regarding this application.

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

The proposed business and structural alterations are in keeping with the primary purpose of the establishment. The business operates as an 'eating, drinking establishment' which is a permitted use in the 'Village Core 6' Zone.

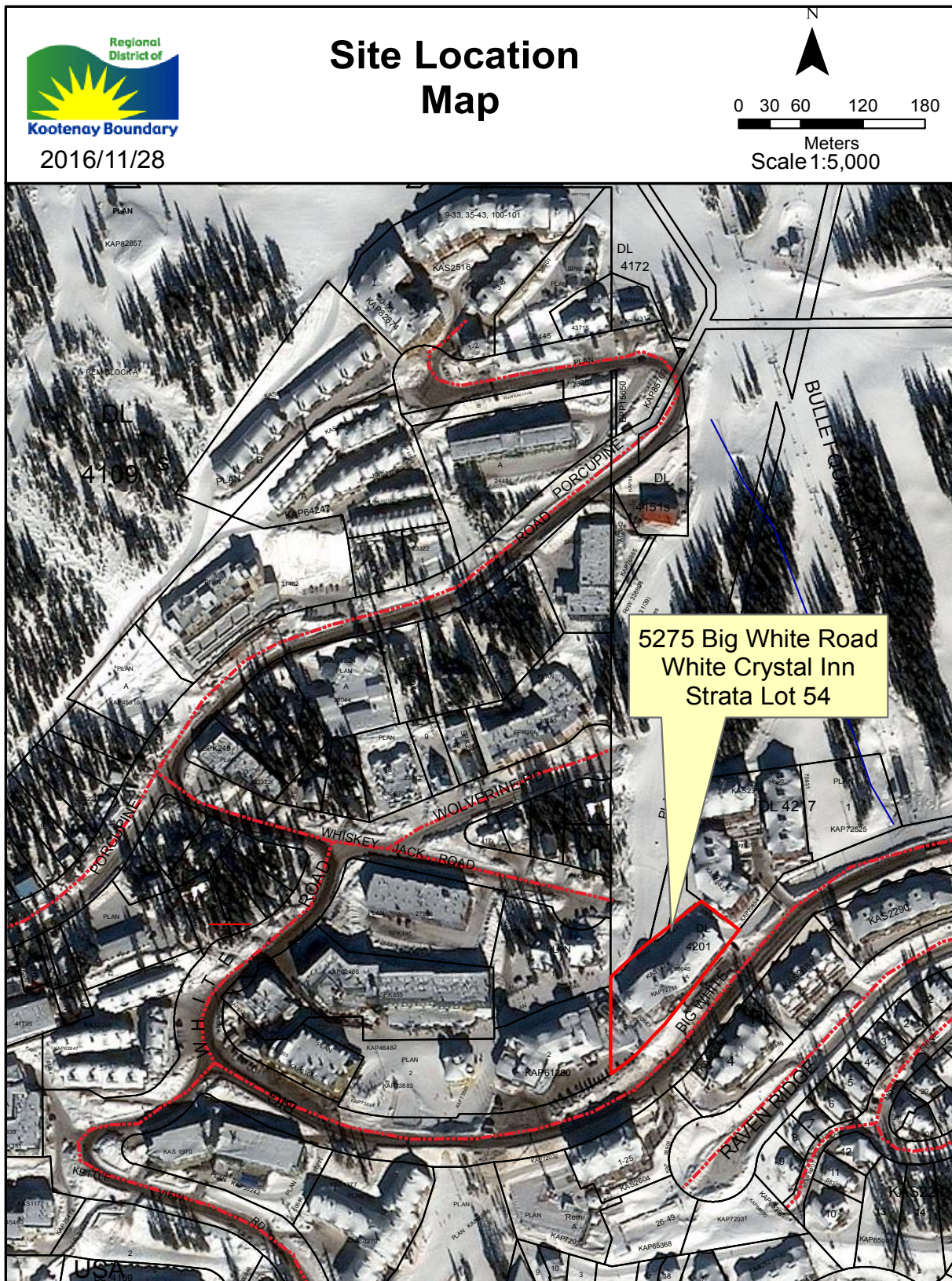
**3. The Board's comments on the views of the residents are as follows:**

The applicant posted three 'notice of the proposal' signs. The signs were posted on September 26, 2017. One sign was posted at the main entrance of the Bull Wheel, and the other at the community notice board in the Whitefoot building, adjacent to the doctor's office. Another sign was posted in a community bulletin Board. No comments had been received by the RDKB Planning and Development Department at the time the staff report to the Board was prepared.

## ATTACHMENTS

*Site Location Map;*

*Applicant's Submission*



Document Path: P:\GIS\RD\KB\MapDocuments\Routine\_Maps\SiteLocationMap\BW\2016-11-28\_SLM\_DL4201\_Bullwheel.mxd



## APPLICANT SUBMISSION



Liquor Control and Licensing Branch  
4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8  
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
Phone: 1 866 209-2111 Fax: 250-952-7066

## APPLICATION FOR A PERMANENT CHANGE TO A LIQUOR LICENCE ALL LICENCE TYPES

Liquor Control and Licensing Form LCLB005B

**Instructions:**

Complete all applicable fields and submit with the required documentation, if applicable, and payment as outlined in Part 9 of this application form. If you have any questions about this application, call Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.

**Licensee Information**

Licensee name (as shown on licence):

Establishment name (as shown on licence):

Establishment Location address (as shown on licence):  
     
Street City Province Postal Code

Mailing address: (All correspondence will go to this address)  
     
Street City Province Postal Code

Business Tel with area code:  Business Fax with area code:

Business e-mail:

Contact Name:  Title/Position:   
last / first / middle

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

**Contact Person**

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name:  Phone number:

E-mail address:

**Type of Change Requested**

Please check (☒) appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form. An incomplete application will be held for a maximum of thirty (30) days. If still incomplete after the thirty (30) day period, the application may be terminated. See Part 12 for the approval process for the change you have requested.

Type of change requested	Licence numbers affected (Mandatory)	Job Number (Office Use Only)
<input type="checkbox"/> 1. Establishment/business or licence name change (p.2)	<input type="text"/>	(C2-LIC) (sub)
<input type="checkbox"/> 2. Food-primary entertainment endorsement (p.2)	<input type="text"/>	(C2-LIC) (sub)
<input type="checkbox"/> 3. Request for change in terms and conditions/request for discretion (p.2)	<input type="text"/>	(C3-LIC) (sub)
<input type="checkbox"/> 4. Live theatres requesting liquor service (p. 2)	<input type="text"/>	(C3-LIC) (sub)
<input checked="" type="checkbox"/> 5. Change to hours of liquor service (p.3)	<input type="text" value="163497 &amp; 163408"/>	(C3-LIC) (sub)
<input type="checkbox"/> 6. Catering endorsement (p.4)	<input type="text"/>	(C3-LIC) (sub)
<input type="checkbox"/> 7. Temporary off-site sale endorsement (p.4)	<input type="text"/>	(C2-LIC) (sub)

**Applying for other permanent changes to your licence?**

- To apply for alterations or additions to a licensed establishment (structural changes), use an *Application for a Structural Change*. For Liquor Primary and Liquor Primary Club, use form LCLB012A; for Food Primary, use LCLB012B; for Manufacturer and Winery Endorsements, use LCLB013; for Wine Store and Licensee Retail Store, use LCLB012C.
- To apply to have a third party operator operate your licensed establishment, use the *Application to Add or Change a Licensee's Third Party Operator* (LCLB026)
- To apply for a change to the shareholders, directors, licensee name or to add a receiver or executor, use the *Application for a Permanent Change to a Licensee* (LCLB005A).

**APPLICANT SUBMISSION****Part 1: Establishment or Business Name Change and/or Licence Name Change**

C2 - LIC

To be completed when the licensee wishes to change the name of an establishment or business and/or licence.

**Note:** If a name change results in a change in exterior signs, the signs are subject to branch approval.Fee: \$220 per licence x  licences = \$ 

Establishment or business name change:

Current establishment or business name as shown on licence:

Proposed name:

Licence name changes:

Licence #:

Current licence name:

Proposed licence name:

Licence #:

Current licence name:

Proposed licence name:

Attach the following:

☐ Sketch or picture of the proposed establishment or business signage.

Also complete Parts 8 and 9

**Part 2. Entertainment Endorsement (Food Primary licenses only)**

C2 - LIC

According to the type of entertainment being applied for, complete below and attach required documents:

Patron participation entertainment endorsement (e.g., dance floor):

Fee: \$330 per licence x  licences = \$ **Note:** Patron participation entertainment must end by midnight.☐ Submit a letter of intent describing, in detail, the form of patron participation entertainment proposed and where it will take place in your restaurant.☐ Request a local government/First Nation resolution commenting on the application (local government must complete Part 11 of this form. For further information on local government resolutions, read Part 10).

There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, consult with licensing staff at LCLB in Victoria. (see contact information on page 1 of this form).

**Note:** When relocating a Food-Primary establishment: An endorsement for patron participation entertainment cannot transfer location without local government/First Nations comment and LCLB approval. This is required because the local government/First Nation must be provided an opportunity to reconsider the impact of the endorsement on the community given the establishment's new location. Use this form to reapply for the endorsement but do not pay the application fee(s).Are you submitting an application to transfer the location of a Food Primary licence with this application? ☐ Yes ☐ No

Also complete Parts 8 and 9

**Part 3. Request of Change in Terms and Conditions/Request for Discretion**

C3 - LIC

This section may be used for requests to change the terms and conditions on a liquor licence including requests for discretion.

Depending on the nature of the licence change requested, local government/first nation (LG/FN) and public input may be required.

Complete A and B:

Fee: \$220 per licence x  licences = \$ 

A) Type of Request:

☐ Hours extension outside permitted hours of liquor service - Also complete Part 5☐ Change to event driven term and condition - requires LG/FN resolution - LG/FN must complete Part 11☐ Change or close of primary business with a liquor licence onsite☐ Other 

B) Attach:

A letter of intent describing, in detail, the proposed change to your licence. To request discretion, provide a written submission detailing compelling reasons/exceptional circumstances for your request and why a request for discretion should be approved. All documentation to support your request for discretion must be submitted with this application.

Also complete Parts 8 and 9

**Part 4. Live theatres requesting liquor service in conjunction with films/broadcasts**

C3 - LIC

Fee: \$330

Licensed live event theatres may apply for permission to serve liquor in conjunction with films and broadcasts. Please provide a written proposal detailing your request. LCLB will forward your application to your local government/first nation for comment. Consideration will also be given to the compliance history of the establishment.

Also complete Parts 8 and 9

**APPLICANT SUBMISSION****Part 5. Change to Hours of Liquor Service****C3 - LIC**

Licensees may apply to revise hours of liquor service, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing.

Check (☒) the appropriate change, and provide the requested information and documents:

**A) Food Primary**

- ☐ Request to change hours of liquor service between 9am - midnight    Fee: \$220 per licence x  licences = \$   
     • complete proposed hours of liquor service table below
- ☐ Request to extend hours of liquor service between midnight - 4am    Fee: \$330 per licence x  licences = \$   
     • complete proposed hours of liquor service table below  
     • if requesting to extend hours outside of 9am - 4am, also complete Part 3  
     • request a local government resolution - local government must complete Part 11 of this form.

**B) Liquor-Primary, manufacturer lounge or special event area**

- ☐ Request to change the hours of liquor service within the hours currently approved:  
     • complete proposed hours of liquor service table below    Fee: \$220 per licence x  licences = \$
- ☒ Request to change the hours of liquor service outside the hours currently approved:  
     • complete proposed hours of liquor service table below    Fee: \$330 per licence x  licences = \$   
     • if requesting to extend hours outside of 9am - 4am, also complete Part 3  
     • request a local government resolution - local government must complete Part 11 of this form.

**C) Licensee Retail Store/Wine Store**

- ☐ Request to extend hours outside of 9am - 11pm  
     • complete proposed hours in table below  
     • complete Part 3

Complete the tables below, indicating current and proposed hours of liquor sales:

**Current Hours of Liquor Service:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Proposed Hours of Liquor Service:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note:** When relocating a Food-Primary establishment: An endorsement for hours of liquor service after midnight cannot transfer location without local government/First Nations comment and LCLB approval. Use this form to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food Primary licence with this application? ☐ Yes ☒ No

Also complete Parts 8 and 9



**APPLICANT SUBMISSION****Part 6. Request for Catering Endorsement (Food Primary and Liquor Primary licences only)**

Food primary and liquor primary licensees (excluding liquor primary club licensees) may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the 'red-lined area' (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

Fee: \$330 per licence x  licences = \$

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

**Note:** If a licence is approved with a catering endorsement, the licensee must notify LCLB of all catered events (except in private residences) using OneStop ([www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

LCLB will review your application and if approved you will be required to arrange a final inspection. If the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2<sup>nd</sup>) inspection to confirm you meet the requirements of a catering endorsement. A fee of \$200 will be charged if a second (2<sup>nd</sup>) inspection is required.

Also complete Parts 8 and 9

**Part 7. Temporary Off-Site Sale Endorsement (Licensee Retail Store & Wine Store licences only)**

Licensee retail store (LRS) licensees and wine store (WS) licensees may apply for a temporary off-site sale endorsement to permit the sale of packaged liquor in conjunction with a Special Event Permit (SEP) event that has a focus on food and/or beverage tasting (e.g., a wine festival).

A temporary off-site store can only operate during the festival days and hours but liquor sales cannot take place before 9am or after 11pm. The LRS or WS licensee must have an agreement with the SEP licensee and confirm with the SEP licensee that Local Government /First Nations permits the sale of packaged liquor products for off site consumption at the SEP event. Wine store licensees can only sell the range of products permitted by their store licence.

No Fee

**Note:** If a licence is approved with a temporary off-site sale endorsement, the licensee must notify LCLB for each temporary off-site store they will be operating by submitting a complete Temporary Off-site Sale Authorization form (LCLB091) by fax or email 14 calendar days prior to the SEP event. A copy of LCLB091 form can be found on our website. An event specific authorization will be issued.

Also complete Parts 8 and 9

**Part 8: Declaration**

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature:   
Authorized signatory of the licensee

Name:

(last / first / middle)

Position:

(if not an individual)

Date:

(Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

**APPLICANT SUBMISSION****Part 9: Application Fees**

Total Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check (X) one):

- ☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)  
☐ Money order, payable to Minister of Finance  
☒ Credit card: ☒ VISA ☐ MasterCard ☐ AMEX  
☒ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.  
☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

**Part 10: Local Government/First Nation Resolutions: (Information for the Applicant)**

For the following changes a resolution from your local government or First Nation, commenting on the application is required:

- Part 2: Food-primary patron participation entertainment endorsement, and
- Parts 5(A) and (B): Change to hours of sale
- Part 3: Change to event driven term and condition

Licensee responsibilities:

- Fill out appropriate change application sections in this form.
- Request your local government/First Nation to sign and date Part 11 of this form.
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. If they indicate on the form that they opt out of providing comment, submit your application to LCLB.

LCLB005B

5 of 7

Application for Permanent Change to Liquor Licence

**Credit Card Information** (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:

(Month)

(Year)

Signature: \_\_\_\_\_

**APPLICANT SUBMISSION****Part 11: Local Government/First Nation Confirmation of Receipt of Application**

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for one or more of the following changes to a liquor licence has been made within your community:

- Hours of liquor service past midnight for a food primary licence.
- Change to hours of liquor service for a liquor primary, liquor primary club, manufacturer lounge or special event endorsement
- Addition of patron participation entertainment endorsement for a food primary licence.
- Change to event driven term and condition.

Local government/First Nation (name):

Name of Official:  Title/Position:   
( last / first / middle )

Email:  Phone:

Date Received:   
(Day/Month/Year)

Signature of Official: \_\_\_\_\_

Check here if LG/FN will not be providing comment: ☐ Yes, opting out of comment

**Note:** The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land? ☐ Yes ☐ No

**Instructions for Local Government/First Nation (LG/FN)**

The Branch requests that you consider this application (application form and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
  - The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - If the application is to amend a Food Primary licence, whether the amendment will result in the service area being operated in a matter that is contrary to primary purpose
  - The view of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

**APPLICANT SUBMISSION****Part 12: Application and Approval Process – What happens next?**

For the following change requests (all C2):

- Part 1 Establishment or Licence Name Change
- Part 2 Food-Primary Entertainment Endorsement (requires local government/First Nations resolution).
- Part 8 Temporary Off-site Sale Endorsement

The process is:

1. Applicant will complete the appropriate section of this form and Parts 8 and 9, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests:

- Part 3 Change to Terms and Conditions and Request of Discretion (all C2)
- Part 4 Live theatres requesting liquor service (all C2)
- Part 5 Change to Hours of Sale (may require local government/First Nations resolution) (all C3)

The process is:

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff may request your local liquor inspector to provide comments regarding your application.
5. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change request:

- Part 6 Catering Endorsement (all C1)

The process is:

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. If the application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.  
**Note:** The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.
5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business location meets the requirements of a catering licence you may be asked to make changes and schedule a second (2<sup>nd</sup>) inspection to confirm you meet the requirements of a catering licence. A fee \$200 will be charged if a second (2<sup>nd</sup>) inspection is required.
6. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

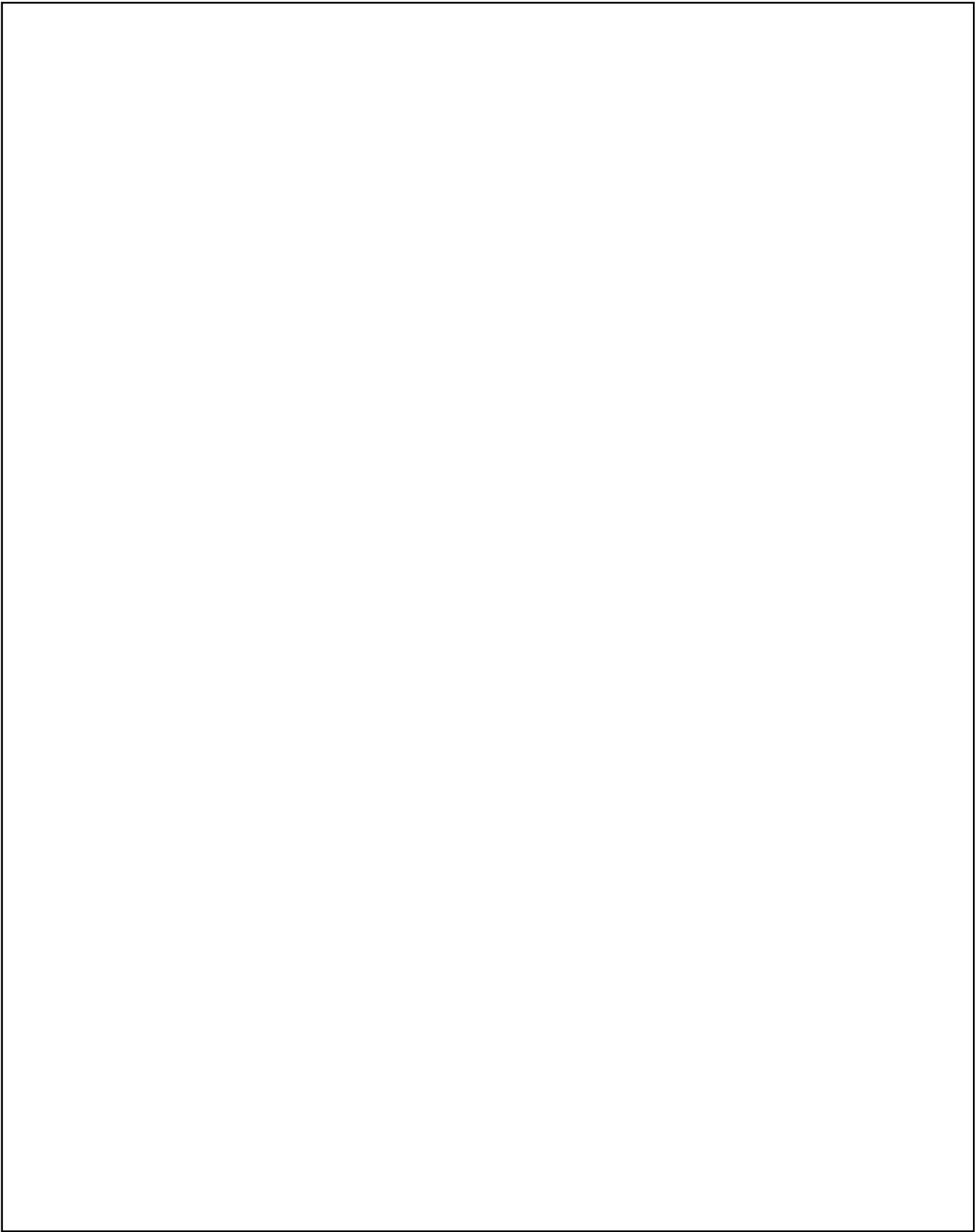
**Part 13: Submit Application Package**

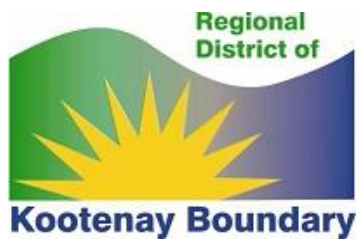
Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch  
 Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1  
 Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
 E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

If you have any questions, contact us toll-free at 866-209-2111 or email us at [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca). Visit our website for more information: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.





## STAFF REPORT

**Date:** 26 Oct 2017  
**To:** Chair McGregor and Regional District of Kootenay Boundary Board of Directors  
**From:** Goran Denkovski, Manager of Infrastructure and Sustainability  
**Re:** East End Sewerage Service Regional Interceptor Manhole 6 Replacement

**File** ES - Admin

### Issue Introduction

A Staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding regional interceptor access chamber replacement (Manhole #6A).

### History/Background Factors

In early 2016 one of the key manholes on the regional interceptor sewermain failed in the East Trail area. The manhole was leaking significantly. Upon investigation and exposure, concrete cracking and general degradation was identified. A temporary repair was completed, including grouting the cracking and stabilizing the manhole by installing steel rib channels welded around the manhole exterior.

On completion of the temporary repairs, RDKB requested that TRUE Consulting provide input for a long term solution for this manhole.

This manhole #6A was constructed with the East Trail interceptor in 1973. It is located on the river shoreline, and is configured as a rectangular chamber with an internal baffle wall. Originally, the full flow from the regional interceptor (primarily a pumped flow from the Murray Park Liftstation) entered this chamber on a steep slope, and the internal baffle wall provided energy dissipation for the flow. The chamber no longer serves that original purpose; in 2004 the pumped flow from Murray Park was re-aligned and connected into a new section of the interceptor approximately 5m upstream of manhole #6A. Manhole #6A is still a key component of the regional interceptor for its relatively easy access. It is the only location in East Trail that equipment can access, providing opportunity to utilize this manhole for

interceptor operations and maintenance - such as video inspection, flushing and cleaning. For this reason, reconstruction of a regional interceptor access manhole at this location is recommended.

Invitations to tender were emailed to several contractors known to do this type of work in the BC interior, and the project was advertised publicly on BC Bid for two weeks. On October 12, 2017, tenders for the above noted project were received at the RDKB's Trail office. Submissions were received from two contractors prior to the tender closing time.

The lowest valid tender was submitted by Trainor Mechanical Contractors Ltd. for \$171,205.35 plus GST.

### **Implications**

This project was budgeted in the RDKB 2017 - 2021 Budget and 5 Yr Financial Plan. The expected full scope cost of the project including engineering is expected to be \$197,000. The project is on budget and no budget implications are expected.

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

We will ensure we are responsible and proactive in funding our services.

### **Background Information Provided**

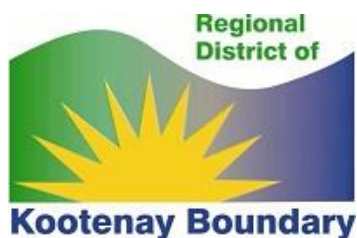
N/A

### **Alternatives**

1. That the Regional District of Kootenay Boundary Board of Directors authorize Staff to enter into contract with Trainor Mechanical Contractors Ltd. for the East End Sewerage Service (700) regional interceptor access chamber replacement (Manhole #6A) for the amount of \$171,205.35 plus GST.
2. Not receive the report.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors authorize Staff to enter into contract with Trainor Mechanical Contractors Ltd. for the East End Sewerage Service (700) regional interceptor access chamber replacement (Manhole #6A) for the amount of \$171,205.35 plus GST.

**STAFF REPORT**

**Date:** 26 Oct 2017  
**To:** **Chair McGregor and Regional District of Kootenay Boundary Board of Directors**  
**From:** Goran Denkovski, Manager of Infrastructure and Sustainability  
**Re:** Christina Lake Water Utility Service  
 Clean Water Wastewater Fund Project

**File** ES - Admin

**Issue Introduction**

A Staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding Christina Lake Water Utility upgrades booster pump supply.

**History/Background Factors**

Canada and British Columbia launched the Clean Water and Wastewater Fund (CWWF) in September 2016. The CWWF will help accelerate short-term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems. The CWWF is administered through the Province of British Columbia, Ministry of Community, Sport and Cultural Development. This program offers funding up to a maximum of eighty-three percent (83%) of the total eligible project costs. Fifty percent (50%) is contributed by the Government of Canada and thirty-three percent (33%) by the Province of British Columbia. The remaining eligible project costs, plus all ineligible projects costs are the responsibility of the applicant. Regional Districts may submit one application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area. The deadline for the application intake was November 23, 2016 and a construction completion date of no later than March 31, 2018.

The Regional District of Kootenay Boundary received a grant for water system upgrades at the Christina Lake Water Utility with a total project cost of \$805,000.



A tender was issued in June of 2017 and the results had the project estimate at \$1,490,000 or 85% higher than originally estimated. The high tender results can be attributed to submitting a grant application using a transition study and the economic environment created from the injection of grant funding. The RDKB has received a scope change under the CWWF agreement and re-tendered the project. With the scope change the project estimates are still 10% higher than budgeted. However, there is opportunity for cost savings and enough reserve funds available to cover any cost overruns.

A tender for the supply of the booster pump was issued and the closing date was September 20, 2017. The RDKB received a single non compliant bid due to submission by email. All bids were rejected.

Since there was only one submission, the project engineer contacted the tenderer, DXP Natpro, in an effort to negotiate a contract. Several items were modified and deleted from their original proposal to reduce the overall costs. The agreed upon terms and specifications resulted in a proposal price of \$190,065.00 plus taxes.

### **Implications**

Award of this contract to DXP Natpro for 190,065.00 plus applicable taxes after a formal tender process with all rejected bids is consistent with the RDKB's Purchasing Policy - Item 13 iii), as the item being purchased is unique and only available from one source. A record of the reasons for direct awarding a contract should be retained;

The CWWF agreement requires cost overruns to be covered by the RDKB Christina Lake Water Utility service. The estimate at this time is \$90,000 over budget and the service would use reserve funds and current revenue in the 2018 fiscal year to cover the cost overruns.

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

We will ensure we are responsible and proactive in funding our services.

### **Background Information Provided**

1. WSP Booster Pump Supply Award Letter

### **Alternatives**

1. That the Regional District of Kootenay Boundary Board of Directors authorize Staff to enter into contract with DXP Natpro Canada for the Christina Lake Water Utility Service (550) System upgrades supply of a booster pump for the amount of \$190,065.00 plus applicable taxes.
2. Not receive the report.

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors authorize Staff to enter into contract with DXP Natpro Canada for the Christina Lake Water Utility Service (550) System upgrades supply of a booster pump for the amount of \$190,065.00 plus applicable taxes.



October 16, 2017

Confidential

Goran Denkovski  
Regional District of Kootenay Boundary

VIA EMAIL: [gdenkovski@rdkb.com](mailto:gdenkovski@rdkb.com)

**RE: Christina Lake – Water Upgrades – Booster Pump Supply**

Dear Goran:

On September 20, 2017 at 2:00pm (PDT), RDKB received one tender submission via email for the Christina Lake Water Upgrades – Booster Pump project. This tender was rejected since it was submitted in a non-approved format.

Since there was only one submission, WSP contacted the tenderer, DXP Natpro, in an effort to negotiate a contract. Several items were modified and deleted from their original proposal to reduce the overall costs.

The agreed upon terms and specifications resulted in a proposal price of **\$190,065.00** plus taxes.

Additional costs that should be added to this would include delivery to site from Calgary and unloading of the equipment. This could be estimated at \$3000.

Delivery of the equipment can be expected within 12 weeks once the proposal is accepted.

We believe that this proposal will meet the requirements for this project. If you have any questions, please give me a call.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Wiens'.

Kevin Wiens, P.Eng.  
Project Manager

#420, 301 Victoria St  
Kamloops BC  
V2C 2A3

Tel.: 250-374 5252  
[wsp.com](http://wsp.com)



## Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Regional District of Kootenany Boundary		
Address	2020 Central Ave, Grand Forks, BC, V0H1H0		
Phone No.	250-442-2202	Fax No.	250-442 2878
Email Address	tsprado@rdkb.com		

Director(s) in Support  
Of Project

Area (s)

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)
Regional District of Kootenay Boundary	Lot 1 of District Lot 317, Plan 38299 and Lot A of District Lot 317, Plan 38300, Similkameen Division of Yale District

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: admin@rdkb.com · web: rdkb.com



**Application Contents – must include all of the following:**

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

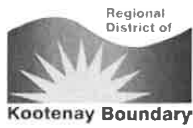
1. Eligible Project Description including timeline:

The Project includes the removal of the existing lawn bowling club house structure.  
 Install two pre-cast concrete washroom structures on site.  
 Relocate power supply  
 Plumbing to hook up into existing sewer system

Budget: \$55,000

Removal of existing lawn bowling structure	\$15,000
Supply and Install two pre-cast concrete seasonal washroom structures	\$30,000
Power removal and re-established	\$ 6,000
Hook up Plumbing	\$ 2,500
Landscaping	\$ 1,500

TOTAL: \$55,000



#### 1.1 Project Impact:

Two new washroom facilities for participants using the tennis courts, pickle ball courts, outdoor fitness park and the kids bike pump park. Seasonal Use Only. The washrooms meets current building codes for wheel chair accessibility and are a precast concrete structure.



1.2 Project Outcomes:

Washroom facilities that are accessible and use-able.

### 1.3 Project Team and Qualifications:

Manager of Facilities & Recreation in Grand Forks, BC.

## 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 (\$)
Supply and Install of two Leko Washroom Structures	Please see attached quote	\$29,546 plus tax
	<b>Total</b>	<b>\$29,546</b>

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



## Additional Budget Information

The total budget is estimated at \$55,000.00  
 The additional \$40,000 is funded under Capital (12 721 610 027) Christina Lake Regional Parks & Trails, Service 027

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**


**Schedule of Payments**

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Tom Sprado	Oct 14/17

## SCHEDULE B- Eligible Costs for Eligible Recipients

### 1. Eligible Costs for Eligible Recipients

#### 1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. training directly related to asset management planning; and,
  - iii. long-term infrastructure plans.

##### 1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

### 2. Ineligible Costs for Eligible Recipients

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff



- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.



202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

**Architectural & Utility Precast Products**

Unit 1, 9538 Hwy 97  
 Vernon, BC V1H 1T5  
 Phone: 250-549-3010 Fax: 250-549-3011  
 Toll Free: 1-877-546-1959  
 www.lekoprecast.com info@lekoprecast.com

<b>Quote #:</b>	<b>3648</b>
<b>Quote Date:</b>	9/22/2016
<b>Page:</b>	1
<b>Customer #:</b>	1160

**Quoted To:**

Regional District of Kootenay Boundary  
 2020 Central Avenue

Grand Forks, BC V0H 1H9

Christina Lake

Valid Through: 10/22/2016

Phone: 250-442-2202		Phone 2		Cust PO:		Terms: DUE ON RECEIPT	
Fax: 250-442-2878		Phone 3				Salesperson: JANENE	
Stock Code	Description			Weight	Quantity	Unit Price	Extended
W2000	Woody Toilet Building ( Non Vestibule)			35,000 lbs	2.00 EA	7,700.00	15,400.00
W2008	Woody Toilet Building Vestibule (Optional)			0 lbs	2.00 EA	900.00	1,800.00
W2004	Woody Toilet Building Flush Toilet System			0 lbs	2.00 EA	800.00	1,600.00
W2006	Woody Toilet Building Sink & Taps			0 lbs	2.00 EA	800.00	1,600.00
W2009	Woody Toilet Building Window (Lexan)			0 lbs	4.00 EA	160.00	640.00
W2005	Woody Toilet Building Lights - Int/Ext (Optional)			0 lbs	0.00 EA	360.00	0.00
W2011	Woody Toilet Building Baby Change Table			0 lbs	2.00 EA	700.00	1,400.00
W2010	Woody Toilet Building Mirror			0 lbs	2.00 EA	153.00	306.00
WW	Woody Toilet Building Onsite Setup			0 lbs	2.00 EA	2,000.00	4,000.00
DL	Delivery and LOA (Christina Lake, BC)			0 lbs	1.00 EA	2,800.00	2,800.00

Clear, level area with clean, compacted 3/4" minus crusher material where toilet building is to be erected must be prepared prior to arrival of Leko Precast with building for setup. Leko Precast shall dig trench for plumbing and stub out pipe at rear of building. Installation of plumbing fixtures and all connections of plumbing to fixtures and service lines shall be the responsibility of the customer. Toilet buildings with flush configuration are not protected from freezing temperatures, and are intended for seasonal use only.

Cost of delivery and LOA subject to change depending on location and quantity of buildings ordered.

Tom Sprado  
 Regional District of Kootenay-Boundary  
 250-442-2202  
 tsprado@rdkb.com

		SubTotal:	27,746.00
		PST:	1,466.22
		GST:	1,387.30
		Total:	30,599.52
Total weight:	35,000 lbs		

GST # 10304 4053 RT0001 PST # 1011 5723  
 All returns subject to a 10% restocking fee.  
 Interest charged at 2% compounded monthly on all over due invoices.  
 Payments on account are subject to a 2.5% fee if paying by Visa/MasterCard

**Melissa Zahn**

---

**From:** is@rdkb.com  
**Sent:** October-18-17 2:12 PM  
**To:** Theresa Lenardon; Melissa Zahn; Information Services  
**Subject:** Grant-in-Aid Form submitted by Beaver Valley Nitehawks Hockey Club Society, email address - jake@allprorealty.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve

**Applicant Information:**

Applicant: Beaver Valley Nitehawks Hockey Club Society

Address: 1770 Green Road, Fruitvale BC V0G 1L0

Phone: 2502316412

Fax:

Email: jake@allprorealty.ca

Representative: Jake Swanson - Vice President

Make Cheque Payable To: BV Nitehawks

**Other Expenses:**

Total Cost of Project: \$

Amount Requested from RDKB Director(s): \$51,500.00 *Approved*



## Grant-in-Aid Request

The personal information you provide on this RDMB 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 RDMB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Janardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information/Protection of Privacy Officer at 250-368-9148 or [tjanard@kjb.ca](mailto:tjanard@kjb.ca).

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area A Director Alli Colston	<input type="checkbox"/> Electoral Area B Coffey 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 Roby Russell	<input type="checkbox"/> Electoral Area E West Boundary Director Vicki Gao
--	---	---	---	--

Applicant:	BEAVER VALLEY SKATING CLUB
Address:	P.O. Box 6141, Tenthredine, BC, V0C 1L0
Phone:	250 368 1473 Fax: E-Mail: <a href="mailto:Subpoena@kjb.ca">Subpoena@kjb.ca</a>
Representative:	Tilman Simard
Make Cheques Payable To:	BEAVER VALLEY SKATING CLUB

\* Items here including contact information must be completed

\*\*\*GIA Requests of \$4,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ What amount are you requesting from this RDMB Director(s)? \$ 5,000.00

\* Approved

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The Beaver Valley Skating Club is hosting the West Kootenay Invitational Competition Dec 1-3, 2017. This 3 day event is open to skaters from not only the Kootenays, but all over BC, as well as Alberta, Washington, Idaho & Montana. Monies raised will go directly to facility rental, supplies, travel expenses of our officials, skater awards, spare bags, shows and prizes. The goal of hosting an event of this magnitude is that additional funds that can be raised through attracting more skaters, having shows & prizes, will be used to offset the cost of our regular skating programs, making skating more affordable to more families and in doing so, promote our sport.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$

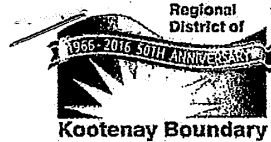
Date: Applicant Signature: Print Name:

Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

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 foip@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
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Applicant:	* KETTLE RIVER FOOD SHARE SOCIETY				
Address:	* PO box 174 , Rock Creek BC V0H1Y0				
Phone:	* 2504084872	Fax:		E-Mail:	* manazzariccardo@gmail.com
Representative:	* Riccardo Manazza				
Make Cheque Payable To:	* KETTLE RIVER FOOD SHARE SOCIETY				

\*Starred items, including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 7200 What amount are you requesting from this RDKB Director(s)? \$ 7200

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Funding from November 2017 to December 2018 of a Coordinator Volunteer contract position, at 500\$ per month. An amount of 200\$ is for newspaper advertising for selection process to fill the position.

See attached list of Duties for the contract position.

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: 3/10/2017 Applicant Signature: Print Name: RICCARDO MANAZZA

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board: \_\_\_\_\_

**SUBMIT**

**KETTLE RIVER FOOD SHARE SOCIETY**

<b>Job Title:</b>	Volunteer Coordinator	<b>Job Category:</b>	Managing
<b>Department/Group:</b>	Food	<b>Job Code/ Req#:</b>	001
<b>Location:</b>	West Boundary Area	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	500\$ per month	<b>Position Type:</b>	Contract
<b>HR Contact:</b>	Riccardo Manazza	<b>Date Posted:</b>	12/10/2017
<b>Will Train Applicant(s):</b>	Training provided	<b>Posting Expires:</b>	31/10/2017
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> MANAZZARICCARDO@GMAIL.COM		<b>MAIL:</b> Riccardo Manazza KETTLE RIVER FOOD SHARE SOCIETY PO 174 ROCK CREEK, BC V0H 1Y0	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The main Roles of this contract position is to:</p> <ul style="list-style-type: none"> <li>• Coordinate and delegate Volunteers with all the jobs and tasks that are required at Food Share to offer Weekly Food to all our Clients, some of the tasks are: <ol style="list-style-type: none"> <li>1. Preparation of our distribution center on Wednesday s</li> <li>2. Distribution and restocking of shelves on Thursday s</li> <li>3. Cans and bottle sorting</li> <li>4. Fundraising</li> <li>5. Farmer Market on Saturday s</li> </ol> </li> <li>• To Acquire, keep track of inventory and source all the Food required to distribute to our clients with special consideration to freshness.</li> <li>• To be able to report to the Board of Directors.</li> <li>• Attend community meetings as directed by the Board of Directors.</li> <li>• Collaborating with affiliated organizations in the West boundary and neighboring regions.</li> <li>• Responsible for the maintenance of all the records, including confidentiality of client's records.</li> </ul> <p><b>QUALIFICATIONS AND SKILLS:</b></p> <p>Managing skills required Patient and Organized Computer Skills are an Asset Punctual and Committed Willing to Volunteer extra hours</p>			



**KETTLE RIVER FOOD SHARE SOCIETY**

Good phone skills

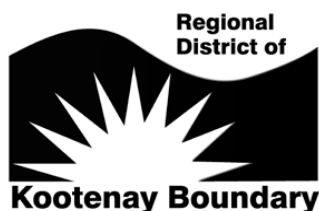
**PREFERRED SKILLS**

Driver License a must because some travelling is required

**ADDITIONAL NOTES**

This is a Contract position a required total of 8hr a week is mandatory.

Reviewed By:	Riccardo Manazza	Date: 10/11/17	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY PUBLIC HEARING MINUTES

Proposed Official Community Plan Amendment Bylaw No. 1640 to amend the Electoral Area 'B'/ Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470  
and

Proposed Zoning Amendment Bylaw No. 1641 to amend the Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw No. 1540

Minutes of a Public Hearing for Regional District of Kootenay Boundary for proposed Bylaw No. 1640 to amend Electoral Area 'B'/ Lower Columbia-Old Glory Official Community Plan (OCP) Bylaw No. 1470 and proposed Bylaw No. 1641 to amend Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw No. 1540 held on Wednesday, October 4<sup>th</sup>, 2017 at the RDKB Board Room, Trail, BC at 6:00 p.m.

<b>Director Present:</b>	Director Ali Grieve
<b>Staff Present:</b>	Carly Rimell, Senior Planner
<b>Members of the Public Present:</b>	± 13

Director Grieve opened the Public Hearing for proposed Bylaw No. 1640 to amend Electoral Area 'B'/ Lower Columbia-Old Glory OCP No. 1470 and proposed Bylaw No. 1641 to amend Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw No. 1540 at 6:00 P.M.

Director Grieve introduced herself and read the Chairs Opening. Director Grieve then asked the Senior Planner to provide a summary of the bylaws. Carly Rimell summarized the objectives and the policies within the OCP which were considered when drafting the proposed bylaws. Carly Rimell summarized that the proposed Bylaw No. 1640 would re-designate the subject property from 'Black Jack Rural Residential' to 'Commercial'. Proposed Bylaw No. 1641 would amend the zoning bylaw by rezoning the subject property from 'Rural Residential 1' to 'Commercial 2', which is proposed spot zone that would allow the following uses: a motel with a maximum of six motel suites with a gross floor area of up to 47m<sup>2</sup> per suite, one single family dwelling, and one secondary suite.

The Senior Planner along with Director Grieve then read the written submissions into the record (*see Written Submissions Public Hearing Bylaw 1640 and 1641*).

Director Grieve then opened the hearing for comments from the members of the public.

Patrick Fritsch: 1857 Princess Avenue, was in support of the proposal. However, noted that the Zoning Bylaw lacked a definition for 'retreat', and believed fear could be alleviated by redefining it as a 'retreat' as opposed to a 'motel'. In addressing the concerns with regards to precedent he believes a home would be easier to develop and sell than a business and that that would be more appealing to developers. He stated a retreat near the base of Red Mountain Resort would provide a different experience than lodging which is available within the Resort.

Kate Garlinge: 2175 Cooke Avenue, stated that they had looked for other commercial properties in the area and there were only two she was aware of, the Block Motel and one parcel near Telemark, both within Rossland's boundaries. She stated that although these properties were appropriately zoned commercial, they did not provide the rural character the retreat requires for their business model. Kate noted that these parcels are also along the highway which raises safety concerns for the children as they play outside.

Paul Girardi: 135 Richie Road, stated was surprised at the basis of the support had such a strong focus on economic development. He stated that residential and commercial should be located in separate areas.

Linda Philp: 230 Richie Road, referenced the written submissions which were read into the record which were jointly submitted by her and Peter Moffat. She also added that they built their home with the knowledge that they had purchased land in a residential area and that if they wanted to be amongst mixed use they would have purchased elsewhere. She stated that if supported it would be precedent setting influencing future decisions with placing commercial business within the residential areas. She also stated that the broader interpretation of Policy 19.12.7(b) in the OCP that the nature retreat is dependent on a 'local resource', and that the resource is the surrounding rural environment and that that interpretation could be applied anywhere in the region.

Kate Garlinge: 2175 Cooke Avenue, stated that the proposal is predicated upon nature and required for their business model. Kate stated that many of the Richie Road lots that were created have sat for 10 years without any development.

Paul Girardi: 135 Richie Road, inquired about permitted density in the RUR1 Zone versus the proposed C2 Zone.

Tanya Camposano: 350 Richie Road, supported the business concept however was concerned about the proposed location and the precedent and process of other parcels in the area to be redesignated or rezoned to commercial.

Ed Garlinge: 2175 Cooke Avenue, stated that the objectives and policies within the OCP which were used as criteria to evaluate this proposal consider community support and environmental impacts. He acknowledged although there would be increased density this would be limited by well and septic capacity on the subject property, therefore the concern for precedent and opening the floodgates for large scale motel development in this area would not be feasible. Financial resources would also a consideration if the

application was supported, as they would likely only build 1-2 cabins in the first few years.

Lloyd McLellan, asked Kate Garlinge the average length of stay they would anticipate for their clients, she anticipated 4-5 nights. Lloyd then inquired regarding access and onsite parking; Kate mentioned they would encourage clients to park and leave their cars for the duration of their stay. Lloyd also mentioned that there is a definition for 'tourist cabin' in the City of Rossland Zoning Bylaw which would be something the RDKB could consider.

Paul Girardi: 135 Richie Road, inquired about future use and if a different group were to purchase the property, and if it were zoned C2, if they could run it as a motel as opposed to a retreat.

Kate Garlinge: 2175 Cooke Avenue, stated her willingness to sign a covenant or legal document which would revert the zone back to the Rural Residential in the case that they chose to sell the property in the future.

Director Grieve called for comments 3 times, as there were no further comments from the public present Director Grieve brought the meeting to a close.

The public hearing was adjourned 7:11 P.M.

I hereby certify that this is a fair and accurate record of the Public Hearing for Regional District of Kootenay Boundary proposed zoning Bylaw No. 1640 to amend Electoral Area 'B'/ Lower Columbia-Old Glory Official Community Plan Bylaw No.1470 and proposed Bylaw No. 1641 to amend Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw No. 1540.

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Recording Secretary

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Board Delegate

Director Ali Grieve

## Written Submissions

Name	Association	Address	Date	Position
Peter Moffat and Linda Philip	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	230 Richie Road*	2017-05-14 2017-05-24	Opposed
Susan Deane	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	240 Richie Road*	2017-05-18	Opposed
Jill Austin	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	4705 Mann Road	2017-06-10	Opposed
Don Thompson	Red Mountain, President - GM		2017-09-14	Support
Kristen Renn	Youth Action Network, Programs Facilitator		2017-09-21	Support
Warren Kalawsky	Prestige, General Manager		2017-09-21	Support
Kathy Hansen	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	100 Richie Road	2017-10-02	Opposed
Grant and Nick Smith	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	130 Richie Road	2017-10-02	Opposed
Vera Schaefer	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	4700 Mann Road	2017-10-02	Opposed
Kathy Moore	Mayor of Rossland		2017-10-02	Support
Don Liszt	Resident – City of Rossland	1866 Monita Street	2017-10-03	Support
Frances Cameron and Danny Rioux	Resident – City of Rossland	1742 Kootenay Avenue	2017-10-03	Support
Jason Tuck	Resident – City of Rossland	404-1161 Nickleplate Road	2017-10-03	Support
Caprie Betz	Resident – City of Rossland	404-1161 Nickleplate Road	2017-10-03	Support
Danielle Hachey and Paul Girardi	Resident – Electoral Area 'B'/ Lower Columbia-Old Glory	135 Richie Road	2017-10-03	Opposed
Christy Anderson	Family Action Network, Executive Director		2017-10-03	Support
Lloyd McLellan	Councilor City of Rossland, RDKB Board Member		2017-10-04	Support
Andras Lukacs	Tourism Rossland		2017-10-04	Support
* Property owners within 60 meters of subject property				

## Written Submissions

**Carly Rimell**

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**From:** Donna Dean  
**Sent:** Monday, May 15, 2017 9:23 AM  
**To:** Carly Rimell  
**Subject:** FW: Lot 7 Richie Road  
**Attachments:** Regional District of Kootenay.pdf

FYI

**From:** Peter Moffet [mailto:pmoffetrs@gmail.com]  
**Sent:** May-14-17 6:55 PM  
**To:** Donna Dean <ddean@rdkb.com>  
**Cc:** Linda Philp <lindamariephilp@gmail.com>  
**Subject:** Lot 7 Richie Road

Ms. Dean

Please find attached a letter concerning the proposed amendment to the Official Plan and zoning for Lot 7 on Richie Road to allow for a substantial commercial development in an existing RR1 neighbourhood.

We are the closest home to the proposed development (across the street) and have serious concerns related to allowing amendments that allow RR1 properties to be essentially changed to Commercial zoning through an amendment process, and have outlined our reasons why in the attached letter.

We are sure that the RDKB Planning Department will be carefully considering the inappropriateness of this application in its present format and the impact that a development of this scale would have on the existing neighbourhood and on future development in the area. There are a number of properties near the base of Red Mountain (less than 1.4km away) for sale that are zoned appropriately for this type of commercial development.

We thank you for your consideration and if there are any public meetings regarding this application that we should be attending, if it would be possible to let us know the time and dates that would be greatly appreciated.

Peter Moffet & Linda Philp  
 230 Richie Road  
 Rossland BC V0G 1Y0

## Written Submissions

Regional District of Kootenay-Boundary  
 202-843 Rossland Avenue  
 Trail BC V1R 4S8

*Attention: Donna Dean, Manager of Planning and Development*

**RE: Lot 7, Richie Road, Electoral Area 'B'/Lower Columbia-Old  
 Glory: Official Community Plan and Zoning Bylaw  
 Amendment**

Dear Ms. Dean

We are writing to you to express our concerns related to the application to amend the Official Community Plan and Zoning Bylaw for the above noted property to allow a resort/inn development on a property zoned RR1 intended as a low density single family property.

We live across the road from the subject property, at 230 Richie Road, and have serious concerns over allowing resort/inn development in an area intended for low density single family dwellings. This development is very substantial in nature, with five (5) buildings and over 8,000 sq.ft. of building area. Assuming an average occupancy of each of the six 500 sq.ft. units and the 1000 sq.ft. double suite of a family of 4, plus the owners family and live in chef, that would mean the resort/inn would accommodate upwards of 33 people at a time, on exactly 1.8 hectares the minimum size allowed by RR1 for a single family home!

It is in no way appropriate to change/amend the zoning and Official Community Plan within an existing neighbourhood zoned rural residential to what would be essentially Commercial zoning to allow for such a development. We are just down the road from Red Mountain Ski Resort and have no doubt that this will set precedent to allow this and other resort /Inn developments within existing residential neighbourhoods, despite there being existing properties zoned for this use for sale presently at or near the ski hill, however at commercial prices rather than purchasing a residential lot and then changing the zoning for it.

The majority of the lots that are still for sale on Richie Road are owned by developers who could take advantage of the opportunity to also amend the zoning for their remaining lots to allow for similar commercial development of them. If the re-zoning of Lot 7 is allowed it can set a precedent for developers and other landowners to use if they also wished to apply to amend lots in the neighbourhood.

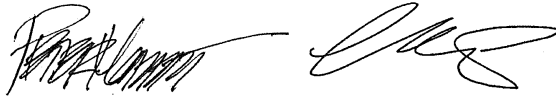
## Written Submissions

We are unaware of a specific zoning for a "nature retreat" or any definition of that, or any way that it would be enforced as the primary use, and assume that if the property zoning is allowed to be amended it would be to allow for a resort/inn accommodation (ie. Commercial) and that the property could be resold and developed as such. We also assume that the rental accommodations would or could be run at full capacity year round (being within 1.6km of Red Mountain Ski Resort) by the proposed new owners or future owners of the property. While we are aware that engineers would have to approve both the septic and well capacity based on year round full capacity of the proposed resort/inn, we would still be concerned as our property and well are located approximately 25' lower than the subject property, so we are downstream and downwind of the property.

While we are not opposed to the running of a home business, such as hosting nature or yoga retreats or having a secondary suite for guests, both allowed by RR1, we are strongly opposed to allowing essentially a resort development on a property zoned RR1 property in an existing neighbourhood, and that will send a dangerous precedent for the remaining lots on both Ritchie Road and other neighbouring roads that are within close proximity to Red Mountain Ski Resort. Zoning among other things is there to protect existing property owners from inappropriate development such as this.

We know that the RDKB will consider carefully the impact such a substantial proposed commercial development would have on an existing single family neighbourhood and we hope that the application will not be allowed to move forward in it's present form.

We thank you very much for your consideration concerning this matter.



Peter Moffet & Linda Philp

230 Richie Road  
PO Box 2204 Rossland BC V0G 1Y0

e. [pmoffet@rsarchitects.ca](mailto:pmoffet@rsarchitects.ca)  
e. [pmoffetrs@gmail.com](mailto:pmoffetrs@gmail.com)  
e. [lindamariephilp@gmail.com](mailto:lindamariephilp@gmail.com)



## Written Submissions

**Carly Rimell**

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**From:** Linda Worley  
**Sent:** Friday, May 26, 2017 9:50 AM  
**To:** Donna Dean; Carly Rimell  
**Subject:** Fwd: Lot 7, Richie Road, Electoral Area 'B'/Lower Columbia-Old Glory: Official Community Plan and Zoning Bylaw Amendment  
**Attachments:** Letter to Linda Worley.pdf; ATT00001.htm

For your info

Linda Worley - Director ( Elected Official)  
 Regional District of Kootenay Boundary  
 Lower Columbia/Old Glory/ Area B

Begin forwarded message:

**From:** Peter Moffet <[pmoffetrs@gmail.com](mailto:pmoffetrs@gmail.com)>  
**Date:** May 24, 2017 at 11:33:03 AM PDT  
**To:** <[lworley@rdkb.com](mailto:lworley@rdkb.com)>  
**Cc:** Linda Philp <[lphilp@brightsparktravel.ca](mailto:lphilp@brightsparktravel.ca)>  
**Subject:** Lot 7, Richie Road, Electoral Area 'B'/Lower Columbia-Old Glory: Official Community Plan and Zoning Bylaw Amendment  
**Reply-To:** <[pmoffet@rsarchitects.ca](mailto:pmoffet@rsarchitects.ca)>

Ms. Worley

We have attached a letter that again expresses our very strong opposition to the zoning and OCP amendment to Lot #7 to allow for a commercial resort development. We are aware that since the Electoral Area Services meeting the one letter of support has been withdrawn and others on the street have expressed their concern, it was expressed by the Directors at that meeting that as there was one letter of support it should be moved on to a Public Meeting, we assume that reasoning no longer applies.

We did receive a call from the applicants last weekend and have had several conversations with them and have been exchanging emails with since then, and know that they were going to contact yourself and the Planning Department yesterday, so we are unsure if they have withdrawn their application based on the feedback from the neighbourhood. I see that it appears to still be on the agenda for this evening Board of Directors Meeting so we wanted to make sure that you understood the reasons why this application and any other for commercial development in the Black Jack Area is inappropriate, just in case it is going to a vote this evening, if it is not we would still like for you to understand our reasons for opposing this sort of development.

We do think that Ed and Kate have some great ideas and if they move to the area will be making an excellent contribution to the area. We have discussed with them the options of utilizing existing accommodation much of which is an easy walk to the top of Richie Road and most of which struggle every summer with vacancies. So they could run their home business and support existing local accommodation businesses, such as the Rams Head Inn (easy walk and accommodates 31 people exactly the numbers they require) that struggle during the summers when Ed & Kate would hope to run their programmes. Seems like a great fit for everyone and no

## Written Submissions

zoning amendments required and the Black Jack neighbourhood stays protected from resort development. We certainly would do whatever we can to help support Ed & Kate.

As we have noted in the attached letter the amendment does not in any way meet the criteria required by the OCP. This is a sub-division of single family homes and once built out Lot #7 will be surrounded by homes and have the same access to public trails/nature as any other home either in Town or anywhere in Black Jack, this lot is surrounded by private land not by a "resource" for their taking, so the Lot is not unique in that way, this criteria would apply to every property in the area including Town.

The APC meeting of May 1 noted that they supported the amendment because it "brings new business and money to the area" as did Director McLellan, however again this does not meet the criteria required for the amendment and completely opens the door to any commercial development of a RR1 property within the Black Jack area (or any area of the RDKB), I can not imagine a more dangerous and inappropriate justification by the RDKB to allow this amendment to proceed (plus it would never stand up to legal scrutiny).

As our representative at the RDKB we hope that you will understand our concerns of allowing resort development in the Black Jack residential area and that you will support the neighbourhood in not allowing such development either on Lot #7 or any similar future applications.

Thank you very much for time and consideration.

Peter Moffet & Linda Philp  
230 Richie Road  
Rossland BC V0G 1Y0

## Written Submissions

Regional District of Kootenay-Boundary  
 202-843 Rossland Avenue  
 Trail BC V1R 4S8

*Attention: Linda Worley, Electoral Area 'B'/Lower Columbia-Old  
 Glory Director*

**RE: Lot 7, Richie Road, Electoral Area 'B'/Lower Columbia-Old  
 Glory: Official Community Plan and Zoning Bylaw  
 Amendment**

Dear Ms. Worley

We are writing to you to express again our concerns related to the application to amend the Official Community Plan and Zoning Bylaw for the above noted property to allow a resort development on a property zoned RR1 intended as a low density single family property.

We live across the road from the subject property, at 230 Richie Road, and have serious concerns over allowing a resort development in an area intended for low density single family dwellings. This development is very substantial in nature, the resort would accommodate upwards of 33 people at a time, on exactly 1.8 hectares the minimum size allowed by RR1 for a single family home!

It is in no way appropriate to change/amend the zoning and Official Community Plan within an existing neighbourhood zoned rural residential to what would be essentially Commercial zoning to allow for such a development. We are just down the road from Red Mountain Ski Resort and have no doubt that this will set precedent to allow this and other resort /Inn developments within the Black Jack neighbourhood, despite there being existing properties zoned for this use for sale presently at or near the ski hill.

As was clearly pointed out by the Planning Department at the Electoral Area Services committee meeting this development does not meet using a 'strict interpretation' the two criteria for allowing OCP and zoning amendments as outlined in Policy 19.12.7.(a). It is a huge stretch to argue that Lot 7's proposed commercial land use is dependent upon a local resource, and that this natural resource is the surrounding rural environment as I am sure you are aware that is pretty much EVERY

## Written Submissions

property in this district even a large number of the properties in Rossland back onto forests and nature paths. The properties surrounding Lot 7 are private lands so would not be utilized other than the KCTS trails that are easily accessible to anyone in the area and not just Richie Road Lot's.

Lot 7 is located with a subdivision of single family lots, once Lots #1, #2, #5, #6, and #8 are sold and homes built on them, Lot #7 will be surrounded by homes, not a rural environment which is what is being used as the justification for the "property being dependent upon a local resource". There is actually easier and better access to the public nature trails from Town then there is from Richie Road which is a subdivision of single family homes not a wilderness.

The Advisory Planning Commission meeting of May 1, 2017, Item 6.A., supported the rezoning of Lot 7 to Commercial use for the reason that it **"brings new business and money to the area"** is completely inappropriate, that in no way meets either of the criteria for a zoning and OCP amendment and if that justification for allowing zoning and OCP amendments is allowed then that opens the door for every form of development in areas zoned for residential use such as the Black Jack area.

The majority of the lots that are still for sale on Richie Road are owned by developers who could take advantage of the opportunity to also amend the zoning for their remaining lots to allow for similar commercial development of them. If the re-zoning of Lot 7 is allowed it will absolutely set a precedent for developers and other landowners to use if they also wished to apply to amend lots in the Black Jack neighbourhood based on bringing new business and money to the area.

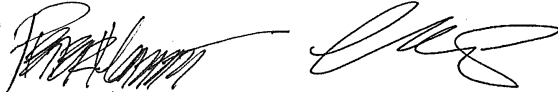
While we are not opposed to the running of a home business, such as hosting nature or yoga retreats or having a secondary suite, both allowed by RR1, we are strongly opposed to allowing essentially a resort development on a property zoned RR1 property in an existing neighbourhood. The OCP and Zoning among other things are there to protect existing property owners from inappropriate development such as this.

We purchased the land on Richie Road 13 years ago and completed the construction of our home 10 years ago and have supporting the RDKB

Written Submissions

through our taxes. We hope that as our representative at the RDKB that you will support the existing community on Richie Road/Black Jack in ensuring that this inappropriate application will not be allowed to move forward.

We thank you very much for your consideration concerning this matter.

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right.

Peter Moffet & Linda Philp

230 Richie Road  
PO Box 2204 Rossland BC V0G 1Y0

e. [pmoffet@rsarchitects.ca](mailto:pmoffet@rsarchitects.ca)  
e. [pmoffetrs@gmail.com](mailto:pmoffetrs@gmail.com)  
e. [lindamariephilp@gmail.com](mailto:lindamariephilp@gmail.com)

## Written Submissions

**Carly Rimell**

---

**From:** Linda Worley  
**Sent:** Thursday, May 18, 2017 8:15 PM  
**To:** Donna Dean; Carly Rimell  
**Subject:** Fwd: Garlinge support letter

For your action.

Linda

Linda Worley - Director ( Elected Official)  
 Regional District of Kootenay Boundary  
 Lower Columbia/Old Glory/ Area B

Begin forwarded message:

**From:** Sue Deane <[suedeane38@gmail.com](mailto:suedeane38@gmail.com)>  
**Date:** May 18, 2017 at 7:39:19 PM PDT  
**To:** Linda Worley <[lworley@rdkb.com](mailto:lworley@rdkb.com)>  
**Subject: Re: Garlinge support letter**

Hello Linda,

I'm emailing regarding the recent meeting and discussion around the proposed development on lot 7 on Richie Rd. I sent a letter of support for the development but didn't fully think through the implications of the re-zoning.

I truly think this would be a great business for the area. Kate and Ed and their family would be a fantastic addition to our community. A yoga retreat seemed like a perfect fit for this beautiful place. However, I am concerned about the precedent that would be set for the properties on Richie Rd. We didn't move here to be in an commercial area.

I would ask that my letter be retracted. I understand that the application as moved forward based solely on my letter.

Please if you have any questions or want to discuss this my number is (250) 512-1369.

Sue Deane  
 240 Richie Rd

Sent from my iPhone

On Apr 12, 2017, at 1:07 PM, Linda Worley <[lworley@rdkb.com](mailto:lworley@rdkb.com)> wrote:

Written Submissions

Sue Deane  
240 Richie Road  
Rossland, BC  
April 2, 2017

Director Linda Worley  
Regional District of Kootenay Boundary, Area B  
202 - 843 Rossland Ave.  
Trail, BC V1R 4S8

RE: Lot 7, Richie Road

Dear Director Worley:

Like Kate and Ed, my husband and I believe that healthy families spring from fresh air and lots of electronic-free activity.

I was born and raised in Rossland and now reside across the street from the property that the Garlinge family wishes to re-zone.

We support their desire to build a retreat that will give families from urban areas a chance to experience a slower pace of life and get acquainted with the unparalleled trails and ski terrain that border Richie Road.

Our two families have children of similar ages and we look forward to welcoming them as neighbours.

Sincerely,

Sue Deane

## Written Submissions

**Carly Rimell**

---

**From:** Linda Worley <lindaworleyab@gmail.com>  
**Sent:** Monday, June 12, 2017 9:02 AM  
**To:** Donna Dean; Carly Rimell  
**Subject:** Fwd: Message from www.rdkb.com

Please see attached message for your file on Richie Road proposal for retreat

Thanks  
 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)

Begin forwarded message:

**From:** <equipment@rdkb.com>  
**Date:** June 10, 2017 at 6:16:53 PM PDT  
**To:** <lindaworleyab@gmail.com>  
**Subject:** Message from www.rdkb.com  
**Reply-To:** <equipment@rdkb.com>

**Your Name:** Jill Austin

**Your Email Address:** slouch@telus.net

**Questions and/or Comments:** Type your questions or comments for Linda Worley here. It has been brought to our attention that someone is interested in building a yoga retreat in our area. I believe this will entail some different by-laws coming into effect regarding commercial enterprises. My husband and I feel this is not in the best interest for the residents in area B. Thank you for your consideration in this matter. Jill Austin, Mann Rd. Rossland, B.C. 250-362-7177



## Written Submissions



**RED MOUNTAIN RESORT**  
 PO Box 670  
 4300 Red Mountain Road  
 Rossland, BC, Canada V0G 1Y0

9/8/2017

Don Thompson  
 President - GM  
 RED Mountain Resort  
 Rossland, BC

Carly Rimell  
 Senior Planner  
 Regional District of Kootenay Boundary  
 202 - 843 Rossland Ave.  
 Trail, BC V1R 4S8

Dear Ms. Carly Rimell:

Please accept this letter of support for the Kate and Ed Garlinge proposed retreat on Richie Road.

The family retreat proposed by entrepreneurs Kate and Ed Garlinge on Richie Road aligns squarely with Rossland and Red Mountain's vision for growth. As established in Rossland's OCP, the area's future will depend on its ability to encourage this kind of development – one which complements the planned uses and proximity of Red Mountain Resort, but also recognizes the goals and objectives of the total community of Rossland.

The proposed retreat on Richie Road will facilitate recreation for the whole family and promote our message of "Unplug and Play". The Get Lost Adventure Centre will serve as a portal for the operation, helping new visitors discover the abundance of the Columbia Basin. The retreat will utilize summer and shoulder season activity in Rossland and the Alpine Base such as mountain biking, road biking, hiking, and climbing.

I am impressed that this proposal recognizes our many summer assets and is focused on health and wellness. There is also a strong commitment to protecting the integrity of all surrounding environmentally sensitive features and respecting the quiet nature of the residential neighbourhood.

Please call or email me should you have any questions about the application for zoning amendment.

Sincerely,

Don Thompson  
 President - GM  
 RED Mountain Resort

Written Submissions

September 21, 2017

Kristen Renn  
Programs Facilitator  
Rossland Youth Action Network

Carly Rimell  
Senior Planner  
Regional District of Kootenay Boundary  
202 - 843 Rossland Ave.  
Trail, BC V1R 4S8

To whom it may concern:

As a facilitator of youth-driven projects in Rossland and Trail, I am intrigued by the retreat concept proposed by Kate and Ed Garlinge on Richie Road. Kate and I have met to discuss opportunities for youth employment at the retreat. Jobs in outdoor education and the preparation of healthy meals are well suited to local youth.

Our community needs more jobs for teens in the shoulder season. Initiatives like this one will encourage the flood of young families moving to town to stick around, reinforcing the kind of values that brought them to the area and providing their children with employment opportunities.

I hope you will grant this family the rezoning application so that they can have a positive impact on other like-minded families.

Sincerely,

Kristen Renn  
YAN Programs Facilitator

Written Submissions



September 19, 2017

Warren Kalawsky  
General Manager  
Prestige Mountain Resort Rossland

Carly Rimell  
Senior Planner  
Regional District of Kootenay Boundary  
202 - 843 Rossland Ave.  
Trail, BC V1R 4S8

Dear Ms. Rimell and members of the Area B Board:

Having recently moved my family from Whistler to Rossland, I can attest that Kate and Ed's retreat will appeal to urban families. Parents with busy schedules are looking for ways to recreate *with* their kids – rather than leave them behind with caretakers. By offering recreational activities that include children, this retreat is tapping an underserved market.

We all know how important it is to build a relationship with nature from an early age. There are not enough opportunities for city dwellers to do this. Getting kids outside is more challenging than ever with the surplus of devices in the home. Relationships suffer as a result of our dependence on technology and this retreat offers families a much-needed invitation to reconnect in a setting that promotes a healthy, active lifestyle..

By offering these activities to families locally as well, Kate and Ed will be building on the many health-promoting initiatives already at play in the Basin. Moreover, the small, ecologically-sensitive nature of this retreat promises to be minimally invasive. Any resistance to the proposal must be weighed against the benefit to a multitude of families who will find greater connection, both within the family and to the natural world.

This concept "speaks to Rossland" as someone new to the community with a family of 2 young children. I encourage you and the board members to highly consider the proposal of Whistling Pines Family Retreat.

Kind Regards,

  
Warren Kalawsky  
General Manager  
Prestige Mountain Resort Rossland  
250 362 7375

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[www.PrestigeHotelsAndResorts.com](http://www.PrestigeHotelsAndResorts.com)

## Written Submissions

**Carly Rimell**

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**From:** Carly Rimell  
**Sent:** Tuesday, October 03, 2017 10:35 AM  
**To:** Carly Rimell  
**Subject:** FW: Bylaw 1640-LETTER OF COMPLAINT!  
**Importance:** High

**From:** KATHY HANSON [<mailto:ghhanson@shaw.ca>]  
**Sent:** October-02-17 3:15 PM  
**To:** Theresa Lenardon <[tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)>  
**Subject:** Bylaw 1640

I would like to register my opposition the proposed Bylaw 1640 amendment. This is rural property and as such we should not be subjected Commercial use. If this passes does that mean that all properties along Richie Rd will potentially be allowed to have 6 small rental properties on their land.  
I am also wondering why I did not get notification of the public Hearing, but heard thru my neighbors

Kathy Hanson  
100 Richie Rd

Written Submissions

**Carly Rimell**

---

**From:** Carly Rimell  
**Sent:** Tuesday, October 03, 2017 10:36 AM  
**To:** Carly Rimell  
**Subject:** FW: Proposed Bylaw No.1640

**From:** [a1a91500@telus.net](mailto:a1a91500@telus.net) [mailto:[a1a91500@telus.net](mailto:a1a91500@telus.net)]  
**Sent:** October-02-17 3:57 PM  
**To:** Theresa Lenardon <[tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)>  
**Cc:** Linda Worley <[lworley@rdkb.com](mailto:lworley@rdkb.com)>  
**Subject:** Proposed Bylaw No.1640

We would like to express or opposition to the bylaw change proposed.

Grant Smith  
Nick Smith  
130 Richie Road  
PO Box 1450  
Rossland BC V0G 1Y0

Written Submissions

**Carly Rimell**

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**From:** John & Vera <jschick1@telus.net>  
**Sent:** Monday, October 02, 2017 11:34 AM  
**To:** Carly Rimell  
**Subject:** Fwd: Lot 7 Richey Road

----- Forwarded message -----

From: jschick1@telus.net John & Vera  
Date: Oct 2, 2017 11:30 AM  
Subject: Lot 7 Richey Road  
To: <Tlenardon@rdkb.com>,<lworley@rdkb.com>  
Cc: <crimmel@rdkb.com>,<lphilp@brightsparktravel.ca>

> I oppose a change in zoning from residential to commercial for the above mentioned lot.  
>  
> Vera Schaefer  
> 4700 Mann Road

Written Submissions



**OFFICE OF THE MAYOR**

October 2, 2017

Regional District of Kootenay Boundary

Dear RDKB Staff and Board Member Friends,

I am so pleased that a small, family-centric retreat is being proposed by Kate and Ed Garlinge in Area B. I have spoken with Ms. Garlinge several times over the last few months and have supported her idea of bringing this unique concept to our area.

In this day and age of non-stop media bombardment and the ubiquitous presence of electronic devices in all our lives, the opportunity to unplug and enjoy a peaceful, natural experience with one's children is a refreshing alternative. In addition to being a joyful, peaceful, low environmental impact activity, it will also be a terrific addition to our tourism offerings and boost our regional economy. As far as I know, there is nothing on offer quite like this concept in the Interior.

I hope you will join me in supporting this very worthwhile enterprise by granting the appropriate zoning for a retreat business in Area B.

Thank you and I look forward to seeing you all again soon.

Sincerely,

Mayor Kathy Moore

Phone 250 362 7396 Fax 250 362 5451  
Email [cityhall@rossland.ca](mailto:cityhall@rossland.ca) Web [rossland.ca](http://rossland.ca)

1899 Columbia Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada

## Written Submissions

**Carly Rimell**

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**From:** Carly Rimell  
**Sent:** Tuesday, October 03, 2017 10:38 AM  
**To:** Carly Rimell  
**Subject:** FW: Family Retreat on Ritchie Rd.

On Tue, Oct 3, 2017 at 7:03 AM, Donald Liszt <[dlistz@sd20.bc.ca](mailto:dlistz@sd20.bc.ca)> wrote:

I would like to put my support behind the proposed retreat in Rossland. I believe that this would fit our community very well. We are an active community that values all outdoor activities that families enjoy together. I would recommend this type of retreat to any family and friends visiting our community.

Don Liszt

Rossland Resident

PO Box 1215 Rossland, BC V0g 1Y0

1866 Monita St.



## Written Submissions

**Carly Rimell**

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**From:** Kate Garlinge <whistlingpinesretreats@gmail.com>  
**Sent:** Wednesday, October 04, 2017 12:14 PM  
**To:** Carly Rimell  
**Subject:** Fwd: Retreat

2 of 4

----- Forwarded message -----

**From:** **frances cameron** <francameron@shaw.ca>  
**Date:** Tue, Oct 3, 2017 at 7:20 PM  
**Subject:** Retreat  
**To:** Kate Garlinge <whistlingpinesretreats@gmail.com>

To whom it may concern,

I would like to put my support behind the proposed family retreat in Rossland by Kate and Ed Garlinge. I believe the retreat would fit our community very well and that Kate and Ed would have Rossland and Area B residents best interests in mind. Rossland and Area B residents are part of a very active community that loves pursuing the outdoors with their families. I would recommend this type of retreat to family and friends.

Frances Cameron and Danny Rioux  
 Rossland Resident  
1742 Kootenay Ave.  
 PO Box 1034 Rossland BC V0G 1Y0

## Written Submissions

**Carly Rimell**

---

**From:** Kate Garlinge <whistlingpinesretreats@gmail.com>  
**Sent:** Wednesday, October 04, 2017 12:15 PM  
**To:** Carly Rimell  
**Subject:** Fwd: Family retreat proposal

3 of 4

----- Forwarded message -----

**From:** **Jason Tuck** <j\_tuck\_1@hotmail.com>  
**Date:** Tue, Oct 3, 2017 at 9:27 PM  
**Subject:** Family retreat proposal  
**To:** "whistlingpinesretreats@gmail.com" <whistlingpinesretreats@gmail.com>

To whom this may concern,

My name is Jason Tuck and I'm a resident in Rossland, BC. I strongly believe that allowing the build of a family retreat on Richie Rd will be beneficial to the town in many ways. It will not only bringing a new business to the town that helps with the economy but it also gives a place for families to go to reconnect with each other as they disconnect from their devices and day to day stresses.

Thank you,  
 Jason Tuck

404-1161 Nickleplate Rd  
 Rossland, BC  
 V0G1Y0  
 PO Box 2318

## Written Submissions

**Carly Rimell**

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**From:** Kate Garlinge <whistlingpinesretreats@gmail.com>  
**Sent:** Wednesday, October 04, 2017 12:16 PM  
**To:** Carly Rimell  
**Subject:** Fwd: proposed family retreat on Richie Road

4 of 4

----- Forwarded message -----

**From:** **Caprie Betz** <[cbetz@sd20.bc.ca](mailto:cbetz@sd20.bc.ca)>  
**Date:** Tue, Oct 3, 2017 at 12:34 PM  
**Subject:** proposed family retreat on Richie Road  
**To:** "[whistlingpinesretreats@gmail.com](mailto:whistlingpinesretreats@gmail.com)" <[whistlingpinesretreats@gmail.com](mailto:whistlingpinesretreats@gmail.com)>

To whoever this may concern,

I have recently become a resident of Rossland and find the proposal for a family retreat on Richie Road to be a great addition to the town. Originally from Toronto, Ontario I see the importance and the positive affect it would have on families for a place to unplug and reconnect.

Thank you,  
Caprie Betz  
[9057516596](tel:9057516596)

404-1611 Nickleplate Rd  
Rossland, BC  
V0G1Y0  
PO Box 2318

## Written Submissions

**Carly Rimell**

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**From:** Jennifer Kuhn  
**Sent:** Wednesday, October 04, 2017 8:07 AM  
**To:** Carly Rimell  
**Subject:** FW: Notice of Public Hearing: Lot 7 Township 28, NEP77083, KD

**From:** Danielle Hachey [mailto:feathersandfuryoga@gmail.com]  
**Sent:** October-03-17 5:02 PM  
**To:** Theresa Lenardon <tlenardon@rdkb.com>; Linda Worley <lworley@rdkb.com>; Jennifer Kuhn <jkuhn@rdkb.com>; Lori King <lking@rdkb.com>; Louise Hamazaki <lhamazaki@rdkb.com>; Maria Ciardullo <mciardullo@rdkb.com>  
**Subject:** Re: Notice of Public Hearing: Lot 7 Township 28, NEP77083, KD

Greetings Theresa Lenardon and Linda Worley,

My name is Danielle Hachey and my partner, Paul Girardi own and live at 135 Richie Road, RDKB.

We are writing to express our opposition of the proposed bylaw NO. 1640 and NO. 1641 that would amend the zoning of Lot 7, Township 28, NEP77083, KD.

Please let this opposition be noted for the public hearing on Wednesday October 4th, 2017 at 6:00 PM.

Kind Regards,

Danielle Hachey & Paul Girardi  
 250.368.7238

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### **Feathers and Fur Surf and Yoga Experiences**

*Paul Girardi & Danielle Hachey*  
[www.feathersandfur.ca](http://www.feathersandfur.ca)

## Written Submissions

**Carly Rimell**

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**From:** Carly Rimell  
**Sent:** Wednesday, October 04, 2017 12:37 PM  
**To:** Carly Rimell  
**Subject:** FW: Final contribution from Family Action Network

----- Forwarded message -----

**From:** Christy Anderson <[coordinator@familyactionnetwork.ca](mailto:coordinator@familyactionnetwork.ca)>  
**Date:** Tue, Oct 3, 2017 at 10:02 PM  
**Subject:** Re: Retreat  
**To:** Kate Garlinge <[whistlingpinesretreats@gmail.com](mailto:whistlingpinesretreats@gmail.com)>

Hello Kate

We met a few weekends ago at the Liv demo day at Red. Nice to hear from you again.

Very generally, in the case of the hearing taking place, I can say this:

The Family Action Network has a mandate to

"a) Nurture community capacity and a climate of investment that results in the success of children and their families; b) Plan and take action for making available seamless, integrated supports, services and programs to families with young children; c) Know about, and provide meaningful support as needed to every family in our region with a young child; and d) Strengthen our regional economy by attracting and retaining committed residents." In this regard, FAN would support the establishment of any business in the Lower Columbia region with a focus on increasing attachment between parents and their children and those that build connection within families to foster healthy early childhood development.

Let me know if you have time for a quick chat in the morning. If that doesn't work, happy to connect with you over coffee sometime soon.

Best of luck,

---

**Christy Anderson - Executive Director**  
**Family Action Network**

**cel:** 250-687-1501  
**email:** [coordinator@familyactionnetwork.ca](mailto:coordinator@familyactionnetwork.ca)  
**website:** [familyactionnetwork.ca](http://familyactionnetwork.ca)

**View our new 'Check Early Check Often' video on the importance of early childhood developmental screening here:** <https://www.youtube.com/watch?v=RfniBpPP0-c>

## Written Submissions

**Carly Rimell**

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**From:** Carly Rimell  
**Sent:** Wednesday, October 04, 2017 11:38 AM  
**To:** Carly Rimell  
**Subject:** FW: Public Hearing Bylaw No 1640 and 1641

**From:** Lloyd McLellan [mailto:councillor.mclellan@rossland.ca]  
**Sent:** Wednesday, October 04, 2017 7:53 AM  
**To:** Carly Rimell <crimell@rdkb.com>  
**Subject:** Re: Public Hearing Bylaw No 1640 and 1641

Thanks Carly.

As you probably know I am in favour of this unique proposal.

I believe it will expose the lower Columbia region to many who are not aware of what we have to offer.

Rossland has a "Tourist Cabin" definition in our zoning bylaw. We also have a "Resort Holiday Park" outlined in our comprehensive development zoning bylaw.

These were developed to address the unique kind of proposals we have here.

I am sure that we could develop something that could fit with a "Retreat" and alleviate some of the neighbours concerns of motels or something of that nature, happening in the future.

See you this evening,

LLOYD

Sent from my iPad

Written Submissions



October 4, 2017

Tourism Rossland  
Box 1385  
Rossland, BC  
VoG 1Y0

Dear Kate Garlinge,

Please accept this letter from Tourism Rossland in support of your proposed retreat on Richie Road. Tourism Rossland believes that product diversification and product development is essential to turn our community into a four-season destination that provides economic opportunities and employment for our residents.

Your proposed business complements our existing core tourism products, increases our appeal as a year-round destination, diversifies our accommodation pool and increases our tourism related revenue.

On behalf of Tourism Rossland, I hope that your rezoning application is successful.

Kind Regards,

A handwritten signature in black ink, appearing to read "Andras Lukacs", with a stylized flourish at the end.

Andras Lukacs, Ph.D.  
[andras@tourismrossland.com](mailto:andras@tourismrossland.com)  
250-921-4892

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1640**

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 of the Regional District of Kootenay Boundary

**WHEREAS** the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plan Bylaws pursuant to the provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan;

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1640, 2017;
2. That Map 1 (Land Use Designations) of the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 be amended to re-designate the following parcel from 'Black Jack Rural Residential' to 'Commercial';
  - Lot 7, Township 28, NEP77083, KD;
 as shown outlined in red on Schedule X attached hereto and forming part of this bylaw.

**READ A FIRST TIME AND SECOND TIME** this 24th day of May, 2017.

**PUBLIC HEARING NOTICE ADVERTISED** in the Trail Times this 26th day of September, 2017 and also this 27th day of September, 2017.

**PUBLIC HEARING** held on this 4th day of October, 2017.

**READ A THIRD TIME** this 26th day of October, 2017.

I, Theresa Lenardon, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1640, cited as "Regional District of Kootenay Boundary OCP Amendment Bylaw No. 1640, 2017" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 26th day of October, 2017.

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

**RECONSIDERED AND ADOPTED** this 26<sup>th</sup> day of October, 2017.

\_\_\_\_\_  
Chair

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



I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1640, cited as "Regional District of Kootenay Boundary OCP Amendment Bylaw No. 1640, 2017" as reconsidered and finally adopted this 26<sup>th</sup> day of October, 2017.

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Manager of Corporate Administration



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1641**

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 of the Regional District of Kootenay Boundary

**WHEREAS** the Regional District of Kootenay Boundary may amend the provisions of its Zoning Bylaws pursuant to the provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw;

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 2017;
2. Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1540, 2015 is amended to:

a) Change the existing Commercial Zone C in the Table of Contents to;

“618. Commercial 1 Zone C1”

b) Add the following new zone to the Table of Contents, immediately following Commercial 1 Zone C1;

“618A. Commercial 2 Zone C2”

c) Change the existing Commercial in the list of zones in the table under Section 601(2), From;

Commercial	C
------------	---

To;

“Commercial 1	C1”
---------------	-----

d) Add the following new zone to the lists of zones in the table under Section 601(2), immediately following the ‘Commercial C1’;

“Commercial 2	C2”
---------------	-----

e) Change the existing Commercial Zone in Section 618. from;

**618. Commercial Zone**

**C**

The following provisions apply to lands in the Commercial Zone:

to

**“618. Commercial Zone**

**C1**

The following provisions apply to lands in the Commercial 1 Zone:”

f) Add the following text after Section 618(8):

**“618A. Commercial 2 Zone**

**C2**

The following provisions apply to lands in the Commercial 2 Zone:

**1. Permitted Principal Uses**

Only the following *principal uses* are permitted:

- a) *Agriculture;*
- b) *Motel;*
- c) *Single family dwelling.*

**2. Permitted Secondary Uses**

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 606.1 above:

- a) *Accessory buildings and structures;*
- b) *Bed and breakfast;*
- c) *Home-based business;*
- d) *Secondary suite.*

**3. Parcel Area for New Parcels Created by Subdivision**

*Parcels* to be created by subdivision must not be less than 1.8 hectares

**4. Density**

Maximum per parcel:

- One *single family dwelling;*
- One *secondary suite;* and
- Six *motel* suites with a maximum gross floor area of 47m<sup>2</sup>.

**5. Setbacks**

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>	<i>Storage sheds</i>
<i>Front</i>	7.5	7.5
<i>Exterior side</i>	7.5	4.5
<i>Interior side</i>	7.5	0.6
<i>Rear</i>	7.5	0.6

**6. Parcel Coverage**

Maximum *parcel coverage* is 33%

**7. Height**

*Buildings and structures* must not exceed 14 metres in *height*.

**8. Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.”

3. That Map 1 (Zoning Map) of the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 be amended to:

- Change the map label from 'Commercial (C)' to "Commercial (C1)"
- Rezone the following parcel from 'Rural Residential 1 (RR1)' to 'Commercial 2 (C2)':

- Lot 7, Township 28, KD, NEP77083;

as shown outlined in red on Schedule Z attached hereto and forming part of this bylaw.

**READ A FIRST TIME AND SECOND TIME** this 24th day of May, 2017.

**PUBLIC HEARING NOTICE ADVERTISED** in the Trail Times this \_\_\_\_ day of \_\_\_\_, 20\_\_ and also this \_\_\_\_ day of \_\_\_\_, 20\_\_.

**PUBLIC HEARING** held on this \_\_\_\_ day of \_\_\_\_, 20\_\_.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_, 20\_\_.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1641, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 2017" as read a third time by the Regional District of Kootenay Boundary Board of Directors this \_\_\_\_ day of \_\_\_\_, 20\_\_.

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

**APPROVED** by the Ministry of Transportation and Infrastructure Approving Officer this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Approving Officer

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1641, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1641, 2017".

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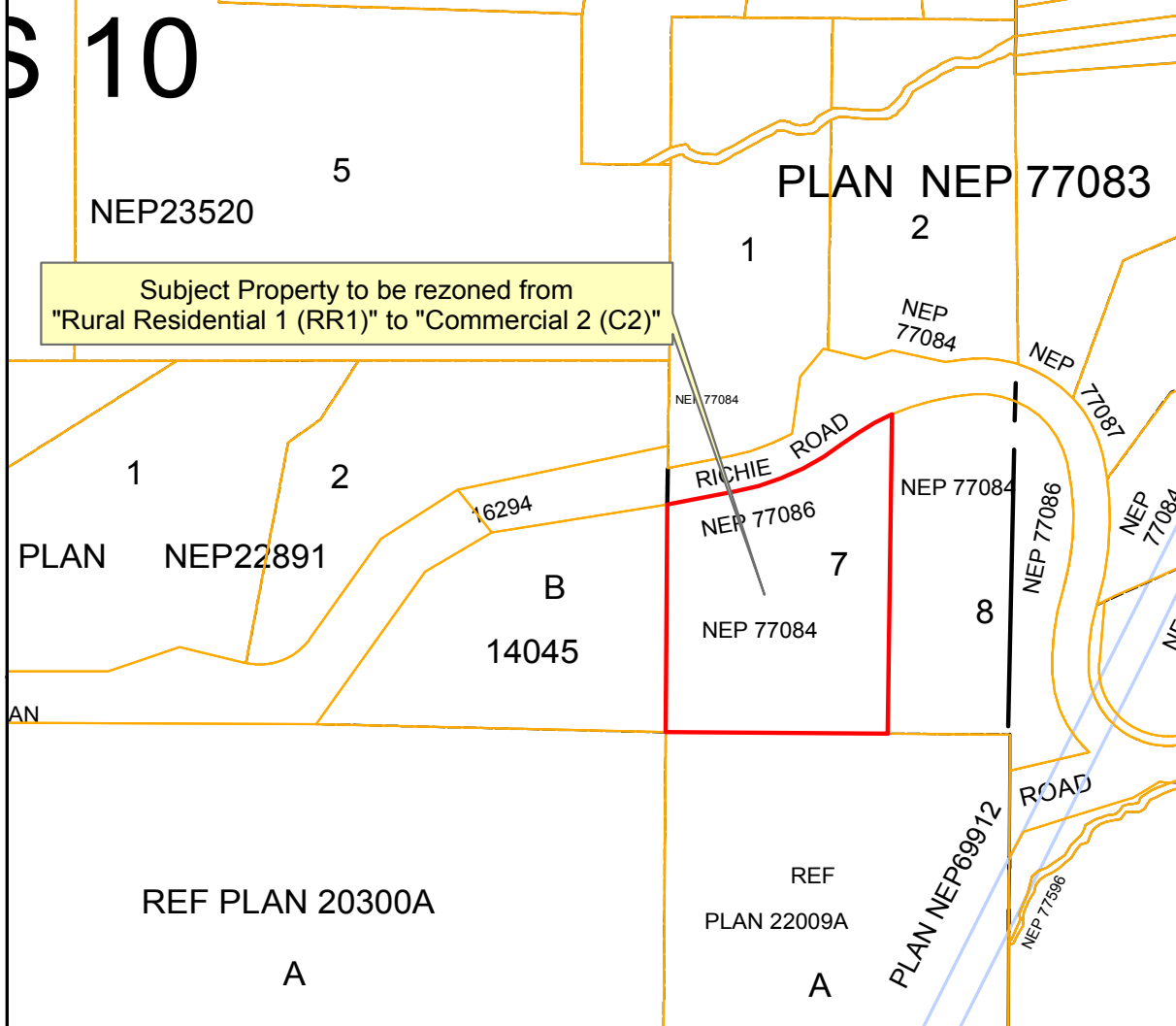
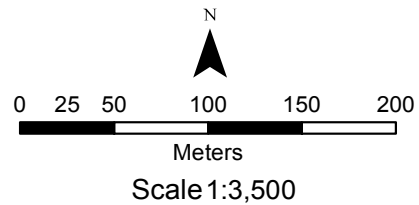
Manager of Corporate Administration



Date: 19/05/2017

## Schedule Z Zoning Amendment

Lot 7 Land District 26 Township 28  
Plan NEP 77083



I hereby certify this Schedule Z to be a true and correct copy and that this Schedule Z correctly outlines the property to be redesignated by "Regional District of Kootenay Boundary Bylaw No. 1641."

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

\_\_\_\_\_  
Date