

Regular Meeting of the Board of Directors

Thursday, August 30, 2018

6:00 pm

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

A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- 2a)** The agenda for the August 30, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the August 30, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as presented.

3. Minutes

- 3a)** The Minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 26, 2018 are presented.

[Regular Meeting of the Board of Directors - 26 Jul 2018 - Minutes - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 26, 2018 be adopted as presented.

4. Unfinished Business

- 4a) RDKB Board of Directors List of Action Items as of August 24, 2018**

[RDKB Action Items - Aug 24 2018 - Board - Aug 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors Action Item list as of August 24, 2018 be received.

**4b) Rural Development Institute (RDI)-Building Local Government Capacity for Rural Economic Development
Rural Dividend Application-Letter of Support**

At the July 26, 2018 Board meeting, Director Martin provided an update on the RDI's project "Building Local Government Capacity for Rural Economic Development" as well as an update on the Rural Dividend Funding Program application.

The Rural Dividend Fund Program (RDFFP) office raised concerns with respect to the approach being taken with the application sponsorship for submission of the overall application. The RDFFP has advised it would consider a single local government application but with only certain parts of the project management contracted to the Regional Innovation Chair (as opposed to transferring the entire initiative to Selkirk College to administer), which results in the RDKB becoming responsible for the majority of the work, including completion of the reporting requirements.

At the July 26, 2018 RDKB Board meeting, the Board adopted a recommendation stating that the RDKB is not interested in being the applicant based on the change in scope and other concerns, including concerns with the administrative burden that would fall on the application sponsor.

Since the Board meeting, the RDKB has been requested for a letter of support.

[Request for Letter of Support-RDI-Rural Dividend Application-BoD-Aug 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors consider the request to send a letter of support to the RDI for the Rural Dividend Fund Program application - Rural Development Institute "Building Local Government Capacity for Rural Economic Development. **FURTHER** that staff be directed accordingly.

- 4c) **J. Dougall, GM of Environmental Services**
Re: Authorization to Purchase Used Landfill Compactor
Director McGregor, Environmental Services Liaison

[Staff Report - Auth to Purchase Used Landfill Compactor - Board - Aug 30, 2018](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors authorize the transfer and use of reserve (Service 010) monies to supplement insurance proceeds to purchase a landfill compactor to replace the landfill compactor that was damaged beyond repair at the West Boundary Landfill on July 3, 2018.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors authorize the purchase of a landfill compactor from Marcel Equipment Ltd. for a cost not to exceed \$350,000 (excluding GST). **FURTHER** that the Board authorize an amendment to the 2018 budget (Service 010) to reflect:

Additional Transfer from Reserve:	\$100,000
Revenue from Insurance Proceeds:	\$250,000
Purchase of Capital Equipment:	\$350,000

5. Communications-RDKB Corporate Communications Officer

- 5a) **F. Maika, Corporate Communications Officer**
Re: Communications Update

[Staff Report-Communications Update-BoD-Aug 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the Staff Report from Frances Maika, Corporate Communications Officer regarding an update on RDKB communications be received.

6. Communications (Information Only)

- 6a) City of Williams Lake - July 17/18**
Re: Letter to Province - Employer Health Tax Impact on Local Government
[WilliamsLake-To Province-Impact of Employer Health Tax-BoD-Aug 30 2018](#)
- 6b) The Honourable John Horgan, Premier-July 17/18**
Re: Thank You for EOC Work During Boundary and Grand Forks Flooding
[Premier-Thank You-EOC Flooding Work-BoD Aug 30 2018](#)
- 6c) UBCM-July 20/18**
Re: First Gas Tax Payment for 2018/19 Fiscal
[UBCM-Gas Tax Agreement-2018 2019 Payment-BoD Aug 30 2018](#)
- 6d) Town of Creston-July 23/18**
Re: Recognition of Kootenay Boundary Regional Fire Rescue for Fire Dispatch Services
[Creston-Thank You-KBRFR for Fire Dispatch Services-BoD Aug 30 2018](#)
- 6e) Green Communities Committee-Aug. 15/18**
RE: Congratulations to RDKB for Climate Action Initiatives
[UBCM-Province-Green Communities Committee-BoD Aug 30 2018](#)

Recommendation: Corporate Vote Unweighted

That Communications Information Only Items 7a) - 7e) be received.

7. Reports

- 7a) Monthly Schedule of Vendor Payments as of July 31, 2018**
RDKB Board Chair, R. Russell for Director Martin, Finance Liaison

The Vendor Payment Schedule as of July 31, 2018 is presented.

[Interim Schedule July](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Schedule of Vendor Payments July 1-July 31, 2018 in the amount of \$891,097.52 be received.

7b) Draft RDKB Electoral Area Advisory Planning Commission Minutes

Draft minutes from the Electoral Area Advisory Planning Commission meetings held during August 2018 are presented for receipt:

Electoral Area C/Christina Lake (Aug. 7/18), Electoral Area E/West Boundary (Aug. 6/18) and Electoral Area E/West Boundary-Big White (Aug. 7/18).d

[Minutes-APC-Area C-Board-August 30 2018](#)

[Minutes-APC-Area E-Board-August 30 2018](#)

[Minutes-APC-Big White-Board-August 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the following draft Electoral Area Advisory Planning Commission minutes be received:

Electoral Area C/Christina Lake (Aug. 7/18), Electoral Area E/West Boundary (Aug. 6/18) and Electoral Area E/West Boundary-Big White (Aug. 7/18).

**7c) B. Burget, GM of Finance
Re: 2nd Quarter Financial Results Ending June 30, 2018
*Board Chair Russell for Director Martin, Finance Liaison***

[Staff Report - Quarterly Report - BRD - Aug 31, 2018 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the staff report from Beth Burget, General Manager of Finance regarding the Financial Plan Comparison - 2018 Second Quarter be received.

8. **Board Appointments Updates**

- 8a)** 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 Russell
[ColumbiaRiverTreaty Meetings-Minister's Statement-BC Gov News](#)
[Summary-ColumbiaRiver Treaty-Loc Gov Committee Update-Aug 22-BoD Aug 30 2018](#)

9. **New Business**

- 9a) G. Wiebe, Engineering and Safety Coordinator**
Re: Selection of Contractor for Columbia Pollution Control Centre (CPCC) Roof Replacement RFP
Director McGregor, Environmental Services Liaison
[Staff Report - CPCC Roof Replacement RFP - Board - August 30 2018 - Pdf](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to enter into a contract with Trail Roofing LTD at a cost of \$100,750 to complete the replacement of the CPCC Administration Building Roof. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the contract.

- 9b)** A staff report from James Chandler, General Manager of Operations / Deputy CAO, regarding a Building Bylaw Contravention for the property described as:
9120 Highway 22A, Trail, B.C.
Electoral Area 'A'
Parcel Identifier: 030-085-462
Lot A District Lot 205A Kootenay District Plan EPP60444
Owners: John and Cristine Urquhart
[Staff Report-Bylaw Contravention Urquhart-Board August 30, 2018 - Pdf](#)

Recommendation: Stakeholder (Electoral Directors) Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot A, District Lot 205A, Kootenay District, Plan EPP60444.

- 9c) A staff report from James Chandler, General Manager of Operations / Deputy CAO, regarding a Building Bylaw Contravention for the property described as:

1232 McLeod Road, Fruitvale, B.C.

Electoral Area 'A'

Parcel Identifier: 012-979-104

Lot 4 District Lot 8383 Kootenay District Plan 10244

Owner: Robert MacDonald

[Staff Report-Bylaw Contravention MacDonald-Board August 30, 2018 - Pdf](#)

Recommendation: Stakeholder (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, District Lot 8383, Kootenay District, Plan 10244.

- 9d) **J. Chandler, GM of Operations/Deputy Chief Administrative Officer**

Re: Award of the Design-Build Contract for Construction of the Midway Kettle Valley Satellite Fire Hall Project

[Staff Report - Midway Kettle Valley Satellite Fire Hall Project - Board - Aug 30, 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the award of the construction contract to Pownall Construction and Form Rental in the value of \$260,000.00 inclusive of GST, as recommended in the staff report, dated August 30th 2018, regarding the Midway Kettle Valley Satellite Fire Hall project.

- 9e) **J. Chandler, GM of Operations/Deputy Chief Administrative Officer**
Re:Grand Forks Aquatic Centre - 2019 Pool Deck Rehabilitation Project and Requisition Increase
[Staff report-Grand Forks Aquatic Centre Pool Deck Rehab and Requisition Increase-Board Aug 30,2018 - Pdf](#)

Recommendation: Corporate Vote Weighted

Thatthe Regional District of Kootenay Boundary Board of Directors approve staff to continue in the planning and development of the project as recommended in the staff report, dated August 30th 2018, regarding the Grand Forks Aquatic Centre – 2019 Pool Deck Rehabilitation Project and Requisition Increase. **FURTHER**, that staff prepare further details and budgets for the amendment and increase of up to 25% for the Grand Forks Aquatic Centre Local Service 040 Bylaw, to be presented at the next Board meeting in September 2018.

- 9f) **B. Burget, GM of Finance**
Re: Big White Aerial Ladder Truck
Board Chair Russell for Finance Liaison Director Martin
[Staff Report - Big White Aerial Ladder Truck - BRD - Aug 30, 2018 - Pdf](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the purchase of the Rosenbauer 78' Aerial Ladder Truck with 10% down and balance payable on component completion - Chassis, Aerial Device with balance on completion. **FURTHER** the Board approve short term financing under a liability under agreement from MFA over a 5 year term for the total of \$1,162,828 plus taxes. **FURTHER** that the 2018 Five Year Financial Plan be amended for the 10% payment of the purchase price totaling \$124,423 with proceeds from short term financing.

- 9g) **B. Burget, GM of Finance**
Re: MFA Equipment Financing for a Service Truck
Beaver Valley Regional Trails, Parks and Recreation-Budget (019)
Board Chair Russell for Finance Liaison Director Martin
[Staff Report - MFA Equipment Financing - BRD - Aug 30, 2018 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve application be made to the Municipal Financial Authority for equipment financing for a five year term pursuant to Section 403 of the Local Government Act for a service truck for Service 019 Beaver Valley Regional Parks and Trails.

9h) K. Gobeil, Planner

Re: Development Permit Application - Electoral Area E/West Boundary

*Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice Chair*

[Staff Report-Pederson DP Board August 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the Development Permit application submitted by Westerkamp Design Inc. on behalf of Pederson Management Ltd. to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 34, Plan KAS3134, District Lot 4222, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

9i) K. Gobeil, Planner

Re: Application for Development Permit Amendment - Electoral Area C/Christina Lake

*Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice Chair*

[Staff Report Sawyer DP Board-August 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the Development Permit application submitted by Kevin Sawyer regarding construction of an addition to a single family dwelling in the Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot 5, Plan KAP25978, DL 970, SDYD, Electoral Area 'C'/Christina Lake, be received.

- 9j) **K. Gobeil, Planner**
Re: Application for Development Permit-Electoral Area E/West Boundary
Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice Chair
[Staff Report - Viacon DP - Board - August 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the Development Permit application submitted by Viacon Developments Corp. to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 60, Plan KAS3134, District Lot 4222, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

- 9k) **K. Gobeil, Planner**
Re: Application for Development Variance Permit-Electoral Area C/Christina Lake
Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice-Chair
[Staff Report Ference DVP Board-August 30 2018](#)

Recommendation: Stakeholder (Electoral Area Directors) Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Bradley Ference in order to reduce to the front yard setback from 7.5 metres to 0.91 metres – a variance of 6.59 metres; and reduce the interior side yard setback from 3.0 metres to 0.75 metres – a variance of 2.25 metres in order to construct an accessory building on the property legally described as Lot 9, Plan KAP7441, DL 1021s, SDYD Electoral Area 'C' Christina Lake, subject to approval from the Ministry of Transportation and Infrastructure.

- 9l) **K. Gobeil, Planner**
Re: Application for Development Variance Permit-Electoral Area E/West Boundary
Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice-Chair
[Staff Report-Trerise DVP-Board-August 30, 2018](#)

Recommendation: Stakeholder (Electoral Area Directors) Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Janet and Randy Trerise to allow for a reduced front yard setback from 5 metres to 2 metres – a variance of 3 metres to construct an accessory building on the property legally described as Lot 3, Plan KAP16343, DL 860, SDYD, Electoral Area E/West Boundary.

9m) K. Gobeil, Planner

Re: Application for Development Variance Permit - Electoral Area C/Christina Lake

*Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice Chair*

[Staff Report - Walls DVP - Board - August 30 2018](#)

Recommendation: Stakeholder (Electoral Area Directors) Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Patrick Walls on behalf of Sharon Walls to allow for a decreased front parcel line setback from 4.5m to 0.5m - a variance of 4m and a decreased setback from the natural boundary of Christina Lake from 7.5m to 3.17m - a variance of 4.33m to construct a single family dwelling on the property legally described as Lot 3, DL 3063s, SDYD, Plan 10615, Electoral Area 'C'/Christina subject to permission from the Ministry of Transportation.

9n) K. Gobeil, Planner

Re: Application for Temporary Use Permit-Electoral Area D/Rural Grand Forks

*Director Worley, Chair, Electoral Area Services Committee /
Director McGregor, Vice-Chair*

[Staff Report-Darbyshire-TUP Board August 30 2018](#)

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

That the Regional District Board of Directors approves the Temporary Use Permit application submitted by Christopher Wendell of Porter Ramsay LLP on behalf of Ronald Troy Darbyshire to allow for the operation of a heavy machine repair shop, office and parking lot on the property legally described as Lot 3, DL 363, SDYD, Plan 6263 , Electoral Area 'D'/Rural Grand Forks subject to the temporary use taking place within a 0.22 hectare portion described in ALC resolution number 93/2018 for application number 56675 and the use taking place between the hours of 7:00am and 7:00pm.

9o) Grant in Aid-As of August 23, 2018
[Grant in Aid-As of Aug 23-BoD Aug 30 2018](#)

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

That the following grants-in-aid be approved:

1. Rally in the Beaver Valley (West Kootenay Road Runners Society)- Electoral Area A-\$250
2. Rally in the Beaver Valley (West Kootenay Road Runners Society)- Electoral Area B/Lower Columbia-Old Glory-\$250
3. Columbia and Western Trail Society-Electoral Area B/Lower Columbia-Old Glory-\$1,875
4. Columbia and Western Trail Society-Electoral Area C/Christina Lake-\$1,875
5. Boundary Community Futures (Boundary Country Geocoin Challenge)-Electoral Area C/Christina Lake (on behalf of Electoral Areas C, D and E)-\$400
6. Christina Lake Community Association-Electoral Area C/Christina Lake-\$1,500
7. Kettle River Watershed Authority Coordinator Attending Conference- Electoral Area D/Rural Grand Forks-\$1,655
8. Kettle River Food Share Society-Electoral Area E/West Boundary-\$60
9. King of Kings New Testament Church/The Bridge-Electoral Area E/West Boundary-\$120
10. Boundary Habitat Stewart-Electoral Area E/West Boundary-\$600
11. Big White Mountain Community Development Association-Electoral Area E/West Boundary-\$5,000
12. Big White Mountain Community Development Association-Electoral Area E/West Boundary-\$1,500

13. Big White Mountain Community Development Association-Electoral Area E/West Boundary-\$3,000
14. Jewel Lake Environmental Protection Society-Electoral Area E/West Boundary-\$100
15. Greenwood Fire Department-Electoral Area E/West Boundary-\$120
16. Greenwood Municipal Swimming Pool-Electoral Area E/West Boundary-\$175

10. Bylaws

10a) Bylaw No. 1683-Electoral Area Director Remuneration First, Second and Third Readings Reconsider and Adopt

[With Changes-Bylaw 1683-EA Director Remuneration-BoD Aug 30 2018](#)
[Final-Bylaw 1683-EA Director-Remuneration-Rescind 1622-BoD-August 30 2018](#)

[Staff Report - Director Remuneration - BRD - Aug 2018 - Pdf](#)

Recommendation: Stakeholder (Electoral Area Directors) Vote Weighted

That Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018 be read a first, second and third time.

Recommendation: Stakeholder (Electoral Area Directors) Vote Weighted

That Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018 be reconsidered and adopted.

10b) Bylaw No. 1684-RDKB Board of Directors Remuneration First, Second and Third Readings Reconsider and Adopt

[With Changes-Bylaw1684-BoD Remuneration-BoD Aug 30 2018](#)
[Final-Bylaw 1684-BoD Remuneration-BoD Aug 30 2018](#)

[Staff Report - Director Remuneration - BRD - Aug 2018 - Pdf](#)

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684, 2018 be read a first, second and third time.

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684, 2018 be reconsidered and adopted.

11. Late (Emergent) Items

11a) 2018 UBCM Cabinet Minister Meetings

Meeting 193 Forests, Lands, Natural Resource Operations and Rural Development

Role of Province in supporting Kettle River Watershed Authority
Flood recovery planning and possible financial support for implementation of recovery plan
Waneta Drainage

Meeting 483 Forests, Lands, Natural Resource Operations and Rural Development

Community Forests
Management of Forest Health

Invitation_Emergency Management BC, and Forests, Lands, Natural Resource Operations and Rural Development,

2018 BC Floods and Wildfires

[Cabinet Minister-MFLNRO&RD-Mtg 193-BoD-Aug 30 2018](#)

[Cabinet Minister-MFLNRO&RD-Mtg-483-BoD-Aug 30 2018](#)

[Invitation-EMBC & MFLNRO&RD-BoD-Aug 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the information respecting the UBCM Cabinet Minister meetings be received.

**11b) M. Andison, Chief Administrative Officer,
Re: Implications with Initiating Incorporation Study for Big
White in Relation to Work Plans**

[Staff Report-BW Incorporation Study-Implications-BoD-Aug 30 2018-Pdf](#)

Recommendation: Corporate Vote Unweighted

That staff continue to investigate the implications of initiating a municipal incorporation study for the Big White community through engagement with the Ministry of Municipal Affairs and Housing and report back the findings to the Board of Directors.

**11c) J. Chandler, GM Operations/Deputy Chief Administrative
Officer**

Re: Impact of Acid Spill on RDKB Fleet Vehicles

[Staff Report-Fire Department - Engine 374 Acid damage update - BoD-Aug 30 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve staff to continue in correspondence with ICBC and initiate discussions with HUB Fire Engines Ltd to explore the replacement costs for a new engine as per the staff report, dated August 30th 2018, regarding Fire Department - Spartan Gladiator Pumper/Rescue 1500, Engine 374 - Acid damage.

**11d) Ministry of Municipal Affairs and Housing-Assistant Deputy
Minister Local Government-Aug 31/18**

**Re: 2018 General Local Elections-Policing Services and
Election Offences**

[MAH-Police Services-Election Offences-BoD-Aug 30 2018-](#)

Recommendation: Corporate Vote Unweighted

That the correspondence from T. Faganella, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing regarding 2018 General Local Elections police services and election offences be received.

12. Discussion of Items for Future Meetings

**12a) First Nations Reconciliation-RDKB Awareness and
Responsibilities**
Director Grieve

13. Question Period for Public and Media

14. Closed (Incamera) Session

15. Adjournment



**Regular Meeting of the Board of Directors
Minutes
Thursday, July 26, 2018
The Regional District of Kootenay Boundary Board Room, Grand Forks, BC**

Present: Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director J. Danchuk
Director M. Martin
Director D. Langman
Director L. McLellan
Director P. Cecchini
Director F. Konrad (by teleconference)
Director E. Smith
Director A. Grieve
Director V. Gee
Alternate Director B. Edwards

Staff: M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
G. Denkovski, Manager of Infrastructure and Sustainability
D. Derby, Regional Fire Chief

Others: C. Burns, President – Big White Community Development Association
M. Hillhouse, Director - Big White Community Development Association

Call to Order

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

Consideration of the Agenda (Additions/Deletions)

The agenda for the July 26, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

The agenda was amended with the addition of a late item:

- a conversation about the federal program Disaster Mitigation and Adaptation Fund (DMAF) and a request to support an application to the DMAF as Late (Emergent) Items - 12c.

315-18 Moved: Director McLellan Seconded: Director Langman

Corporate Vote Unweighted

That the agenda for the July 26, 2018 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 June 28, 2018 were presented.

Director Gee requested an addition/amendment to the minutes regarding Bylaw 1678. Three changes were made to the Bylaw under Section 4, Financial Matters, which were not reflected in the minutes:

1. the Parcel Tax line was removed,
2. the amount of \$160,032 would be rounded to \$160,000, and
3. taxation would be changed to "land and improvements".

316-18 Moved: Director Cecchini Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 28, 2018 be adopted as amended.

Carried

Delegation(s)

Colin Burns, President and Mark Hillhouse, Director, Big White Community Development Association

Re: Request for Feasibility Study

C. Burns and M. Hillhouse, Big White Community Development Association, attended the meeting and provided the Directors with a presentation regarding a formal request to

initiate a local governance restructure review for the community of Big White. Changes that have occurred during the past 3 years in Big White were provided as information for this request. Funding would be provided by the provincial government and a request for the RDKB to coordinate and manage an RFP as well as managing the contractor and providing a review to Victoria.

317-18 Moved: Director McGregor Seconded: Director Martin

That the Regional District of Kootenay Boundary Board of Directors support the Big White Community Development Association's request to initiate a local governance restructuring review with a request to the provincial government pending a report to be prepared by staff for the next Board meeting addressing how this request would fit into the current work plan, identifying timelines and clarity around the Big White OCP process. **FURTHER**, that staff will have discussion with the Province regarding its receptiveness to this request.

Carried

Concerns were raised in regards to this request fitting into the work plan and whether it could be accomplished this year. M. Andison, CAO, confirmed that this was not in this year's work plan and there was limited capacity.

Director Martin

Re: RDI for Local Government-Application for Rural Dividend Funding

Director Martin provided the Directors with an update to the matter of "Building Local Government Capacity for Rural Economic Development" and the application to the Rural Dividend Fund. Due to a current change at the Executive Director level at the Rural Dividend Fund Program Office (RDFO), concerns were raised at the approach being taken in the application. The RDFO is willing to consider a single local government application but with only certain parts of the project management being contracted to the Regional Innovation Chair rather than transferring the entire budget to Selkirk to administer.

Concerns were raised by the Directors regarding the significant change in scope and criteria of the application. The Directors were not prepared to approve the RDKB being the applicant with the change in scope and criteria.

318-18 Moved: Director McGregor Seconded: Director McLellan

Corporate Vote Unweighted

That Terri McDonald, RDI, be contacted and informed that the Regional District is not interested in being an applicant for Rural Dividend Funding based on scope change and other concerns that were raised at the Board meeting.

Carried

Closed (In camera) Session

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

Closed Meeting Items for Release to the Open Meeting

Boundary Flood Recovery - Next Steps

319-18 Moved: Director McGregor Seconded: Director McLellan

Corporate Vote Unweighted

That the timelines associated with the options as presented by the Dobson Engineering Ltd. report for land use be released to the public, pending necessary edits to be made by staff.

Unfinished Business

RDKB Board of Directors Action Items Report

The Regional District of Kootenay Boundary Board of Directors Action Item Report as of July 19, 2018 was presented.

320-18 Moved: Director McGregor Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors List of Action Items as of July 19, 2018 be received.

Carried

D. Catalano - Grant Thornton

Re: Auditors Report 2017 Financial Statements

321-18 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the letter from Don Catalano, Grant Thornton, regarding the Auditors Report 2017 Financial Statements.

Carried

Communications (Information Only)**Presentation of FortisBC's Power Study of the Waneta Lands**

Fortis has requested LCCDTS and any other organizations, municipalities and business owners to provide a formal letter of request for upgrades to the Beaver Creek Sub be considered for 2020 and to be large enough to meet the existing needs of the area but also future economic development.

322-18 Moved: Director Grieve Seconded: Director McLellan

Corporate Vote Unweighted

That the RDKB send FortisBC a formal letter of request for upgrades to the Beaver Creek substation be considered for 2020 and be large enough to meet the existing needs of the area and also future economic development needs.

Carried

Reports**Monthly Schedule of Vendor Payments Ending June 30, 2018**

Director Martin, Finance Liaison

323-18 Moved: Director Martin Seconded: Director McLellan

Corporate Vote Unweighted

That the Schedule of Vendor Payments ending June 30, 2018 for \$1,422,002.83 be received.

Carried

Adopted RDKB Committee Minutes

The following minutes from Regional District of Kootenay Boundary Committee meetings held during June and adopted by the respective Committees in July were presented:

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RDKB Board of Directors
July 26, 2018

Boundary Community Development Committee (June 6).

324-18 Moved: Director McGregor Seconded: Director Langman

Corporate Vote Unweighted

That the minutes of the Boundary Community Development Committee meeting held June 6, 2018 be received.

Carried

Draft RDKB Electoral Area Advisory Planning Commission Minutes

Draft minutes of the RDKB Advisory Planning Commission meetings held June 25th and July 3rd were presented.

325-18 Moved: Director Grieve Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the following draft minutes of the RDKB Advisory Planning Commission meetings held June 25th and July 3rd be received: Electoral Area 'B'/Lower Columbia- Old Glory (July 3), Electoral Area 'C'/Christina Lake (July 3), Electoral Area 'D'/Rural Grand Forks (July 3) and Electoral Area 'E'/Big White (June 25).

Carried

Adopted Kettle River Watershed Authority Minutes

Adopted minutes of the Kettle River Watershed Authority meetings held October 3, 2017, November 15, 2017 and May 2, 2018 were presented.

326-18 Moved: Director McGregor Seconded: Director Smith

Corporate Vote Unweighted

That the minutes of the Kettle River Watershed Authority meetings held October 3, 2017, November 15, 2017 and May 2, 2018 be received.

Carried

Committee Recommendations to Board of Directors

The Regional District of Kootenay Boundary Committee recommendations as adopted by the RDKB Committees are presented for consideration.

Stage 3 Liquid Waste Management Plan (LWMP) Steering Committee -June 20/18

Director Martin, Committee Chair/Director McLellan, Vice Chair

Terms of Reference - Columbia Pollution Control Centre and Stage 3 LWMP Steering Committee

The Directors were informed that this Committee is now extended beyond the plan development stage and is now in the design and implementation stages.

327-18 Moved: Director Martin Seconded: Director McLellan

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Columbia Pollution Control Centre Upgrade and Stage 3 Liquid Waste Management Plan Steering Committee Terms of Reference. **FURTHER** that the Board appoint Goran Denkovski, Manager of Infrastructure and Sustainability to the Committee.

Carried

New Business

**J. Svendsen, CFO, Fire Chief Big White Fire Department, RDKB
Re: Purchase of a 78' Quint Aerial Apparatus (Replace Engine 312)**

328-18 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the purchase of a Rosenbauer 78' Aerial Ladder Truck from Rocky Mountain Phoenix in the amount of \$1,184,694.60 plus applicable taxes, to replace the 1995 Anderson Pumper.

Carried

**B. Burget, General Manager of Finance
Re: Information Regarding 2019 Elimination of Tax Free Allowance**

A report from BDO was presented to the Directors regarding the elimination of Directors' tax free allowance. Three options were presented to the Directors for consideration:

1. increase overall remuneration so that net take home pay would remain approximately the same,
2. have Directors submit expenses for costs - with lower remuneration, and
3. Completion of Form T2200, Declaration of Conditions of Employment which will allow a Director to personally deduct unreimbursed expenses that are clearly related to local government business on his/her personal tax return. After discussion, it was:

329-18 Moved: Director McLellan Seconded: Director Gee

Corporate Vote Unweighted

That the RDKB Board of Directors approve the third option regarding Directors' remuneration and tax free allowance.

Defeated

(Opposed: Directors Russell, McGregor, Grieve, Danchuk, Smith, Martin, Langman and Alternate Director Edwards)

330-18 Moved: Director Danchuk Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve Option 1. **FURTHER** that staff be directed to prepare a report on mitigating the impact of an expected increase to compensation.

Carried

(Opposed: Director McLellan)

George Hayes

Re: Letter -Boundary Flooding

331-18 Moved: Director Russell Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the letter from George Hayes and noting that a number of points raised in the letter are inaccurate.

Carried

M. Andison

Re: Building Bylaw Contravention - Robert McDonald

A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

1232 McLeod Road, Fruitvale, B.C.

Electoral Area 'A'

Parcel Identifier: 012-979-104

Lot 4 District Lot 8383 Kootenay District Plan 10244

Owner: Robert MacDonald

332-18 Moved: Director McGregor Seconded: Alternate Director Edwards

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Robert MacDonald, 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 4, District Lot 8383, Kootenay District, Plan 10244.

Carried

M. Andison

Re: Building Bylaw Contravention - 2492498 Ontario Inc.

A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

2-7700 Porcupine Road, Big White, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 026-135-264

Strata Lot 47 District Lot 4109S Similkameen Division Yale District Strata Plan KAS2516

Owner: 2492498 Ontario Inc.

333-18 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Strata Lot 47, District Lot 4109S, Similkameen Division Yale District, Strata Plan KAS2516.

Carried

K. Gobeil, Planner

Re: Forestry Referral - Atco Wood Products: Development Area G - Electoral Area 'B'/Lower Columbia-Old Glory

Director Worley, Chair Electoral Area Services Committee/Director McGregor, Vice Chair

334-18 Moved: Director McGregor Seconded: Director Edwards

Corporate Vote Unweighted

That the staff report regarding the Forestry Referral from Atco Wood Products proposed development of 'Area G, Morris Creek and Sheppard Creek' on unsurveyed crown land in Electoral Area 'B'/Lower Columbia-Old Glory be received.

Carried

K. Gobeil, Planner

Re: City of Rossland - Subdivision Referrals

Director Worley, Chair Electoral Area Services Committee/Director McGregor, Vice Chair

335-18 Moved: Director McGregor Seconded: Director Edwards

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise the City of Rossland that the Regional District of Kootenay Boundary's interests are unaffected by the proposed subdivision files 3233.23/08-2018, 3320.20-02-2018, and 3320.20/09-2018

Carried

K. Gobeil, Planner

Re: Application for Development Permit Amendment - Grizzly Ridge - Electoral Area 'E'/West Boundary

Director Worley, Chair Electoral Area Services Committee/Director McGregor, Vice Chair

336-18 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That the staff report regarding the Development Permit application submitted by Marvin Dean on behalf of Iron Horse Developments Ltd to allow for the development of four two family dwellings to be constructed in the Commercial and Multiple Family Development Permit Area and the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot A, Plan KAP 83081, District Lot 4213, 4284, Except Pan KAS3742 PH 1, Big White, Electoral Area 'E'/ West Boundary, be received.

Carried

K. Gobeil, Planner

Re: Permit Referral - Ministry of Energy, Mines and Petroleum Resources - Electoral Area 'D'/Rural Grand Forks

Director Worley, Chair Electoral Area Services Committee/Director McGregor, Vice Chair

337-18 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report regarding the proposed amendment to an existing permit for mineral exploration on Unsurveyed Crown Land south of Pheonix, in Electoral Area 'D'/Rural Grand Forks to Front Counter BC for consideration.

Carried

K. Gobeil, Planner

Re: Procedure Request - Fees and Procedure Bylaw 1231 - Electoral Area 'E'/West Boundary

Director Worley, Chair Electoral Area Services Committee/Director McGregor, Vice Chair

338-18 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the request submitted by Gary George to extend the consideration deadline of a Development Variance Permit application by 60 days, as per section 13(2) of the Fees and Procedure Bylaw No. 1231.

Carried

C. Rimell, Senior Planner

Re: Development Permit Amendment - DL4255 Staff Housing - Electoral Area 'E'/West Boundary

Director Worley, Chair Electoral Area Services Committee/Director McGregor, Vice Chair

339-18 Moved: Director McGregor Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That the staff report regarding the Development Permit Amendment application submitted by Brent Harley and Associates on behalf of Big White Ski Resort Ltd to allow for the development of three staff housing buildings to be constructed in the Commercial and Multiple Family Development Permit Area and the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Plan EPP72662, District Lot 4255, SDYD, Big White, Electoral Area 'E'/ West Boundary, be received.

Carried

West Boundary Recreation Grant Application

Re: Greenwood Municipal Swimming Pool

340-18 Moved: Director Smith Seconded: Director Gee

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

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation Grant Application from the Greenwood Municipal Swimming Pool in the amount of \$258.78.

Carried

Grants-in-Aid - as of July 19, 2018

341-18 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Kootenay Columbia Learning Centre – Electoral Area 'B'/Lower Columbia-Old Glory - \$750
2. Silver City Trap and Skeet Club – Electoral Area 'B'/Lower Columbia-Old Glory – \$4,500
3. Joan Hiram on Behalf of Cops for Kids – Electoral Area 'C'/Christina Lake - \$1,000

Carried

Bylaws

Public Hearing Minutes

Re: Bylaw No. 1671 and Bylaw No. 1672

342-18 Moved: Director McGregor Seconded: Alternate Director Edwards

Stakeholder Vote (Electoral Area Directors) Unweighted

That the minutes of the Public Hearing for RDKB Official Community Plan Amendment Bylaw No. 1671 and RDKB Zoning Amendment Bylaw No. 1672 held on July 11, 2018 be received.

Carried

Bylaw No. 1632 - Amending Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Adoption

343-18 Moved: Alternate Director Edwards Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Electoral Area 'B'/Lower Columbia-Old Glory Community Plan Amendment Bylaw No. 1632 be reconsidered and adopted.

Carried

Bylaw No. 1633 - Amending of Electoral Area 'B'/Lower Columbia-Old Glory Zoning Adoption

344-18 Moved: Alternate Director Edwards Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Electoral Area 'B'/Lower Columbia-Old Glory Community Plan Amendment Bylaw No. 1633 be reconsidered and adopted.

Carried

Bylaw No. 1671 - Amending Electoral Area 'E'/Big White Official Community Plan Adoption

345-18 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Electoral Area 'E'/Big White Community Plan Amendment Bylaw No. 1671 be reconsidered and adopted.

Carried

Bylaw No. 1672 - Amending Electoral Area 'E'/Big White Zoning Adoption

346-18 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Electoral Area 'E'/Big White Zoning Amendment Bylaw No. 1672 be reconsidered and adopted.

Carried

Bylaw No. 1679-Loan Authorization Sanitary Sewer System Treatment Plan Upgrades First, Second and Third Readings

At a meeting held June 20th, the Stage 3 Liquid Waste Management Plan Steering Committee recommended that the Board of Directors give RDKB Loan Authorization Bylaw No. 1679 First, Second and Third Readings.

The Directors were informed that this was part of a grant intake with a deadline of August 29, 2018. The Province had requested a borrowing bylaw. It was indicated that the Bylaw may be amended once solid numbers come back from the engineering department. Endorsement was being sought for proceeding with the grant application.

347-18 Moved: Director McLellan Seconded: Director Martin

Corporate Vote Weighted

That Regional District of Kootenay Boundary East End Regional Sanitary Sewer System (Columbia Pollution Control Centre) Loan Authorization Bylaw No. 1679, 2018 be read a First, Second and Third time.

Carried

T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Bylaw No. 1676-Ballot Question Bylaw for Assent Voting-Disposition of East End Regional Sanitary Sewer Service Assets/Infrastructure
First, Second, Third Readings and Adoption

Seeking Board approval of:

1. referenda questions via adoption of proposed RDKB Bylaw 1676, 2018
2. appointments of a Regional Voting Officer and a Deputy Regional Voting Officer
3. dates set for advanced and general voting day voting opportunities, and
4. participating area approval/assent.

348-18 Moved: Director McGregor Seconded: Director McLellan

Corporate Vote Unweighted

That Regional District of Kootenay Boundary East End Regional Sanitary Sewer Service Disposition and Acquisition of Works Assent Voting Ballot Question Bylaw No. 1676, 2018 be given First, Second and Third Readings.

Carried

349-18 Moved: Director McGregor Seconded: Director Martin

Corporate Vote Unweighted

That Regional District of Kootenay Boundary East End Regional Sanitary Sewer Service Disposition and Acquisition of Works Assent Voting Ballot Question Bylaw No. 1676, 2018 be Reconsidered and Adopted.

Carried

350-18 Moved: Director Grieve Seconded: Director Smith

Corporate Vote Unweighted

That Theresa Lenardon, the RDKB Chief Elections Officer be appointed as the Regional Voting Officer for the East End Regional Sanitary Sewer Service Disposition and Acquisition of Works Assent Voting with advanced voting opportunities to be held on Wednesday, October 10 and Wednesday, October 17, 2018 with General Voting Day to be held in conjunction with the 2018 General Local Elections on Saturday, October 20, 2018. **FURTHER** that Mark Daines be appointed as the Deputy Regional Voting Officer.

Carried

351-18 Moved: Director McGregor Seconded: Director Smith

Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approve that participating area approval for the disposition of the RDKB regional sanitary sewer assets be obtained by assent of the electors within the entire voting area with a majority of the overall votes counted as being either in favour or against the referenda ballot questions. **FURTHER** that the voting area be deemed to be all of the Cities of Trail and Rossland and all of the Village of Warfield with the RDKB Board of Directors being responsible for conducting the voting throughout.

Carried

T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Bylaw No. 1681-Ballot Question Bylaw for Assent Voting-Establishment of Proposed Boundary Integrated Watershed Service
First, Second, Third Readings and Adoption

Seeking approval of the following:

1. assent voting ballot question via First, Second, Third Readings and Adoption of proposed Bylaw No. 1681,
2. appointments of a Regional Voting Officer and a Deputy Regional Voting Officer, and
3. dates for advanced voting opportunities.

352-18 Moved: Alternate Director Edwards Seconded: Director McGregor

Corporate Vote Unweighted

That Regional District of Kootenay Boundary-Boundary Integrated Watershed Service Establishment Assent Voting Ballot Question Bylaw No. 1681, 2018 be given First, Second and Third Readings.

Carried

353-18 Moved: Director McGregor Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That Regional District of Kootenay Boundary-Boundary Integrated Watershed Service Establishment Assent Voting Ballot Question Bylaw No. 1681, 2018 be Reconsidered and Adopted.

Carried

354-18 Moved: Director Smith Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That Theresa Lenardon, the RDKB Chief Elections Officer be appointed as the Regional Voting Officer and that Gerry Henke be appointed as the Deputy Regional Officer for the Boundary Integrated Watershed Service Establishment Assent Voting. **FURTHER** that advance voting opportunities be held in conjunction with the 2018 General Local Elections on Wednesday, October 10 and Wednesday, October 17, 2018.

Carried

Late (Emergent) Items

Committee Recommendation

Boundary Community Development Committee - July 4, 2018

Re: Grand Forks Community Centre Development Plan

Director McGregor, Committee Chair/Director Rotvold, Vice Chair

355-18 Moved: Director McGregor Seconded: Director Martin

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the City of Grand Forks, Electoral Area 'C'/Christina Lake and Electoral Area 'D'/Rural Grand Forks and BCDC commitment to fund \$20,000 for the Grand Forks Community Centre. **FURTHER**, that the funding sources to be determined.

Carried

356-18 Moved: Director McGregor Seconded: Director Smith

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves \$10,000 of the \$20,000 will come from the Boundary Economic Development Services reserves.

Carried

Information

Re: Village of Midway - Request for Support

357-18 Moved: Director Smith Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to provide a letter of support on behalf of the Village of Midway for a BC Rural Dividend Program Application for submission to FLNRO.

Carried

Director Russell

Re: Disaster Mitigation and Adaptation Fund Application

The Directors were informed that there is a federal program with a minimum application of \$2,000,000 for disaster mitigation and adaptation which involves significant matching funds from local governments. The City of Grand Forks is submitting a Letter of Intent with the full application due at the end of the calendar year.

358-18 Moved: Director McGregor Seconded: Director Konrad

That the Regional District of Kootenay Boundary Board of Directors authorizes the Regional District to act as co-applicant on the Notice of Intent being submitted by the City of Grand Forks recognizing that the City of Grand Forks will be doing the administrative work.

Carried

Discussion of Items for Future Meetings

A discussion of items for future meetings was not required.

Question Period for Public and Media

A question period for public and media was not required.

Adjournment

The meeting was adjourned at 9:00 pm.

**Action Item List
All Committees\Board - as of August 24, 2018**

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
15 Nov 2016	BCDC	1. The Harrop Proctor Community Forests group will be invited to a future BEDC meeting to provide a presentation on their activities to the Committee. 2. Dec 2017 - That the Boundary Community Development Committee directs staff to prepare a report on what has been done on the community forest topic with an eye for further action.	Mark Andison	06 Dec 2016	- 25 Apr 2017 02:03:46 PM 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	10 Apr 2018
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.	Mark Andison	07 Mar 2017	- 25 Apr 2017 02:07:50 PM Current plan is to place this item on the June meeting agenda with a focus on developing relevant performance measures and strategies going forward. Part of the discussion will be around the structure of the service. - 25 Apr 2017 10:43:08 AM The Chair and Staff will continue to work towards having sufficient time on agendas to carry on this discussion.	Active	16 Nov 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.	Mark Andison	30 Jun 2017	- 20 Jul 2017 01:49:37 PM We will work with the BCDC Chair to schedule this discussion.	Active	16 Nov 2017
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.	Mark Andison	30 Jun 2017	- 20 Jul 2017 01:47:22 PM Staff will work with the BCDC Chair to determine the appropriate timing for this discussion.	Active	16 Nov 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	Maureen Forster - 01 Feb 2018 01:28:23 PM \$12,000 budgeted in 2017 for this project has been allocated to the 2018 budget.	Active	01 Feb 2018
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
16 Nov 2017	BCDC	Stakeholders will come forward with concrete ideas for dealing with social	Mark Andison	31 Jan		Active	27 Nov 2017

services delivery, for the next meeting
agenda.

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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
19 Dec 2017	BCDC	That the Regional District of Kootenay Boundary Board of Directors directs staff to send a letter to the RCMP to request an additional RCMP member to join the detachment in the City of Grand Forks. FURTHER That the Boundary Community Development Committee directs staff to plan a meeting with RCMP officials at the 2018 UBCM.	Mark Andison	31 Jan 2018	<i>Maureen Forster - 26 Jun 2018 10:37:07 AM</i> Staff will follow up with the RCMP and the new RCMP member. <i>Maureen Forster - 02 Mar 2018 11:16:17 AM</i> Staff have been in discussions with RCMP representatives regarding an April presentation by the new Regional Inspector to the Board of Directors regarding this issue. <i>Maureen Forster - 03 Jan 2018 04:22:29 PM</i> At its Dec 13/17 meeting, the Board of Directors passed a resolution deferring consideration of this matter pending a response from the Regional office of the RCMP in Nelson which identifies which detachment in the RDKB is in the most need of additional staffing.	Active	26 Jun 2018
16 Jan 2018	BCDC	That the Boundary Community Development Committee recommend to the Board of Directors that a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009.	Mark Andison	25 Jan 2018	<i>Maureen Forster - 01 Feb 2018 01:36:16 PM</i> The Board of Directors approved a 2018 service review at its Jan 25, 2018 meeting.	Active	01 Feb 2018
01 Mar 2018	BCDC	That staff be directed to establish a date for the meeting with the new RCMP Regional Detachment Inspector.	Mark Andison	30 Mar 2018	<i>Maureen Forster - 02 Mar 2018 11:18:58 AM</i> Staff have been in discussion with RCMP representatives regarding an April presentation by the new Regional Inspector to the Board of Directors regarding this issue.	Active	02 Mar 2018
01 Mar 2018	BCDC	That a meeting be set up with key stakeholders in the community and Kevin Schubert from BC Transit to discuss options in service reduction. FURTHER that a list of stakeholders be sent to M. Andison, CAO.	Mark Andison	30 Mar 2018	<i>Maureen Forster - 30 Apr 2018 11:04:41 AM</i> A meeting has been set up for May 2, 2018. <i>Maureen Forster - 29 Mar 2018 02:23:37 PM</i> To be discussed at April 3rd BCDC meeting. BC Transit has expressed an interest in participating.	Active	30 Apr 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
27 Mar 2018	BCDC	Terry Van Horn will be invited back to a Committee meeting to discuss more of what works for LCIC/LCCDTS.	Mark Andison	30 Apr 2018		Active	29 Mar 2018
27 Mar 2018	BCDC	That the BCDC directs staff to identify whether future delivery of economic development services will be paid through regional taxation or local taxation.	Mark Andison	30 Apr 2018		Active	29 Mar 2018
27 Mar 2018	BCDC	A letter will be written to the editor of the Grand Forks Gazette in regards to the Boundary Transit Service and will be signed by all the Boundary Community Development Committee members.	Mark Andison	30 Apr 2018		Active	29 Mar 2018
27 Mar 2018	BCDC	The meeting with T. DeCourcy and other forest industry people will be attending a lunch meeting after the BCDC meeting in the near future.	Mark Andison	30 Apr 2018	Maureen Forster - 26 Jun 2018 10:35:22 AM Staff will set up a meeting once flooding issues have been settled in the area. Maureen Forster - 29 Mar 2018 02:28:53 PM In progress. Director McGregor has been coordinating with T. DeCourcy.	Active	26 Jun 2018
18 Apr 2018	BCDC	1. Community Futures will communicate to Tim Fry that it was decided to add 300 sites to the 468 Insider App and report back to the Committee members. 2. A presentation from Simone Carlisle-Smith, TOTA will be rescheduled to a BCDC meeting after May.	Mark Andison	31 May 2018		Active	30 Apr 2018
18 Apr 2018	BCDC	n/a	Mark Andison	30 Sep 2018		Active	26 Jun 2018
18 Apr 2018	BCDC	That the Boundary Community Development Committee direct staff to develop a distillation of the Animal Control Bylaw, as it pertains to dogs, that will be provided to residents when they purchase dog licenses.	Mark Andison	31 May 2018	Maureen Forster - 30 Apr 2018 11:08:06 AM A distillation of the regulations applying to dog owners has been provided to the RDKB Corporate Communications Officer for production of a document.	Active	30 Apr 2018
18 Apr 2018	BCDC	That the Boundary Community Development Committee endorses moving forward with phases 2 and 3 in the development of the Boundary Recreational Trails Master Plan.	Mark Andison	30 Apr 2018	Maureen Forster - 30 Apr 2018 11:46:10 AM The consultant has been notified of the decision.	Active	30 Apr 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
26 Jun 2018	BCDC	That the Regional District of Kootenay Boundary Board of Directors approve issuing a letter of support to Community Futures, Boundary for application for funding from Rural Dividend Funding for the development of a business recovery plan.	Mark Andison	31 Jul 2018	<i>Maureen Forster - 29 Jun 2018 11:01:35 AM</i> Board of Directors approved issuing letter of support at June 28, 2018 meeting.	Active	29 Jun 2018
16 May 2016	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approves the undertaking of the Bylaw Enforcement Notice / Dispute Adjudication system as a means to implement bylaw enforcement for minor infractions. FURTHER that staff be directed to apply to the Lieutenant Governor in Council to enact a regulation to include the RDKB in Schedule 1 of the Bylaw Notice Enforcement Regulation. FURTHER that upon inclusion in the Regulation that Staff draft a Bylaw Notice Enforcement Bylaw for the Board's consideration at a future meeting.	Theresa Lenardon	26 May 2016	<i>Theresa Lenardon - 01 Jun 2018 03:32:47 PM</i> The RDKB has been granted the Order in Council that includes RDKB on the Bylaw Enforcement Notice Regulation. Staff continues to work on the Bylaw Enforcement Notice Bylaw, a penalty (fee) schedule, a payment schedule and a schedule for disputing tickets. Work is ongoing but project has been delayed, given work on other projects such as rewrite of the Procedure Bylaw Code of Conduct, and Elections and Referenda. Bylaw enforcement work continues at every opportunity and staff will discuss further once most of the 2018 Elections and Referenda work have been completed.	Active	01 Jun 2018
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. FURTHER if the assessment deems that there is insufficient available information, and that additional information is warranted, that the Province install additional wells where necessary or reactivate inactive wells, to assist in implementing the Kettle River Watershed Management Plan.	Donna Dean, Jeff Ginalias	31 Oct 2016		Active	05 Apr 2018
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.	Mark Andison	31 May 2017	<i>- 21 Jul 2017 08:20:00 AM</i> In progress.	Active	09 Mar 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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 meeting.	Goran Denkovski	21 Sep 2017	Goran Denkovski - 23 Aug 2018 11:31:22 AM Staff have been collecting the relevant information and will provide a report at the October 2018 Board meeting. Goran Denkovski - 22 Nov 2017 11:20:00 AM A Staff Report will be brought forward at a Board meeting scheduled in January 2018.	Active	23 Aug 2018
31 Oct 2017	Board	Corporate Vote Unweighted That staff be instructed to contact Fortis BC to investigate the Fortis BC Pilot Senior Energy Specialist Program to the RDKB. FURTHER that the Board also remain aware of, and consider the possible impacts this matter may bring to RDKB staff time and RDKB Budget discussions.	Goran Denkovski	30 Nov 2017	Goran Denkovski - 23 Aug 2018 11:26:02 AM Fortis BC is sending the RDKB an information package on the Senior Energy Program. Goran Denkovski - 22 Nov 2017 11:21:55 AM Staff still needs to contact Fortis on this matter and will bring forward a report in January 2018.	Active	23 Aug 2018
31 Oct 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors send a letter to the Ministry of Forests Lands and Natural Resource Operations and Rural Development commending the Ministry for creating an opportunity, through the Operational Information Forums (OIF), for forestry-related and operational conversations. FURTHER that the letter state the RDKB Board's appreciation for the invitation and request that the Ministry engage with the RDKB and other stakeholders (as they see fit) to explore avenues to provide increased engagement for Industry and Local Government in the RDKB region.	Donna Dean	30 Nov 2017	Maureen Forster - 09 Mar 2018 09:05:34 AM An information forum is being scheduled to be held in the Boundary.	Active	05 Apr 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
19 Dec 2017	Board	Corporate Vote Unweighted That staff follow up with the May 8, 2017 Board of Directors action item recommendation and write a letter to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development - Water Management Branch requesting that Ground Water Licensing notices, explaining the new regulations, be sent to rural property owners via BC Assessment Notices.	Mark Andison	31 Dec 2017		Active	19 Jan 2018
20 Dec 2017	Board	Corporate Vote Unweighted That the matter of RCMP staffing be deferred to a future meeting for further review and Board decision pending a response from the Regional Office in Nelson that clarifies and identifies where, within all areas of the RDKB's jurisdiction, there is the most need for additional RCMP staffing.	Mark Andison	31 Jan 2018	<i>Maureen Forster - 09 Mar 2018 09:07:42 AM</i> The new Regional Inspector is expected to speak in a delegation to the Board in April about this.	Active	09 Mar 2018
28 Feb 2018	Board	The RDKB Board of Directors will engage in further discussions once more RDKB communities use electric vehicle charging stations and it can be determined whether there are any negative impacts.	Mark Andison	29 Jun 2018	<i>Maureen Forster - 09 Mar 2018 09:15:54 AM</i> Awaiting installation of vehicle charging stations in more RDKB communities.	Active	09 Mar 2018
29 Mar 2018	Board	That the Regional District of Kootenay Boundary Board of Directors approve, and based on the updates provided at the March 14, 2018 Board meeting, remove the following Protective Services Action items from the action item list: Emergency Preparedness Service, 911 Repeater Tower in the Roderick Dhu Mountain area of Grand Forks (subject to assurance that the matter continues to be included in the 2019/20 Work Plan and information from staff as to how the Board will be kept informed), and Disaster Recovery. FURTHER that the Protective Services Action Item: Use of RDKB Fire Halls by external community groups be referred to the Policy and Personnel Committee for further discussion around the development of a policy that would set out guidelines for use of the local halls by external community groups and the role of the	Dan Derby	30 Apr 2018		Active	19 Jun 2018

		Regional Fire Chief.							
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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
29 Mar 2018	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors not alter the operating hours at the West Boundary Landfill and Rock Creek Transfer Station until such time as Staff are able to monitor the vehicle site usage at the facilities after the closing of the unattended recycling depots in the City of Greenwood and Village of Midway and subsequently report back to the Board information regarding usage statistics in September 2018.	Janine Dougall	30 Apr 2018	<i>Goran Denkovski</i> - 23 Aug 2018 10:09:06 AM New statistics will be available in September 2018. Staff Responsible is being changed to Janine Dougall, General Manger of Environmental Services.	Active	23 Aug 2018
04 Apr 2018	Board	That staff be instructed to send a letter to Firewise Consulting advising that the Regional District of Kootenay Boundary Board of Directors has reviewed the correspondence and has opinions regarding the proposed Road Rescue Equipment and Governance Framework and wishes to engage further.	Chris Marsh	30 Apr 2018		Active	05 Apr 2018
04 Apr 2018	Board	That Planning Department Staff be instructed to reply to the Osoyoos Indian Band's March 22, 2018 letter regarding the West K. Concrete Ltd.'s applications to amend the Electoral Area B/Lower Columbia-Old Glory's OCP and Zoning Bylaws. FURTHER that Staff also be instructed to report back to the Board.	Donna Dean	30 Apr 2018		Active	05 Apr 2018
24 May 2018	Board	That the Regional District of Kootenay Boundary Board of Directors approve the allocation of \$40,000 to the General Government/Administration (001) Budget over two years (\$20,000/year) for the Columbia Basin Rural Development Institute (RDI)-RDI for Local Government Regional Research Project SUBJECT TO the approval of equivalent funding commitments from the Regional Districts of Central Kootenay and East Kootenay in return for \$60,000 in direct research support (50 % ROI) and joint access to \$25,000 strategic investment (SEED funding) and \$20,000 training and workforce development.	Beth Burget	31 May 2018		Active	24 May 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
24 May 2018	Board	<p>That the Regional District of Kootenay Boundary Board of Directors consider the following:</p> <p>To revisit the actual purpose and focus of the town hall meetings and determine that they are meeting organizational objectives of the Board of Directors and staff.</p> <p>To determine whether annual town halls are the right tactic for discussing topics in addition to the RDKB financial plan and budget, or whether another process may be required given time constraints of the town halls themselves.</p> <p>To continue to advertise an opportunity for residents to provide online and/or SMS text-based feedback of some kind in the lead up to and following the town halls.</p> <p>To continue using a standard financial plan/budget presentation with interactive polling for all 2019 town halls, followed by a question and answer session provided audience members indicate a preference for this during live polling.</p> <p>To use topic tables in an open-house format at the outset and again at the end of each of the town halls that are expected to exceed 20 attendees.</p>	Frances Maika	31 May 2018		Active	24 May 2018
24 May 2018	Board	<p>That the Corporate Communications Officer attend a future Electoral Area Services Committee meeting to discuss the Electoral Areas A-E Town Hall Meetings overall and to present further information on the global cafe style of town hall meeting that was used at 2018 Electoral Area C/Christina Lake.</p> <p>FURTHER that after review of this matter by the Electoral Area Services Committee, that it be referred to the overall Board of Directors for further discussion.</p>	Frances Maika	31 May 2018		Active	24 May 2018
08 Jun 2018	Board	That the creation of a West Boundary business recycling pickup service for non-profit businesses that is similar to the business recycling pickup service	Janine Dougall, Tim Dueck	31 Aug 2018	Maureen Forster - 21 Jun 2018 08:23:50 AM A staff report has been prepared for the June 28, 2018 Board meeting.	Active	21 Jun 2018

	provided in the RDKB East End be included as an item for future discussion.					
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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
08 Jun 2018	Board	That during 2019 Budget discussions that Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks and the City of Grand Forks explore the ability to include the Grand Forks Curling Rink in the UBCM Asset Management Program-Grand Forks and District Aquatic Centre and Jack Goddard Arena Facility Condition Assessment.	Beth Burget, Tom Sprado	30 Nov 2018		Active	08 Jun 2018
08 Jun 2018	Board	That staff prepare a report that illustrates the legislative timelines and the process for moving forward with the Boundary Economic Development Service (service) review and which also confirms that the service review process will be completed in time for 2019 Budget discussions. FURTHER that the report be presented to the members of the Boundary Economic Development Service at a future meeting.	Mark Andison, Theresa Lenardon	31 Jul 2018	Maureen Forster - 21 Jun 2018 08:27:59 AM The participants of the Boundary Economic Development Service reviewed a staff report and discussed this topic at a June 6, 2018 service review meeting.	Active	21 Jun 2018
08 Jun 2018	Board	Volunteer Coordination and Community Relations That the RDKB consider the role of Collective Roots Consulting as an agent of the RDKB in volunteer coordination, community relations, and environmental recovery during the flood recovery stage in conjunction with the development of the flood recovery plan.	Chris Marsh	29 Jun 2018	Maureen Forster - 21 Jun 2018 08:34:23 AM Collective Roots Consulting is being engaged as the Environmental Team Lead with the Flood Recovery Organization Structure.	Active	21 Jun 2018
10 Jul 2018	Board	That the Solid Waste Facilities Siting Policy and the matter of the provision of business recycling be referred to the Solid Waste Management Plan Committee. FURTHER that staff move forward to arrange a Committee meeting.	Janine Dougall	26 Jul 2018		Active	11 Jul 2018
10 Jul 2018	Board	That the January 25, 2018 Board Recommendation No. 68-18, approving up to \$2,500 for the Greenwood Municipal Pool West Boundary Recreation Grant, subject to the conditions discussed at the April 11, 2018 Board meeting be referred to a September 27, 2018 Board meeting.	Theresa Lenardon	28 Sep 2018		Active	11 Jul 2018
10 Jul 2018	Board	That the Regional District of Kootenay Boundary Board of Directors approves issuing a letter of support to Community Futures, Boundary for application for funding from Rural Dividend Funding for	Mark Andison	27 Jul 2018		Active	11 Jul 2018

		the development of a Business Recovery Plan.					
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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
11 Jul 2018	Board	For a future meeting, that staff provide the Board of Directors with a report summarizing invoices over \$100,000 relating to the Boundary Flooding.	Beth Burget	28 Sep 2018		Active	11 Jul 2018
22 Aug 2018	Board	That the Regional District of Kootenay Boundary Board of Directors support the Big White Community Development Association's request to initiate a local governance restructuring review with a request to the provincial government pending a report to be prepared by staff for the next Board meeting addressing how this request would fit into the current work plan, identifying timelines and clarity around the Big White OCP process. FURTHER , that staff will have discussion with the Province regarding its receptiveness to this request.	James Chandler	28 Sep 2018		Active	22 Aug 2018
22 Aug 2018	Board	That Terri McDonald, RDI, be contacted and informed that the Regional District is not interested in being an applicant for Rural Dividend Funding based on scope change and other concerns that were raised at the Board meeting.	Mark Andison	31 Aug 2018		Active	22 Aug 2018
22 Aug 2018	Board	That the timelines associated with the options as presented by the Dobson Engineering Ltd. report for land use be released to the public, pending necessary edits to be made by staff.	Chris Marsh	31 Aug 2018		Active	22 Aug 2018
22 Aug 2018	Board	That the RDKB send FortisBC a formal letter of request for upgrades to the Beaver Creek substation be considered for 2020 and be large enough to meet the existing needs of the area and also future economic development needs.	Mark Andison	31 Aug 2018		Active	22 Aug 2018
22 Aug 2018	Board	That the Regional District of Kootenay Boundary Board of Directors approve Option 1. FURTHER that staff be directed to prepare a report on mitigating the impact of an expected increase to compensation.	Beth Burget	31 Aug 2018		Active	22 Aug 2018
22 Aug 2018	Board	That the Regional District of Kootenay Boundary Board of Directors direct staff to provide a letter of support on behalf of the Village of Midway for a BC Rural Dividend Program Application for submission to FLNRO.	Mark Andison	31 Aug 2018		Active	22 Aug 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
22 Aug 2018	Board	That the Regional District of Kootenay Boundary Board of Directors authorizes the Regional District to act as co-applicant on the Notice of Intent being submitted by the City of Grand Forks recognizing that the City of Grand Forks will be doing the administrative work.	Mark Andison	31 Aug 2018		Active	22 Aug 2018
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	30 Apr 2019	<i>Maureen Forster - 03 May 2018 01:37:27 PM</i> Pending <i>Maureen Forster - 06 Feb 2018 11:04:53 AM</i> Pending. <i>Maureen Forster - 08 Sep 2017 11:55:33 AM</i> This review is still outstanding by the BVR Committee.	Active	03 May 2018
01 May 2018	BVREC	Construction of a new multi use trail up toward Blizzard Mountain. To be completed by August 31, 2018.	Mark Daines	31 Aug 2018	<i>Maureen Forster - 03 May 2018 01:43:22 PM</i> In progress.	Active	03 May 2018
01 May 2018	BVREC	Remodeling of arena viewing room and office. To be completed by July 31, 2018.	Mark Daines	31 Jul 2018	<i>Maureen Forster - 03 May 2018 01:48:21 PM</i> In progress.	Active	03 May 2018
01 May 2018	BVREC	Repainting of the Mazzochi Park washrooms. To be completed by August 31, 2018.	Mark Daines	31 Aug 2018		Active	01 May 2018
07 Jun 2018	BVREC	The Committee requested the Manager of Facilities and Recreation to look into how much is in the recreation reserve fund to potentially donate funds to the event. The Committee also requested the Manager of Facilities and Recreation to put a notice of the event in the Village of Fruitvale Newsletter.	Mark Daines	29 Jun 2018	<i>Maureen Forster - 08 Jun 2018 01:18:53 PM</i> \$161,629.40 (016) \$19,320.89 (011)	Active	08 Jun 2018
07 Jun 2018	BVREC	The Manager of Facilities and Recreation will order 100 discs with the RDKB logo on them to give away to the first 100 people who show up. A direct mail flyer promoting the event will go out to all residents in the Beaver Valley.	Mark Daines	29 Jun 2018		Active	07 Jun 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
04 Feb 2016	COW-ES	That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. FURTHER that the draft policy be presented to the COW at a future meeting for consideration, approval and incorporation into the tender documents for the Big White Solid Waste Service.	Janine Dougall, John MacLean	13 Apr 2016	- 05 May 2017 09:02:14 AM Big White waste management service tendered and contracted to 5-year term, overall policy regarding service levels still under development	Active	24 May 2018
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.	Janine Dougall	05 May 2017	Maureen Forster - 04 May 2017 09:51:25 AM 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	24 May 2018
04 May 2017	COW-ES	Analyze existing collection programs and determine steps to add organics.	Janine Dougall	30 Jun 2017	- 05 May 2017 09:10:39 AM To be included in SWMP. SWMP Draft Schedule presented at May 10 CoW Maureen Forster - 04 May 2017 10:15:08 AM Staff report will be presented at a SWMPSC meeting.	Active	24 May 2018
29 Feb 2016	COW-FIN	That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating / maintenance requirements. FURTHER that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive and Personnel Committee.	Beth Burget, John MacLean	13 Apr 2016	- 19 Jul 2017 02:06:27 PM We are currently working with consultants to develop our formal asset management plan. - 26 Apr 2017 09:24:37 AM This policy will be developed in conjunction with the Asset Management Plan which is out for request for proposals now.	Active	21 Jul 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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	19 Jun 2018
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	19 Jun 2018
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	19 Jun 2018
06 Apr 2018	EESC	There was general consensus by the Committee to provide a letter of support for LCIC's request in acquiring additional power from FortisBC for the i4C Innovation Centre.	Mark Andison	30 Apr 2018		Active	04 May 2018
04 May 2018	EESC	The East End Services Committee directs staff to draft a letter of support for LCIC which outlines issues in regards to acquiring additional power from FortisBC for the i4C Innovation Centre and the availability of power from the Beaver Creek substation.	Mark Andison	31 May 2018		Active	04 May 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
04 May 2018	EESC	That the East End Services Committee direct staff to engage with BC Transit, Trail Transit, and the City of Trail to determine the appropriate type and number of bus shelters required for the current downtown transit exchange and the associated costs. FURTHER , that the recommended bus shelter design and cost implications be reported back to the East End Services Committee for the Committee's consideration. FURTHER , that a letter be sent to the City of Trail requesting that the City engage in a process with the RDKB and BC Transit to consider alternative locations for the downtown exchange.	Mark Andison	31 May 2018	<i>Maureen Forster - 04 May 2018 01:19:59 PM</i> Update provided on May 8, 2018 EES Committee agenda.	Active	04 May 2018
14 Jun 2018	EESC	That the East End Services Committee direct staff to pay half of the 2018 Service 018 (Culture Arts and Recreation in the Lower Columbia) funding (\$40,000) to Kootenay Columbia Trails Society with the balance to be paid in August 2018.	Beth Burget	31 Jul 2018		Active	14 Jun 2018
20 Jul 2018	EESC	That the East End Services Committee directs staff to respond to a letter of concern on its behalf, that was received by the City of Trail regarding area transit.	Mark Andison	31 Jul 2018		Active	20 Jul 2018
20 Jul 2018	EESC	That CBT CIP meetings be set up as early as possible in 2019. This item will be discussed at the September 18, 2018 EES meeting.	Beth Burget	28 Sep 2018		Active	20 Jul 2018
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. That the 2017 staff report from the GM of Finance regarding the allocation of Board fees be recirculated to the Committee on a future Committee agenda.	Beth Burget	30 Jun 2016	- 07 Jun 2017 09:37:03 AM Staff continue to develop information and options for the Board to consider. Will be presented at a future meeting.	Active	16 Jan 2018
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.	Mark Andison	30 Jun 2017	- 07 Jun 2017 09:00:04 AM Staff continue looking into the model. The requested report will be presented at a future meeting.	Active	09 Mar 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Apr 2017	PEP	<p>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.</p> <p>That Staff draft a report with respect to clear and appropriate policies and procedures for electronic meetings that includes information and options for the development of a framework with respect to the in-person attendance of Committee and Board Chairs and Vice-Chairs. FURTHER that the report also include all possible options for public and applicant participation in electronic meetings. FURTHER that the report be presented back to the Committee at a future meeting but not until the use of electronic meetings has been implemented and practiced for a period of time. - from Jan 13/16 meeting</p>	Dale Green	30 Jun 2017	<p>Maureen Forster - 02 Jan 2018 04:31:53 PM We continue to look for viable and stable solutions. Looking at web based system at this point. 25 Aug 2017 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. 05 May 2017 Pilot project undertaken with EAS. Had some technological issues. Looking at different interface to allow for electronic participation. Part of 2017 Financial Plan proposal. 14 Mar 2017</p> <p>Dale Green - 22 Nov 2017 11:51:45 AM Licensing for Avaya commercial Cloud video conferencing has been purchased, live pilot project is next once licensing has been processed. A new type of mic for Board table use has been ordered as a trial, which will proceed once travel to GF becomes practical. If successful, a full flight of mics will be ordered and installed to replace the existing BeyerDynamics system.</p> <p>Dale Green - 04 Aug 2017 03:17:11 PM 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>Dale Green - 19 Jul 2017 10:04:17 AM A proposal was presented by the AV contractor for IS review. Some recent problems with a component subsystem have caused IS to review the overall viability of keeping the existing system as is before investing any further in the</p>	Active	02 Jan 2018

				<p>system as it stands, as opposed to replacing the problem subsystem before investing in further functionality enhancements.</p>		
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Dale Green - 07 Jun 2017 04:32:15 PM
consultants have completed a technical draft and are pulling it together into a proposal for RDKB review.

- 03 May 2017 10:59:35 AM

This project is in the planning stage with the Consultants.

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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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. Staff will draft a report regarding the use of fire halls to be presented at a future meeting.	Dan Derby	28 Apr 2017	<i>Maureen Forster - 25 Apr 2017 04:03:14 PM</i> Further investigation is required and will be provided at a future meeting.	Active	19 Jun 2018
27 Apr 2017	PEP	That the Policy, Executive and Personnel Committee direct staff to prepare a policy proposal with the following elements (all days calendar): • That the current practice of delivering preliminary Board agendas 6 days prior to the scheduled day with the final agenda going out no later than 2 days prior to the meeting. • That the current practices of delivering committee agendas three days prior to the meeting be maintained. FURTHER that when the third business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day. • That the agendas for the future Committee of the Whole be delivered 5 days prior to the meeting. FURTHER that when the fifth business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day. That the Committee recommend that the above practices be adopted in the interim until a proper policy is in place.	Theresa Lenardon	31 May 2017	<i>Theresa Lenardon - 02 Aug 2018 07:41:47 AM</i> A re-write of the RDKB Procedure Bylaw will be presented to the P&P Committee that will include several new sections and other proposed revisions. The re-write will be presented to the P&P Committee sometime after the Oct. 2018 elections and referenda. In addition to recommended new procedure bylaw items, the rewrite will include agenda delivery timelines as well as several "housekeeping" updates. <i>Theresa Lenardon - 12 Nov 2017 11:16:49 AM</i> Staff are working on agenda delivery timelines with several other "housekeeping" changes to the RDKB Procedure Bylaw (eg removing COW, addition of Board meeting second Wednesday etc.). Further information regarding this matter will be presented to the Board at future meetings.	Active	02 Aug 2018
07 Jun 2017	PEP	That Staff prepare a report on the RDKB's Succession Plan.	Mark Andison	30 Jun 2017	<i>- 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	02 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
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	<i>Dale Green - 22 Nov 2017 11:47:50 AM</i> Having considered FIPPA implications of using a commercial Cloud video conferencing product, Dale was tasked with trialling AvayaLive which is a Cloud VC service offered by Avaya. After a successful trial, the RDKB has purchased licensing for AvayaLive and will be configuring it for trial use with a pilot group once the licensing is processed, hopefully by December '17.	Active	02 Jan 2018
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.	Mark Andison	28 Jul 2017	<i>- 21 Jul 2017 08:36:11 AM</i> In progress.	Active	02 Jan 2018
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.	Mark Andison	28 Jul 2017	<i>- 21 Jul 2017 08:31:49 AM</i> Staff will bring a policy amendment to a future meeting.	Active	09 Mar 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
19 Dec 2017	PEP	That the Policy, Executive and Personnel Committee refer the matter of developing a Board of Directors Code of Conduct and supporting Policy to a future Board meeting.	Theresa Lenardon	31 Jan 2018	<p>Theresa Lenardon - 02 Aug 2018 07:47:48 AM A draft proposed Code of Conduct for Elected and Appointed Officials Policy was presented to the P&P Committee on May 9/18. The Committee referred the matter back to staff to create a Guiding Principles Policy. Staff has drafted a proposed Guiding Principles for Responsible Behavior Policy that includes a revised code of conduct as a background document and which will act as the procedure for the Guiding Principles Policy. Staff will present the guiding principles document (and the revised code of conduct) to the P&P Committee in Sept. or Oct/18.</p> <p>Theresa Lenardon - 28 Mar 2018 01:29:17 PM Staff presented introductory material to the P&P Committee at the March 14 2018 meeting. Staff is drafting a proposed Code of Conduct Policy as well as a staff report that will be presented to the Committee at the May or June Committee meeting.</p> <p>Theresa Lenardon - 06 Feb 2018 11:41:45 AM The UBCM continues to work on the matter of a Code of Conduct/Responsible Conduct of Local Government Elected Officials. Staff continue to follow the UBCM work on this initiative.</p>	Active	02 Aug 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
16 Jan 2018	PEP	That staff be instructed to complete an update on the status of the Realize Strategies Governance Organizational Review Recommendations as discussed and directed by the Policy and Personnel Committee on January 10, 2018 for further review by the Committee at the May or June Committee meeting. FURTHER that staff also draft a report for the May or June meeting that includes issue(s) identification as well as analyses of the issues, options to address the issues and analyses of the options and the provision of staff recommendations as to selection of the best options. Dec 19/17 - That staff update the RDKB Policy, Executive and Personnel Committee 2016 Review Report on the <i>Realize Strategies Governance and Organizational Results and Recommendations Report</i> as directed by the Committee at the meeting held on November 8, 2017. FURTHER that the Committee's updated 2016 Review Report be presented back to the PEP Committee for review at a future meeting and then referred to the RDKB Board of Directors.	Mark Anderson	29 Jun 2018	Theresa Lenardon - 02 Aug 2018 07:48:56 AM Brought Forward from and Consolidated with P&P Committee Meeting Nov. 8, 2017 Staff are currently updating the status of the recommendations in Governance Organizational Review Recommendations Table. An updated table, along with a CAO report will be presented to the P&P Committee at a meeting in Fall 2018.	Active	02 Aug 2018
16 Jan 2018	PEP	That the staff report from Maureen Forster, Executive Assistant, presenting the policy review work plan for 2018 be received. FURTHER that the Procedure section of the Policy Development and Review Policy that stipulates all policies are to be reviewed every three years be amended to every four years and that the revised Policy be referred to the Policy and Personnel Committee as per the steps set out in the Policy, Review and Development Policy. That the Policies for Review in 2018 list be revised so that commencing with the February 2018 Committee meeting, (future) Committee agendas will continually include two to three policies for review beginning with reviews of the policies from 2006 through to	Mark Anderson	31 Jan 2018	Maureen Forster - 04 May 2018 02:56:29 PM Staff report and draft policy on May agenda for P&P Committee's consideration.	Active	04 May 2018

	2011. FURTHER that the Policies for Review in 2018 list be revised accordingly and be presented back to the Committee at a future meeting.					
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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
16 Jan 2018	PEP	That the updated Financial Plan Policy, as presented on January 10, 2018, be amended by correcting the name of the 058 Service to read "Electoral Area 'E'/West Boundary Regional Fire" and by updating the Cost Centre column in the Stakeholder Committee Listing for Finance, Protective Services, and Environmental Services by adding the word "Board". FURTHER that the Financial Plan Policy be referred out the Board Directors for comments as per the Policy Development and Review Policy cycle.	Beth Burget	28 Feb 2018	<i>Maureen Forster</i> - 09 Mar 2018 02:09:21 PM In progress.	Active	09 Mar 2018
09 Mar 2018	PEP	That the Regional District of Kootenay Boundary Board of Directors continue to defer updating the Zero Waste Policy until the 2006 Solid Waste Management Plan has been updated and at which time the Policy will be aligned with the Plan. FURTHER that the Solid Waste Management Plan Committee convene in support of organics waste in a timely manner.	Mark Andison	30 Apr 2018		Active	09 Mar 2018
09 Mar 2018	PEP	That the Planning and Development Department's tracking of bylaw infraction complaints and staff follow-up be referred in a monthly report to the Electoral Area Services Committee.	Donna Dean		<i>Maureen Forster</i> - 04 May 2018 02:57:06 PM On May Agenda for approval.	Active	04 May 2018
28 Mar 2018	PEP	That the Manager of Information Services attend the next Policy and Personnel Committee meeting to provide a demonstration of the proposed electronic meeting technology as well as an update regarding a timeline and plan for the implementation of Boardroom and electronic meeting technology as well as information regarding electronic meeting protocols and other means to manage the speaking order at electronic meetings. FURTHER that the action item report be updated accordingly.	Dale Green	30 Apr 2018		Active	05 Apr 2018
28 Mar 2018	PEP	For a future meeting staff will present a report, which will provide information as to whether the RDKB should develop a policy that addresses requests for third-party grant funding applications. The	Mark Andison, Theresa Lenardon	30 Apr 2018		Active	28 Mar 2018

		report will include a draft checklist.					
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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
28 Mar 2018	PEP	To prepare for a potential revenue increase from BC Hydro (e.g. payment in lieu of taxation), staff provide a report with information regarding the allocation of the grant in lieu of payments (7-mile dam in Electoral Area A) into a reserve account that would offset requisition increases (include information regarding the formula, mandated criteria for the grant in lieu, how is it done now, what are options, alternatives to use/dedicate the revenue in a fair and equitable manner across a host of existing RDKB services, what would be the implications, how will taxation change and what would be the implications if the revenue was allocated to reserves and not to existing services?). May 9, 2018 Action Item: That for a future meeting, that staff provide a report regarding the BC Hydro grant in lieu payments as per the P&P Committee March 28, 2018 action item. FURTHER that the report also include options for the allocation of the subject grant in lieu funds.	Beth Burget	29 Jun 2018		Active	07 Jun 2018
07 Jun 2018	PEP	That for a future meeting, staff draft a policy that sets out 4-5 guiding principals for responsible behavior for elected and appointed officials that includes a sample code of conduct as a background document to the policy. FURTHER that staff also develop a process for facilitated dialogue on a Code of Conduct that would take place at a Newly Elected Workshop / Work Plan session.	Theresa Lenardon	29 Jun 2018	Theresa Lenardon - 02 Aug 2018 07:56:42 AM Staff has prepared a Guiding Principles document with a code of conduct as background. These will be presented to the P&P Committee Fall 2018.	Active	02 Aug 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
07 Jun 2018	PEP	<p>That the <i>Use of Surveillance Cameras for Monitoring Public Activities at RDKB Facilities Policy</i> be referred back to staff to make the following revisions:</p> <ol style="list-style-type: none"> 1. include the proper legislative reference to the <i>Freedom of Information and Protection of Privacy Act</i>, 2. change the current reference in the policy to "the village administrator or C.A.O." to "the municipal C.A.O." to ensure that the reference is broadly applicable to all types of municipalities within the RDKB, 3. update the Policy title by removing "at RDKB Facilities", 4. remove "at RDKB facilities such as recycling depots and landfills" from first bullet under the Procedure heading, 5. remove the last clause beginning with "allow staff to monitor the images..." from the first bullet under the Procedure heading, and 6. remove the last sentence beginning with "Persons wishing to not be subject..." from the 5th bullet under the Procedure heading. <p>FURTHER, that the amended draft policy be brought back to the Policy and Personnel Committee for further review at a future meeting.</p>	Mark Andison	31 Jul 2018	<p>Theresa Lenardon - 02 Aug 2018 07:59:13 AM</p> <p>Staff are currently updating the policy as per the Committee's discussion at the May 9 2018 meeting. The revised policy will be presented back to the Committee at a future meeting Fall 2018.</p>	Active	02 Aug 2018
07 Jun 2018	PEP	<p>That the Regional District of Kootenay Boundary Service Analysis Toolkit Policy be revised as recommended by staff.</p> <p>FURTHER that the draft amended policy be referred to the Board Directors for comments as per the Policy Development and Review Policy.</p>	Mark Andison	31 Jul 2018		Active	07 Jun 2018
07 Jun 2018	PEP	<p>That the Policy Development and Review Policy be amended by replacing the references to Policy, Executive and Personnel (PEP) Committee with Policy</p>	Mark Andison	31 Jul 2018		Active	07 Jun 2018

	and Personnel (P&P) Committee and by increasing the length of the review cycle for policy reviews from three years to four years. FURTHER that the Policy be referred to the Board of Directors for comments as per the Policy Development and Review Policy.					
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page 22 of 25

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
07 Jun 2018	PEP	That the Policy and Personnel Committee supports staff with proceeding to develop a schedule and format for post-election workshops and sessions as follows: 1) a Work Plan and Orientation session (probably for early 2019), 2) meetings with the Finance Department, 3) formal Strategic Planning (fall 2019), and 4) role(s) of Directors during emergencies. FURTHER that staff prepare a report providing this information as well as a proposed timeline and preliminary details regarding the structure and content of each session and that the staff report be presented to the Policy and Personnel Committee at a future meeting.	Mark Andison	31 Jul 2018	<i>Theresa Lenardon</i> - 02 Aug 2018 08:02:59 AM This work has been delayed due to flooding emergency operations and staff attending at the EOC. Work will resume Fall 2018 with the report to be presented to the P&P Committee as soon as possible.	Active	02 Aug 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
28 Sep 2016	UT	<p>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.</p> <p>May 9, 2018 - RDKB staff and staff from the municipal service participants would be meeting in the near future to discuss the legislative requirements for the overall voting process as well as the ballot question (s). Staff will provide a report with respect to divesting the regional sewer assets to the sole benefiting communities. The report will also include information regarding the dual benefiting communities (Rossland and Warfield).</p>	Goran Denkovski	29 Dec 2017	<p>Theresa Lenardon - 01 Jun 2018 03:41:21 PM RDKB GM of Environmental Services, Manager of Infrastructure and Sustainability, 2018 Elections and Referenda Corporate Officer, Deputy Corporate Officers and same from Warfield, Rossland and Trail met with regards to the upcoming referenda to obtain electorate assent for the disposal of rdkb sewer assets. RDKB Staff continue to consult with solicitors and the Ministry of Municipal Affairs and Housing Governance Branch. Work is ongoing.</p> <p>Goran Denkovski - 04 May 2018 11:27:04 AM We are in the planning process with the RDKB Corporate Officer to complete during fall elections.</p> <p>Goran Denkovski - 17 Nov 2017 12:04:38 PM 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> <p>Goran Denkovski - 05 May 2017 09:00:12 AM 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	14 Jun 2018

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>Goran Denkovski - 23 Aug 2018 10:26:19 AM Grant funding agreement received and the project has been started.</p> <p>Goran Denkovski - 04 May 2018 11:01:29 AM Received the grant and waiting for funding agreement.</p> <p>Goran Denkovski - 17 Nov 2017 12:06:18 PM We are still waiting for the Strategic Priorities Fund announcements.</p> <p>Goran Denkovski - 21 Jul 2017 08:32:38 AM Applied for grant funding for this project and still waiting on results.</p> <p>Goran Denkovski - 05 May 2017 03:06:58 PM Received cost estimate and planning on applying for Strategic Priorities Fund June 1, 2017 for completion in 2017.</p>	Active	23 Aug 2018
05 May 2017	UT	Staff will create a reserve policy for the Committee's consideration.	Goran Denkovski	29 Dec 2017	<p>Goran Denkovski - 17 Nov 2017 12:07:59 PM The asset management plan is currently being developed by the finance department.</p> <p>Goran Denkovski - 05 May 2017 03:08:12 PM This is a corporate initiative and is related to the RDKB asset management plan.</p>	Active	17 Nov 2017

Theresa Lenardon

Subject: FW: Our RDF submission is moving forward!

From: Mike Martin <MMartin@trail.ca>

Sent: Monday, July 30, 2018 10:03 AM

To: Terri Macdonald <TMacDonald@selkirk.ca>; jon.wilsgard@golden.ca; Don McCormick <mayor@kimberley.ca>; Andy Davidoff <ADavidoff@rdck.bc.ca>; Stuart Horn <SHorn@rdck.bc.ca>; Mark Andison <mandison@rdkb.com>

Cc: Rhys Andrews <RAndrews@selkirk.ca>; Roly Russell <rolyrussell@gmail.com>; Mark Andison <mandison@rdkb.com>

Subject: RE: Our RDF submission is moving forward!

Terri

We are not in a position to commit to providing a letter of support without the input and endorsement of the RDKB Board of Directors. The Board has been consistently supportive of the work of the RDI, and in particular the recent focus on local government focused projects. Given the enormous administrative burden that we are saddled with from the Boundary Flood, coupled with recent narrowing of scope and additional potential administrative and oversight demands for this project, the Board was not comfortable providing the role as primary applicant.

We will bring the request of an explicit letter of support to our next Board meeting in August. Hopefully this will work within the framework of the revised application process.

Regards, Mike.

Mike Martin

Mayor

City of Trail | 1394 Pine Avenue | Trail, B.C. | V1R 4E6

Tel: 250.364.1262 x 804

Direct: 250.364.0804

Fax: 250.364.0830

Email: mmartin@trail.ca

www.trail.ca



This e-mail is confidential and is intended for the above-named recipient(s) only. Any unauthorized use or disclosure of this e-mail is prohibited. If you are not the intended recipient, please notify the sender immediately and securely destroy the communication. The City of Trail is subject to the Freedom of Information and Protection of Privacy Act.

From: Terri Macdonald <TMacDonald@selkirk.ca>

Sent: Friday, July 27, 2018 1:18 PM

To: jon.wilsgard@golden.ca; Don McCormick <mayor@kimberley.ca>; Andy Davidoff <ADavidoff@rdck.bc.ca>; Stuart Horn <SHorn@rdck.bc.ca>; Mark Andison <mandison@rdkb.com>; Mike Martin <MMartin@trail.ca>

Cc: Rhys Andrews <RAndrews@selkirk.ca>

Subject: Our RDF submission is moving forward!

Thank you Stuart!!! You have made my day! I just heard back from RDF and indeed we have until end of Aug to provide the resolution.

I'll update the submission accordingly and await the financial statements from you to upload to the online application.

→ Mike and Mark - thoughts on being able to provide a letter of support? If not - I can address it in the application noting the last minute change and time line being to tight to get that related LOS from RDKB (attached draft). Don - are you able to get the revised LOS for RDEK signed (just changed the name of our applicant). Jon - pls send your LOS when you can (updated draft attached). Let's cross this finish line!

Cheers,
Terri

Terri MacDonald, PhD

Regional Innovation Chair in Rural Economic Development



301 Frank Beinder Way, Castlegar, BC, V1N 4L5

t. [250.365.1434](tel:250.365.1434) or [1.888.953.1133](tel:1.888.953.1133); ext. 21434 | e. tmacdonald@selkirk.ca

>>> "Stuart J. Horn" <SHorn@rdck.bc.ca> 2018-07-27 12:43 PM >>>

This could go on the board agenda for August.

If that's the route you all wish to take please let me know. RDCK can be applicant and I can go in as signatory. I will forward our financial statements to Terri and the resolution can go on the agenda and August and be provided afterward, which I understand the RDF application process is allowing.

Stuart.

Stuart Horn
250-352-8152

-----Original Message-----

From: Andy Davidoff

Sent: July-27-18 12:18 PM

To: Terri Macdonald; jon.wilsgard@golden.ca; mayor@kimberley.ca; Mike Martin; Stuart J. Horn

Cc: Rhys Andrews

Subject: Re: RDF

Stuart,

Can we assist in this application?

Our Board approved providing an LOS.

TY.

Andy

Sent from my BlackBerry 10 smartphone on the TELUS network.

Original Message

From: Terri Macdonald

Sent: Friday, July 27, 2018 12:12 PM

To: jon.wilsgard@golden.ca; mayor@kimberley.ca; Andy Davidoff; Mike Martin

Cc: Rhys Andrews

Subject: RDF

Hi partners,

Just a quick update. I'm waiting to hear back from the RDF folks re: if one of the other LG partners could serve as applicant with a resolution to be passed in Aug.

Andy - was thinking maybe RDCK would consider? If this is possible Mike I can provide some additional assurance to the RDKB board that we are able to use the RDI's remaining CBT budget (outside of their \$100K to RDF) to complete the work we have agreed to even if it falls outside of the RDF themes/project.

That is Plan B.

Plan C is to carry on with our work using the RDI's remaining budget and keep the local government and CBT cash contributions earmarked for a submission to the next round. This would give us the extra time needed to make sure our work truly resonates with everyone while still providing RDF the detail they require.

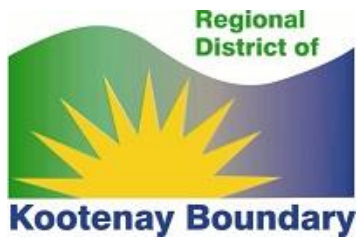
I'll let you know what the RDF folks say - other than a few final LOSs we are ready to submit.

I also wanted to extend a huge thank you - your commitment to our work together is very much appreciated - especially Mike your efforts with the RDKB board! We'll find a way to move these ideas forward somehow :)

Cheers

Terri

Sent from my iPhone



STAFF REPORT

Date: 30 Aug 2018 **File**
To: **Regional District of Kootenay
Boundary Board of Directors**
From: Janine Dougall - General Manager of
Environmental Services
Re: Authorization to Purchase Used
Landfill Compactor

Issue Introduction

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides information regarding an incident of vandalism at the West Boundary Landfill and the subsequent requirement to purchase a replacement landfill compactor for use at the solid waste facility.

History/Background Factors

On the evening of July 3, 2018, the West Boundary Landfill in Greenwood was broken into and three wood piles as well as the on-site equipment (landfill compactor and loader) were lit on fire. When the local Greenwood Fire Department responded, the landfill compactor was fully engulfed and the damage resulting was significant. The wood waste piles were allowed to burn down before spreading the material and dousing with water. The RCMP were contacted immediately and a file number for the incident has been issued.

Given the potential for the spread of fire to adjacent properties as well as the financial consequences of repairing or replacing equipment, it is very concerning that this type of incident would occur at the West Boundary Landfill. Evidently, this is not the first time the landfill compactor has been lit on fire at this location.

Due to the landfill compactor being out of service, waste hauling from the transfer stations located in the West Boundary region has been redirected to the Grand Forks Landfill to minimize the amount of garbage requiring landfilling at the West Boundary facility. Although not ideal, the loader is being utilized on an interim basis to conduct landfilling activities.

An insurance claim was immediately initiated to assess the damage to the landfill equipment. The loader only had the tires impacted, while the landfill compactor was written off. The insurance company has not yet been able to provide the value that the RDKB will receive for the landfill compactor, although the decision is imminent. For information, the landfill compactor had an appraised value of \$250,000 (appraisal completed in 2016).

RDKB staff have been in discussions with representatives from Marcel Equipment Ltd. out of Ontario on availability of used landfill compactors that would be suitable replacement equipment. Please note that Marcel Equipment Ltd. is basically the only supplier of used landfill compactors in Canada.



Implications

The purchase of a landfill compactor was not planned for nor included in the 2018 budget. As such, monies will have to be taken from the reserve to pay for the amount not covered by the insurance claim. For 2018, there is \$609,000 available in the reserve (Service 010).

The replacement of the landfill compactor in a timely fashion is important to allow the RDKB to return to normal hauling operations as well as achieve desired compaction densities at the West Boundary Landfill.

Due to this, RDKB staff is requesting authorization from the RDKB Board of Directors to utilize reserve funds to supplement the proceeds to be received from the insurance claim to cover the costs associated with the purchase of a replacement landfill compactor. This request is being made under the assumption that the RDKB will receive approximately \$250,000 in insurance proceeds. It is anticipated that the RDKB will be able to source a suitable piece of equipment for approximately \$350,000. As suppliers of used landfill compactors is extremely limited, the equipment will be sourced from Marcel Equipment Ltd.

Advancement of Strategic Planning Goals

Solid waste management is a core service of the RDKB and landfill equipment operations is a core function of solid waste management. Managing solid waste effectively and efficiently advances the strategic priorities adopted by the Board.

Background Information Provided

None

Alternatives

1. Authorize the transfer and use of reserve (Service 010) monies to supplement insurance proceeds to purchase a landfill compactor to replace the landfill compactor that was damaged beyond repair at the West Boundary Landfill on July 3, 2018.

Authorize the purchase of a landfill compactor from Marcel Equipment Ltd. for a cost not to exceed \$350,000 (excluding GST).

Amend the 2018 budget (Service 010) to reflect (numbers presented below are estimates at the time of writing. Updated numbers will be provided as required at the Board Meeting):

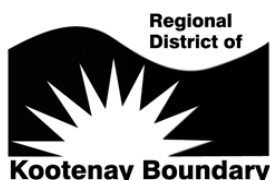
Additional Transfer from Reserve:	\$100,000
Revenue from Insurance Proceeds:	\$250,000
Purchase of Capital Equipment:	\$350,000

2. Not purchase a landfill compactor

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors authorize the transfer and use of reserve (Service 010) monies to supplement insurance proceeds to purchase a landfill compactor to replace the landfill compactor that was damaged beyond repair at the West Boundary Landfill on July 3, 2018.
2. That the Regional District of Kootenay Boundary Board of Directors authorize the purchase of a landfill compactor from Marcel Equipment Ltd. for a cost not to exceed \$350,000 (excluding GST).
3. That the Regional District of Kootenay Boundary Board of Directors authorize the amendment of the 2018 budget (Service 010) to reflect:

Additional Transfer from Reserve:	\$100,000
Revenue from Insurance Proceeds:	\$250,000
Purchase of Capital Equipment:	\$350,000



Staff Report

Date:	August 23, 2018	File #:	
To:	Chair Russell and Members of the Board		
From:	Frances Maika, Corporate Communications Officer		
RE:	Communications Update		

ISSUE INTRODUCTION

This is a brief update of ongoing projects in Corporate Communications.

HISTORY / BACKGROUND FACTORS

The Corporate Communications Officer position was created in 2017 in order to create a Corporate Communications Plan, develop strategic communications policy, coordinate and organize corporate and management initiatives, events and activities, and provide strategic communications advice and support to the Board of Directors and the Management Team in areas such as crisis and emergency situations, community engagement, labour relations and controversial issues.

Corporate Communications Plan

A first draft of the Corporate Communications Plan will go to the RDKB Communications Working Group this fall. The Working Group is a combination of RDKB managers and staff selected / who volunteered at managers' recommendations / with their endorsement. This group is tasked with providing input to and reviewing a draft communications plan before it goes to the Board for review.

The Working Group met for a full-day workshop in spring 2018 following completion of a communications survey of the Board, staff and the public. Results from that workshop will be included in the 2018 Communications Plan.

Crisis and Emergency Communications

Corporate Communications Officer Frances Maika has been heavily involved in 2018 Emergency Operations Centre communications, was deployed for 37 days in the Grand Forks EOC for the 2018 Boundary Floods and has been working closely with Emergency Program Manager Chris Marsh during the 2018 wildfire season in the region. Frances will continue to work with Chris Marsh on communications planning for Emergency Operations this fall once the fire season has ended.

Community Engagement

Staff from Planning and Environmental Services joined Frances this month to participate in a demonstration of three Canadian online engagement platforms with the goal of selecting one to implement this fall: [Placespeak](#), [76Engage](#) and [EngagementHQ](#).

While all three platforms offered very useful tools and considerable expertise in online engagement approaches, the platform selected and to be implemented this fall is [EngagementHQ](#) from [Bangthetable](#). This platform was selected based on the variety of tools offered, data management and analysis capabilities, technical and engagement support and cost to the RDKB. [Bangthetable](#) has extensive experience with local governments across Canada and the District of West Vancouver and the City of Kelowna have recently purchased the platform. The City of Castlegar, City of Cranbrook and Regional District of East Kootenay are also considering the platform to engage their communities, but the RDKB is leading the way as the first local government in the Kootenays and Boundary to implement a robust, online engagement platform to ensure we involve community members in important decisions that affect them.

RDKB Brand Refresh Project

[Far & Wide Marketing Inc](#) was hired in July to complete the 2018 RDKB Brand Refresh Project by late fall 2018. Frances is working with Principal Ian McSorley of Far & Wide to develop a brand architecture and graphic standards guide as the first steps in the project. The brand architecture is a map of how the RDKB visual identity including logo, photographs and other colours, style elements and imagery are presented together with various partner or sub-logos across the region and how they are presented on their own. Other deliverables of the project include design templates for staff and Board use, event banners and a conference display, advertisements and website elements.

Website Redesign

Frances is working with Information Services to ensure the new website design and structure meets the needs of internal staff and external website users. The Corporate Communications Plan will address website use and design as well.

ATTACHMENTS:

None.



CITY OF WILLIAMS LAKE

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3
TELEPHONE (250)392-2311 FAX (250)392-4408

July 17, 2018

The Honourable Carole James
Minister of Finance and Deputy Premier
PO BOX 9048 STN PROV GOVT
Victoria BC
V8W 9E2

Dear Minister / Deputy Premier James:

Re: Employer Heath Tax Impact on Local Government

This is to advise that the City of Williams Lake Council passed the following resolution at its regular meeting held Tuesday, May 29th, 2018:

"That pursuant to the report of the Chief Financial Officer dated May 17, 2018, Council support the resolution of the Council for the City of Langley and request the Province of BC to exempt local governments, regional districts and school boards from the imposition of the EHT to lessen the financial burden on local taxpayers, especially those that are on fixed incomes and further that correspondence to that effect be sent to the Province of BC."

The City of Williams Lake, like many local governments have a limited revenue base that relies heavily on property taxation. The new Employer Heath Tax will put additional cost pressure on the City of Williams Lake (and other BC local governments) that would have to be passed to municipal taxpayers, placing an undue share on lower and middle income British Columbians.

If you have any questions in this regard, please contact the undersigned.

Sincerely,


Mayor Walt Cobb

cc: UBCM Member Municipalities



www.williamslake.ca





July 17, 2018

Mr. Dan Derby, Regional Fire Chief
201-843 Rossland Avenue
Trail, BC V1R 4S8

Dear Dan:

Thank you for escorting my staff and me during my visit to Grand Forks. The extensive recovery efforts underway in the area speak to the strength of the local emergency responders, volunteers, and community members.

I would like to express our government's great appreciation for the work you and your crews have done and continue to do in the Grand Forks area. It takes a special kind of person to step up in an emergency situation, and I am humbled to have had an opportunity to meet you all.

Thank you, again. I wish you all the best.

Sincerely,

A handwritten signature in black ink, which appears to read 'John J. Horgan', followed by a long horizontal flourish.

John Horgan
Premier

**Office of the
Premier**

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria



July 20, 2018

Chair Roly Russell
Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, BC V1R 4S8

Dear Chair Roly Russell:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	JUL 23 2018
DOC #
REF. TO:
CC:	RR/GD/MA/KG/BB/FILE/ROADER FILE

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$243,808.16 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Kind regards,

Wendy Booth
UBCM President

Pc: Beth Burget, General Manager of Finance



TOWN OF CRESTON

PO Box 1339, 238-10th Avenue North, Creston, BC V0B 1G0
Phone: 250-428-2214 Fax: 250-428-9164
email: info@creston.ca



July 23, 2018

Kootenay Boundary Regional Fire Rescue
201-843 Rossland Ave.
Trail, BC
V1R 4S8

Attn: Fire Chief Dan Derby

RE: Recognition For Fifteen Years of Dispatch Service

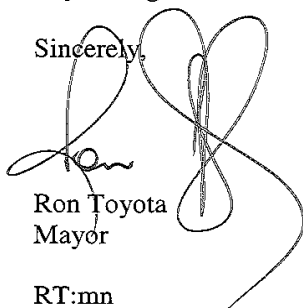
On behalf of the residents of the Town of Creston, Council and myself, I would like to express our sincere appreciation to Kootenay Boundary Regional Fire Rescue for providing fifteen years of dedicated and skilled fire dispatch service to the Creston Valley.

The service provided by Kootenay Boundary Regional Fire Rescue (KBRFR) has been an invaluable service to the Kootenays over the past fifteen years. There is no doubt that the professional services provided to our citizens were greatly appreciated in their time of need, saving lives in the process.

It should also be noted that Creston Fire Rescue and our regional fire departments expressed appreciation for KBRFR staff whom have been extremely helpful during incidents and whom have consistently provided a high level of service that could be relied upon.

Thank you to all the staff at Kootenay Boundary Regional Fire Rescue for providing the Creston Valley with your expertise and professionalism. It has been our privilege to have been the recipient of your organization's invaluable service.

Sincerely,



Ron Toyota
Mayor

RT:mn



Ref: 238247

August 15, 2018

Mr. Roly Russell and Board Members
Regional District of Kootenay Boundary
202 - 843 Rossland Ave
Trail BC V1R 4S8

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	AUG 20 2018
DOC #
REF. TO:
CC:	BOD / Reader File

Dear Chair Russell and Board Members:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce GHG emissions in the 2017 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporately or community-wide) to reduce GHG emissions for the 2017 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

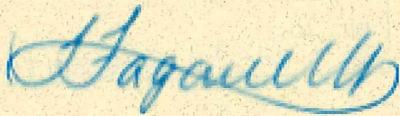
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Chair Russell and Board Members
Page 2

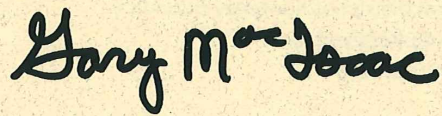
In recognition of your significant achievements, the GCC is pleased to provide you with climate action community branding for use on official websites and letterheads. An electronic file with the 2017 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2017 – Climate Leader* window decal, for use on public buildings.

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2017 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their [community's community energy and emissions inventory](#) receive a letter from the GCC and a 'BC Climate Action Community 2017' logo, for use on websites, letterhead, etc.

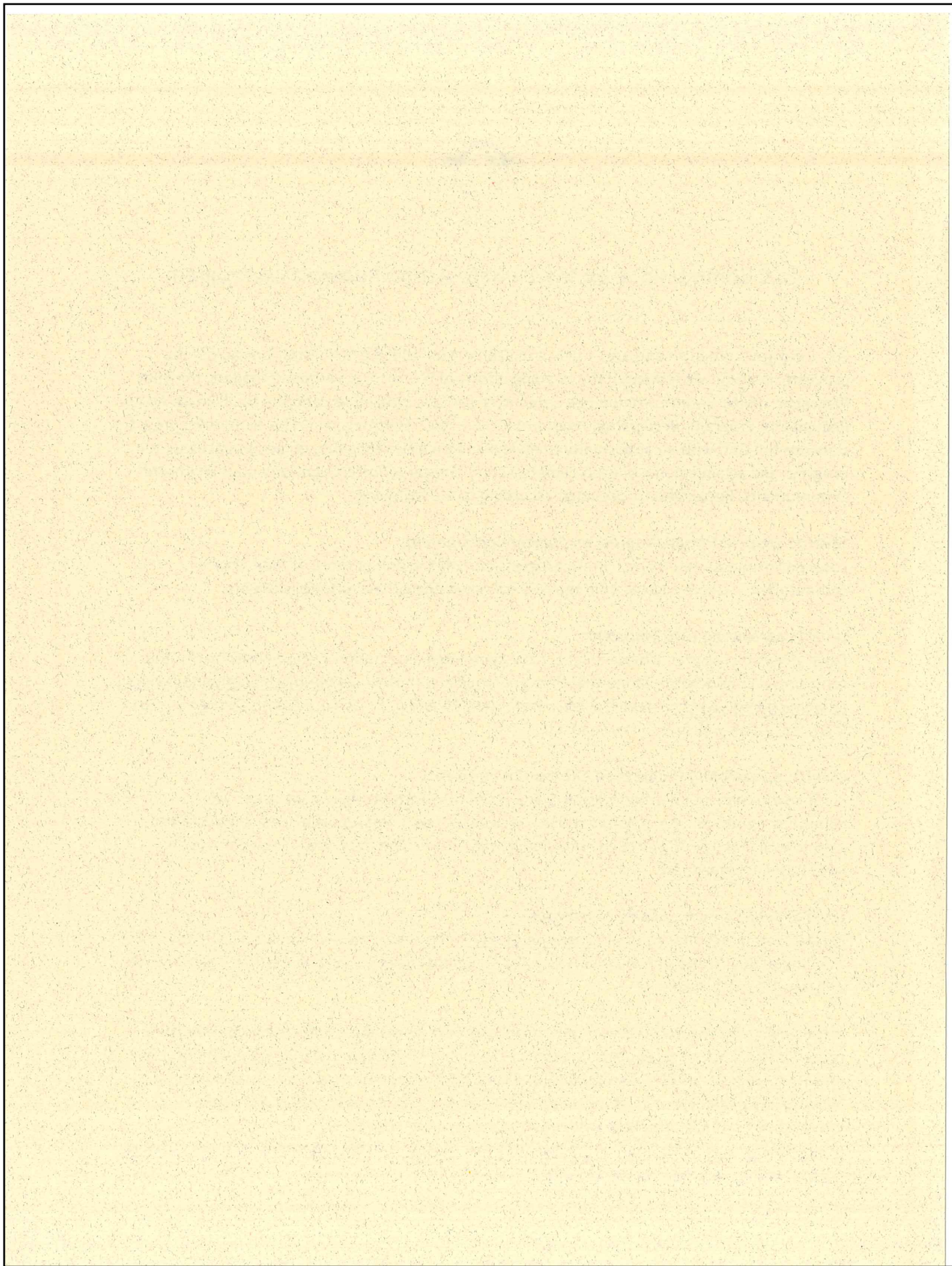
Level 3: Accelerating Progress on Charter Commitments

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>



Regional District of Kootenay Boundary
 July 1, 2018-July 31, 2018
 Cheque Summary

Name	Cheque Date	Amount
7 SUMMIT WASTE DISPOSAL INC.	2018-07-18	\$22.75
ACTON, DAMON	2018-07-18	\$52.81
ADRAIN, TIM	2018-07-05	\$70.00
ALLISON, KYLE	2018-07-18	\$116.60
ALPINE CONTRACTING	2018-07-18	\$1,228.50
AMUNDSUN, R. MURRAY	2018-07-18	\$149.50
BARRETT MOTORSPORTS & EQUIP.	2018-07-13	\$58.22
BARRETT MOTORSPORTS & EQUIP.	2018-07-16	\$64.91
BC HOUSING	2018-07-18	\$240.00
BEAVER VALLEY BLOOMING SOCIETY	2018-07-18	\$6,291.71
Beliveau, Robin	2018-07-18	\$360.23
BELL MOBILITY INC.	2018-07-18	\$97.44
BLACK, BRAEDEN	2018-07-26	\$70.00
BONNETT, JORDAN	2018-07-13	\$160.00
BORSATO, LINDA A.	2018-07-18	\$12.18
BOUNDARY EXCAVATING	2018-07-26	\$26,281.50
BOUNDARY GIRLS FASTPITCH	2018-07-18	\$450.00
BOUNDARY MUSEUM SOCIETY	2018-07-26	\$45,000.00
BOUNDARY WOODLOT ASSOCIATION	2018-07-18	\$885.13
BOWMAN, KARLEE	2018-07-18	\$52.78
BOWMAN, KARLEE	2018-07-26	\$25.00
BRINK'S CANADA LIMITED	2018-07-26	\$367.16
BUTTERFIELD, WENDY	2018-07-18	\$103.30
CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 2254	2018-07-26	\$4,559.95
CASTLEGAR SKATING CLUB	2018-07-18	\$500.00
CENTRAL TARP & AWNING LTD.	2018-07-26	\$168.00
CHANDLER, JAMES	2018-07-13	\$3,123.01
CHMECHANICAL	2018-07-05	\$5,939.74
CHMECHANICAL	2018-07-13	\$1,626.83
CHMECHANICAL	2018-07-26	\$4,288.69
CHRIS KELLETT & ASSOCIATES LTD.	2018-07-05	\$16,705.25
CHRISTINA LAKE ARTS AND ARTISAN SOCIETY	2018-07-18	\$3,500.00
CHRISTINA LAKE BOAT ACCESS SOCIETY	2018-07-18	\$400.00
Christina Lake Holdings Ltd.	2018-07-18	\$360.23
CHRISTINA LAKE NEWS	2018-07-18	\$572.24

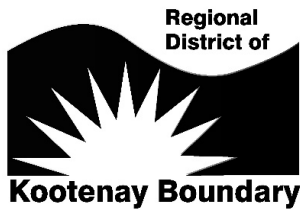
CI EXCAVATING	2018-07-18	\$892.50
CLEAR EDGE FILTRATION CANADA	2018-07-13	\$1,669.50
COLLEGE OF THE ROCKIES	2018-07-05	\$1,000.00
COLUMBIA WIRELESS INC.	2018-07-26	\$610.40
COMMUNITY FUTURES DEVELOPMENT CORP. - BOUNDARY	2018-07-26	\$15,500.00
DAINES, MARK	2018-07-13	\$60.00
DAM HELICOPTERS INC.	2018-07-13	\$8,185.01
DESJARDINS CARD SERVICES	2018-07-18	\$41.33
DESROSIERS, JENNIFER	2018-07-12	\$1,667.70
DESROSIERS, JENNIFER	2018-07-26	\$800.00
DOUGALL, JENNIFER JANINE	2018-07-26	\$4,980.38
ENGEN, DEAN	2018-07-18	\$1,659.00
ENGEN, DEAN	2018-07-26	\$1,575.00
FAIRBANK ARCHITECTS LTD	2018-07-18	\$6,415.29
FERRARO FOODS	2018-07-05	\$178.28
FERRARO FOODS	2018-07-13	\$23.88
FERRARO FOODS	2018-07-18	\$11.99
FINNING (CANADA) CREDIT DEPT.	2018-07-13	\$335.86
FINNING (CANADA) CREDIT DEPT.	2018-07-18	\$296.55
FLEETCOR CANADA MASTERCARD	2018-07-13	\$4,440.59
FLEETCOR CANADA MASTERCARD	2018-07-13	\$295.69
FLUENT INFORMATION MANAGEMENT SYSTEMS INC	2018-07-05	\$1,344.00
FLUENT INFORMATION MANAGEMENT SYSTEMS INC	2018-07-13	\$3,108.00
FORTIS BC - FINANCIAL ACCOUNTING	2018-07-13	\$210.00
FORTIS BC - NATURAL GAS	2018-07-13	\$1,107.32
FORTIS BC - NATURAL GAS	2018-07-18	\$89.78
FORTIS BC - NATURAL GAS	2018-07-26	\$140.57
FORTISBC - ELECTRICITY	2018-07-13	\$18,949.31
FORTISBC - ELECTRICITY	2018-07-18	\$1,398.24
FORTISBC - ELECTRICITY	2018-07-26	\$1,998.37
FRUITVALE CO-OP	2018-07-18	\$880.81
FRUITVALE FIRE DEPT	2018-07-05	\$442.00
FYFFE, BART	2018-07-26	\$458.89
GAIA PRINCIPLES IPM SERVICES	2018-07-13	\$52.50
GARRETT, LORNE	2018-07-13	\$551.25
GENELLE VOLUNTEER FIRE DEPT	2018-07-05	\$442.00
GRAND FORKS COMMUNITY TRAILS SOCIETY	2018-07-13	\$37,500.00
GRAND FORKS CURLING CLUB	2018-07-26	\$7,730.45
GRAND FORKS STATION NEIGHBOURHOOD PUB	2018-07-05	\$864.25

GREYHOUND COURIER EXPRESS	2018-07-13	\$294.85
HAMAZAKI, LOUISE	2018-07-05	\$71.53
HEALTH ARTS SOCIETY	2018-07-18	\$7,200.00
HIRAM, JOHN	2018-07-18	\$360.23
IMPERIAL OIL LIMITED	2018-07-18	\$1,176.36
INNOMERGENCE SOLUTIONS	2018-07-13	\$9,620.58
INTERROUTE CONSTRUCTION DBA SELKIRK PAVING LTD.	2018-07-13	\$4,882.50
IRL INTERNATIONAL TRUCK CENTRES LTD.	2018-07-13	\$231.88
JAMIESON, DAN	2018-07-05	\$403.69
JAMIESON, DAN	2018-07-26	\$302.29
JEFFERY, MARVIN	2018-07-18	\$360.23
JOSH THE GARAGE DOOR GUY	2018-07-13	\$1,034.96
KAN-WEST ROADS LTD	2018-07-18	\$6,832.56
KETTLE VALLEY SEPTIC	2018-07-13	\$787.50
KIERANS, MARY	2018-07-26	\$300.00
KOOTENAY TECHNICAL SURVEYS INC.	2018-07-18	\$525.00
KUCHER, MARK	2018-07-13	\$90.00
KUHN, JENNIFER	2018-07-13	\$22.40
LARMOUR, MATTHEW	2018-07-26	\$133.89
LAWKON RENO'S	2018-07-26	\$3,746.68
LEAVITT, LEO	2018-07-13	\$60.00
LEKO PRECAST	2018-07-18	\$17,872.40
LEMIEUX, CURTIS	2018-07-18	\$98.66
LEN BANNERT TRUCKING LTD.	2018-07-26	\$525.00
LENARDUZZI, LOUANN	2018-07-18	\$210.00
LES HALL FILTER	2018-07-18	\$108.86
LEXISNEXIS CANADA INC.	2018-07-13	\$340.88
MACKAY PAVING LTD.	2018-07-05	\$3,622.50
MACKAY PAVING LTD.	2018-07-18	\$11,560.50
MALLACH, ANDY	2018-07-05	\$115.00
MARTIN, CASSIDY	2018-07-05	\$50.00
MASON, ELIZABETH	2018-07-26	\$98.90
MASON, JOURDYNE	2018-07-05	\$50.00
MCCONNELL, SHARON LYNNE	2018-07-26	\$73.10
MCFADDEN, STEPHEN K.	2018-07-13	\$90.00
MCGREGOR ROBERT "IN TRUST"	2018-07-05	\$87.67
MEARS, KYLA	2018-07-05	\$50.00
MERIDIAN ONECAP	2018-07-26	\$485.56
METTLER-TOLEDO INC.	2018-07-13	\$5,835.20
METTLER-TOLEDO INC.	2018-07-26	\$6,581.34
MGK DRYWALL LTD	2018-07-13	\$947.10

MICHELIN NORTH AMERICA (CANADA) LTD.	2018-07-05	\$1,029.06
MIDWAY PUBLIC LIBRARY	2018-07-18	\$4,000.00
MINISTER OF FINANCE	2018-07-13	\$159.01
MINISTER OF FINANCE	2018-07-18	\$5,362.50
MINISTER OF FINANCE	2018-07-18	\$404.98
MINISTER OF FINANCE MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL POLICE SERVICES DIVISION	2018-07-13	\$15,959.21
MIX, DAVID	2018-07-13	\$157.49
MONTROSE FIRE DEPARTMENT	2018-07-05	\$442.00
MORASSUT, ANGELA ALICE	2018-07-18	\$177.14
MOZAK, EMILY	2018-07-05	\$50.00
NEPA TRUCKING CO.	2018-07-05	\$42,843.65
NEPA TRUCKING CO.	2018-07-13	\$34,602.20
NEPA TRUCKING CO.	2018-07-18	\$23,119.72
NUYTEN, NICOLE, A.R.	2018-07-26	\$150.00
PARKVIEW MANOR	2018-07-18	\$120.00
PENNEY, JENNIFER	2018-07-05	\$70.00
PENNEY, JENNIFER	2018-07-13	\$96.12
PETRO CANADA	2018-07-18	\$7,916.72
PHILLIPS, WAYNE	2018-07-18	\$240.55
PROUGH, BRENDAN	2018-07-13	\$181.00
PUROLATOR INC.	2018-07-05	\$224.46
PUROLATOR INC.	2018-07-13	\$61.06
RACE TRAC FUELS	2018-07-18	\$1,721.28
RECEIVER GENERAL	2018-07-13	\$465.95
RECEIVER GENERAL	2018-07-26	\$516.53
RECEIVER GENERAL FOR CANADA	2018-07-13	\$86,917.45
RECEIVER GENERAL FOR CANADA	2018-07-26	\$83,999.64
REGIONAL DISTRICT OF EAST KOOTENAY	2018-07-26	\$60,000.00
REILLY, BRIANNA	2018-07-05	\$115.00
ROSSLAND FIRE DEPT.	2018-07-05	\$442.00
ROTVOLD MARGUERITE	2018-07-13	\$419.50
SALGADO-LEE, MARIE	2018-07-18	\$98.66
SAVAGE PLUMBING & HEATING	2018-07-05	\$13,132.66
SAVE-ON-FOODS	2018-07-05	\$2,152.16
SAVE-ON-FOODS	2018-07-18	\$35.55
SAVE-ON-FOODS	2018-07-26	\$70.82
SECURE BY DESIGN	2018-07-16	\$44.80
SELECT OFFICE PRODUCTS	2018-07-05	\$1,453.03
SELECT OFFICE PRODUCTS	2018-07-13	\$188.05

SELECT OFFICE PRODUCTS	2018-07-18	\$121.46
SHAW CABLE	2018-07-13	\$258.43
SHAW CABLE	2018-07-18	\$432.25
SIMM, LARRY	2018-07-13	\$90.00
SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	2018-07-05	\$7,437.00
STERICYCLE COMMUNICATION SOLUTIONS ULC	2018-07-26	\$848.59
STERLING, GREG	2018-07-26	\$1,190.00
STRELBISKY, MICHAEL	2018-07-18	\$70.00
STRONG REFRIGERATION CONSULTANTS INC	2018-07-18	\$2,110.50
TELUS COMMUNICATIONS (B.C.) INC.	2018-07-13	\$13,037.35
TELUS COMMUNICATIONS (B.C.) INC.	2018-07-18	\$63.23
TELUS COMMUNICATIONS (B.C.) INC.	2018-07-26	\$443.84
TELUS MOBILITY	2018-07-18	\$440.00
THE CITY OF TRAIL	2018-07-03	\$410.00
THE TRUCK OUTFITTERS	2018-07-18	\$5,265.00
TILLER, MEGAN	2018-07-18	\$67.34
TILLER, MEGAN	2018-07-26	\$42.95
TRAIL ALLIANCE CHURCH	2018-07-26	\$14,621.92
TRAIL CURLING ASSOCIATION	2018-07-05	\$157.50
TRAIL ROOFING LTD.	2018-07-13	\$12,690.82
TRAIL TRANSIT SERVICES	2018-07-18	\$167.75
UNITEX NB CO. LTD	2018-07-18	\$4,549.90
UPLAND AGRICULTURAL CONSULTING LTD.	2018-07-13	\$2,940.00
VAN HOOGEVEST, MELINA C	2018-07-18	\$109.55
VANDERNIET, CEES	2018-07-26	\$564.80
VERIGIN, ABBY, A.	2018-07-05	\$50.00
VISTA RADIO LTD.	2018-07-18	\$899.05
WANETA AUTO AND EQUIPMENT REPAIR INC.	2018-07-18	\$305.83
WASTE MANAGEMENT	2018-07-18	\$4,420.59
WAYNES EXCAVATING LTD.	2018-07-13	\$3,885.00
WAYNES EXCAVATING LTD.	2018-07-18	\$4,319.70
WEST EQUIPMENT RENTALS	2018-07-18	\$4,686.08
WESTERN FINANCIAL GROUP FRUITVALE	2018-07-18	\$240.00
WIEBE, GABRIEL	2018-07-13	\$50.00
WITHERBEE, GARY	2018-07-13	\$1,071.77
WOLFE, DEREK	2018-07-13	\$90.00
WORKER'S COMPENSATION BOARD OF BC	2018-07-16	\$74,759.22

Total Payables		\$891,097.52
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ELECTORAL AREA 'C'/CHRISTINA LAKE

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, August 7, 2018 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Jennifer Horahan, Terry Mooney, Butch Bisaro, Ken Stewart, Annie Rioux, Jeff Olsen,

ABSENT: Phil Mody, Dave Bartlett, Jessica Coleman, David Durand

RDKB DIRECTOR: Grace McGregor

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Jeff Olsen, Vice-Chair

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the August 7, 2018 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted. Motion by Jennifer Horahan, seconded by Ken Stewart. Approved.

3. ADOPTION OF MINUTES

Recommendation: That the July 3, 2018 Electoral Area 'C'/Christina Lake Advisory Planning Commission Minutes be adopted. Motion by Butch Bisaro, seconded by Jennifer Horahan. Approved.

4. DELEGATIONS

N/A

5. UPDATES TO APPLICATIONS AND REFERRALS

N/A

6. NEW BUSINESS

A. Bradley Ference
Re: Development Variance Permit
1786 West Lake Drive
RDKB File: C-1021s-04529.000

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

B. Kevin Sawyer
Re: Development Permit Amendment
2019 Carol Court
RDKB File: C-970-04396.020

Recommendation:

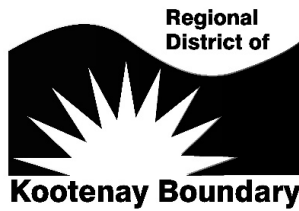
It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

7. DISCUSSION

8. FOR INFORMATION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:10 p.m.



ELECTORAL AREA 'E'/WEST BOUNDARY

ADVISORY PLANNING COMMISSION

MINUTES

Monday, August 6, 2018 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6:00 p.m.

PRESENT: Jamie Haynes, Florence Hewer, Fred Marshall, Lynne Storm, Randy Trerise, Frank Van Oyen

ABSENT with notification: Michael Fenwick-Wilson, Grant Harfman

Absent without notification: None

RDKB DIRECTOR: Vicki Gee

RDKB STAFF:

GUEST:

1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

It was moved by Lynne and seconded by Flo that the August 6, 2018 Electoral Area E' APC agenda be adopted. Carried

4. **ADOPTION OF MINUTES**

It was moved by Randy and seconded by Flo that the June 4, 2018 Electoral Area E' APC minutes be adopted. Carried

5. **DELEGATIONS**

None

Electoral Area E' APC Minutes
August 6, 2018
Page 1 of 2

6. **UPDATES TO APPLICATIONS AND REFERRALS**

n/a

7. **NEW BUSINESS**

Janet & Randal Trerise
Re: Development Variance Permit
2884 Jewel Lake Road
 RDKB File: E-860-04173.015

Discussion/Observations:

Vicki provided clarification regarding the staff report in relation to recent applications at Jewel Lake and the results of these applications. The APC members can only recall one application at Jewel Lake in recent history. This application was for a variance to exceed the building height allowance and for a reduction in the setback requirement. Although the minutes dealing with this prior application don't reflect it, APC members recall that there was no opposition to a setback variance for that application. Members acknowledged that they should always make sure that all points discussed should be reflected in their minutes."

The committee discussed application RDKB File: E-860-04173.015 with Mr. Trerise and asked him several questions for information and clarification. Mr. Trerise left the room and did not take part in the committee's discussion or the decision on this application. The application was discussed and reviewed at length.

Recommendation:

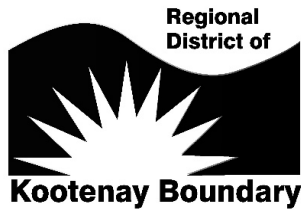
It was moved by Frank, seconded by Jamie and resolved that the APC recommends to the Regional District that the subject referral be supported.

8. **FOR DISCUSSION**

n/a

9. **ADJOURNMENT**

It was moved by Jamie that the meeting be adjourned at 6:45 p.m.



ELECTORAL AREA 'E' (BIG WHITE)

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, August 7, 2018 at Big White Fire Hall - Big White Ski Resort, commencing at 4:00 p.m.

Minutes taken by: Paul Sulyma

PRESENT: John Lebrun(telephone), Gerry Molyneaux, Deb Hopkinson,
Paul Sulyma and Cat Schierer

ABSENT: Jude Brunt

RDKB DIRECTOR: Vicki Gee (telephone)

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the August 7, 2018 Electoral Area 'E' (Big White) Advisory Planning Commission Agenda be adopted.

3. ADOPTION OF MINUTES

Recommendation: That the July 3, 2018 Electoral Area 'E' (Big White) Advisory Planning Commission Minutes be adopted.

4. **DELEGATIONS**

N/A

5. **UPDATED APPLICATIONS AND REFERRALS**

- **OCP & Bylaws Regarding Cannabis**
Vicki has asked the Planning Department to make changes to the OCP regarding retail cannabis sales
- **Set Back Allowance Variance in Snow Pines:**
Extension of the application as the applicant is having difficulties locating an engineer.

6. **NEW BUSINESS**

A. Pederson Management (Westerkamp, Agent)
Re: Development Permit
375 Feathertop Way
RDKB File: BW-4222-07500.770

Discussion/Observations:

Staircase leading to raised deck at rear of building may get buried with snow.

Recommendation:

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

1. Supported

B. Viacon Developments Corp.
Re: Development Permit
550 Feathertop Way
RDKB File: BW-4222-07500.900

Discussion/Observations:

Tree location near driveway should be reconsidered

Recommendation:

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

1. Supported

7. FOR DISCUSSION

N/A

8. FOR INFORMATION

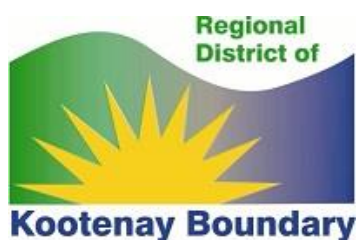
APC would like to see a sign for “Entering the RDKB” on the Big White Road. As seen in other districts it would help create awareness.

The APC has asked that the Agenda be sent in digital form as well as the hard copy by mail. The mailed out copies are not being printed on appropriate sized paper making the drawings incredibly hard to read.

The APC did not receive the August Agenda by email.

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:17pm.



STAFF REPORT

Date: 22 Aug 2018 **File**
To: **Chair Russell, Finance Liaison**
Director Martin and Members of
the Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: 2018 2nd Quarter Finance Results

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the financial results for the year-to-date ending June 30, 2018.

History/Background Factors

A Financial Plan Comparison with Actuals for the year-to-date ending June 30, 2018 is attached. The report is structured by Committee and provides the annual budget, total revenues, expenses and variance to annual budget as well as % of the annual budget listed by service. Comments are indicated where there are higher or lower than normal variances for this time of year.

The financial summary is not audited and does not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Revenue and expense accruals are not booked. This summary is intended for internal purposes only.

The report indicates that to date we have received and/or booked 66% of the annual budgeted revenue. Taxation revenue for the entire year is booked at the time of recording the annual tax requisition and is therefore 100% accounted for. Transfers from reserves are not generally booked until October/November when capital projects are known to be completed.

Major variances in revenue are as follows:

- Service 001 General Government Services - Hydro grant usually received in July
- Service 001 MFA - timing difference - all will flow through by year end
- Service 010 Regionalized Waste Management - planned deficit re landfill liability to be balanced by 2021; Transfer from reserve \$1,158,000 not done - dependant on capital purchases
- Service 012 Emergency Preparedness - Grand Forks Flooding impact estimated at \$1.1 million
- Service 015 911 Emergency Communication - \$183k Transfer from Reserve later in the year
- Service 019 Beaver Valley Parks & Trails - Transfer from Reserve \$100k will not be done as Chiller project postponed to 2019; Arbor Project not completed - \$145k
- Service 027 Area C Parks & Trails - \$1.3 million for pedestrian bridge dependant on receiving grant funding
- Service 045 Area D Parks & Trails - \$190k gas tax re dam spillway construction not completed; \$50k gas tax for Trans Canada Trail upgrade not yet completed
- Service 058 Kettle Valley Fire Protection - \$340k borrowing for firehall not yet done
- Service 500 Beaver Valley Water - Grant funding for CWWF Davis Ave project \$118k expected later in the year. Transfer from Reserve \$100k later in the year.
- Service 550 Christina Water - Provincial Grant Funding \$470k for CWWF project expected later in the year. \$165k for Transfers from Reserve to be completed later in the year
- Service 700 Regionalized Sewer - Provincial Grant Funding \$800k expected later in the year. \$363k for Transfer from Reserve to be completed later in the year.
- Service 900 East End Transit - \$157k variance in Farebox Revenue as funds received throughout the year. \$127k for transfer from reserves to be done later in the year.

Expenses at June 2018 are at 37% of the annual budget. Capital spending, grants, etc. are generally expended in August after receipt of tax funds. Transfers to reserves are generally made later in the year when the measurement of actual to budget can be closer reviewed.

Implications

Quarterly financial reporting will keep the Board better informed.

Advancement of Strategic Planning Goals

Aligns with goal of review and measure of performance.

Background Information Provided


2018 Second Quarter Financial Plan Comparison with Actual attached.

Alternatives

1. Receipt
2. Deferral
3. Approval

Recommendation(s)


That the staff report from Beth Burget, General Manager of Finance regarding the Financial Plan Comparison - 2018 Second Quarter be received.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY FINANCIAL PLAN COMPARISON with ACTUALS JUNE 2018 SECOND QUARTER RESULTS Listed by COMMITTEE									
<div><div></div><div>REGIONAL DISTRICT OF KOOTENAY BOUNDARY FINANCIAL PLAN COMPARISON with ACTUALS JUNE 2018 SECOND QUARTER RESULTS Listed by COMMITTEE</div></div>									
DESCRIPTION	Number	ANNUAL BUDGET	REVENUE			Comments	EXPENSE		
			ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN		ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN
Finance Committee									
General Government Services	001	\$ 4,312,334	\$ 2,160,912	\$ (2,151,422)	50%	Rev - Hydro Grant \$1.7 m not yet rec'd, common costs recorded monthly; Exp - Trf to Reserve \$1 m not yet done, cap projects \$169k not completed	\$ 1,274,464	\$ 3,037,870	30%
MFA Debenture Debt	001 MFA	\$ 2,474,576	\$ 1,276,244	\$ (1,198,332)	52%	timing difference - all MFA payments will be collected from municipalities by year-end	\$ 1,276,244	\$ 1,198,332	52%
Building & Plumbing Inspection	004	\$ 960,477	\$ 915,214	\$ (45,263)	95%	Exp - Capital projects - Cityview software/veh purchase \$62k not yet done; salaries timing difference due to timing of Manager appointments	\$ 375,554	\$ 584,923	39%
Reserve for Feasibility Studies	006	\$ 101,559	\$ 61,463	\$ (40,096)	61%	Rev - Grants for Oasis, Deer Ridge and GF Irrig not yet rcv'd; Exp - no costs for Oasis, Deer Ridge and GF Irrig expected this year	\$ 779	\$ 100,780	1%
TOTAL FINANCE COMMITTEE		\$ 7,848,946	\$ 4,413,833	\$ (3,435,113)			\$ 2,927,041	\$ 4,921,905	
Beaver Valley Recreation									
Beaver Valley Arena	020-011	\$ 594,239	\$ 515,944	\$ (78,295)	87%	Rev - user fees throughout year	\$ 302,531	\$ 291,708	51%
Beaver Valley Recreation	020-013	\$ 251,101	\$ 248,529	\$ (2,572)	99%	Rev - user fees throughout year	\$ 109,713	\$ 141,388	44%
Beaver Valley Parks & Trails	019	\$ 1,090,443	\$ 800,078	\$ (290,365)	73%	Rev/Exp - Trf from reserve \$100k will not be done this year as capital project (chiller) postponed to 2019. Vehicle purchased in Aug. Payments to muni's in Aug after rcpt of tax funds.	\$ 232,218	\$ 858,225	21%
TOTAL BEAVER VALLEY RECREATION		\$ 1,935,783	\$ 1,564,551	\$ (371,232)			\$ 644,462	\$ 1,291,321	
East End Services									
Police Based Victims' Assistance	009	134,699	104,867	(29,832)	78%	Rev - Solicitor General Grant received quarterly; Exp - lower salary due to staff leave	50,710	83,989	38%
East End Economic Development	017	111,117	111,176	59	100%		58,410	52,707	53%
Culture Arts & Rec in the Lower Columbia	018	2,078,947	1,431,190	(647,757)	69%	Rev - budget includes various sources of revenue rec'd throughout year, Box office revenue exceeds annual budget by \$92k, CBT Revenue at 17% - expect final payment in Nov; Exp - CBT grants 14% of budget offset by box office which is currently at 79% of annual budget.	783,120	1,295,827	38%
Kootenay Boundary Regional Fire Rescue	050	4,095,067	3,798,893	(296,174)	93%	Rev - Trf from 911 internal monthly entry, trf from reserve later in year, rev includes \$53k from trade-in of vehicles offset by increase in exp for new vehicle, Exp - variances include training, volunteer wages, hydrant mntnce fee - all related to timing of payments	1,701,199	2,393,868	42%
Cemeteries - East End	150	595,898	497,046	(98,852)	83%	Exp - Contracts with muni's will be paid in Aug when funds rdv'd	2,496	593,402	0%
East End Transit	900	1,726,809	1,395,222	(331,587)	81%	Rev - farebox rev rcvd throughout year - Exp - Transit invoices generally 2-3 months behind; will be accounted for at year-end	401,231	1,325,578	23%
TOTAL EAST END STAKEHOLDERS		\$ 8,742,537	\$ 7,338,394	\$ (1,404,143)			\$ 2,997,166	\$ 5,745,371	
Environmental Services									
Regionalized Waste Management	010	6,260,389	2,829,241	(3,431,148)	45%	Rev - planned deficit of \$1.3 m re landfill liab, reserve trf \$1,158k not yet done; Exp - Capital projects not yet completed - \$1,158, financing payments later in year, Debt principal and interest later in year	3,118,272	3,142,117	50%
Refuse Disposal - Big White	064	261,376	261,377	1	100%	Exp - operating contract invoicing late, debt principal later in year, capital project - regrading site \$25k not yet done	118,338	143,038	45%
TOTAL ENVIRONMENTAL SERVICES		\$ 6,521,765	\$ 3,090,618	\$ (3,431,147)			\$ 3,236,610	\$ 3,285,155	



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FINANCIAL PLAN COMPARISON with ACTUALS
JUNE 2018 SECOND QUARTER RESULTS Listed by COMMITTEE

Kootenay Boundary			REVENUE			EXPENSE			
DESCRIPTION	Number	ANNUAL BUDGET	ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN	Comments	ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN
Boundary Economic Development Committee									
Boundary Economic Development	008	273,823	203,058	(70,765)	74%	Exp - projects not yet completed	58,491	215,332	21%
TOTAL BOUNDARY ECON. DEV. COMMITTEE		\$ 273,823	\$ 203,058	\$ (70,765)			\$ 58,491	\$ 215,332	
Boundary Stakeholders Services									
Recreation - Grand Forks & Area 'D'	021	534,504	497,412	(37,092)	93%	User fees throughout the year	247,012	287,492	46%
Recreation - Greenwood, Midway , 'E'	022	67,016	67,019	3	100%	Exp - grants paid based on applications received	13,004	54,012	19%
Boundary Museum Service	026	30,000	30,037	37	100%		0	30,000	0%
Grand Forks Arena	030	669,127	540,561	(128,566)	81%	Rev - user fees throughout the year but higher in winter months, Trf from reserve not yet done as capital project not complete; Exp - capital project \$25k not completed, MFA short term finance payment not done until August \$15k	253,609	415,518	38%
Grand Forks Curling Rink	031	60,280	51,636	(8,644)	86%	Rev - reserve trf later in year; Exp - debt principal later in year	34,781	25,499	58%
Grand Forks Aquatic Centre	040	821,067	747,078	(73,989)	91%	Rev - user fees throughout the year; Exp MFA LUA principal later in year	378,941	442,126	46%
Midway & Beaverdell E.R. Service	055	0	0	-	#DIV/0!	Service discontinued in 2018	0	-	#DIV/0!
Animal Control - Boundary	071	145,661	141,875	(3,786)	97%	Exp - late invoicing for operating contract, debt principal and interest later in year	52,295	93,366	36%
Mosquito - Grand Forks, Area 'D'	080	86,172	86,180	8	100%	Exp - contribution to reserve later in year	36,613	49,559	42%
Noxious Weed Control - Area 'D' & 'E'	092	248,265	226,203	(22,062)	91%	Exp - services to be provided later In year	14,422	233,843	6%
Library - Grand Forks, Area 'C' & 'D'	140	395,706	395,209	(497)	100%		202,404	193,302	51%
Greenwood, Area 'E' Cemetery Service	145	53,406	19,007	(34,399)	36%	Rev - reserve trf later in year; Exp - funding provided when services are provided	16,494	36,912	31%
Boundary Transit	950	82,991	52,659	(30,332)	63%	Rev - Grand Forks contribution/Area D gas tax outstanding; Exp - transit late invoicing	19,884	63,107	24%
TOTAL BOUNDARY AREA		\$ 3,194,195	\$ 2,854,876	\$ (339,319)			\$ 1,269,459	\$ 1,924,736	
Sewerage Committee									
East End Regionalized Sewer Utility	700	3,523,876	2,337,908	(1,185,968)	66%	Rev - Prov Grant \$800k later in year based on contract completion, transfer from reserve later in year; Exp - \$1.5M capital not completed	980,209	2,543,667	28%
East End Regionalized Sewer Utility - Trail	700-101	47,219	47,219	-	100%	Exp - internal transfers outstanding	14,959	32,260	32%
East End Regionalized Sewer Utility - Rossland	700-102	14,490	14,490	-	100%	Exp - internal transfers outstanding	4,312	10,178	30%
East End Reg Sewer Utility - Rossland/Warfield	700-103	12,815	12,815	-	100%	Exp - internal transfers outstanding	8,473	4,342	66%
Oasis-Rivervale Sewer Utility	800	209,845	91,456	(118,389)	44%	Rev - reserve transfers later in year, Prov Grant \$77K later in year	153,981	55,864	73%
TOTAL SEWERAGE COMMITTEE		\$ 3,808,245	\$ 2,503,888	\$ (1,304,357)			\$ 1,161,934	\$ 2,646,311	



Regional District of

Kootenay Boundary

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

FINANCIAL PLAN COMPARISON with ACTUALS

JUNE 2018 SECOND QUARTER RESULTS Listed by COMMITTEE

DESCRIPTION	Number	ANNUAL BUDGET	REVENUE			Comments	EXPENSE		
			ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN		ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN
Protective Services									
Emergency Preparedness	012	608,304	419,076	(189,228)	69%	Rev - includes \$100k est re fire/flooding services which is offset by same amount in exp - revenue related to Grand Forks floodingnot yet received - estimated at \$1.1 m; Exp includes grand forks flooding \$1.1 m , reserve trf not yet done \$160k	1,232,894	(624,590)	203%
911 Emergency Communications	015	706,125	431,851	(274,274)	61%	Rev - trf from reserve \$183k later in year; Exp - consulting fees re 911 conversion outstanding \$22k	438,963	267,162	62%
TOTAL PROTECTIVE SERVICES COMMITTEE		\$ 1,314,429	\$ 850,927	\$ (463,502)			\$ 1,671,857	\$ (357,428)	
Utilities Committee									
Street Lighting - Big White	101	26,445	26,445	-	100%	Exp - contribution to reserve \$5k later in year	6,486	19,959	25%
Street Lighting - Beaverdell	103	11,300	3,300	(8,000)	29%	Rev - trf from reserve \$8k later in year; Exp - 2 new street lights o/s	541	10,759	5%
Beaver Valley Water Supply	500	1,116,193	964,221	(151,972)	86%	Rev - grant funding \$118k for CWWF Davis Ave project outstanding, trf from reserve \$33k later in year; Exp - Capital projects \$456k outstanding.	362,919	753,274	33%
Christina Lake Water Supply	550	963,572	313,360	(650,212)	33%	Rev - grant funding \$470k for CWWF project later in year - received \$46k to date; trf from reserve \$165k later in year; Exp - timing re capital purchases.	554,022	409,550	57%
Columbia Gardens Water Supply Utility	600	68,893	38,299	(30,594)	56%	Rev - internal trfs not yet done; Exp - long term capital plan outstanding	22,622	46,271	33%
Rivervale Water & Street Lighting Utility	650	209,864	67,819	(142,045)	32%	Rev - Warfield contract due August 1st; Exp - long term capital plan and reserve transfer to occur later in year	75,309	134,555	36%
TOTAL UTILITIES COMMITTEE		\$ 2,396,267	\$ 1,413,444	\$ (982,823)			\$ 1,021,899	\$ 1,374,368	
Electoral Area Services									
Electoral Area Administration	002	633,035	464,861	(168,174)	73%	Rev Gas Tax - entries made to match spending o/s; exp gas tax spending less than budget to date - dependant on projects approved in year	273,947	359,088	43%
Electoral Grant - in - Aid	003	310,557	310,556	(1)	100%	timing of grants	115,368	195,189	37%
Planning & Development	005	822,179	826,406	4,227	101%		399,165	423,014	49%
Parks & Trails - Electoral Area 'B'	014	357,055	356,902	(153)	100%	Exp - capital projects not complete	136,184	220,871	38%
Recreation - Christina Lake	023	80,719	71,913	(8,806)	89%	Exp program costs later in the year	30,272	50,447	38%
Recreation Facilities - Christina Lake	024	48,406	48,493	87	100%	Expenses throughout year	2,356	46,050	5%
Grand Forks Community Centre	025	0	0	-	#DIV/0!		0	-	#DIV/0!
Area 'C' Regional Parks & Trails	027	1,642,897	325,961	(1,316,936)	20%	Rev/Exp - budget included \$1.33M for pedestrian bridge - spending dependant on receiving grant funding	125,124	1,517,773	8%
Beaverdell Community Club Service	028	19,950	19,950	-	100%	Grants disbursed in Aug on receipt of tax funds	0	19,950	0%



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FINANCIAL PLAN COMPARISON with ACTUALS
JUNE 2018 SECOND QUARTER RESULTS Listed by COMMITTEE

DESCRIPTION	Number	ANNUAL BUDGET	REVENUE			Comments	EXPENSE		
			ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN		ACTUAL	VARIANCE	% USE OF FINANCIAL PLAN
Area 'D' Regional Parks & Trails	045	307,603	67,616	(239,987)	22%	Rev/Exp - \$190k gas tax re dam spillway construction as well as \$50k TCT gas tax upgrade not complete; grants/reserve contributions to occur later in year	31,654	275,949	10%
Heritage Conservation - Area 'D'	047	21,760	21,764	4	100%		15,108	6,652	69%
Fire Protection - Christina Lake	051	412,478	412,606	128	100%	Exp - establishment of salary position not yet done	111,968	300,510	27%
Fire Protection - Beaverdell	053	78,998	65,198	(13,800)	83%	Exp - training/capital project outstanding	27,323	51,675	35%
Big White Fire - Specified Area	054	1,250,386	1,199,008	(51,378)	96%	Exp - contribution to reserve later in year	462,387	787,999	37%
Rural Greenwood Fire Service	056	23,406	23,406	-	100%	Exp - Contract payment to City of Greenwood timed for August on receipt of tax funds	704	22,702	3%
Fire Protection - Grand Forks Rural	057	2,229,311	424,368	(1,804,943)	19%	Rev - financing for building/fire engines \$1.8 m outstanding; Exp capital not completed \$1.8 m , reserve contribution later in year, contract fee to Grand Forks timed for August on receipt of tax funds	25,344	2,203,967	1%
Kettle Valley Fire Protection	058	510,120	145,120	(365,000)	28%	Rev - Borrowing not done yet; Capital for building, contracted fire services payment not yet done	12,257	497,863	2%
Area 'E' Regional Parks & Trails	065	81,406	81,407	1	100%	Exp - contribution to reserve later in year	20,704	60,702	25%
Animal Control - East End	070	98,784	97,889	(895)	99%		47,311	51,473	48%
Big White Security Services	074	204,772	204,668	(104)	100%	Exp late billing	62,873	141,899	31%
Big White Noise Control Service	075	16,406	16,406	-	100%	Exp includes \$15k re set up of bylaw enforcement not yet completed	704	15,702	4%
Area 'C' Economic Development	077	148,406	148,750	344	100%	Exp - Grants disbursed on provision of services	26,454	121,952	18%
Mosquito Control - Chistina Lake	081	34,359	34,430	71	100%	Exp - Services provided in late spring/summer	10,724	23,635	31%
Weed Control - 'A' - Columbia Gardens	090	43,014	24,828	(18,186)	58%	Rev - Funding from outside agencies gen received later in year; Exp - outstanding invoices	9,963	33,051	23%
Weed Control - Christina Lake Milfoil	091	327,504	334,073	6,569	102%	Rev - includes \$90k financing for Boat; Exp - includes \$150k for capital which includes boat & trailer which is partially completed	77,294	250,210	24%
House Numbering - Areas 'A' & 'C'	120	6,000	6,013	13	100%		3,000	3,000	50%
House Numbering - Area 'D'	121	3,000	3,000	-	100%		1,500	1,500	50%
House Numbering - Area 'B'	122	3,000	3,004	4	100%		1,500	1,500	50%
House Numbering - Area 'E'	123	3,000	3,000	-	100%		1,500	1,500	50%
Library - Specified Area 'E'	141	3,500	3,500	-	100%		0	3,500	0%
Mill Road Sewer Collection Services	710	0	0	-	#DIV/0!	Inactive service	-1	1	#DIV/0!
TOTAL ELECTORAL AREA SERVICES		\$ 9,722,011	\$ 5,745,096	\$ (3,976,915)			\$ 2,032,687	\$ 7,689,324	
TOTAL BUDGET		\$ 45,758,001	\$ 29,978,685	\$ (15,779,316)			\$ 17,021,606	\$ 28,736,395	

% of Budget

66%

37%

From: [Linda Worley](#)
To: [Theresa Lenardon](#); [Jennifer Kuhn](#)
Subject: Minister's statement on Columbia River Treaty meetings in Nelson | BC Gov News
Date: August-22-18 1:39:11 PM

Here is the Ministers Statement

Linda

<https://news.gov.bc.ca/releases/2018EMPR0049-001590>

Minister's statement on Columbia River Treaty meetings in Nelson

Negotiators representing the governments of Canada, including British Columbia, and the United States met in Nelson on Aug. 15-16, 2018, to continue discussions about the future of the Columbia River Treaty.

Following the meetings, Katrine Conroy, B.C.'s Minister Responsible for the Columbia River Treaty, issued the following statement:

“As discussions about the future of the Columbia River Treaty progress, it’s great to see negotiators from Canada, B.C. and the U.S. bringing the conversation to the Columbia Basin — in Nelson this week and then in Portland in October.

“Last month’s Pacific Northwest Economic Region summit gave legislators and stakeholders from both sides of the border a chance to see the treaty’s benefits and impacts first-hand, and it’s fitting that negotiation meetings are happening here in the Columbia Basin.

“Although I can’t comment on the specifics of the negotiations, I am optimistic and know that collaboration between our two countries is the key to future

success.

"Working together, I'm confident that we can create a better treaty and ensure it continues to maximize benefits for Canada and the U.S., while sharing them equitably."

Quick Facts:

- The Columbia River Treaty is a trans-boundary water-management agreement between the United States and Canada, ratified in 1964.
- The treaty optimizes flood management and power generation, requiring co-ordinated operations of reservoirs and water flows for the Columbia River and Kootenay River on both sides of the border.
- In March 2014, following extensive consultation with First Nations, community engagement and after conducting a number of technical studies, the Government of British Columbia announced its decision to continue the treaty and seek improvements within the existing framework. This decision is supported by the Government of Canada.
- Negotiators will next meet in Portland, Ore. on Oct. 17-18, 2018.

Linda Worley - Elected Official
Director - Lower Columbia/Old Glory (Area B)
Regional District of Kootenay Boundary
250-231-1300

**Columbia River Treaty Local Governments' Committee
Negotiations Update Telecon**

**Wednesday, August 22, 2018
10:00 to 10:25 AM Pacific**

Members:

- **In Attendance:** LGC - Deb Kozak (Chair), Karen Hamling (Vice Chair), Linda Worley, Joe Danchuk, Stan Doehle, Ron Oszust, Cindy Pearce (ED)
- **Not present:** Hans Cunningham
- **Regrets:** Mike Sosnowski, Loni Parker

Guests: Sylvain Fabi (Lead Negotiator), Greg Lemermeyer (Global Affairs Canada), Kathy Eichenberger (BC Negotiator), Audrey Ning (Global Affairs Canada)

Summary

The second round of negotiations on modernizing the Columbia River Treaty was held in Nelson on Aug. 15 - 16.

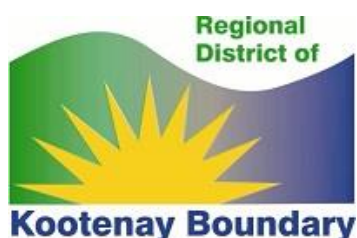
As in the first round, negotiators shared information to build a common understanding of the issues. Flood control was the focus of the first meeting; ecosystems and power planning were the main topics for this meeting.

The negotiations continue to be constructive and results oriented.

Both sides agree that they must consider the views of the people of the Columbia Basin.

It is expected that these negotiations will take some time. The third round will take place in Portland, Oregon on October 17-18.

Minister Conroy, the BC Minister Responsible for the Columbia River Treaty, issued a [Statement](#) and did several interviews following the negotiations.



STAFF REPORT

Date: 30 Aug 2018 **File**
To: **Chair and Members of the RDKB Board of Directors**
From: Gabe Wiebe, Engineering and Safety Coordinator
Re: CPCC Roof Replacement RFP

Issue Introduction

A staff report from Gabe Wiebe, Engineering and Safety Coordinator, with recommendation for the selection of a contractor to complete the roof replacement of the Administration Building at the Columbia Pollution Control Centre (CPCC).

History/Background Factors

The tar and gravel roof of the Administration Building at the CPCC is currently in disrepair. The 2018 budget item for this work was set at \$60,000. This budget item was based on a quote for a partial roof replacement. The amount of the original quote required a request for proposal (RFP) based on the RDKB purchasing policy.

During heavy rain events the roof leaks. Based on recommendations from proponents at the site meeting, as required by the RFP, the roof requires the replacement of the tar and gravel material, replacement of the insulation, and the installation of a cricket to better facilitate roof drainage.

One response was received that fulfilled the RFP requirements. The response was from Trail Roofing LTD. The cost, excluding taxes, of the proposal came to \$100,750. The amount came in higher than the budgeted amount because of the additional work required to completely replace the roof. This amount requires RDKB Board of Directors approval, as per the RDKB purchasing policy.

Implications

The 2018 budget item for this work was set at \$60,000. With the delay of the budgeted Digester Pump Replacement (budgeted for \$25,000) and STP Chlorine Gas Monitor (budgeted for \$20,000), the amount of \$100,750 can be achieved.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services.

Background Information Provided

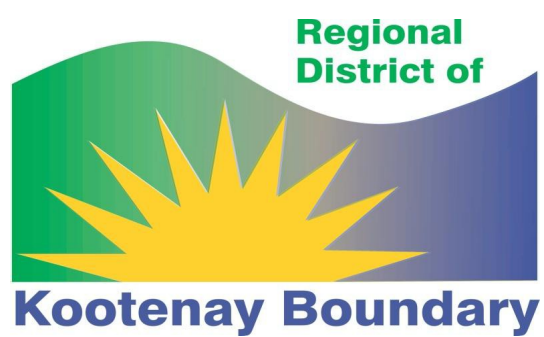
1. Request for Proposals Document
2. Trail Roofing LTD Response Document

Alternatives

1. Direct staff to enter into contract with Trail Roofing LTD in the amount of \$100,750 for the replacement of the CPCC Administration Building Roof
2. Direct Staff to reject all RFPs and issue another RFP.

Recommendation(s)

That the RDKB Board of Directors direct staff to enter into a contract with Trail Roofing LTD at a cost of \$100,750 to complete the replacement of the CPCC Administration Building Roof.



REQUEST FOR PROPOSAL

COLUMBIA POLLUTION CONTROL CENTRE ROOF REPLACEMENT

SUMMER 2018

1. INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) is requesting proposals from contractors that provide roofing services to replace the tar and gravel roof of the Administration Building found at the Columbia Pollution Control Centre (CPCC). The work is expected to be completed by the end of 2018.

2. GENERAL INFORMATION

The Administration Building at the CPCC, located at 8020 Highway 3B in Trail BC, consists of exterior cinder block walls with brick exterior covering up 9'; stucco covering extending out and above the brick walls; flat rolled on shingle tar and gravel roof; approximated to be 1980 vintage. The roof area is approximately 225 m².

3. SCOPE OF WORK

- Obtain all relevant permits for all work performed.
- Protect public and onsite workers in accordance with WorksafeBC regulations.
- Comply with CPCC specific work and safety procedures.
- Provide a site safety plan and ensure all required personal protective gear is available.
- Provide proof of insurance and proof of fire insurance required for built-up roofing membrane (torch on modified bituminous membrane).
- Remove all existing roofing material and dispose of material in accordance with local bylaws and provincial statutes.
- Repair and replace tar and gravel roof according to BC Building Code, manufacturer's specifications and Roofing Contractors Association of BC Best Practice Manual (RCABC Standards).
- Ensure all roofing transitions and intersections are constructed to meet Code Requirements.
- Supply and install any other roofing material as required.
- Ensure materials are installed according to manufacturer's specifications to ensure manufacturer's warranties.
- Keep work site in tidy manner.
- Upon completion of work, remove all material and equipment from site.
- Provide a 10 year labor warranty.

4. RFP PROCESS AND EVALUATION

4.1. RFP Inquiries

Questions should be submitted by email to the address provided in Section 4.4.

4.2. Site Meeting

A site meeting will be held at June 27, 2018 at 1 pm at the CPCC at 8020 Highway 3B, Trail, BC. Proponent's attendance at the site meeting is mandatory.

4.3. Time Schedule

The anticipated schedule for the service procurement process is as follows:

Issue RFP	June 20, 2018
Proposal due	July 11, 2018

RDKB Selection of preferred Proponent	July 23, 2018
Contract Execution	July 25, 2018
Work begins	July/August 2018

4.4. Proposal Submittal

Proponent's proposal should be submitted no later than 2:00 p.m., on Wednesday July 11, 2018 to

Gabe Wiebe | Engineering and Safety Coordinator
 Regional District of Kootenay Boundary
 202-843 Rossland Ave, Trail, BC V1R 4S8
 Phone: 250-368-0229
 Email: gwiebe@rdkb.com

Bid submissions must be in sealed envelopes or packages. The outside of the envelope holding the Bid Submission should be marked in clear bold lettering: "Response to Regional District of Kootenay Boundary CPCC Roof Replacement".

Bid Submissions via email are not acceptable and will be rendered non-compliant.

5. PROPOSAL EVALUATION

5.1. Evaluation Criteria

Proposals will be evaluated based on the technical merit and cost. A maximum of 300 points for each will be awarded for a total potential of 600 evaluation points. Proposals will be marked out of a total score of 300 points against the evaluation grid, please see Appendix 1. Each presentation will be evaluated and scored based on the points outlined in the evaluation form. A contractor's proposal shall be deemed qualified only if it complies with all the requirements contained in the Request for Proposal.

Only those proposals whose technical scores are within 15% of the proposal awarded the highest technical score will have their financial proposals evaluated.

Financial proposals can be awarded a maximum of 300 points. The financial proposal with the lowest cost of fees will be awarded 300 points, which will be added to the technical score, resulting in the contractor's total score. The percentage by which each of the remaining contractor's proposed costs exceeds the costs of the lowest qualified proposal will be the percentage by which the 300 points is reduced, prior to adding it to the technical score, resulting in each contractor's total score.

6. GENERAL TERMS OF RFP PROCESS

6.1. Proposal Development Costs

All expenses for making proposals to the RDKB are to be borne by the Proponent, with the express understanding that no claims against the RDKB for reimbursement will be accepted. All proposals will become the property of the RDKB and will not be returned to the Proponent. The RDKB shall not be responsible for any costs involved in or associated with the preparation and submission of this proposal, the Proponent's site visit costs, or contract negotiations.

6.2. Rights and Options of the RDKB

The RDKB reserves the right to:

- Issue addenda to the RFP;
- Decline or award a contract or contracts for services;
- Contact references provided by the Proponent;
- Request further information from the Proponents;
- Retain independent consultants for assistance in evaluating proposals;
- Request points of clarification to assist the RDKB in evaluating proposals;
- Require changes in the scope of work as deemed necessary by the RDKB;
- Discontinue negotiations with the preferred or any Proponent and commence discussion with any other finalist;
- Withdraw the RFP; or
- Not award to any Proponent and issue a subsequent RFP based on refinement of concepts proposed in response to this RFP.

The RDKB reserves the right to accept or reject any and/or all proposals, to waive irregularities, or take whatever other action it deems in its best interest. There is no obligation on the part of the RDKB to award a contract to the lowest cost Proponent. The RDKB shall be the sole judge of a proposal and its decision shall be final. The RDKB also reserves the right to make such investigation, as it deems necessary, to determine the ability of any Proponent to perform the work or services provided. Information the RDKB deems necessary in its evaluation must be provided to the RDKB by the Proponent upon request.

6.3. Examination of Proposal Materials

Information secured through this RFP process will be available for public inspection. If a response to this RFP includes unpublished proprietary or confidential information not intended for disclosure to third parties, the Proponent shall designate the information with the following notice:

“The data on pages Of this document, identified by an asterisk or marked along the margin with a vertical line, contain technical or financial information that consists of trade secrets and/or privileged information, the disclosure of which would cause substantial injury to the Proponent’s competitive position or financial interests. The Proponents requests that such data be used only for evaluation purposes, but understands that disclosure will be limited only to the extent that RDKB determines it proper under the law. If a contract is awarded to this Proponent, the RDKB may use or disclose the data provided in the contract, unless otherwise obligated by law.”

The RDKB will exercise its best efforts to prevent the unauthorized disclosure of information so designated; however, the RDKB assumes no responsibilities for any loss or damage which may result from public disclosure or breach of confidentiality during or as a result of the submission and review of the proposal information.

In the event disclosure of such information is requested by a third party pursuant to the Freedom of Information and Protection of Privacy Act, the RDKB shall so advise the Proponent so that the Proponent can respond as it deems necessary.

6.4. Rejection of Proposal for Cost Inaccuracies

The RDKB reserves the right to reject any Proposal submitted containing errors or inconsistencies in the cost Proposal. Errors include support information that is inconsistent with total cost estimates or any other error of this type which demonstrates flaws in the calculation provided by the Proponent.

6.5. Interpretation

The RDKB will not be responsible for or be bound by any verbal instructions or interpretations or explanations issued by the RDKB or its representatives.

6.6. Communication

Unless otherwise requested in writing, a proponent must not contact or communicate with any elected or appointed officer or employee of the RDKB other than the designated employee contact in relation to this proposal prior to the award of such proposal by the RDKB or alternatively the officer or employee of the RDKB having authority to accept the proposal. Any such communication will result in disqualification of the proposal from further consideration.

7. PROPOSAL PREPARATION GUIDELINES AND FORMAT**7.1. Introduction**

Provide a brief introduction to the terms and purpose of the proposal

7.2. Executive Summary

Provide a brief overview of the entire proposal and highlight the key aspects of the Proposal. (maximum 5 pages).

7.3. Scope of Work

Describe the tasks included in the scope of work.

7.4. Methodology

The following tasks must be outlined and completed in the proposal:

- Kick-Off Meeting
- Mobilization
- Work on site
- Clean up
- De-mobilization

7.5. Project Experience and Personnel

Provide an outline of the contractor's experience on roofing projects.

7.6. Financial Proposal

A completed Cost Estimate Table must be included, detailing the following items:

- Professional time
- Material cost
- Disposal cost
- Any other work required

Cost estimates are to be based on the scope of work listed in section 3.

7.7. Contract Obligations

The RDKB expects to enter into a service agreement with the contractor to define the scope of work and services to be provided and the rights and obligations of the parties with respect to the provision of service.

Appendix 1 – Evaluation Criteria



Evaluation

PROJECT

NAME:

EVALUATOR:

EVALUATION OF TECHNICAL PROPOSALS (Maximum 300 Points)

	POINTS	CONTRACTORS					
1. THE CONTRACTOR (100)							
1.1 Experience with roofing projects	25						
1.2 General related roofing project experience	25						
1.3 Local knowledge	25						
1.4 Location of personnel	25						
TOTAL CONTRACTOR	100						
3. THE METHOD (200)							
3.1 General approach	50						
3.2 Quality of service	50						
3.3 Proposed list of activities	30						
3.4 Understanding of project requirements	20						
3.5 Quality of presentation	20						
3.6 Proposed Level of effort, (Hours)	30						
TOTAL METHOD	200						
TOTAL TECHNICAL COMPONENT	300						



8110 B OLD WANETA RD
TRAIL BC V1R 4X1
PH 364-2900 FAX 364-1511

JULY 11, 2018

ATT: GABE WIEBE/ENGINEERING AND SAFETY COORDINATOR
REGIONAL DISTRICT OF KOOTENAY BOUNDARY
202-843 ROSSLAND AVE TRAIL, B.C. V1R 4S8

PROPOSAL FOR THE COLUMBIA POLLUTION CONTROL CENTRE ROOF REPLACEMENT

TRAIL ROOFING IS PREPARED TO CARRY OUT THE REQUIRED WORK FOR RE ROOFING THIS BUILDING AS PER THE REQUIREMENTS WITHIN THE REQUEST FOR PROPOSAL DOCUMENTS.

WE WILL REMOVE ALL ROOFING MATERIAL AND RELATED MATERIALS, DISPOSE OF THEM AT THE LOCAL LANDFILL, INSTALL A SOPREMA ROOF SYSTEM WITH INSULATION AND ALL RELATED DRAINS, FLASHINGS ETC. THAT ARE REQUIRED.

WE HAVE BEEN DOING THIS KIND OF ROOFING IN THE WEST AND EAST KOOTENAYS FOR OVER 30 YEARS. WE HAVE DONE COMMERCIAL BUILDINGS, SCHOOLS, HOSPITALS, AND ALSO RESIDENTIAL HOMES. WE HAVE QUALIFIED JOURNYPAN AND APPRENTICES AND SOME LABOURERS THAT HAVE BEEN WORKING FOR THIS COMPANY FOR MANY YEARS. WE ARE SAFETY CONSCIOUS AND ARE COR SAFETY CERTIFIED, FULLY INSURED, RCABC MEMBERS AND IN GOOD STANDING WITH WCB.

WITH REGARDS TO EXACT WORK AND PRICING PLEASE SEE THE EST. LETTER THAT IS ATTACHED WITH THIS PROPOSAL.

SINCERELY


TRAIL ROOFING LTD
JAMES SWANSON AND ERIC COFFIN



8110 B OLD WANETA RD
TRAIL BC V1R 4X1
PH 364-2900 FAX 364-1511

JULY 11,, 2018

REGIONAL DISTRICT KOOTENAY BOUNDARY

ATT: GABE WIEBE/ ENGINEERING AND SAFETY COORINATOR/ R.K.B. TRAIL BC

RE: PROPOSAL FOR COLUMBIA POLUTION CONTROL CENTRE ROOF REPLACEMENT

1. REMOVE ALL EXISTING ROOFING, STEEL FLASHINGS, AND INSULATION. HAUL TO THE LANDFILL.
2. INSTALL 1/2 " DENS DECK, PRIME VAPOUR BARRIER
3. INSTALL 1/4" ASPHALT BOARD AND TWO LAYERS OF 1.8" ISO
4. TORCH-WELD A SOPRALENE FLAM 180 BASE.
5. TORCH-WELD A SOPRALENE 250 GRADE CAP SHEET.
6. INSTALL NEW COPPER DRAINS, ALUM PIPE FLASHINGS AND CUSTOM MADE 26 GA. PRE-PAINTED STEEL FLASHING.
7. AS DISCUSSED WITH JEFF AT SITE MEETING ON JUNE 27TH 2018, WE WILL BE PUTTING A CRICKET TO BETTER FACILITATE ROOF DRAINAGE BETWEEN DRAINS
8. ALL MECHANICAL WORK WILL BE DONE BY OTHERS.
9. WORK SITE WILL BE LEFT IN A TIDY MANNER. NO DOWN PAYMENT REQUIRED, FULL PAYMENT IS DUE UPON COMPETION.

MATERIAL AND LABOUR:	\$ 100,750.00
GST	5,037.50
TOTAL COST	\$ 105,787.50

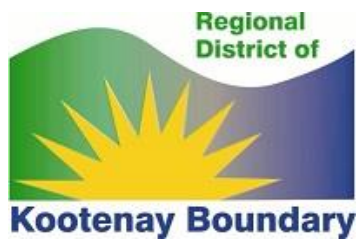
TRAIL ROOFING LTD AND ITS EMPLOYEES ARE CERTIFIED INSTALLERS OF SOPREMA TORCH-ON ROOFING SYSTEMS.

COMPANY AND ALL WORKERS ARE FULLY INSURED.

COMPANY IS SAFETY COR CERTIFIED AND A MEMBER IN GOOD STANDING WITH THE ROOFING CONTRACTORS ASSOC. OF B.C. AND WCB.

ALL WORK WILL BE DONE IN ACCORDANCE WITH WCB REGULATIONS.

TRAIL ROOFING LTD
JIMMY SWANSON
ERIC COFFIN

**STAFF REPORT**

Date: 22 Aug 2018 **File**
To: **Chair Russell and Board of Directors**
From: James Chandler, General Manager of Operations / Deputy CAO
Re: Building Bylaw Contravention

Issue Introduction

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

9120 Highway 22A, Trail, B.C.

Electoral Area 'A'

Parcel Identifier: 030-085-462

Lot A District Lot 205A Kootenay District Plan EPP60444

Owners: John and Cristine Urquhart

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The owners, John and Cristine Urquhart, have located a manufactured trailer without a valid building permit.

Implications

Should the Regional District not file a Notice on Title against the above mentioned property pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, future purchasers of the property would not be aware that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

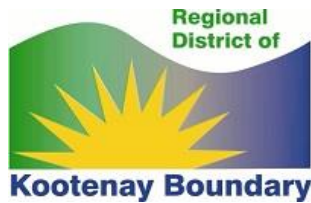
- Staff Report dated June 20, 2018 submitted to the Board regarding the building bylaw contravention;
- Letter dated August 1, 2018 inviting the Owners to the August 30, 2018 Board Meeting.

Alternatives

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

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot A, District Lot 205A, Kootenay District, Plan EPP60444.

**STAFF REPORT**

Date: 20 Jun 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, Chief Administrative Officer
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

9120 Highway 22A, Trail, B.C.

Electoral Area 'A'

Parcel Identifier: 030-085-462

Lot A District Lot 205A Kootenay District Plan EPP60444

Owners: John and Cristine Urquhart

History/Background Factors

The owners, John and Cristine Urquhart, have located a manufactured trailer without a valid building permit.

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

Prohibition

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

Duties of the Owner

12.1 Every owner shall:

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

required in connection with the proposed work prior to the commencement of such work.

Implications

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

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Photos taken June 19, 2018;
- Registered letter dated May 10, 2018;
- Registered letter dated February 1, 2018;
- Registered letter dated December 20, 2017.

Alternatives

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

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, John and Cristine Urquhart, 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, District Lot 205A, Kootenay District, Plan EPP60444.



STAFF REPORT ATTACHMENT

Date:	January 20, 2018	File:	
To:	Chair Russell and Board of Directors		
From:	Mark Andison, CAO		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 9120 HIGHWAY 22A, TRAIL, B.C. ELECTORAL AREA 'A' PARCEL IDENTIFIER: 030-085-462 LOT A DISTRICT LOT 205A KOOTENAY DISTRICT PLAN EPP60444 OWNERS: JOHN AND CRISTINE URQUHART		

History/Background Factors

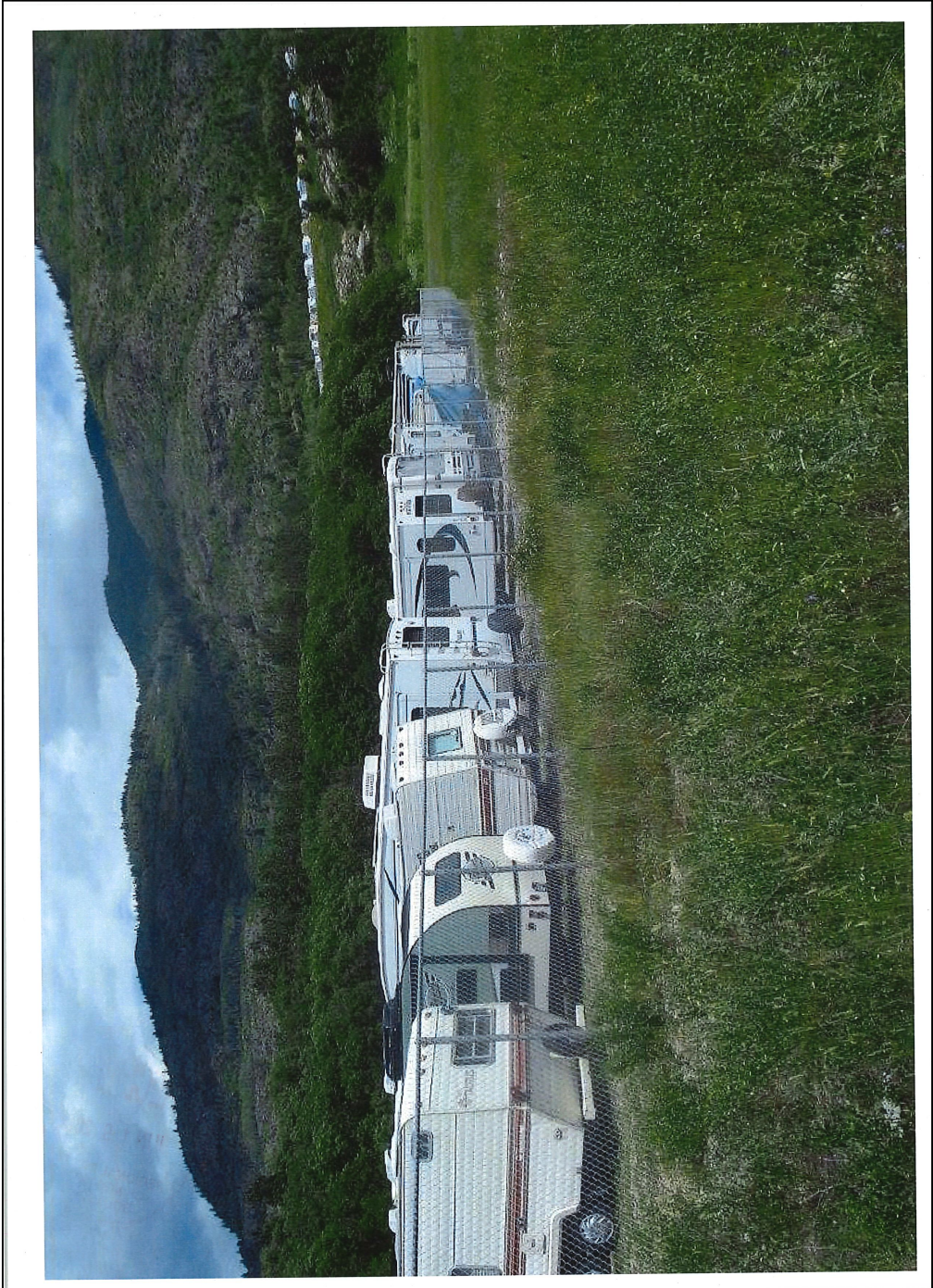
The owners, John and Cristine Urquhart, have located a manufactured trailer without a valid building permit.

Dec. 15, 2017	Site visit conducted and Stop Work Order posted;
Dec. 15, 2017	Owner, John Urquhart, came into the office stating manufactured trailer is for storage purposes only;
Dec. 20, 2017	First registered letter mailed to owners requesting a response by January 3, 2018;
Jan. 2, 2018	Canada Post confirmation that the letter was delivered;
Jan. 11, 2018	Site visit conducted noting double wide manufactured trailer is assembled and blocked with entry stairs;
Feb. 1, 2018	Second registered letter mailed to owners requesting a response by March 1, 2018;
Feb. 2, 2018	Canada Post confirmation that the letter was delivered;
Feb. 22, 2018	Email from Paul Meyer, FEC, P.Eng., regarding trailer calculations, proposing sketch to be submitted following month;
May 10, 2018	Third registered letter mailed to owners requesting a response by June 11, 2018;
May 11, 2018	Canada Post confirmation that the letter was delivered;
May 11, 2018	Owner, John Urquhart, came into the office specifying he does not wish to comply;
June 19, 2018	Site visit conducted and photos taken;
June 19, 2018	To date, we have received no documentation or further response from the owners.









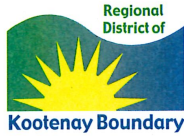


URQUHART'S STORAGE YARD

1-250-367-7540

- MOTORHOMES
- TRAILERS
- EQUIPMENT
- ETC

INTRODUCTORY SPECIAL
\$50 / MONTH IF UNDER 35'



May 10, 2018

REGISTERED MAIL

John and Cristine Urquhart
9851 Waneta-Nelway Road
Trail, B.C. V1R 4X7

**Re: STOP WORK ORDER
9120 Highway 22A, Trail, B.C. (Area 'A')
Lot A District Lot 205A Kootenay District Plan EPP60444**

Further to our registered letters dated December 20, 2017 and February 1, 2018, we have not received application for the location of a manufactured office at the above referenced property. A valid building permit is required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

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

DUTIES OF THE OWNER

12.1 Every owner shall:

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

It is noted through in office discussion, this manufactured office is intended to be solely used for storage purposes. If this is correct, we require a written and signed document outlining intended purposes of the building.

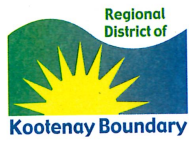
The location of the manufactured office for storage purposes requires a Development Permit through our Planning Department; please contact them directly at (250) 368-0241.

If we do not receive requested documentation by **June 11, 2018**, 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.

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





Yours truly,

A handwritten signature in black ink, appearing to read "Don Lepitre".

Don Lepitre
Building and Plumbing Official

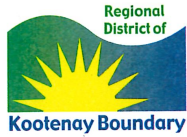
cc: Mark Andison, CAO

Attachment

DL/sb

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





February 1, 2018

REGISTERED MAIL

John and Cristine Urquhart
9851 Waneta-Nelway Road
Trail, B.C. V1R 4X7

**Re: STOP WORK ORDER
9120 Highway 22A, Trail, B.C. (Area 'A')
Lot A District Lot 205A Kootenay District Plan EPP60444**

Further to our letter dated December 20, 2017, we have not received application for the location of a manufactured office at the above referenced property. A valid building permit is required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

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

DUTIES OF THE OWNER

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

It is noted through in office discussion, this manufactured office is intended to be solely used for storage purposes. If this is correct, we require a written and signed document outlining intended purposes of the building.

The location of the manufactured office for storage purposes requires a Development Permit through our Planning Department, please contact them directly at (250) 368-0241.

Please submit requested documentation by **March 1, 2018**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned at (250) 368-0222.

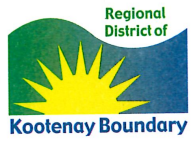
Yours truly,

A handwritten signature in black ink, appearing to read "Doré Lepitre".

Doré Lepitre
Building and Plumbing Official

202 - 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
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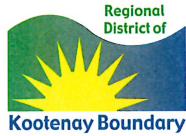


cc: Mark Andison, CAO

/sb

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





December 20, 2017

REGISTERED MAIL

John and Cristine Urquhart
9851 Waneta-Nelway Road
Trail, B.C. V1R 4X7

**Re: STOP WORK ORDER
9120 Highway 22A, Trail, B.C. (Area 'A')
Lot A District Lot 205A Kootenay District Plan EPP60444**

This letter confirms a Stop Work Order for the location of a manufactured office at the above referenced property without a valid building permit as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

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

DUTIES OF THE OWNER

12.1 Every owner shall:

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

It is noted through in office discussion, this manufactured office is intended to be solely used for storage purposes. If this is correct, we require a written and signed document outlining intended purposes of the building.

The location of the manufactured office for storage purposes requires a Development Permit through our Planning Department, please contact them directly at (250) 368-0241.

Please submit requested documentation by **January 3, 2018**. Failure to comply may result in legal action.

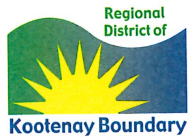
If you have any questions, please contact the undersigned at (250) 368-0222.

Yours truly,

Don Lepitre
Building and Plumbing Official

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



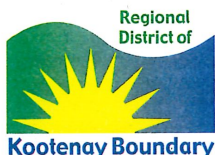


cc: Mark Andison, CAO

/sb

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





August 1, 2018

John and Cristine Urquhart
9851 Waneta-Nelway Road
Trail, B.C. V1R 4X7

**Re: Located Manufactured Trailer without a Building Permit
9120 Highway 22A, Trail, B.C. Electoral Area 'A'
Contravention of Building Bylaw No. 449
Lot A District Lot 205A Kootenay District Plan EPP60444**

On June 28, 2018 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the Local Government Act and Section 57 of the Community charter you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution.

"That John and Cristine Urquhart be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, District Lot 205A, Kootenay District, Plan EPP60444".

This hearing before the Board of Directors is scheduled for Thursday, August 30, 2018 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by August 24, 2018. This will provide sufficient time for your report to be distributed to the Board of Directors.

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

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

Yours truly,

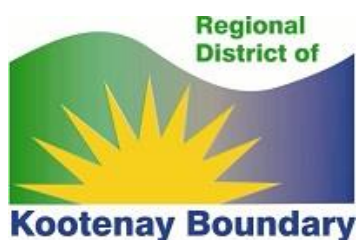
Theresa Lenardon
Manager of Corporate Administration

Attachment

/sb

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email: admin@rdkb.com • web: www.rdkb.com



**STAFF REPORT**

Date: 22 Aug 2018 **File**
To: **Chair Russell and Board of Directors**
From: James Chandler, General Manager of Operations / Deputy CAO
Re: Building Bylaw Contravention

Issue Introduction

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

1232 McLeod Road, Fruitvale, B.C.

Electoral Area 'A'

Parcel Identifier: 012-979-104

Lot 4 District Lot 8383 Kootenay District Plan 10244

Owner: Robert MacDonald

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The owner, Robert MacDonald, has located a manufactured trailer with accessory structure without a valid building permit.

Implications

Should the Regional District not file a Notice on Title against the above mentioned property pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, future purchasers of the property would not be aware that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

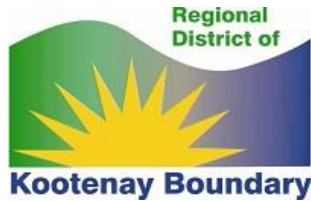
- Staff Report dated July 18, 2018 submitted to the Board regarding the building bylaw contravention;
- Letter dated August 8, 2018 inviting the Owner to the August 30, 2018 Board Meeting.

Alternatives

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

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, District Lot 8383, Kootenay District, Plan 10244.

**STAFF REPORT**

Date: 18 Jul 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, Chief Administrative Officer
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

1232 McLeod Road, Fruitvale, B.C.

Electoral Area 'A'

Parcel Identifier: 012-979-104

Lot 4 District Lot 8383 Kootenay District Plan 10244

Owner: Robert MacDonald

History/Background Factors

The owner, Robert MacDonald, has located a manufactured trailer with accessory structure without a valid building permit.

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

Prohibition

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

Duties of the Owner

12.1 Every owner shall:

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

required in connection with the proposed work prior to the commencement of such work.

Implications

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

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

- History / Background Factors;
- Photos taken July 18, 2018;
- Registered letter dated June 19, 2018;
- Registered letter dated May 10, 2018;
- Registered letter dated February 1, 2018.

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)

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Robert MacDonald, 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 4, District Lot 8383, Kootenay District, Plan 10244.

**STAFF REPORT ATTACHMENT**

Date:	July 19, 2018	File:	
To:	Chair Russell and Board of Directors		
From:	Brian Champlin, Manager of Building Inspection Services		
RE:	BUILDING BYLAW CONTRAVENTION 1232 MCLEOD ROAD, FRUITVALE, B.C. ELECTORAL AREA 'A' PARCEL IDENTIFIER: 012-979-104 LOT 4 DISTRICT LOT 8383 KOOTENAY DISTRICT PLAN 10244 OWNER: ROBERT MACDONALD		

History/Background Factors

The owner, Robert MacDonald, has located a manufactured trailer with accessory structure without a valid building permit.

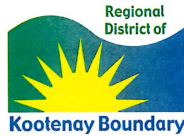
June 29, 2017	Email from RDKB Planning Department regarding a neighbour complaint;
June 29, 2017	Site inspection conducted confirming manufactured trailer on site;
July 5, 2017	Inspection report received from Edward Nunn, P.Eng., confirming post and beam roof with porches constructed;
Dec. 15, 2017	Site visit conducted, inspection report and application left on site requesting a response by December 30, 2017;
Feb. 1, 2018	First registered letter mailed to owner requesting a response by March 1, 2018;
May 10, 2018	Second registered letter mailed to owner requesting a response by June 11, 2018;
May 23, 2018	Email from RDKB Planning Department regarding a neighbor complaint;
May 28, 2018	Canada Post confirmation that the letter was unclaimed;
June 19, 2018	Third registered letter mailed to owners requesting a response by July 19, 2018;
July 7, 2018	Canada Post confirmation that the letter was unclaimed;
July 19, 2018	To date, we have received no documentation or response from the owner.







RECEIVED
JUL 18 2018
REGION OF
ONTARIO



June 19, 2018

REGISTERED MAIL

Robert MacDonald
1232 McLeod Road
Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER
1232 McLeod Road, Fruitvale, B.C. (Area 'A')
Lot 4 District Lot 8383 Kootenay District Plan 10244**

Further to our registered letters dated February 1, 2018 and May 10, 2018, we have received no response or documentation as requested. A manufactured home was located at the above referenced property without a valid building permit as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

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

DUTIES OF THE OWNER

- 12.1 Every owner shall:

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

If we do not receive requested documentation by **July 19, 2018**, 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.

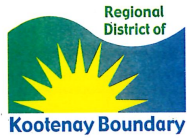
If you have any questions, please contact the undersigned at 250-368-0222.

Yours truly,

Don Lepitre
Building and Plumbing Official

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





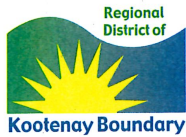
cc: Mark Andison, CAO

Attachment

DL/sb

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





May 10, 2018

REGISTERED MAIL

Robert MacDonald
1232 McLeod Road
Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER
1232 McLeod Road, Fruitvale, B.C. (Area 'A')
Lot 4 District Lot 8383 Kootenay District Plan 10244**

Further to our letter dated February 1, 2018, we have received no response or documentation as requested. A manufactured home was located at the above referenced property without a valid building permit as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

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

DUTIES OF THE OWNER

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

Please complete enclosed application with construction details by **June 11, 2018**. 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

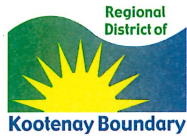
cc: Mark Andison, CAO

Attachment

DL/sb

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





February 1, 2018

REGISTERED MAIL

Robert MacDonald
1232 McLeod Road
Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER
1232 McLeod Road, Fruitvale, B.C. (Area 'A')
Lot 4 District Lot 8383 Kootenay District Plan 10244**

This letter confirms a Stop Work Order December 15, 2017 for location of a manufactured home at the above referenced property without a valid building permit as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

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

DUTIES OF THE OWNER

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

Please complete enclosed application with construction details by **March 1, 2018**. 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

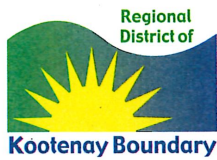
cc: Mark Andison, CAO

Attachment

/sb

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





August 8, 2018

Robert MacDonald
1232 McLeod Road
Fruitvale, B.C. V0G 1L1

**Re: Located Manufactured Trailer without a Building Permit
1232 McLeod Road, Fruitvale, B.C. Electoral Area 'A'
Contravention of Building Bylaw No. 449
Lot 4 District Lot 8383 Kootenay District Plan 10244**

On July 26, 2018 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution.

"That Robert MacDonald be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 4, District Lot 8383, Kootenay District, Plan 10244".

This hearing before the Board of Directors is scheduled for Thursday, August 30, 2018 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by August 24, 2018. This will provide sufficient time for your report to be distributed to the Board of Directors.

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

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

Yours truly,

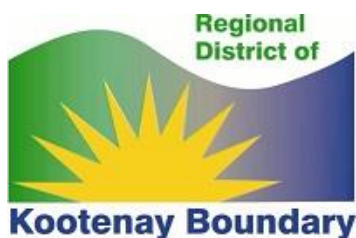
Theresa Lenardon
Manager of Corporate Administration

Attachment

/sb

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





STAFF REPORT

Date: 30 Aug 2018 **File**
To: **Chair Russell and Board of Directors**
From: James Chandler, General Manager of Operations/Deputy CAO
Re: Midway Kettle Valley Satellite Fire Hall Project

Issue Introduction

To seek approval from the Board of Directors for the award for the design-build contract for the construction of the Midway Kettle Valley Satellite Fire Hall.

History/Background Factors

The Midway Kettle Valley Regional Fire Service was established in 2016. In the establishment of the service funding was set and approved for the purchase of a new Fire Truck and for the construction of a 2 bay satellite Fire Hall in the Rock Creek area.

The Fire Services determined a functional specifications list to meet the requirements for their operation and vehicles. In June 2018 the Kettle Valley Fire Service Committee met to initiate the planning and design for the Fire Hall.

The scope and plan for the project was approved with the Committee in July, with input directly from the Fire Department and Regional District staff.

Implications

Should the Board not approve the award of the contract for the construction of the Fire Hall, it would not be constructed in 2018. This would lead to operational impacts to the Kettle Valley Fire Service as the building is critical for the storage of their vehicles moving into the winter season.

Budget

There are no budget implications as this remains within planned budgets for the service established in the 2018-2022 budget.

Staff are recommending the award of the contract, to the value of \$260,000.
 The current planned budget in 2018 for the capital project is \$365,000.
 The uncommitted balance of \$105,000 is considered for other works necessary in the construction of the Fire Hall, that include, but not limited to;

- Civil works, including services for gas and electricity
- Installation of new well for water and septic system for sewer
- Site survey costs and minor restoration to the drive and landscape area as required
- Minor contingencies are also included in the estimated remaining funds.

Human Resources

The implementation of the project has been contemplated within the current work plans and will be completed without additional impacts or demands to current staffing levels.

Advancement of Strategic Planning Goals

Following the strategic goal of 'Effective and Efficient Services' and 'Organisational Excellence' the award of the contract and completion of the Fire Hall continues to support the delivery of our plans and services, ensuring planned services levels are met and project are completed on schedule.

Background Information Provided

Request for Proposal (RFP) Process

To target the timelines of construction within 2018 and following the simplicity required in the construction of the 2 bay Fire Hall, staff and the Committee agreed to follow a Design-Build process to complete the construction project.

The advantages of the Design-Build method generally allow a shorter timeline to seek contractor services as the contractor holds responsibility for the final design and construction, following the specifications and requirements as established by the Regional District in the RFP process. Additionally, with an RFP the selection of preferred proponent is based on set criteria established in the RFP. This includes but is not limited to:

Experience, background and company history, presentation of qualification and staff proposed to complete the project, comparable projects, references and price.

Results and Evaluation

The RFP process closed on August 8th, 2018 with two compliant proposals received. The proposals received were from Pownall Construction and Form Rental and Kettle River Contracting.

The proposals were evaluated by RDKB staff, James Chandler, General Manager of Operations/Deputy CAO and Brian Champlin, Manager of Building Inspection Services, following the criteria established in the RFP.

With the approval of the award of the contract to Pownall Construction, staff will complete the contract documents and construction work is scheduled to begin in September.

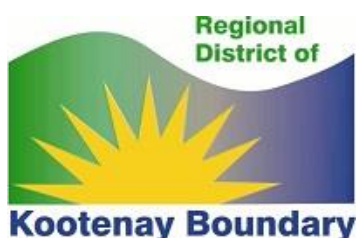
The start date on site will be established following the award of the contract. Additionally, the RDKB will provide communication updates to advise the local community of the progress for the project and construction plans.

Alternatives

There are no alternatives considered at this time.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the award of the construction contract to Pownall Construction and Form Rental in the value of \$260,000.00 inclusive of GST, as recommended in the staff report, dated August 30th 2018, regarding the Midway Kettle Valley Satellite Fire Hall project.



STAFF REPORT

Date: 30 Aug 2018 **File**
To: **Chair Russell and Board of Directors**
From: James Chandler, General Manager of Operations
Re: Grand Forks Aquatic Centre – 2019 Pool Deck Rehabilitation Project and Requisition Increase.

Issue Introduction

To seek support from the Board of Directors in continuation of the Grand Forks Aquatic Centre Pool Deck Rehabilitation Project and the subsequent 25% requisition increase to the Grand Forks Aquatic Centre Local Service 040/Bylaw No 685,1991.

History/Background Factors

The project was originally established in 2014, with plans created for a rubber floor deck and partial repairs. This proposal was not approved by the Health Inspector. The scope of work was subsequently revised with an additional budget established of \$150,000.

The project was tendered in May 2017, with no bids received for the work. The scope of work had been revised to meet the requirements of BC Interior Health. The scope included the complete removal of the existing epoxy floor and reconstruction with tile, certified as non-porous. The project designer, Fairbank Architects followed up with BPR Construction and Westside Tile and leading from informal discussions, the removal of epoxy between gutter and the pool tank caused a substantial increase in construction cost over and above the available budget.

BPR's cost estimate for the complete work was approximately \$540,000. With anticipated costs of tiling the pool deck over the allowable funding, the project was put on hold until additional funding could be established.

As the project is determined critical in the maintenance and repair of the pool deck to meet current standards, staff have considered re-planning the project for

completion in 2019 as we will have the opportunity to raise the requisition for the service by 25%, providing the necessary funding to complete the work.

The service requisition was last increased in March 2013. The Regional District is permitted to increase the requisition following a 5 year period.

Implications

Through review with the Health Authority, BC Interior Health it is determined that this project must be completed to ensure we maintain appropriate hygiene standards in the maintenance and operation of the aquatic centre.

Should the Regional District not continue forwards in the funding, planning and construction of the work as indicated in this report, the risks will increase that BC Interior Health may take action against the Regional District. Since 2017 the health inspectors have accepted that we will have to postpone the work to seek additional funding.

Advancement of Strategic Planning Goals

Ensuring the timely deliver of this project follows the pillar of 'Cost effective and Efficient Services', as we seek to be responsible and proactive in funding services and meeting the needs of our community.

Background Information Provided

The original plans for the project had pursued the use of a 'Roll On' application flooring. Subsequent correspondence between the RDKB and the Health Authority – BC Interior Health (IH) indicated that there is a concern with the use of 'Roll On' application flooring, relating to the porosity and interstitial spacing. The surface must be non-porous to prevent entrapment of pathogens, grit and dirt. A roll on surface cannot be properly cleaned or disinfected to protect the bather's feet and is deemed unsuitable for a pool environment.

The Public Health Inspector has recommended that we use a tile that has the specifications that meet with the provincial guidelines. Fairbank Architects provided the design, working drawings, specifications and tendering assistance in 2017.

Project Plan

With approval from the Board of Directors, staff will continue to plan forward with the project and prepare a detailed budget for the project and for the service requisition increase in 2019. Following approval, staff plan to present more detail for the amendment of the bylaw and the 2019 budget to the Board of Directors in September.

The size and nature of this project is significant and planning for successful delivery of the project in the summer of 2019 leads to early tendering and preparation of contracts in late 2018. Market research indicates that this work is specialist in nature and availability of qualified contractors will be a significant hurdle. Contractors are regularly becoming 'booked up' by early in spring each year as many clients compete for the same working windows in July and August. Taking a proactive approach we seek to tender early and establish our contracts in advance of the seasonal rush. Staff are suggesting the following milestone schedule for this project.

Schedule

Activity	Date	Driver
<i>Bylaw reading 1,2,3 and detailed budget</i>	<i>Sept 2018</i>	<i>Preparing for early financial approval</i>
<i>Preparation of Contract Documents</i>	<i>Oct 2018</i>	<i>Concurrent planning for tender with financial approvals</i>
<i>Final reading and budget approval</i>	<i>Nov 2018</i>	<i>Surety required of funds prior to tendering</i>
TENDER	<i>Nov/Dec 2018</i>	<i>Seek security of contract</i>
<i>Award of Contract</i>	<i>Dec 2018</i>	<i>Work is placed and planned for summer 2019</i>
<i>Implement and construct work</i>	<i>July/Aug 2019 (An 8 week schedule is anticipated at this time)</i>	

Service Requisition Increase - Budget

Based on estimates received in 2017 and considering costs escalation, staff anticipate the budget for the project to be \$600,000.

Considering the funding of the project over 5 years staff have initially assessed that the service requisition budget would have to be increased by the maximum of 25%. Further detail and information would be provided in September for consideration by the Board of Directors. It is important to note that this service has not had an increase in the past 5 years and a percentage of the increase considered will also cover the incremental increases in annual operation and maintenance costs.

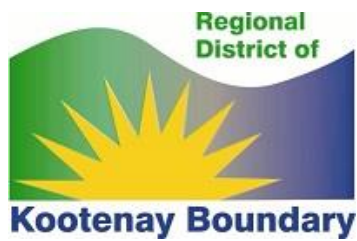
Alternatives

There are no viable alternatives available for consideration at this time as we seek action to ensure our facilities remain serviceable and meet legislated standards.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve staff to continue in the planning and development of the project as recommended in the

staff report, dated August 30th 2018, regarding the Grand Forks Aquatic Centre – 2019 Pool Deck Rehabilitation Project and Requisition Increase. **FURTHER,** That staff prepare further details and budgets for the amendment and increase of up to 25% for the Grand Forks Aquatic Centre Local Service 040 Bylaw, to be presented at the next Board meeting in September 2018.



STAFF REPORT

Date: 22 Aug 2018 **File**
To: **Chair Russell and Members,**
Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: Purchase of Aerial Ladder Truck Big
 White

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding purchase of Aerial Ladder truck from Rocky Mountain Phoenix.

History/Background Factors

A staff report from Jamie Svendsen, Fire Chief - Big White, was presented in the July 26th Board meeting. At that time a motion to purchase a Rosenbauer 78' Aerial Ladder Truck from Rocky Mountain Phoenix in the amount of 1,184,694.60 was approved. Rocky Mountain Phoenix has since proposed a reduced price of \$1,162,828 plus taxes with staged payments based on component completion. This would entail 10% down, as well as payments on completion of the Chassis, Aerial device and balance on completion. As the District would incur borrowing costs at each stage, it is estimated the savings by paying on component completion would be approximately \$10,000.

For the District to proceed with the component payment plan, there would need to be a budget amendment approving the 10% payment in 2018 in the amount of \$124,423 with proceeds from the MFA Short Term Financing Liability Under Agreement. As indicated in Mr. Svendsen's staff report, the Aerial Ladder Truck will be included in the 2019 Five Year Financial Plan.

Implications

Small savings in overall cost of truck purchase.

Advancement of Strategic Planning Goals

Aligns with cost effective services.

Background Information Provided

Staff Report from Jamie Svendsen July 12, 2018 attached

Alternatives

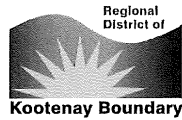
1. Receipt
2. Deferral
3. Approval

Recommendation(s)

That the Board of Directors approve purchasing the Rosenbauer 78' Aerial Ladder Truck with 10% down and balance payable on component completion - Chassis, Aerial Device with balance on completion and Further

That the Board of Directors approve short term financing under a liability under agreement from MFA over a 5 year term for the total of \$1,162,828 plus taxes

and That the Board of Directors approve amendment of the 2018 Five Year Financial Plan for the 10% payment of the purchase price totalling \$124,423 with proceeds from short term financing.



STAFF REPORT

Date: July 12th, 2018 **File:**
To: Mark Andison, CAO Regional District of Kootenay Boundary
From: Jamie Svendsen, Fire Chief-Big White
Re: Purchase of a 78' Quint Aerial Apparatus (Replace Engine 312)

Issue Introduction

A staff report from Jamie Svendsen, Fire Chief-Big White Fire Department regarding the replacement/purchase of a Quint Aerial Apparatus for the Big White Fire Department and recommendation for purchase approval.

History/Background Factors

In 2005 a Fire Protection Assessment of Big White Ski Resort was completed for Fire Insurance Grading Purposes. In this report CGI identified the need for a ladder truck, and was considered to be a critical component in improving fire insurance grading classifications. They also identified that an Aerial ladder service is needed in Big White to meet the community's fire protection/rescue operations. It was also stated that aerial ladders are required within communities when there are five or more buildings three stories or greater. With the continued growth over the past ten years there are very few structures under three stories, the newer ones being built are up to six.

Last summer Big White Fire Department responded to a fire in a large four story multi residential structure, crews utilized a contractor lifting device on site to direct water in order to suppress flames in the roof and attic areas. If not for this resource being on site, the loss of this multi-million-dollar structure would have been inevitable due to aggressive fire spread in the attic and roof areas.

The Big White Fire Department has proceeded in attaining quotes for prices from fire aerial apparatus manufacturers to replace the 1995 Anderson Pumper. The Big White Fire Departments Fire Advisory Committee, Area Director and CAO have supported this vehicle replacement, and have advised to attach the recommendation to proceed with the purchase.

Implications

- Vehicle financing has been added into the 5 yr. financial plan starting in 2019. Initial estimate in prior budget of 1,020,000.00 will be updated once the 2019 budget has been completed.
- The total cost will be reduced once contract has been awarded and design confirmed.
- Due to the unprecedented US dollar market prices have only been confirmed for 30 days

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services – Ensure responsible and proactive funding for core services.

6.2 Ensure that our emergency planning is up to date and that we have acquired or identified sources for the resources and services that we need in order to effectively respond to emergencies.

Background Information Provided

- Fire Advisory Committee Approval
- Arear Director Support
- Community support, as presented at the town hall meeting
- Proposed estimated costs below

Alternatives

1. Receipt
2. Receipt and defer
3. Receipt and Deny
4. Receipt and Approval to proceed with purchase

Recommendation(s)

That the staff report from Jamie Svendsen, Fire Chief Big White Fire Department be received, AND FURTHER that the Regional District of Kootenay Boundary Board of Directors approve the purchase of a Rosenbauer 78' Aerial Ladder Truck to replace the 1995 Anderson Pumper, from Rocky Mountain Phoenix in the amount of \$1,184,694.60 plus applicable taxes.

RFP Lowest Four Bids

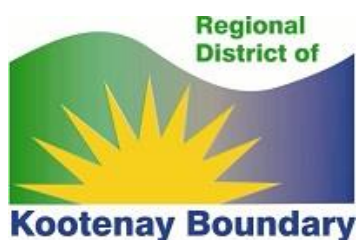
	<u>Taxes not included</u>
1. *Associated Fire Safety-75' E-One Aerial Quint	\$1,063,396.59
2. Rocky Mountain Phoenix-78' Rosenbauer Aerial Quint	\$1,184,694.00
3. Safetex- Smeal 75' Aerial Quint	\$1,291,100.00
4. Commercial Equipment-Pierce Enforcer 75'Aerial Quint	\$1,327,995.00

**Please note that the lowest bid from Associated Fire Safety could not meet some of the requirements of the RFQ as outlined in the specification section.*

Respectfully submitted:

Concurrence:
(Dept. Head)

Concurrence:
(C.A.O.)



STAFF REPORT

Date: 23 Aug 2018 **File**
To: Chair Russell and Members,
 Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: MFA Equipment Financing

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve equipment financing with the Municipal Finance Authority (MFA) to finance a service truck for Service 019 Beaver Valley Regional Parks and Trails.

History/Background Factors

The 2018 Financial Plan includes the purchase of service truck in the amount of \$40,000 for Service 019 Beaver Valley Regional Parks and Trails through short term financing. The purchase of the vehicle has been made with AM Ford in the amount of \$39,141.86 plus gst. Financing for this equipment is under Section 403 of the Local Government Act.

Implications

Approval to make application to the Municipal Finance Authority for this proposed financing under Section 403 of the Local Government Act is requested for this project as approved within the 2018 Financial Plan. The 2018 - 2021 Financial Plan provides for the financing costs within this service.

Advancement of Strategic Planning Goals

Not Applicable

Background Information Provided

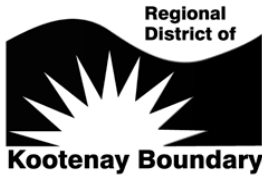
No additional information is required.

Alternatives

No alternative is provided for the Board's consideration, as previous direction for the purchase/financing was provided in the 2018 Financial Plan.

Recommendation(s)

That the Board of Directors approve application be made to the Municipal Financial Authority for equipment financing for a five year term pursuant to Section 403 of the Local Government Act for a service truck for Service 019 Beaver Valley Regional Parks and Trails.



STAFF REPORT

Date:	August 30, 2018	File #:	BW-4222-07500.770/ 592-18D
To:	Chair Russell and members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Development Permit Application - Pederson		

ISSUE INTRODUCTION

We have received application for a development permit for a single family residence on Feathertop Way at Big White (see Site Location Map; Subject Property Map; Applicant Submission).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Pederson Management Ltd.
Agent	Felix Westerkamp, Westerkamp Design Inc.
Location:	375 Feathertop Way
Electoral Area:	Electoral Area 'E' / West Boundary
Legal Description(s):	Lot 34, Plan KAS3134, District Lot 4222, SDYD
Area:	320m ² (0.079 acres)
Land Use Bylaws	
Official Community Plan Bylaw No. 1125	Medium Density Residential
Development Permit Areas	Alpine Environmentally Sensitive Landscape Reclamation
Zoning Bylaw No. 1166	Chalet Residential 3 (R3)

The subject property is near the centre of the Feathertop subdivision in Big White, north east of the business core of Big White. There is a ski access easement along the northerly property line.

PROPOSAL

The applicant is requesting a Development Permit to construct a single family dwelling. The Landscape Reclamation Plan has been submitted.

IMPLICATIONS

The property is within the 'Big White Alpine Environmentally Sensitive/Commercial & Multiple Family Development Permit Area.' The construction of a single family dwelling requires an Alpine Environmentally Sensitive Landscape Reclamation Development Permit.

The guidelines for development in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Areas are defined within the Big White OCP. This Development Permit Area intends to protect the natural environment and prevent erosion of the landscape. A letter from the applicant addresses the criteria (see Applicant's Submission).

The Landscape Plan submitted identifies snow storage areas along the outer edge of the residence in the front, back, and side of the property. The letter from the applicant and landscape plan identify a snow-carrying roof, swales, and as well as landscape rocks to protect plants from snow damage and prevent sliding during the melt season.

The height of the proposed building, floor area ratio, setbacks, and parcel coverage are compliant with the Chalet Residential (R3) Zone.

ADVISORY PLANNING COMMISSION

During their August 7, 2018 meeting, the Big White APC reviewed and supported this application. The APC noted that stairs leading to the deck at the back of the dwelling may get buried in snow during winter months.

RECOMMENDATION

That the staff report regarding the Development Permit application submitted by Westerkamp Design Inc. on behalf of Pederson Management Ltd. to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 34, Plan KAS3134, District Lot 4222, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

ATTACHMENTS

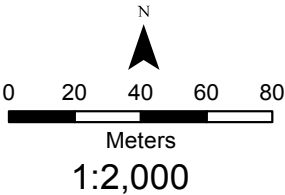
Site Location Map
Subject Property Map
Applicant's Submission



Date: 2018-07-27

Site Location Map

Strata Lot 34, Plan KAS3134,
District Lot 4222, SDYD



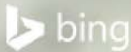
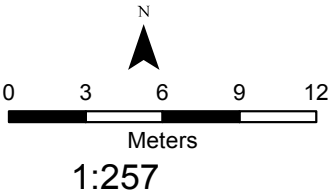
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Date: 2018-07-27

Subject Property Map

Strata Lot 34, Plan KAS3134,
District Lot 4222, SDYD



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APPLICANT SUBMISSION



WESTERKAMP DESIGN INC.
#201 – 1690 Water Street
KELOWNA, B.C. V1Y – 8T8
(250) 878-7846
bauhaus1@shaw.ca

Snow Management and Erosion Control for 375 Feathertop Way – Big White

The Design for 375 Feathertop Way is proposed with a low sloping roof structure, which will be engineered to carry accumulating snow rather than risking snow to shed off uncontrollably.

This will help to protect the surrounding vegetation.

Snow Removal areas are indicated on the Landscape plan of this application. Swales in sloping grades will provide drainage away from the building.

Landscape rocks on both sides will help to control the drainage, protect vegetation and prevent larger slabs of snow to slide down the bank during melting season.

Planting as per Landscape plan will provide slope stabilization where necessary.

www.bauhausdesigns.com



FELIX WESTERKAMP, dipl-ing(FH)
1690 WATER STREET
KELOWNA, B.C. V1Y - 8T8
(250) 878-7846
e-mail: bauhaus1@shaw.ca
web: www.bauhausdesigns.com



Perspective View from Front



Perspective View of Right

PROJECT :		375 FEATHERTOP WAY-BIG WHITE SKI CABIN		TITLE :	
CUSTOMER :	PEDERSON MANAGEMENT LTD	CIVIC :	375 FEATHERTOP WAY, BIG WHITE, BC	LEGAL :	STRATA LOT 34, DISTRICT LOT 4222, S.D.Y.D., STRATA PLAN KAS3134
STATUS :		ISSUED FOR D.P.			
REVISED :					
REVISED :					
REVISED :					
SCALE :		AS NOTED		DATE : 7/11/2018	
SHEET :		DP-001			



FELIX WESTERKAMP, dipl-ing(FH)
1690 WATER STREET
KELOWNA, B.C. V1Y - 8T8
(250) 878-7846
e-mail: bauhaus1@shaw.ca
web: www.bauhausdesigns.com

375 FEATHERTOP WAY-BIG WHITE
SKI CABIN

Site Plan & Landscape Plan

PROJECT :

TITLE :

CUSTOMER :
PEDERSON MANAGEMENT LTD

CVIC :
375 FEATHERTOP WAY, BIG WHITE, BC

LEGAL :
STRATA LOT 34, DISTRICT LOT 4222, S.D.Y.D.,
STRATA PLAN KAS3134

STATUS :
ISSUED FOR D.P.

REVISED :

REVISED :

REVISED :

SCALE :
AS NOTED

DATE :
7/11/2018

SHEET :

DP-002

LOT 34 FEATHERTOP WAY, BIG WHITE, BC

LEGAL DESCRIPTION: STRATA LOT 34, DISTRICT LOT 4222,
S.D.Y.D., STRATA PLAN KAS3134

ZONING: R3 - CHALET RESIDENTIAL 3

SITE DETAILS:

LOT AREA:	321.600 m ²	418m ² MIN.
LOT FRONTAGE:	34.350 m	13.0m MIN.
FLOOR AREA RATIO:	0.290	0.8 MAX.

FOOTPRINT AREA OF DWELLING: 112.070 m²

SITE COVERAGE (%):

DWELLING:	34.848 %	50% MAX.
-----------	----------	----------

DWELLING DETAILS:

TOTAL FLOOR AREA: 93.172 m²

HEIGHT OF BUILDING: 7.592 m 12m MAX.

SETBACKS (IN METRES):




FRONT, ADJACENT TO ACCESS ROUTE:	0.893 m	0.0m MIN.
EAST SIDE:	4.708 m	3.0m MIN.
WEST SIDE:	3.220 m	3.0m MIN.
REAR:	4.849 m	4.0m MIN.

NUMBER OF PARKING STALLS (IN GARAGE):	2	2 MIN.
PARKING SPACE DIMENSIONS:	3.0	X 5.5m MIN.

LANDSCAPE LEGEND:

 **HYDROSEED MIX:**
Pseudoroegneria spicata - Bluebunch Wheatgrass - 40%
Festuca campestris - Rough Fescue - 20%
Festuca idahoensis - Idaho Fescue - 15%
Achillea filipendulina - Fernleaf Yarrow - 12%
Gaillardia aristata - Blanket Flower - 8%
Heterotheca villosa - Golden Astor - 3%
Linum perenne - Blue Flax - 2%

SHRUBS / GRASSES / PERENNIALS:

-  **ACHILLEA FILIPENDULINA 'GOLD PLATE':**
Gold Plate Yarrow - 0.75m wide x 1m tall
-  **LIATRIS SPICATA:**
Dotted Gayfeather - 0.5m wide x 0.75m tall
-  **SALIX NANA 'PURPUREA':**
Dwarf Arctic Willow - 1.5m x 1.5m



ACHILLEA FILIPENDULINA 'GOLD PLATE'



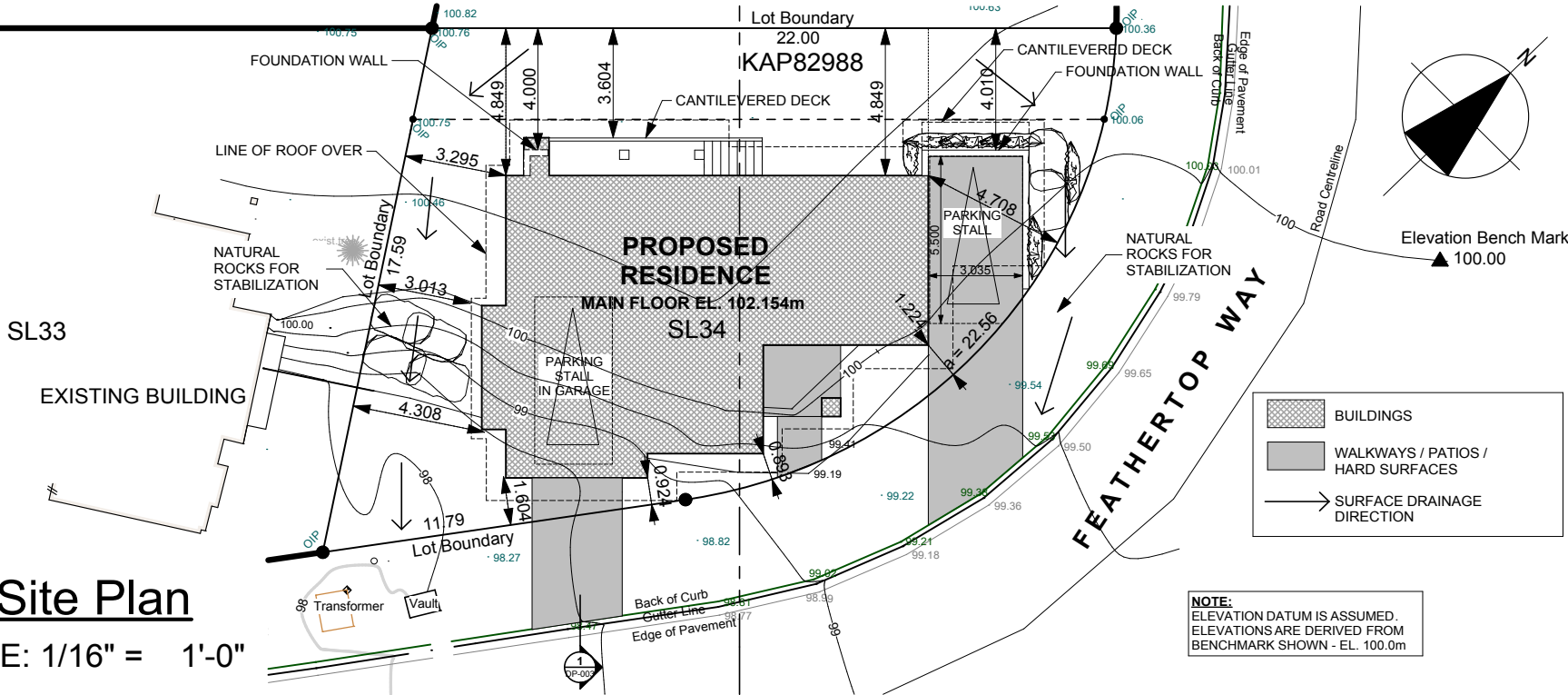
LIATRIS SPICATA



SALIX NANA 'PURPUREA'

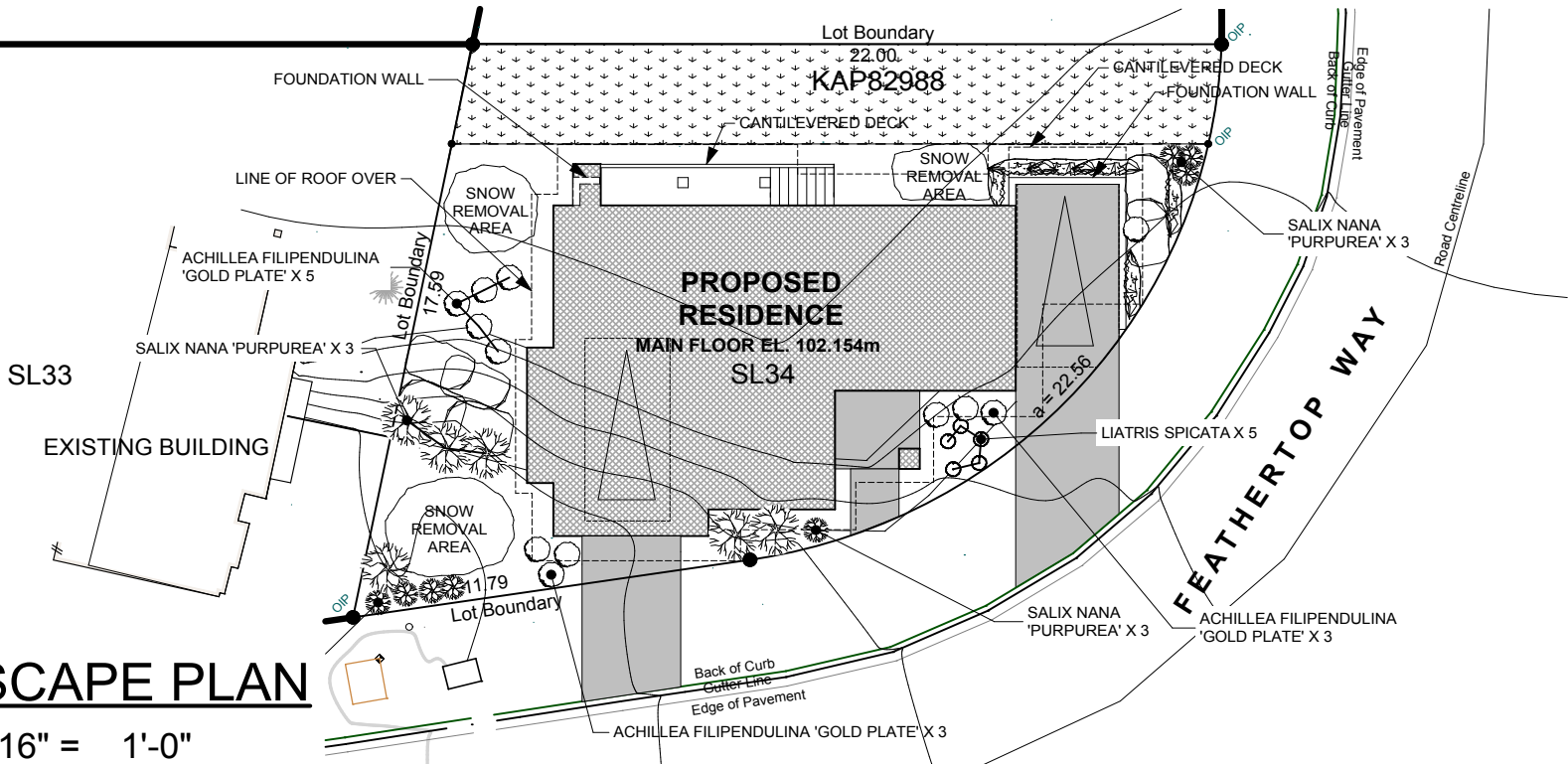
DP Site Plan

SCALE: 1/16" = 1'-0"



LANDSCAPE PLAN

SCALE: 1/16" = 1'-0"





DP Front (South-East) Elevation

SCALE: 1/8" = 1'-0"



DP Rear (North-West) Elevation

SCALE: 1/8" = 1'-0"



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(250) 878-7846
e-mail: bauhaus1@shaw.ca
web: www.bauhausdesigns.com

PROJECT : 375 FEATHERTOP WAY-BIG WHITE SKI CABIN		TITLE : Elevations-1		
CUSTOMER : PEDERSON MANAGEMENT LTD	CIVIC : 375 FEATHERTOP WAY, BIG WHITE, BC		LEGAL : STRATA LOT 34, DISTRICT LOT 422, S.D.Y.D., STRATA PLAN KAS3134	
	STATUS : ISSUED FOR D.P.			
	REVISED : REVISED : REVISED :			
SCALE : AS NOTED		DATE : 7/11/2018		
SHEET : DP-006				



DP Right (North-East) Elevation


SCALE: 1/8" = 1'-0"



DP Left (South-West) Elevation

SCALE: 1/8" = 1'-0"

APPLICANT SUBMISSION



FELIX WESTERKAMP, dipl-ing(FH)

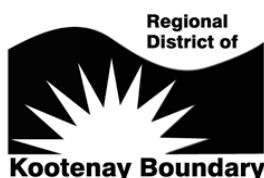
1690 WATER STREET
KELOWNA, B.C. V1Y - 8T8
(250) 878-7846

e-mail: bauhaus1@shaw.ca

web: www.bauhausdesigns.com

PROJECT :	375 FEATHERTOP WAY-BIG WHITE SKI CABIN		TITLE :	Elevations-2
	CUSTOMER :	PEDERSON MANAGEMENT LTD		
CIVIC :	375 FEATHERTOP WAY, BIG WHITE, BC	LEGAL :	STRATA LOT 34, DISTRICT LOT 422, S.D.Y.D., STRATA PLAN KAS3134	
STATUS :		ISSUED FOR D.P.		
REVISED :				
REVISED :				
REVISED :				
SCALE :	AS NOTED	DATE :	7/11/2018	
SHEET :		DP-007		

Attachment # 9.h)



STAFF REPORT

Date:	August 7, 2018	File #:	C-970-04396.020
To:	Chair Russell and members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Development Permit Application - Sawyer		

ISSUE INTRODUCTION

We have received an application for an amendment to Environmentally Sensitive Waterfront Development Permit No. 284-04D for a proposed addition to a residence in Electoral Area 'C'/Christina Lake (see Site Location Map; Subject Property Map; Applicant's Submission).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Kevin Sawyer
Location:	2019 Carol Court
Electoral Area:	Electoral Area 'C' / Christina Lake
Legal Description(s):	Lot 5, Plan KAP25978, DL 970, SDYD
Area:	±931m ² (0.23 acres)
Current Use(s):	Single Family Dwelling
Land Use Bylaws	
OCP Bylaw No. 1250	Residential
Zoning Bylaw No. 1300	Single Family Residential 1 (R1)
Development Permit Area	Environmentally Sensitive Waterfront Development Permit Area

The subject property is located on the eastern shore of Christina Lake on Lavalley Point (see Site Location Map). The majority of the property is within the 200-year floodplain and any habitable floor must be at a minimum elevation of 448.2 metres and be at least 7.5 metres from the natural boundary of Christina Lake.

Page 1 of 3

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Existing development on the property includes a single family dwelling, a detached garage and a shed. In 2004, Development Permit No. 284-04D was issued for the addition of a second storey to the existing residence. This addition added floor space to trigger the requirement of a Development Permit, but did not add any bedrooms. The number of bedrooms are used to determine the recommended septic capacity specifications. Dan Sahlstrom of WSA engineering prepared a report for the sewerage system that explained how the system met the Development Permit guidelines.

PROPOSAL

The applicant is proposing to add a deck and second floor to the garage, and connect the garage to the existing dwelling. This includes a covered walkway and an addition to the main level of the garage (see Applicant Submission).

This construction plan would add more than 20m² of habitable area to the dwelling, which requires a Development Permit amendment. Dan Sahlstrom of WSA Engineering has been retained by the applicant and has prepared an addendum to be attached to the original report he prepared in 2004.

The report notes that there is no plumbing or additional bedrooms in the proposed construction and as a result, there will be no impact on the existing sewage disposal system or surrounding environment.

The application also notes that the existing 10 foot by 10 foot shed on the south east corner of the property will be removed when the addition is complete.

IMPLICATIONS

By connecting the dwelling to the garage, the garage is no longer considered an accessory building and can be constructed to the same requirements as the principal building, including setbacks and building height. The proposed addition would be compliant with the Zoning Bylaw, including setbacks, parcel coverage, and height.

The parking spaces are within the garage and are not affected by the proposed development.

ADVISORY PLANNING COMMISSION

During the August 8, 2018 APC meeting this application was supported. There were no other comments made.

RECOMMENDATION

That the staff report regarding the Development Permit application submitted by Kevin Sawyer regarding construction of an addition to a single family dwelling in the Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot 5, Plan KAP25978, DL 970, SDYD, Electoral Area 'C'/Christina Lake, be received.

ATTACHMENTS

Site Location Map
Subject Property Map
Applicant Submission

Page 3 of 3

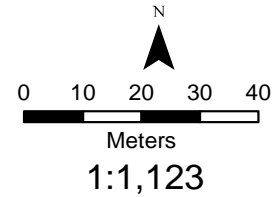
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Date: 2018-07-27

Site Location Map

Lot 5, Plan KAP25978, District Lot 970, SDYD



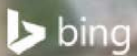
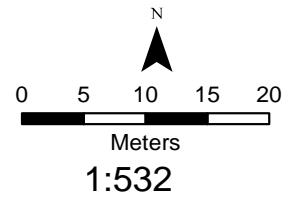
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Date: 2018-07-27

Subject Property Map

Lot 5, Plan KAP25978, District Lot 970, SDYD



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APPLICANT SUBMISSION

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

I AM REQUESTING A DEVELOPMENT PERMIT FOR THE PURPOSE OF ADDING 133.5 SQ/FT (6'X 22'3") TO THE FOOTPRINT OF MY EXISTING GARAGE AND ADDING A SECOND FLOOR ABOVE. I AM INTENDING ON CONNECTING THE EXISTING GARAGE TO THE EXISTING HOUSE WITH A BREEZEWAY. THE INTENDED USE OF THE ADDITION IS A RECREATION ROOM AND ADDED STORAGE.

PLEASE REFER TO THE SITE PLAN AND BUILDING DRAWINGS FOR THE REQUIRED DETAILS.

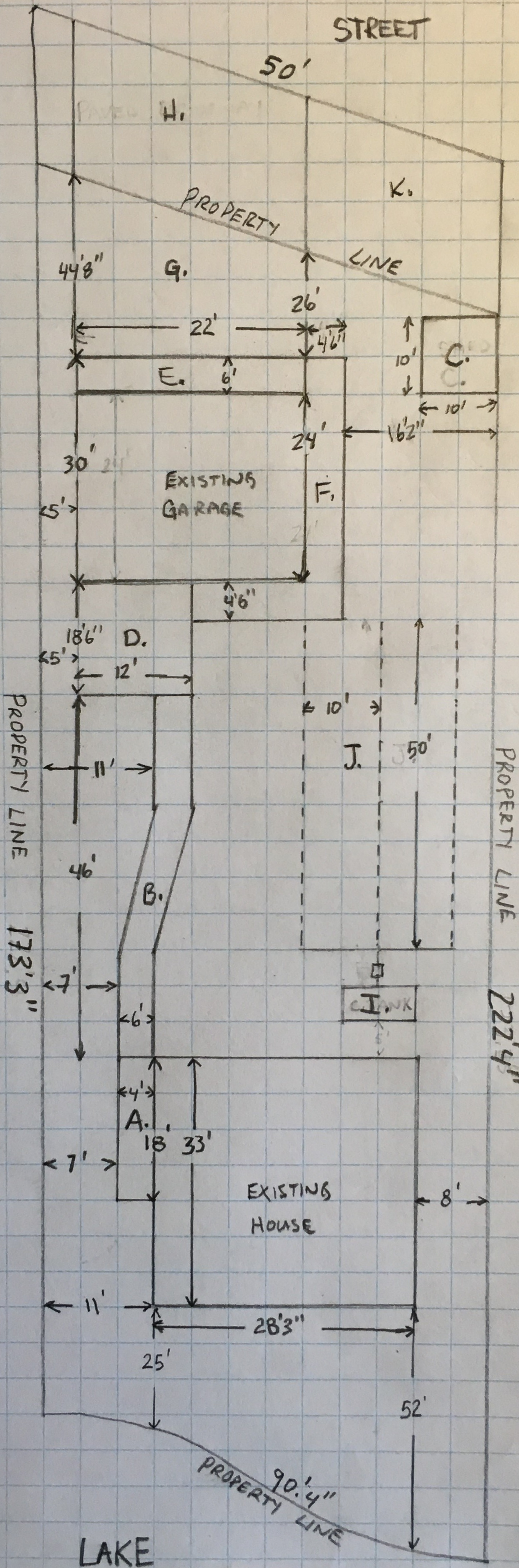
Page 3 of 4

SITE PLAN

• AREA OF LOT = .082
HECTARES (8,826^{sq}')

• TOTAL AREA OF COVERAGE:
= (2,269^{sq}')

* DOES NOT INCLUDE SHED
(WILL BE REMOVED)



A. EXISTING
CANTILEVERED DECK

B. PROPOSED BREEZWAY

C. EXISTING SHED, WILL
BE REMOVED (NOT
INCLUDED IN
COVERAGE CALL)

D. PROPOSED DECK
ADDITION.

E. PROPOSED GARAGE
EXTENSION.

F. PROPOSED COVERED
SIDEWALK.

G. EXISTING PARKING
(PAVED)

H. EXISTING DRIVEWAY
(PAVED)

I. EXISTING SEPTIC
TANK

J. EXISTING SEPTIC
FIELD

K. PAVED PARKING

APPLICANT SUBMISSION

**ENGINEERING (2012) Ltd**

2248 Columbia Avenue Castlegar, BC V1N 2X1 e-mail: mail@wsaeng.ca

Tel (888) 617-6927

Fax (250) 365-3607

July 17, 2018

File: #C04001-052/C18001-67

Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail, BC V1R 4S8

Attn: Ken Gobel, Planner

Re: Lot 5 DL970 SDYD, Plan 25978 – 2019 Carol Court, Christina Lake – Development Permit

Section 1 – Introduction

At the request of Kevin Sawyer, Dan Sahlstrom P. Eng of WSA Engineering Ltd. (WSA) has prepared this report in support of a Development Permit Application for the above noted property. The land consists of a small waterfront lot on Carol Court at the south end of Christina Lake. This report has been prepared in the form of an addendum to an original report completed in November of 2004 when a major renovation was undertaken to create the current house on the property.

The lot had been occupied by a two-bedroom summer home for a number of years and had a Ministry of Health approved septic disposal system constructed in the fall of 1986. The building was renovated to add a second story loft over about half of the house. In addition, the footprint was expanded from 78 to 87.5 m² (840 to 940 sq.ft.), the second story loft added more than the allowable 10 m² of habitable floor area and thus triggered the request by the RDKB for a Development Permit Application.

The current proposal does not specifically include a change to the residence; rather a second story is planned over an existing detached garage for the purpose of a recreation room. No plumbing or additional bedrooms are proposed and thus no impact to the existing septic system is anticipated. To allow for the renovation to the garage without triggering the need for an over height variance the garage will be attached to the house by a breezeway, thus increasing the overall square footage and once again triggering the requirement for a development permit. The following is an excerpt from the original report and includes a description of the existing system and the investigation that was undertaken in 2004.

Section 2 – Site Description

The lot has 15.2 metres of frontage and averages 53.3 metres in depth. The land is flat with fully developed landscaping. The home is sited on the waterfront and a small garage is located off the street on the opposite end of the lot. Lawn and garden finish the lot between. The septic disposal area is under the lawn between the house and the garage. The lot is in a residential subdivision and homes have been built on either side. A location plan and site plan are attached.

Section 3 – Flows

Based on guidelines prepared by the Ministry of Health a two bedroom home is expected to produce 1136 L/day of sewage effluent. The proposed use for the home is residential occupancy and no unusual flows or effluent quality are expected. The home is currently used seasonally, however it is easily accessed and of adequate construction to support full time occupancy.

Following completion of the renovation the home will include a kitchen, laundry room and two bathrooms.

Section 4 – Field Investigations

A Ministry of Health approved septic disposal system currently exists on the property. It was installed in September/October of 1986 and has functioned with no reported problems. Based on the original application for a construction permit the sewage disposal system consists of a 4090 L (900 Gal) septic tank, a distribution box and three 15.2 metre (50 foot) runs of drainage tile.

The Ministry of Health requires a minimum of 48.8 metres (150 feet) of drainage tile for a two bedroom home when the ground percolation rate is no greater than five minutes to the inch. A site inspection was undertaken by Dan Sahlstrom, P. Eng. on September 29, 2004 at which time the excavation for the addition foundation was open. The soil was observed to be uniform and consist of fine sand with a trace of silt. We believe it is reasonable that the original percolation testing undertaken at the time of application could have yielded results in the 0-5 minutes per inch range. A percolation test was undertaken on November 15, 2004 in the middle of the existing field but could not duplicate the original results. A second test completed off the end of the field produced a percolation rate of 7 minutes to the inch.

*The location of the sewage disposal system as reported by Les Sawyer and as noted on the original July 17, 2018
File #: C04001-052/C18001-67
Page: 2*

application for a construction permit is shown on the attached site plan. No further excavation was undertaken to confirm the location of the field other than that for the building foundation, which identified the approximate location of the septic tank.

Section 5 – Assessment and Recommendations

Given the constraints of the lot size and existing development, few options exist for the siting of a septic disposal system. It appears that the existing system has been located in the only logical place. It is as far from the lake as possible without interfering with the driveway, and appears to maintain the required set backs from adjacent property lines. The original soil type is consistent with that required for a field of the size installed for a two bedroom home. While the 7 minute rate as tested is slightly slower than the 5 minutes recommended by the Ministry of Health, it is still within a reasonable factor of safety. In fact, slower rates are preferred as they provide improved protection to the environment given the proximity to Christina Lake. We do not believe any significant risk of back up exists with a percolation rate up to 10 minutes per inch with a field installed as per that shown on the original application.

An interview with two of the neighbours indicated that similar size fields in similar soils have also operated for a many years without problems. Based on the above we believe that the proposed renovation will not have a negative impact on the existing sewage disposal system.

As was the case with the renovation in 2004, we are satisfied that the proposed renovation to the garage will have no impact on the existing sewage disposal system or surrounding environment.

Sincerely,
WSA ENGINEERING LTD.

Dan Sahlstrom, P. Eng.

DS:gh

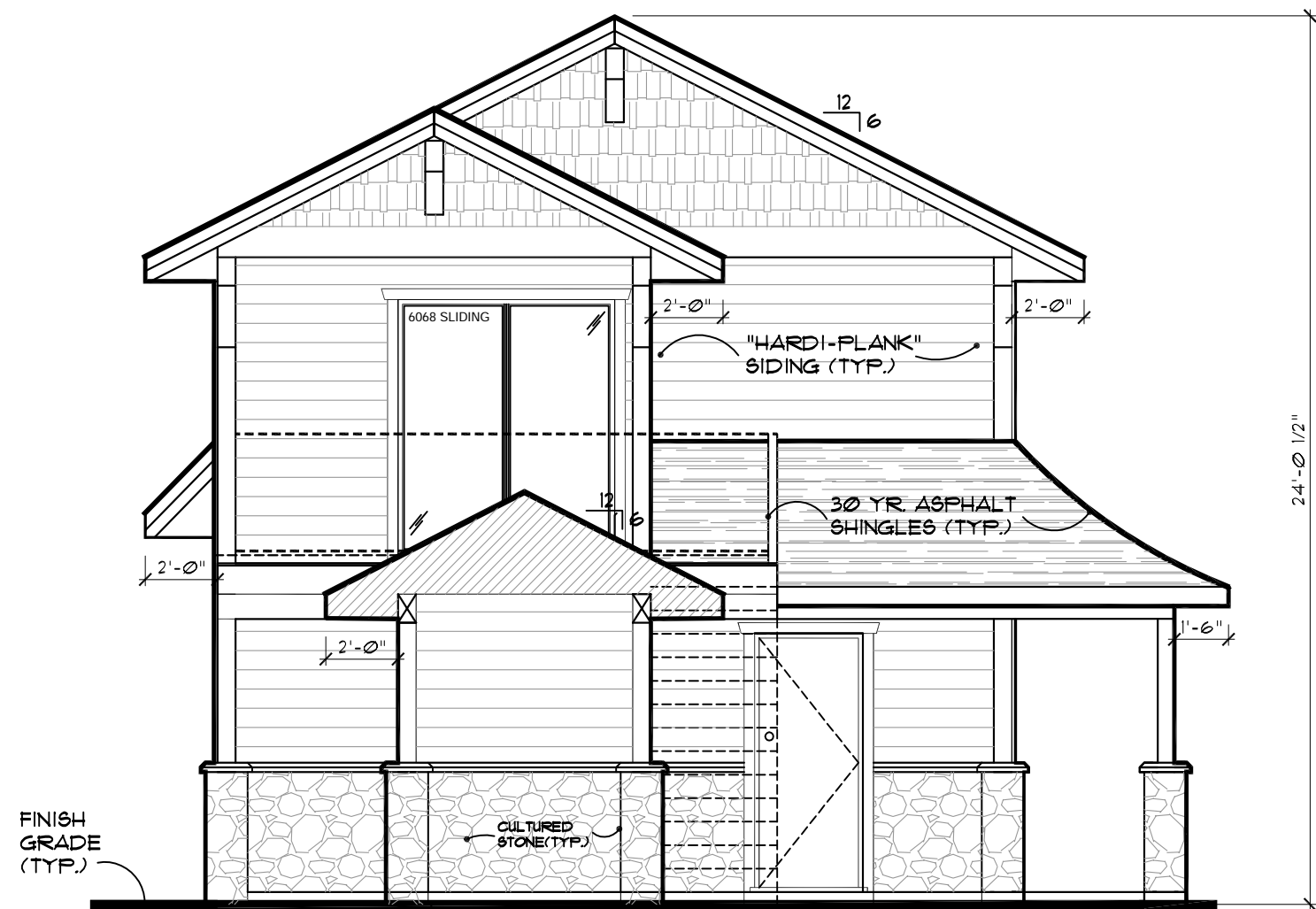
Cc: Kevin Sawyer

July 17, 2018
File #: C04001-052/C18001-67
Page: 3



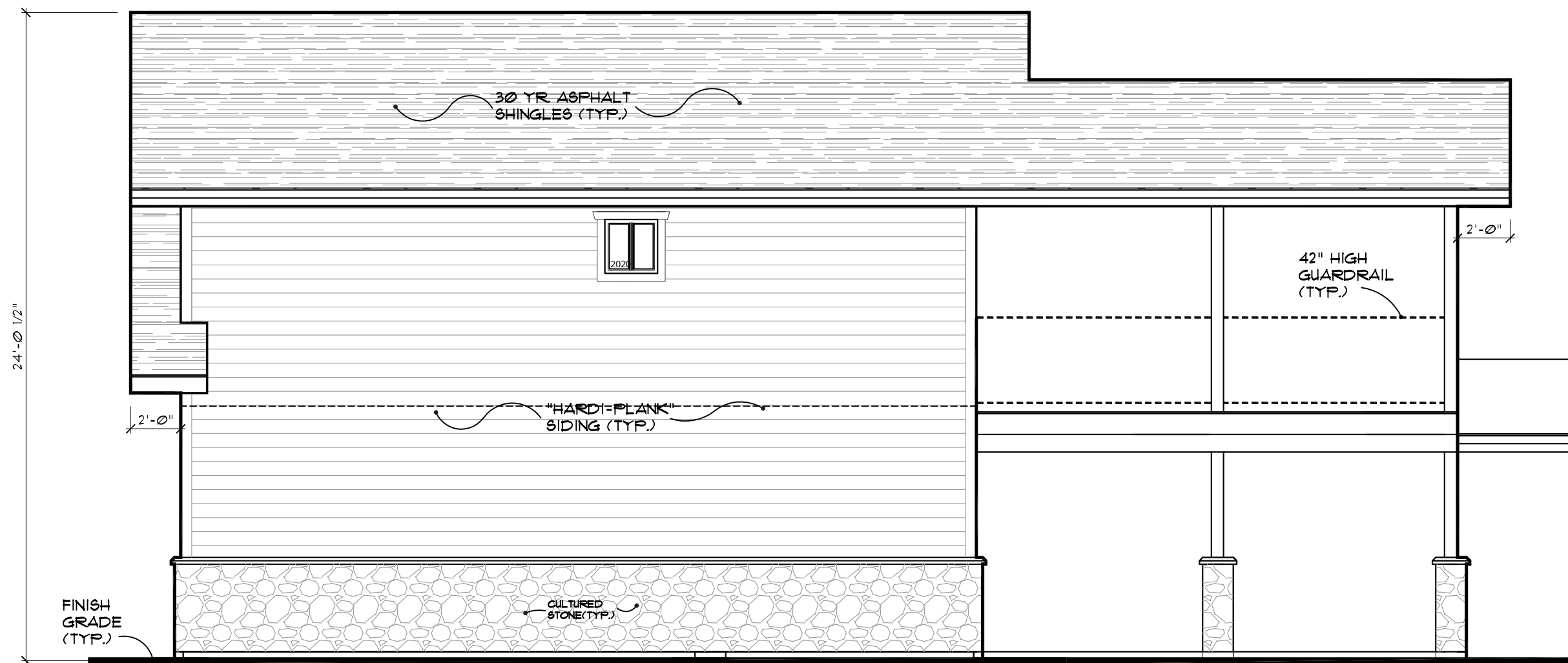
EAST ELEVATION

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WEST ELEVATION

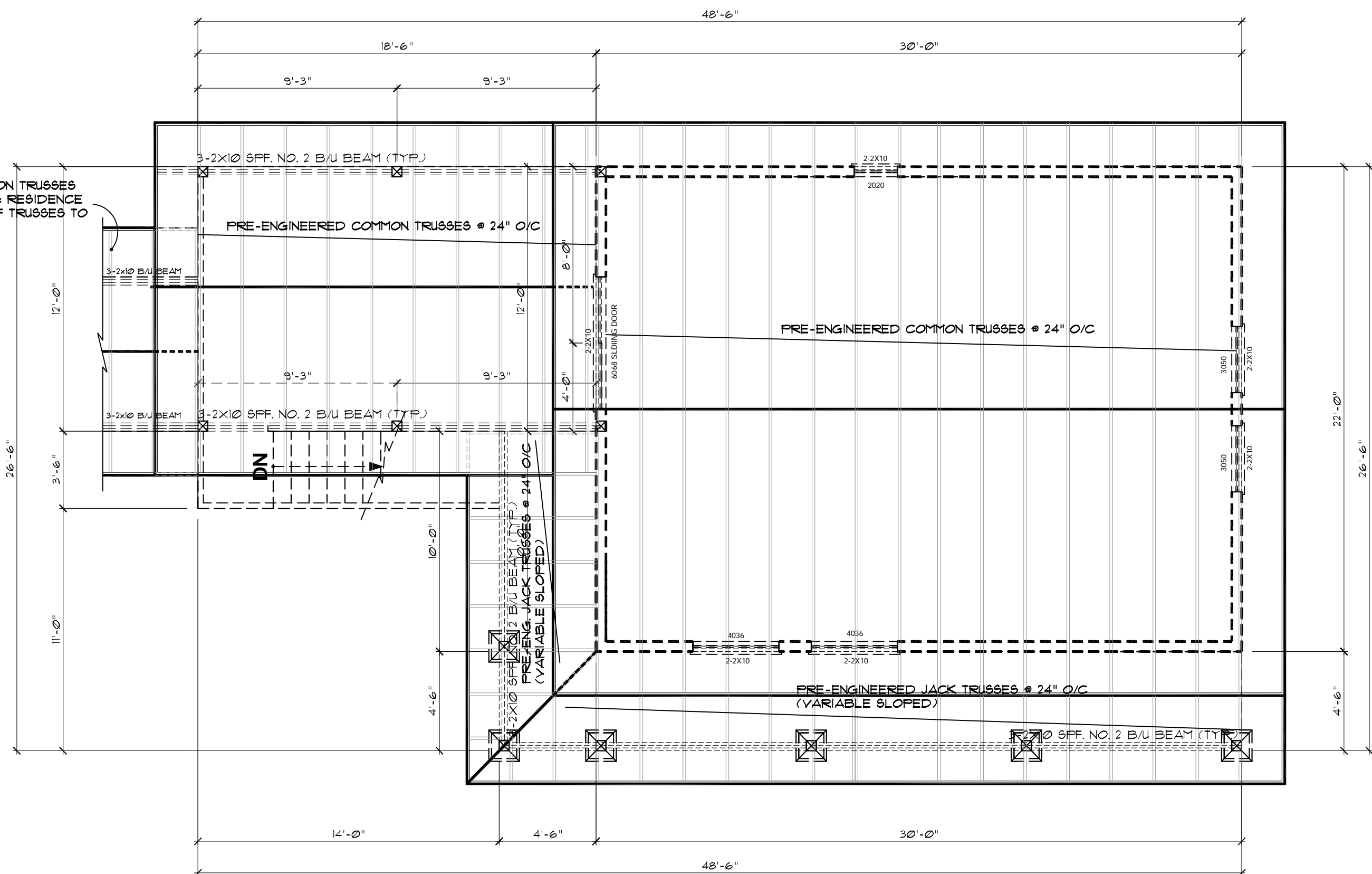
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NORTH ELEVATION

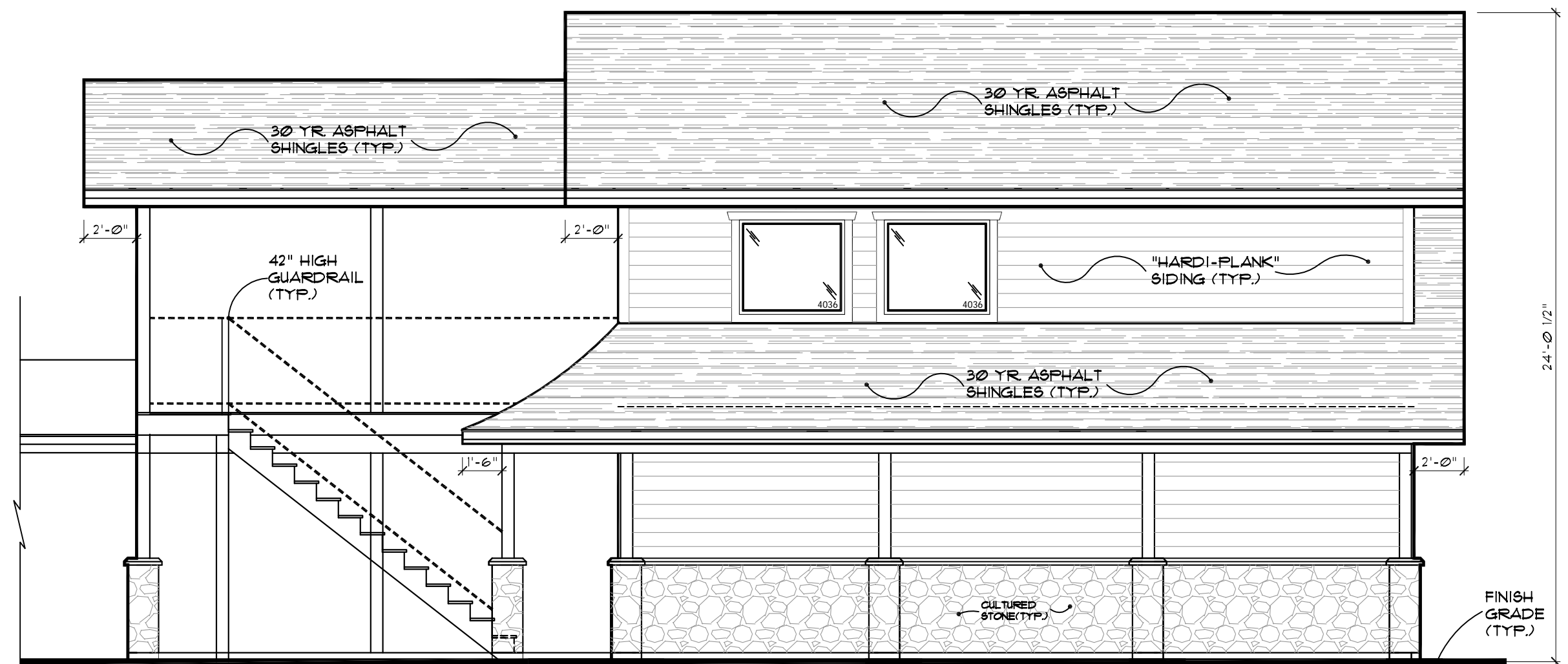
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NOTE: TRUSS MANUFACTURER'S DESIGN AND LAYOUT TAKES PRECEDENCE



ROOF FRAMING PLAN

SCALE: 1/4"=1'-0"



SOUTH ELEVATION

SCALE: 1/4"=1'-0"

OTHER NOTES:

ENGINEERS/INSPECTORS APPROVAL:

No.	Revision/Issue	Date
1		00/00/00
2		
3		

General Notes

Contractors and Sub Contractors Responsible for checking all details and dimensions while reporting any discrepancies to DJK ENTERPRISES.
Engineering, required for concrete work is the responsibility of the owner. Foundation design to be checked by local engineer to suit soil conditions.
Electrical, Plumbing and Mechanical systems to be determined by installing contractors.

Truss manufacturers design takes precedence.
Floor system manufacturers design takes precedence.
It is the responsibility of the owner/contractor to verify plans with all local building authorities and codes both municipal and governmental.
These drawings have been produced by DJK ENTERPRISES with the cultural care. However, DJK ENTERPRISES does not take responsibility for any errors or omissions.

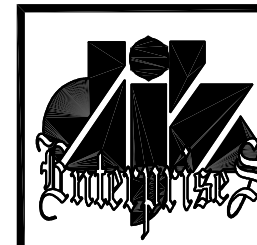
Project Name and Address

Sawyer Renovation
Christina Lake, B.C.

Drawn By: Dan Koffinoff

Date: JULY 26TH, 2018

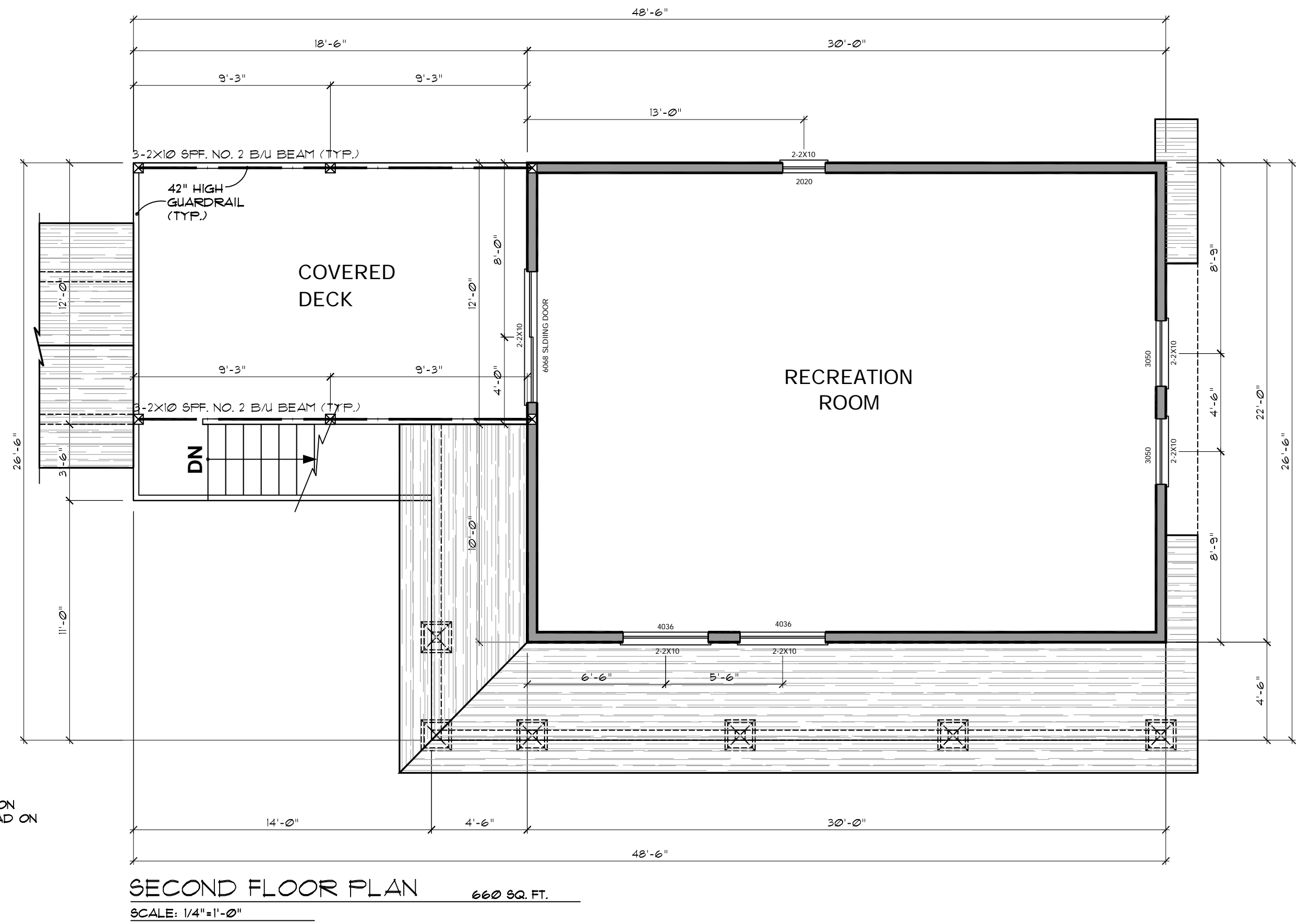
Scale: As Stated on Plans



DJK ENTERPRISES
7460 DONALDSON DR.
GRAND FORKS, B.C.
BOX 1382
V0M 1H0
TEL: (250) 442-1201 FAX: (250) 442-0866

Page # of Pages

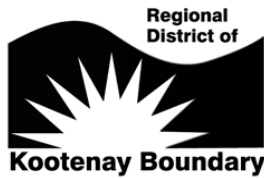
A1 1 OF 2



- 1 ROOF CONSTRUCTION
30 YR ASPHALT SHINGLES
3/2" FIBER UNDERLAYMENT
1/16" O.S.B. SHEATHING
FRE-ENGINEERED TRUSSES @ 24" O/C
R-21 BATT INSULATION
6 MIL POLY V.B.
1/2" DRYWALL
- 2A EXTERIOR WALL CONSTRUCTION
"HARDI-PLANK" SIDING
HOUSEJACK
1/16" O.S.B. WALL SHEATHING
R-21 BATT INSULATION
2X6 STUDS @24" O/C
6 MIL POLY V.B.
1/2" DRYWALL
- 2B EXTERIOR WALL CONSTRUCTION
"HARDI-PLANK" SIDING
HOUSEJACK
1/16" O.S.B. WALL SHEATHING
DBL. 2X4 WALL STUDS @ 16" O/C
2 LAYERS R14 BATT INSULATION
R-21 BATT INSULATION
6 MIL POLY V.B.
1/2" DRYWALL
- 3 EAVE CONSTRUCTION
VENTED METAL SOFFIT
2X8 FASCIA BOARD
- 4 FLOOR CONSTRUCTION
FINISH FLOORING
3/4" O.S.B. TAG SHEATHING
FRE-ENGINEERED FLOOR SYSTEM
1/2" DRYWALL
- 5 CONCRETE SLAB
EXISTING SLAB (OLD CONSTRUCTION)
4" CONCRETE SLAB (NEW CONSTRUCTION)
6 MIL POLY V.B.
COMPACTED FILL
- 6 FOUNDATION CONSTRUCTION
REFER TO ENGINEER'S DESIGN
- 7 DECK CONSTRUCTION
DECKING MATERIAL
2X10 SFF. NO. 2 DECK JOISTS @ 16" O/C



Page	# of Pages
A2	2 OF 2



STAFF REPORT

Date:	August 30, 2018	File #:	BW-4222-07500.900/595-18D
To:	Chair Russell and members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Development Permit Application - Viacon		

ISSUE INTRODUCTION

We have received an application for a development permit for a single family residence on Feathertop Way in Big White (see Site Location Map; Subject Property Map; Applicant Submission).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Viacon Developments Corp. (Aleksandra Kaldahl)
Location:	550 Feathertop Way
Electoral Area:	Electoral Area 'E' / West Boundary
Legal Description(s):	Lot 60, Plan KAS3134, District Lot 4222, SDYD
Area:	420m ² (0.1 acres)
Land Use Bylaws	
Official Community Plan Bylaw No. 1125	Medium Density Residential
Development Permit Areas	Alpine Environmentally Sensitive Landscape Reclamation
Zoning Bylaw No. 1166	Chalet Residential 3 (R3)
Other	
Floodplain	NA

The subject property is near the centre of the Feathertop subdivision in Big White, northeast of the business core. There is a ski access easement along the southerly boundary.

PROPOSAL

The applicant is requesting a Development Permit to construct a single family dwelling on 550 Feathertop Way. The Landscape Reclamation Plan has been submitted by the owners.

IMPLICATIONS

The property is within the 'Big White Alpine Environmentally Sensitive/Commercial & Multiple Family Development Permit Area.' The construction of a single family dwelling requires an Alpine Environmentally Sensitive Landscape Reclamation Development Permit. A Commercial and Multi Family Development Permit is not required for this proposal.

The guidelines for development in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Areas are defined within the Big White OCP. This Development Permit Area intends to protect the natural environment and prevent erosion of the landscape. A letter from the applicant addresses the criteria (see Applicant's Submission).

The Landscape Plan indicates snow storage on the front, side and rear of the dwelling. The supporting letter from the applicant identifies strategies for fire smart construction and keeping construction debris to a minimum. The letter also identifies that areas without vegetation will be seeded with "natural vegetation" (see Applicant's Submission).

The height of the proposed building, floor area ratio, setbacks, and parcel coverage are compliant with the Chalet Residential (R3) Zone.

ADVISORY PLANNING COMMISSION (APC)

The Big White APC reviewed the application during their August 6, 2018 meeting. The application was supported. However, the APC noted that the tree location near the driveway should be reconsidered.

PLANNING AND DEVELOPMENT COMMENTS

The proposed tree locations are away from paved surfaces and it appears that there is sufficient area for snow storage is available. The RDKB has no policy on location of vegetation to make recommendations based on the APC comments.

The Planning Department is working with the applicant to include labelling in the Landscape Plan regarding labelling and planting within disturbed areas and ground cover on the remainder of the property.

RECOMMENDATION

That the staff report regarding the Development Permit application submitted by Viacon Developments Corp. to construct a single family dwelling in the Alpine Environmentally

Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 60, Plan KAS3134, District Lot 4222, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

ATTACHMENTS

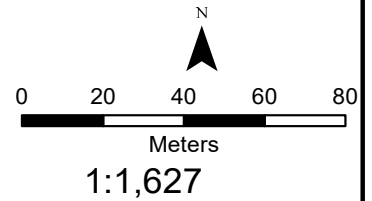
Site Location Map
Subject Property Map
Applicant Submission



Date: 2018-07-27

Site Location Map

Strata Lot 60, Plan KAS3134,
District Lot 4222, SDYD



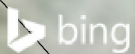
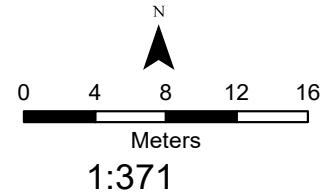
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Date: 2018-07-27

Subject Property Map

Strata Lot 60, Plan KAS3134,
District Lot 4222, SDYD



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Airbus DS

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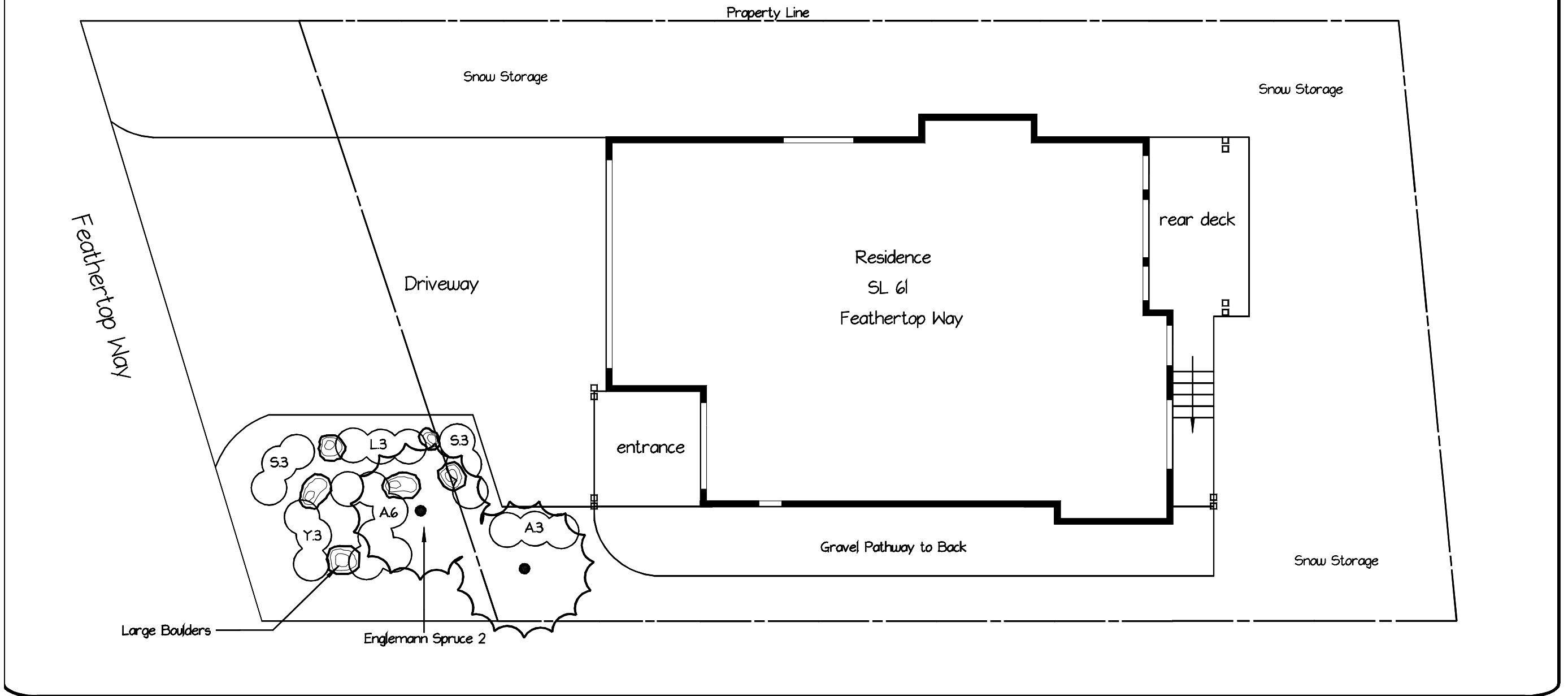
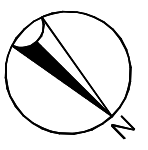
APPLICANT SUBMISSION

Statements regarding requests for variance(s)	N/A	A clear statement identifying which regulation within the Zoning Bylaw is proposed to be varied (Example: rear parcel line setback variance of 1.5m - from 4m to 2.5m). A narrative which describes if the proposed variance would: <ul style="list-style-type: none"> • Resolve a hardship • Improve development • Cause negative impacts to neighbouring properties
Site Survey	<input checked="" type="checkbox"/>	If the Regional District believes it to be necessary for the property boundaries and the location of improvements thereon to be more accurately defined due to uncertainty over natural boundaries of watercourses or other reasons, a sketch prepared by a British Columbia Land Surveyor may be required. The voluntary submission of such a sketch may prevent a possible delay in processing the application.

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

We are proposing to build a single family dwelling at 550 Featherstop Way. During construction, a bin designated for construction debris will be on site at all times and the construction site will be clear of debris. Steps will be taken to minimize disturbance to natural vegetation and all disturbed areas will be reclaimed back to their original condition (or as close to as possible) with the introduction of native plant species only. This includes the use of fire smart native plants/vegetation and landscaping. All storage will be either in a trailer on site or in work vehicles that leave at the end of each day. The back of our lot will be used for snow storage.

PLANT LIST	KEY	NAME	QTY	NAME	QTY
	A	Anemone Occidentalis	9	TREES:	
	L	Lupin arcticus	3	Englemann Spruce	2
	S	Sedum acre	6		
	Y	Yarrow-Achillea millefolium	3		





Synergy Landscape & Design

2351 Gallagher Rd, Kelowna BC V1P 1G9

250-862-6671 info@synergylandscape.com

Viacon Development Corp.

Landscape Design

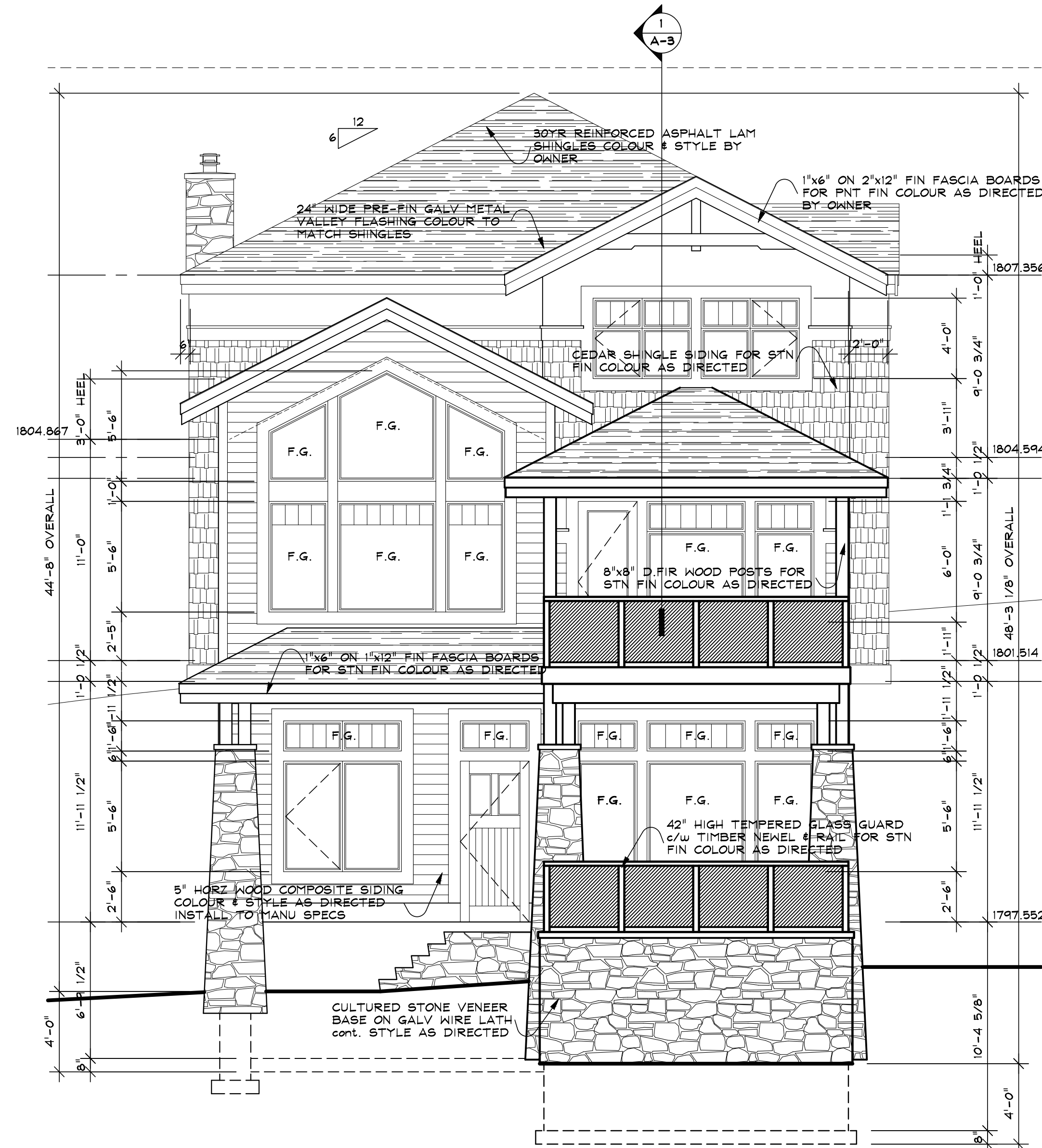
LOT SL 61 Feathertop Way

Scale: 1/8" = 10'

Date: July 14, 2018

Drawn By: M.Croft

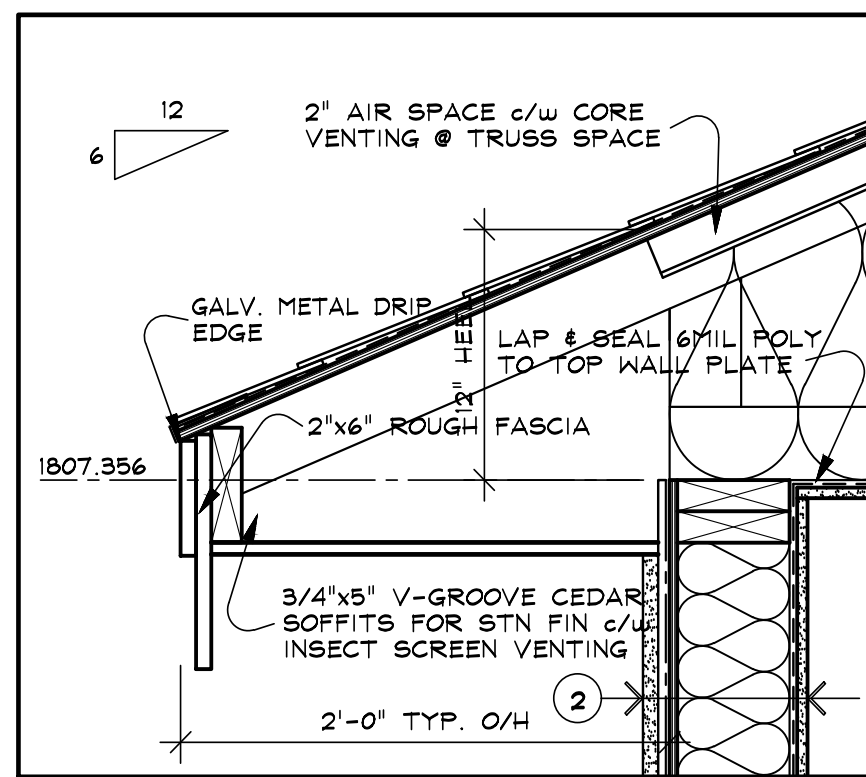
COPYRIGHT RESERVED. THIS DRAWING IS THE PROPERTY OF SYNERGY LANDSCAPE DESIGN LTD. AND SHALL NOT BE REPRODUCED, RESOLD OR TENDERED WITHOUT PERMISSION FROM THE ABOVE AFOREMENTIONED



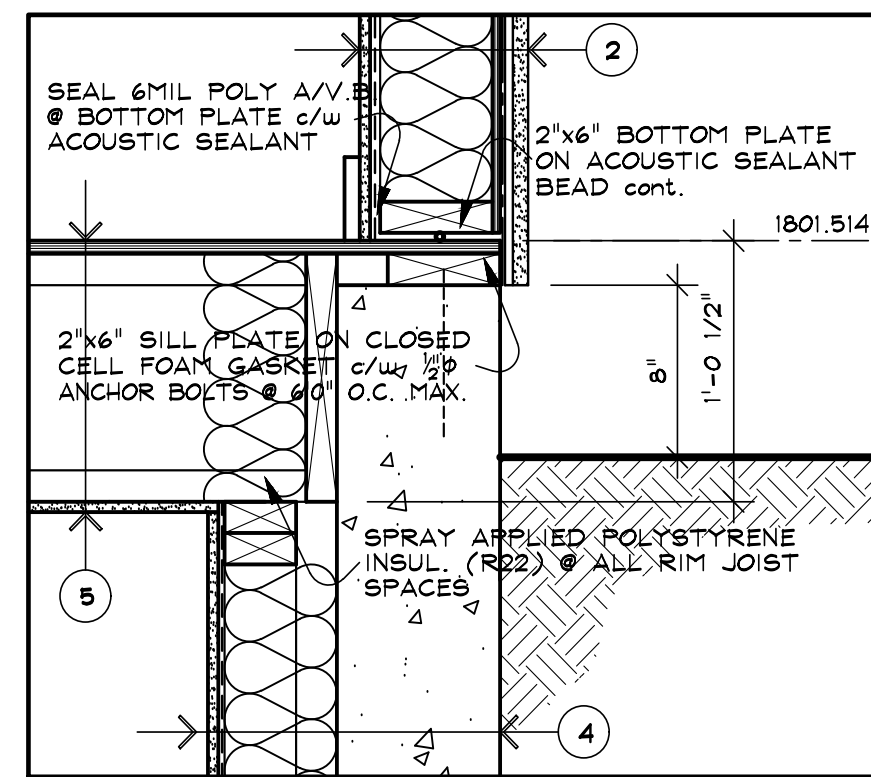
1 WEST ELEVATION
A-4 SCALE: 1/4"=1'-0"



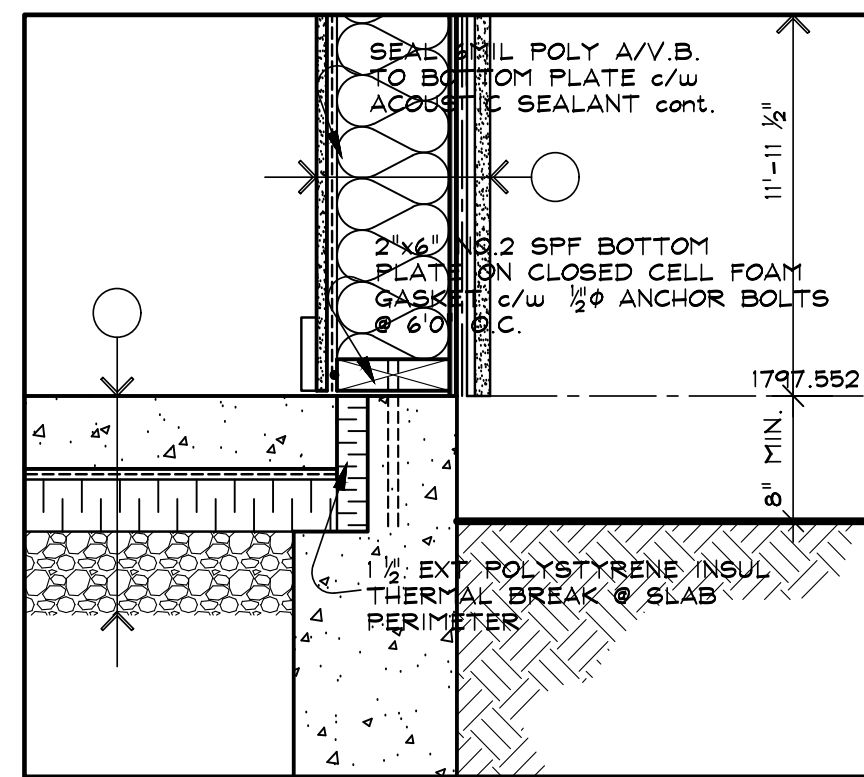
2 NORTH ELEVATION
A-4 SCALE: 1/4"=1'-0"



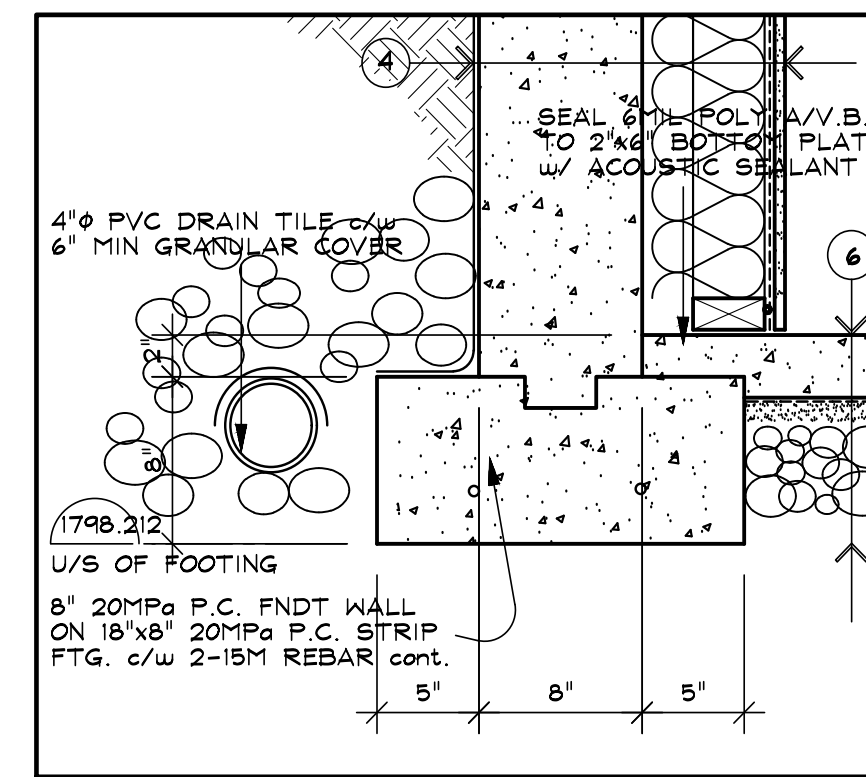
3 TYPICAL SECTION DETAIL ● EAVES
A-4 SCALE: 1 1/2"=1'-0"



4 TYPICAL SECTION DETAIL ● RIM
A-4 SCALE: 1 1/2"=1'-0"



5 TYPICAL SECTION DETAIL ● FOOTING
A-4 SCALE: 1 1/2"=1'-0"



6 TYPICAL SECTION DETAIL ● FOOTING
A-4 SCALE: 1 1/2"=1'-0"

No.	Date	Revisions	By
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Hillside Design & Drafting Inc.

6430 Brewer Road Coltsfoot BC V1B3G3 250 558 4587
Project Title

FEATHERTOP WAY
RESIDENCE

Sheet Title

ELEVATIONS
TYPICAL DETAILS

Project No.

Drawn By

GT

Date

17 04 18

Sheet No.

Checked By

GT

Scale

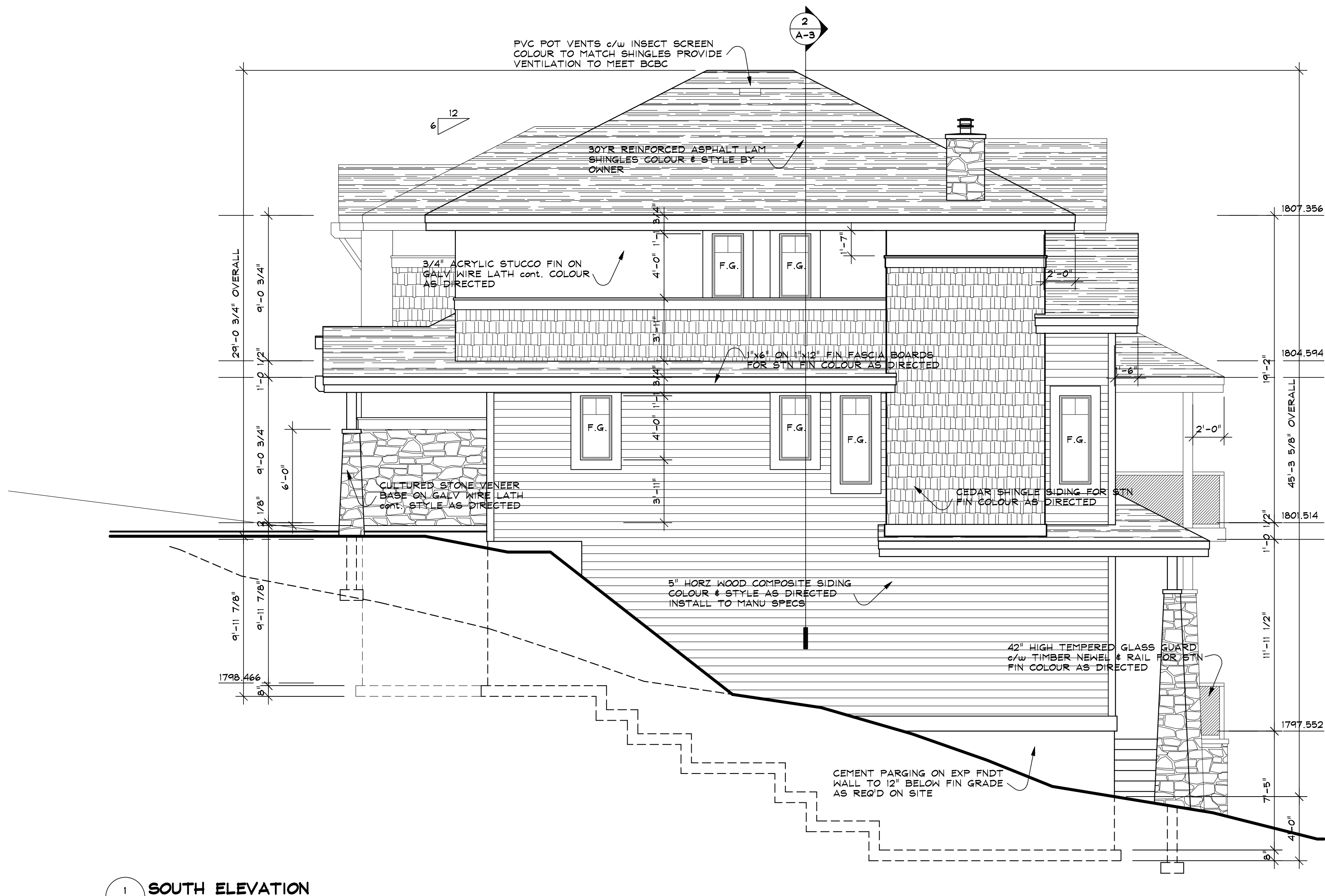
AS SHOWN

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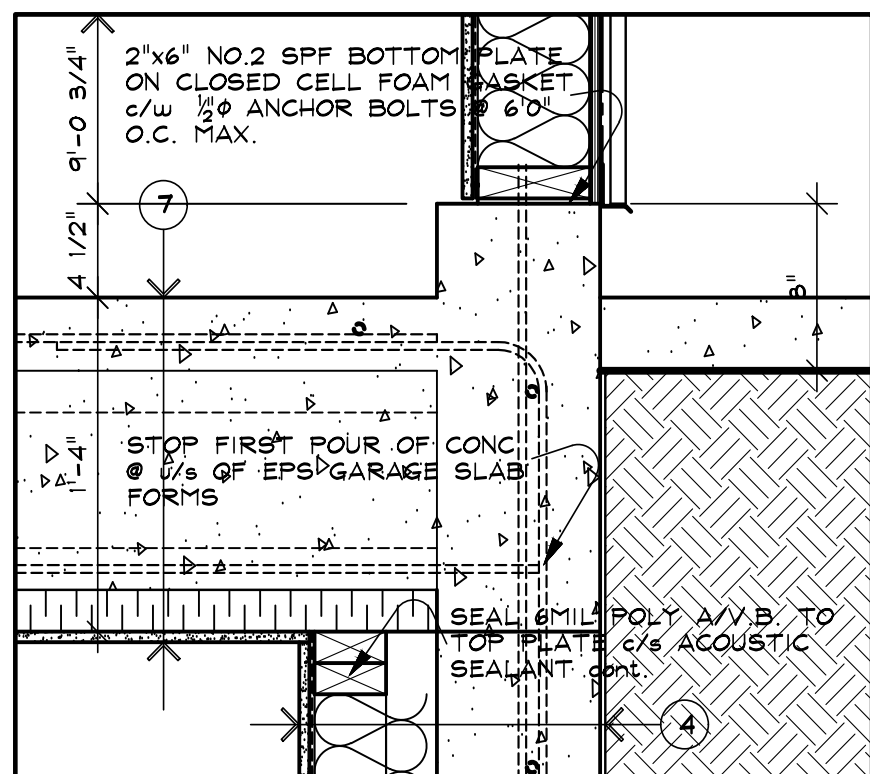
BUILDING PERMIT & CONSTRUCTION

A-4

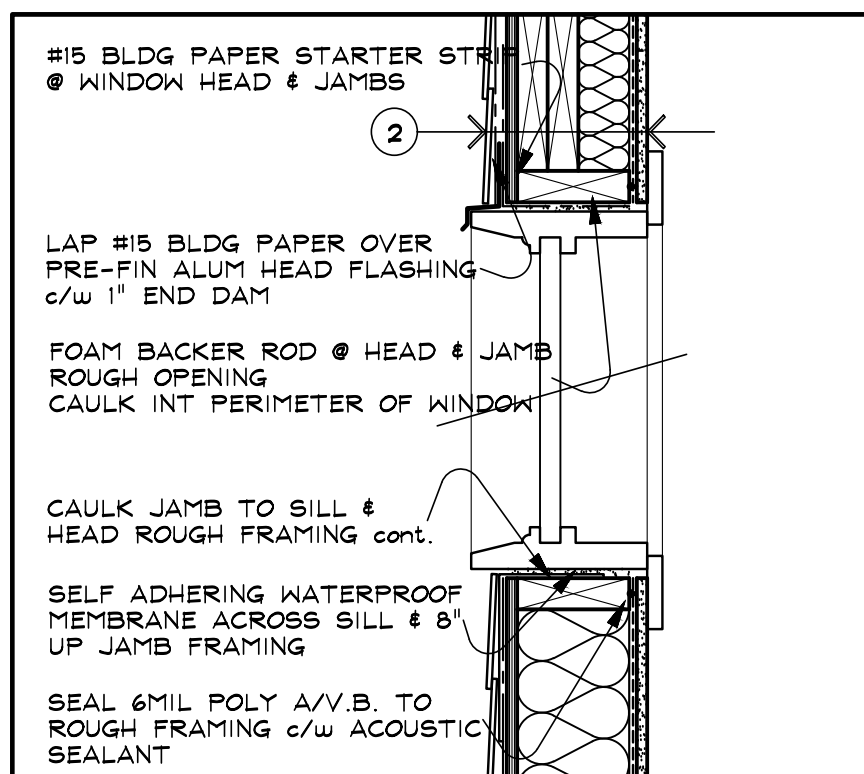
of 5



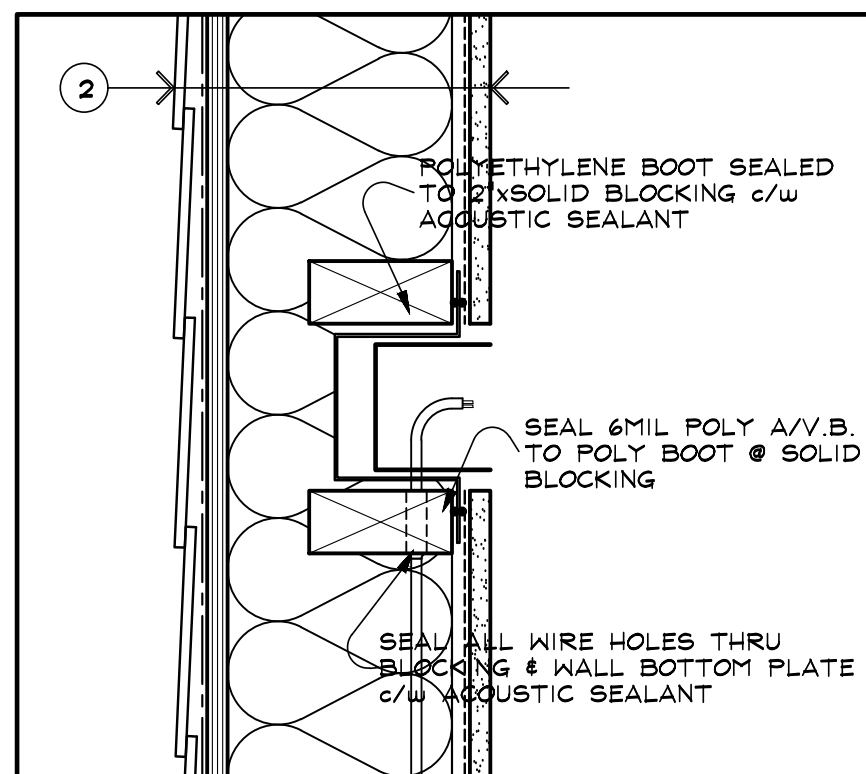
1 SOUTH ELEVATION
A-5 SCALE: 1/4"=1'-0"



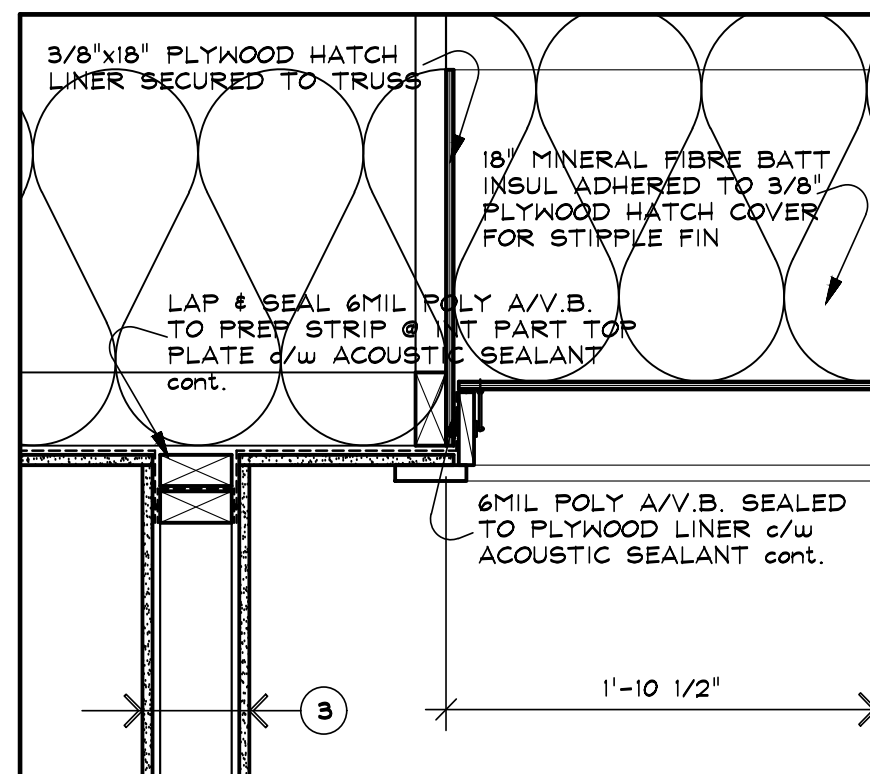
2 TYPICAL SECTION DETAIL • GARAGE SLAB
A-5 SCALE: 1 1/2"=1'-0"



3 TYPICAL SECTION DETAIL • WINDOW
A-5 SCALE: 1 1/2"=1'-0"



4 TYPICAL SECTION DETAIL • ELECTRICAL BOX
A-5 SCALE: 3"=1'-0"



5 TYPICAL SECTION DETAIL • ATTIC HATCH
A-5 SCALE: 1 1/2"=1'-0"

SPATIAL SEPARATION CALCULATIONS

SOUTH ELEVATION

LIMITING DISTANCE 3.0m
AREA OF EXPOSING WALL 102.88 sq.m.
MAX. AGGREGATE AREA OF GLAZED OPENINGS
% OF EXPOSING BUILDING FACE AREA 100%
AREA OF GLAZED OPENINGS 5.0 sq.m (4.8%)

NORTH ELEVATION

LIMITING DISTANCE 3.0m
AREA OF EXPOSING WALL 109.25 sq.m.
MAX. AGGREGATE AREA OF GLAZED OPENINGS
% OF EXPOSING BUILDING FACE AREA 100%
AREA OF GLAZED OPENINGS 5.38 sq.m (4.9%)

WEST ELEVATION

LIMITING DISTANCE 6.7m
AREA OF EXPOSING WALL 95.875 sq.m.
MAX. AGGREGATE AREA OF GLAZED OPENINGS
% OF EXPOSING BUILDING FACE AREA 100%
AREA OF GLAZED OPENINGS 31.6 sq.m (33%)

EAST ELEVATION

LIMITING DISTANCE 10.7m
AREA OF EXPOSING WALL 56.75 sq.m.
MAX. AGGREGATE AREA OF GLAZED OPENINGS
% OF EXPOSING BUILDING FACE AREA 100%
AREA OF GLAZED OPENINGS 10.1 sq.m (17.8%)

No.	Date	Revisions	By

Hillside Design & Drafting Inc.

6430 Brewer Road Coquitlam BC V1B3C3 250 558 4587

Project Title

FEATHERTOP WAY
RESIDENCE

Sheet Title

ELEVATION
TYPICAL DETAILS

Project No.

Drawn By

GT

Date

17 04 18

Sheet No.

Checked By

GT

Scale

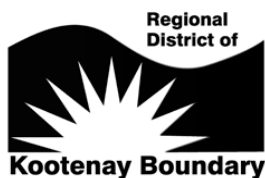
AS SHOWN

Issued For

BUILDING PERMIT & CONSTRUCTION

A-5

of 5



STAFF REPORT

Date:	August 30, 2018	File #:	C-1021s-04529.000
To:	Chair Russell and members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit Application - Ference		

ISSUE INTRODUCTION

We have received an application for a Development Variance Permit for the front and interior side yard setbacks for a carport in Electoral Area 'C'/Christina Lake (see Site Location Map; Subject Property Map; Applicant's Submission).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Bradley Ference
Location:	1786 West Lake Drive
Electoral Area:	Electoral Area 'C' / Christina Lake
Legal Description(s):	Lot 9, Plan KAP7441, DL 1021s, SDYD
Area:	±542m ² (0.13 acres)
Current Use(s):	Single Family Dwelling
Land Use Bylaws	
OCP Bylaw No. 1250	Waterfront Residential
Zoning Bylaw No. 1300	Waterfront Residential 2 (R2)
Development Permit Area	Environmentally Sensitive Waterfront Development Permit Area

The subject property is located on the western shore of Christina Lake south of the intersection of West Lake Drive and Sunflower Road (see Site Location Map). The easternmost portion of the property is within the 200-year floodplain and any habitable floor must be at a minimum elevation of 448.2 metres and be at least 7.5 metres from the natural boundary of Christina Lake.

A single family dwelling, and an accessory building are on the property.

Page 1 of 3

P:\PD\EA_'C'\C-1021S-04529.000-Ference\2018-08 DVP\Board\2018-07-24_Ference_DVP_Board.docx

In June 2018 the RDKB Building Inspection Department responded to construction without a permit regarding a carport (accessory building) and advised the property owner that a variance is required for the carport before a Building Permit could be issued.

PROPOSAL

The property owner has submitted a Development Variance Permit application for a carport that is approximately 11m² (120 ft²) in size. The applicant is proposing to place the building in the southwest corner for the property adjacent to West Lake Drive. The following variances are requested for an accessory building greater than 10m² in size:

- To reduce the front yard setback from 7.5 metres to 0.91 metres – a variance of 6.59 metres.
- To reduce the interior side yard setback from 3.0 metres to 0.75 metres – a variance of 2.25 metres.

IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

In response to these, the applicant has provided the following points:

- a) The hardship noted is the protection of the owner's property, specifically a Boler camper trailer that would not be able to survive a winter in Christina Lake with the weight and depth of snow that was experienced in Christina Lake.
- b) It has been noted that the structure is designed to be aesthetically pleasing, and to maximize visibility.
- c) The owner has indicated to the Planning Department that the adjacent neighbor has been informed of the variances requested and had no concerns.

The structure and property is compliant with the zoning regulations for building height, parking and parcel coverage.

Since the accessory building would be within 4.5 metres of a road right of way, the applicant must also receive permission from the Ministry of Transportation and Infrastructure (MoTI). The applicant is aware of this responsibility, and has informed the RDKB that they have submitted their application to the MoTI.

ADVISORY PLANNING COMMISSION (APC)

During the August 8, 2018 APC meeting, the application was supported. No other comments were made.

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Bradley Ference in order to reduce to the front yard setback from 7.5 metres to 0.91 metres – a variance of 6.59 metres; and reduce the interior side yard setback from 3.0 metres to 0.75 metres – a variance of 2.25 metres in order to construct an accessory building on the property legally described as Lot 9, Plan KAP7441, DL 1021s, SDYD Electoral Area 'C' Christina Lake, subject to approval from the Ministry of Transportation and Infrastructure.

ATTACHMENTS

Site Location Map
Subject Property Map
Applicant Submission



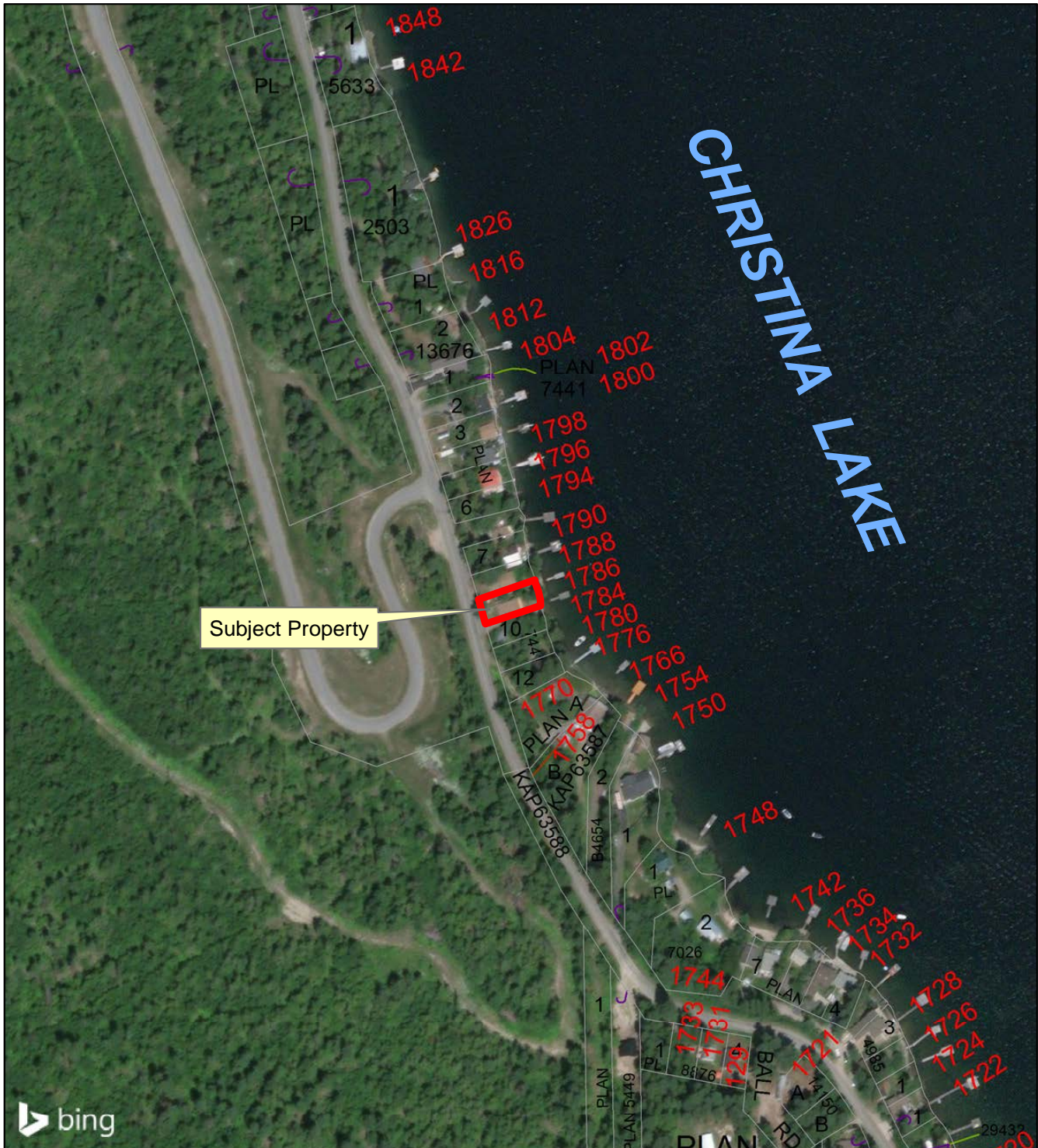
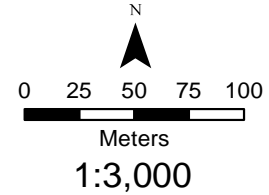
Date: 29/06/2018

Site Location Map

Plan KAP7441, Lot 9

District Lot 1021S

Similkameen Division of Yale Land District



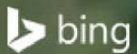
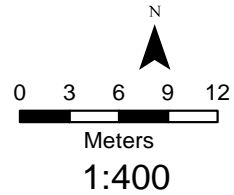
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Date: 2018-07-27

Subject Property Map

Lot 9, Plan KAP7441, District Lot 1021S, SDYD



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APPLICANT SUBMISSION

June 21, 2019

To Whom it May Concern:

**RE: 1786 West Lake Drive
Christina Lake, B.C.
Lot 9, D.L. 1021S, SDYD, Plan 7441**

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	JUN 27 2018
DOC #
REF. TO:
CC:

It has been brought to my attention I need to apply for a variance Development Permit for my unenclosed Carport/Trailer weather protector. The variance is for the 7.5M front yard requirement to a front yard of 1M. There is an additional 3M area from the property line to the paved asphalt roadway West Lake Drive thereby making for a total of 4M from the structure to the roadway.

The unenclosed Carport/Trailer Weather protector was structurally engineered and fabricated by MS Steel Design out of Nelson, B.C.. In a conversation my Father had with Ken Wagner the Building Inspector, he indicated if it weren't for the Front Yard variance, I wouldn't have been required to obtain a Building Permit for the Carport. He indicated that this was a good design and one the area would support. I have attached detailed dimensioned site and elevation plans for the Carport/Trailer weather protector.

The unenclosed Carport/Trailer weather protector has been designed to provide unobstructed visibility in all directions from both our property and our neighbor to the South. The ends and sides are completely open.

The Structure was designed to be aesthetically pleasing to the area. The four corner posts are constructed out of 2" x 2" metal tubing to maximize visibility. The posts are mounted onto 6"x 6" prefabricated concrete deck blocks, making it easy to remove if needed to. The roof is a metal roof thereby protecting the 8-foot Boler Trailer from heavy snowfalls and the hot summer sun.

The weight and depth of Christina Lake snowfalls creates a high likely hood the roof of this 1974 Boler Trailer would collapse without this protection.

It was suggested by Ken Gobeil to contact the Ministry of Transportation Infrastructure to determine if there is any variance needed. My father spoke to Christine Nichol of the Ministry's Office and explained what was built and she determined there would be no objection to the location of the structure. However, for the record I would need to apply for a relaxation of the front yard setback. She is forwarding me the info required to apply for the Permit and upon receipt of it I will submit the requested information for the Ministry's approval.

APPLICANT SUBMISSION

-2-

Thank you for your co-operation and assistance with this project. I look forward to receiving a favorable reply and should you have any questions, please do not hesitate to contact me at (403) 973-2132.

Yours truly,

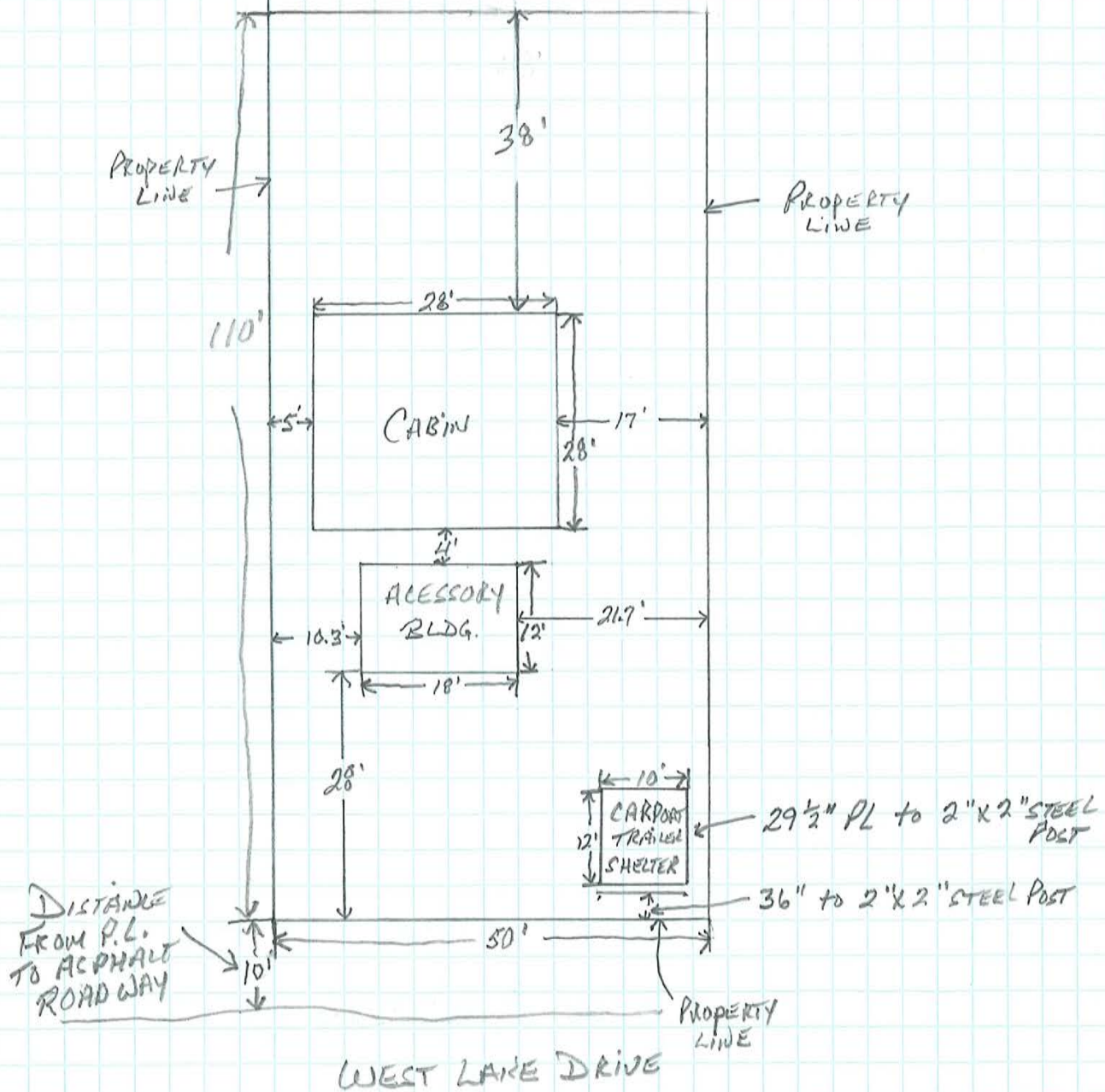
A handwritten signature in blue ink, appearing to read "B. Ference", with a long horizontal flourish extending to the right.

Bradley Ference

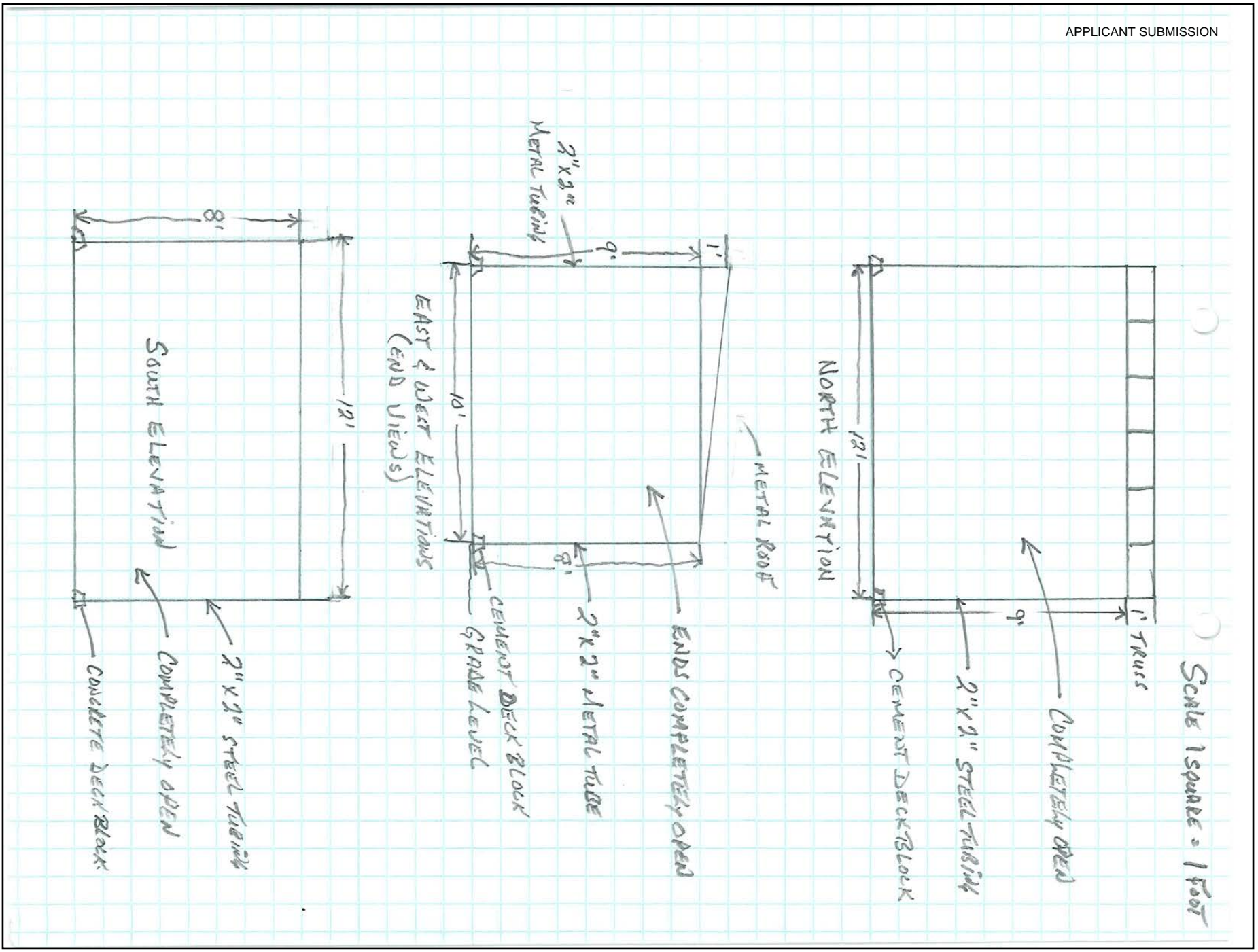
APPLICANT SUBMISSION

LAKE

SCALE: 1 SQUARE = 4 FEET



APPLICANT SUBMISSION

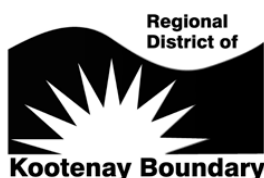




SIDE & FRONT VIEW SET BACK REQUIRED -



SIDE & FRONT YARD SET BACK REQUIRED



STAFF REPORT

Date:	August 30, 2018	File #:	E-860-04173.015 / 593-18V
To:	Chair Russell and Members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit Application - Trerise		

ISSUE INTRODUCTION

We have received an application for a Development Variance Permit for a proposed garage at 2884 Jewel Lake Road, Electoral Area 'E'/West Boundary (see Site Location Map; Subject Property Map; Applicants Submission).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Janet and Randy Trerise
Location:	2884 Jewel Lake Road
Electoral Area:	Electoral Area 'E' / West Boundary
Legal Description(s):	Lot 3, Plan KAP16343, DL 860, SDYD
Area:	±1780m ² (0.44 acres)
Current Use(s):	Single Family Dwelling
Land Use Bylaws	
Jewel Lake Rural Land Use Bylaw No. 855	Residential 1
ALR	NA
Floodplain	Jewel Lake

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

Page 1 of 3

P:\PD\EA_'E'\E-860-04173.015-Trerise\2018-08-DVP\BOARD\2018-08-30_Trerise_DVP_Board.docx

In the Residential 1 Zone, the maximum site coverage is 33%, and the maximum height for accessory buildings and structures is 4.5 metres. Setbacks in the Residential 1 Zone are as follows:

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

PROPOSAL

The applicants are proposing to construct a 20' by 24' garage with the following variance:

- Reduce the front yard setback from 5 metres to 2 metres – a variance of 3 metres

IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

- Resolve a hardship;
- Improve the development;
- Cause negative impacts to the neighbouring properties.

In response to these, the applicant has provided the following points:

- The hardship noted is the protection of the owners vehicle in the winter, and the potential for slipping on ice when entering and exiting a vehicle. The applicants note that the steepness of the lot limits their ability to construct a building outside of the setback area.
- The applicants note how the structure will add to property value, and do not mention how the structure may look or improve the aesthetics of the property.
- The owner has included copies of correspondence with surrounding property owners supporting their application.

As per the RDKB Policies and Procedures Bylaw, notification have been sent to surrounding landowners giving them an opportunity to comment directly to the RDKB regarding their position on the application.

A previous application for a variance at Jewel Lake was not supported by the APC. In July 2017 an application for a height, and front yard setback variance for an accessory building at 2864 Jewel Lake Road was not supported. In this application, topography was the reason why setbacks could not be met. This property also had a longer

separation from the driving surface of Jewel Lake Road compared to the subject property due to a larger road right of way in front of that property. The APC noted in their comments and recommendation how this particular applicant could develop their property to avoid requiring a variance.

Since the proposed garage is within 4.5 metres of a road right of way, the applicants must also obtain permission from the Ministry of Transportation and Infrastructure (MoTI). A copy of a permit to build within 4.5 metres of a public road has been included as part of this application (see, Applicant Submission).

ADVISORY PLANNING COMMISSION

During their August 6 meeting. It was noted that one of the applicants (Randy Trerise) is a member of the APC. Mr. Trerise answered questions about the application but excused himself from discussion and recommendation.

The Electoral Area 'E'/West Boundary APC supported the Development Variance Permit application.

It was also noted in the minutes that although the application in 2017 for 2864 Jewel Lake Road was not supported mainly over concerns regarding the requested height variance.

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Janet and Randy Trerise to allow for a reduced front yard setback from 5 metres to 2 metres – a variance of 3 metres to construct an accessory building on the property legally described as Lot 3, Plan KAP16343, DL 860, SDYD, Electoral Area E/West Boundary.

ATTACHMENTS

Site Location Map
Subject Property Map
Applicant Submission



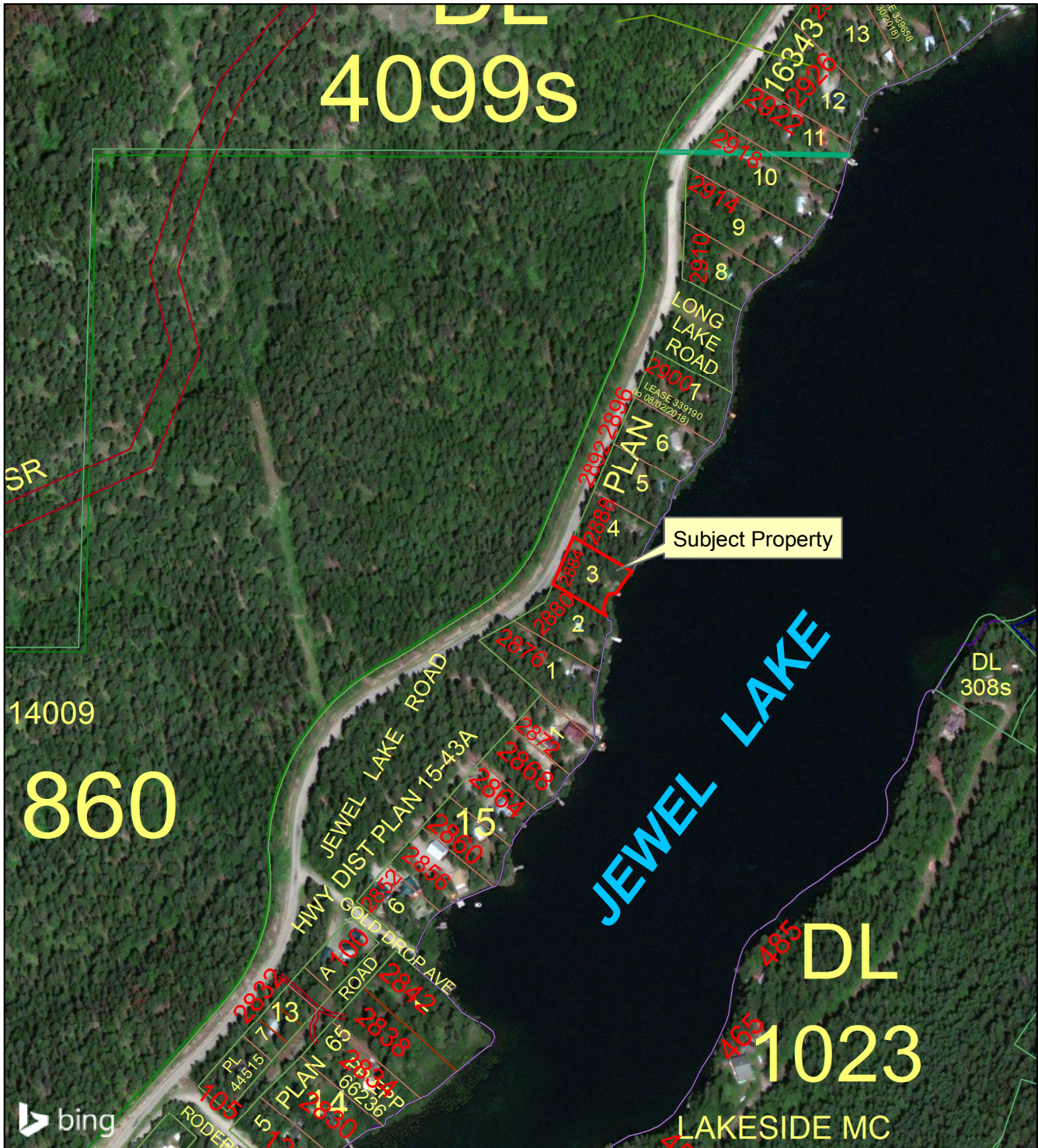
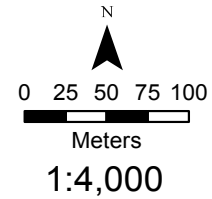
Date: 28/06/2018

Site Location Map

Plan KAP16343, Lot 3

District Lot 860

Similkameen Division of Yale Land District



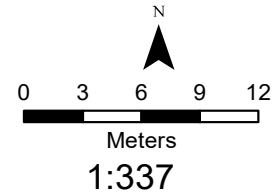
Document Path: P:\GIS\IRDKB\MapDocuments\Routine_Maps\Schedule1\Area_E_WestBoundary\2018-06-28-S1-E-860-04173_015 Terise.mxd



Date: 2018-07-27

Subject Property Map

Lot 3, Plan KAP16343, District Lot 860, SDYD



Document Path: T:\Ken\MXD_Template.mxd

June 22, 2018

RANDY AND JANET TRERISE
2884 JEWEL LAKE RD
Email: rtterise@yahoo.com
Phone: 250-445-6118

DESCRIPTION:

LOCATION: There is not enough room on this steep sloped lot adjacent to Jewel Lake Road to meet the required setback of 4.5 meters. We are requesting a variance to allow us to build with a 2-meter setback from our property line, but we are still 7 meters from the edge of the paved roadway.

Due to the winter snow conditions the temporary structure we have in place is not a long-term solution. The temporary structure does not provide secure storage of vehicles and snowblowers. We are retired, and we are permanent residents of this Jewel Lake home. We need a place to store vehicles and a snow blower and there is no other spot on the property to build a garage.

This would provide a hardship to us if we can not build a permanent garage. Our entry to the house is very steep and the small driveway is not an option as it is too steep and slippery in the winter. We have already had numerous falls on the icy slippery drive, so we use the stairs. Hence, we would like to build the garage at the top of the stairs. Adding a garage will add to the value of our property as well as providing a safe and secure place to store our vehicles and snow removal equipment.

We have already referred the variance to the Ministry of Transportation and Infrastructure. They have approved the variance and we have attached the permit from them to build within 2 meters of the property line which is still 7 meters from the existing paved road.

We have had a licenced builder come and assess the lot and where we would like to build, and he sees no problems. He can build the structure and keep it within the height requirement. He has advised us that this is the only option available to us if we are to have a permanent garage.

Thankyou for considering our application for a variance. We look forward to hearing from you in the near future, and then hopefully start construction later this fall so we have a structure in place for the coming winter.

Regards,


Randy and Janet Trerise

Attachments: Photos from the property; map of the area; lot plan and measurements of proposed garage and home; Property Tax Notice.

APPLICANT SUBMISSION

Subject: Trerise garage

From: rtrerise@yahoo.com

To: rtrerise@yahoo.com

Bcc: dkanderson58@gmail.com; pvankalkeren@persona.ca; prunes.6@hotmail.com; suziej3@hotmail.com

Date: Friday, June 22, 2018 05:17:47 PM PDT

Hi Folks,

We want to replace our current temporary shelter next to the road on our property with a real garage that will provide secure storage for our vehicles and snowblower. However, due to the slope of our lot there is not enough room for a garage if we are required to meet the 4.5 meter setback in the bylaws. We have applied to Ministry of Transportation and Infrastructure for a variance to allow us to build within 2 meters of the Property Line on the Jewel Lake Road but still 7 meters from the existing paved road surface (where our existing shelter is). The ministry has granted us a permit.

Before we can build we also need approval from the regional district and so we are now preparing to apply to the RDKB for the same variance. We are canvassing our neighbours within 60 metres (as per RDKB guidelines) to see if you have any objections to us getting this variance. The processing cost to apply for the variance is \$450 non refundable. If there are objections then the variance permit may not be granted so we would appreciate hearing about any concerns you may have before we pay the fee.

We hope to send in the variance application next week and would appreciate hearing from you ASAP, as to whether you have any objections or concerns about us getting this variance or if you have no objections, so we can have a real garage and take down the temporary one.

Thanks for your input,

Janet and Randy Trerise

neighbours 60m ↔

Dave Karolyn Andersen
Linda John Nunes
Suzanne Lee
Pam Vankalkeren

APPLICANT SUBMISSION

Subject: Re: Trerise garage

From: dkanderson58@gmail.com

To: rtrerise@yahoo.com

Date: Friday, June 22, 2018 05:55:25 PM PDT

Getter Done! No problem neighbours 😊👍

Sent from my iPhone

> On Jun 22, 2018, at 5:17 PM, Randy Jan Trerise <rtrerise@yahoo.com> wrote:

>

> Hi Folks,

>

> We want to replace our current temporary shelter next to the road on our property with a real garage that will provide secure storage for our vehicles and snowblower. However, due to the slope of our lot there is not enough room for a garage if we are required to meet the 4.5 meter setback in the bylaws. We have applied to Ministry of Transportation and Infrastructure for a variance to allow us to build within 2 meters of the Property Line on the Jewel Lake Road but still 7 meters from the existing paved road surface (where our existing shelter is). The ministry has granted us a permit.

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>

> We hope to send in the variance application next week and would appreciate hearing from you ASAP, as to whether you have any objections or concerns about us getting this variance or if you have no objections, so we can have a real garage and take down the temporary one.

>

>

> Thanks for your input,

>

> Janet and Randy Trerise

>

>

Verbal Reply from Suzanne Lee (suziej3@hotmail.com)

-she has no objection to garage being built where proposed. July 24/18

APPLICANT SUBMISSION

Subject: Re: Trerise garage

From: suziej3@hotmail.com

To: rtrerise@yahoo.com


Date: Monday, June 25, 2018 01:01:59 PM PDT

Hello Jan and Randy;

I have no concerns or objections to your plans!

Best of luck!

Thank you;

Suzanne J. Lee 

From: Randy Jan Trerise <rtrerise@yahoo.com>

Sent: June 22, 2018 5:17 PM

To: Randal Trerise

Subject: Trerise garage

Hi Folks,

We want to replace our current temporary shelter next to the road on our property with a real garage that will provide secure storage for our vehicles and snowblower. However, due to the slope of our lot there is not enough room for a garage if we are required to meet the 4.5 meter setback in the bylaws. We have applied to Ministry of Transportation and Infrastructure for a variance to allow us to build within 2 meters of the Property Line on the Jewel Lake Road but still 7 meters from the existing paved road surface (where our existing shelter is). The ministry has granted us a permit.

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Thanks for your input,

Janet and Randy Trerise

APPLICANT SUBMISSION

Subject: Re: Trerise garage

From: prunes.6@hotmail.com

To: rtrerise@yahoo.com

Date: Friday, June 22, 2018 10:52:52 PM PDT

Hi Randy,
We have no objections at all.
Linda and John

Sent from my iPad

> On Jun 22, 2018, at 5:17 PM, Randy Jan Trerise <rtrerise@yahoo.com> wrote:

>

> Hi Folks,

>

> We want to replace our current temporary shelter next to the road on our property with a real garage that will provide secure storage for our vehicles and snowblower. However, due to the slope of our lot there is not enough room for a garage if we are required to meet the 4.5 meter setback in the bylaws. We have applied to Ministry of Transportation and Infrastructure for a variance to allow us to build within 2 meters of the Property Line on the Jewel Lake Road but still 7 meters from the existing paved road surface (where our existing shelter is). The ministry has granted us a permit.

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>

>

> Thanks for your input,

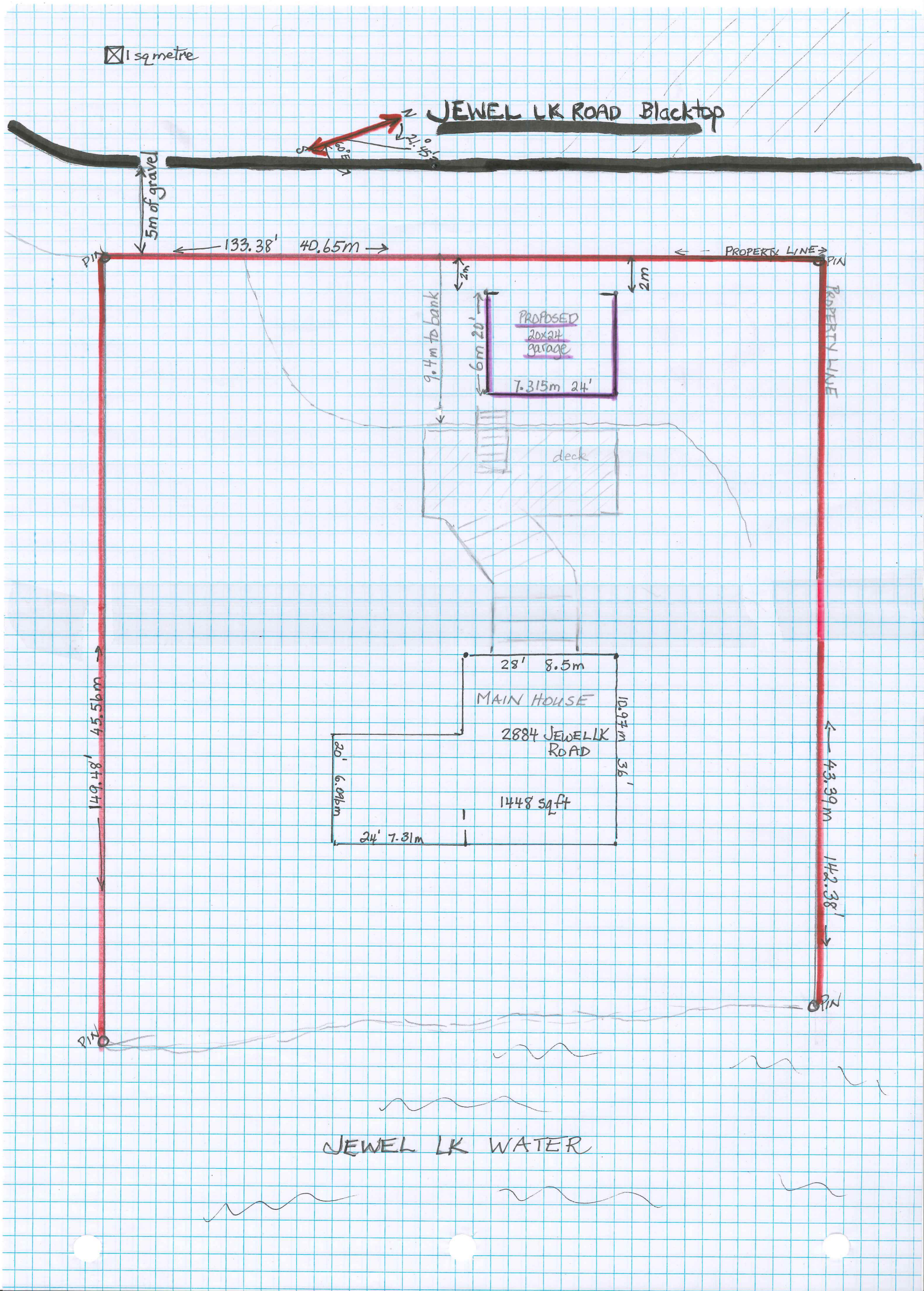
>

> Janet and Randy Trerise

>

>

APPLICANT SUBMISSION



APPLICANT SUBMISSION



proposed garage



looking up at
garage
structure

APPLICANT SUBMISSION



looking down stairs from top
towards house & lake



new structure
to be up top
of bank &
replace temporary
structure



hillside bank, garage to be up
top where shelter is

APPLICANT SUBMISSION

BRITISH
COLUMBIAMinistry of Transportation
and Infrastructure

Permit/File Number: 2018-02883

Office: West Kootenay District

PERMIT TO REDUCE BUILDING SETBACK LESS THAN 4.5 METRES FROM THE PROPERTY LINE FRONTING A PROVINCIAL PUBLIC HIGHWAY

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE
MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE
NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

West Kootenay District
310 Ward Street
4th Floor
Nelson, BC V1L 5S4
Canada

("The Minister")

AND:

Randal & Janet Trerise
Box 554
Greenwood, BC V0H 1J0
Canada

("The Permittee")

WHEREAS:

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;

- B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The construction of a building, the location of which does not conform with British Columbia Regulation 513/04 made pursuant to section 90 of the Transportation Act, S.B.C. 2004, namely; to allow setback for a garage within THE 4.5m setback from, Jewel Lake Rd, located as shown on appended drawing .

- C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. This permit may be terminated at any time at the discretion of the Minister of Transportation and Infrastructure and that the termination of this permit shall not give rise to any cause of action or claim of any nature whatsoever.
2. This permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation, including zoning, and other land use bylaws of a municipality or regional district.
3. The Permittee shall indemnify and save harmless the Ministry, its agents and employees, from and against all claims, liabilities, demands, losses, damages, costs and expenses, fines, penalties, assessments and levies made against or incurred, suffered or sustained by the Ministry, its agents and employees, or any of them at any time or times, whether before or after the expiration or termination of this permit, where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Permittee, its employees, agents or Subcontractors, in connection with the permit.
4. The Ministry of Transportation and Infrastructure and/or the Maintenance Contractor shall not be held accountable for any damage to the said structure, however caused.
5. No further additions or improvements shall be made to the said structure without prior consent of the Ministry of Transportation

Page 1 of 3

APPLICANT SUBMISSION


**BRITISH
COLUMBIA**

 Ministry of Transportation
and Infrastructure

 Permit/File Number: 2018-02883

 Office: West Kootenay District

and Infrastructure.

6. No portion of the structure shall encroach upon the Highway right-of-way.
7. Should the said structure be destroyed, removed or dismantled, this permit is automatically cancelled and another permit will not necessarily be granted for a new similar structure.
8. The Permittee will at all times indemnify and save harmless Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Transportation and Infrastructure, and the employees, servants, and agents of the Minister from and against all claims, demands, losses, damages, costs, liabilities, expenses, fines, fees, penalties, assessments and levies, made against or incurred, suffered or sustained by any of them, at any time or times (whether before or after the expiration or termination of this permit) where the same or any of them are sustained in any way as a result of the Use, which indemnity will survive the expiration or sooner termination of this permit.
9. The Permittee shall be responsible for replacing any survey monuments that may be disturbed or destroyed by the Use. Replacement must be by a British Columbia land surveyor at the Permittee's expense.
10. Permittee shall be responsible for locating, and for any damage to, other works within highway right-of-way.
11. Any damage to the Ministry of Transportation and Infrastructure's right-of-way as a direct result of the permitted works, shall be repaired and maintained by the permittee in perpetuity.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

Dated at Nelson, British Columbia, this 18 day of June, 2018

On Behalf of the Minister

APPLICANT SUBMISSION

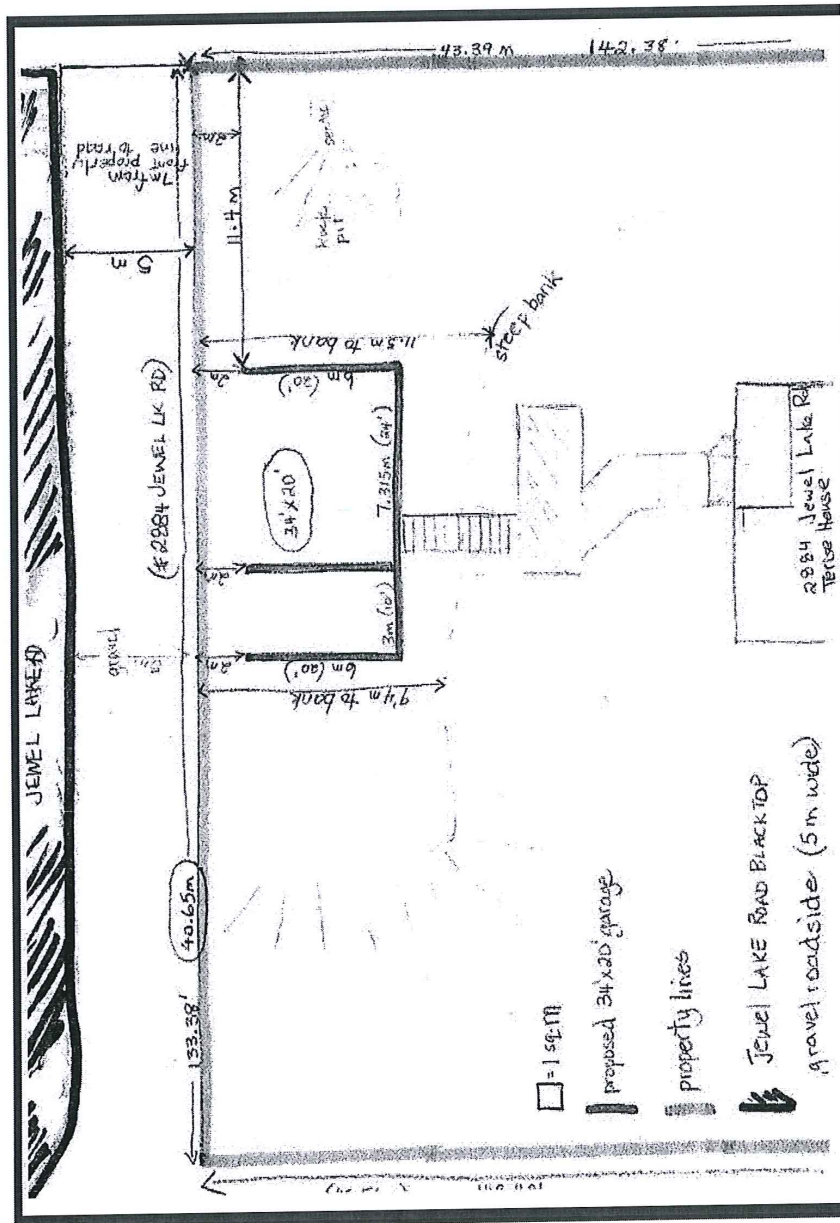


BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

Permit/File Number: 2018-02883

Office: West Kootenay District



Page 3 of 3



STAFF REPORT

Date:	August 30, 2018	File #:	C-3063s-07038.000 / 597-18V
To:	Chair Russell and members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit Application – Walls		

ISSUE INTRODUCTION

Sharon and Patrick Walls have applied for a Development Variance Permit to construct a single family dwelling within the front parcel line setback of East Lake Drive, and within the setback from the natural boundary of Christina Lake (*see Site Location Map*).

This application was not reviewed by the Advisory Planning Commission (APC) due to a scheduling conflict.

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Sharon Walls
Agent	Patrick Walls
Location:	3173 East Lake Drive
Electoral Area:	Electoral Area 'C' / Christina Lake
Legal Description(s):	Lot 3, Plan KAP10615, DL 3063s, SDYD
Area:	±769m ² (0.19 acres)
Land Use Bylaws	
OCP Bylaw No. 1250	Waterfront Residential
Zoning Bylaw No. 1300	Waterfront Residential 2 (R2)
Development Permit Area	Environmentally Sensitive Waterfront Development Permit Area

The property abuts Christina Lake, north of English Point. As with most lots in this area, the lot is divided by East Lake Drive with the portion between the lake and East Lake Drive being considerably smaller than the up slope portion. The portion of the subject

Page 1 of 5

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property between East Lake Drive and Christina Lake is located entirely within the 200-year floodplain. As per the RDKB Floodplain Bylaw, any habitable floor must be at a minimum elevation of 448.2 metres and be at least 7.5 metres from the natural boundary of Christina Lake.

There currently is a retaining wall installed along the lakefront portion of the property, while there is no permanent dwelling.

Within the Waterfront Residential 2 (R2) Zone, the setbacks for a principal building are:

Front	4.5 metres
Exterior Side	4.5 metres
Interior Side	1.5 metres
Rear	7.5 metres
Natural Boundary of Christina Lake	7.5 metres

Previous Applications for Development Variance Permits

The RDKB Board of Directors approved a Development Variance Permit in January 2011 (402-11V) for the same variances in this application. Another Development Variance Permit was approved with the same variances in January 2016 (523-16V). The previous permits both lapsed since there was no construction activity within 2 years of the date of issue of the permit. When a permit lapses a new permit is required before construction can begin.

The applicants wish to construct a single family dwelling 9.1m X 6.1m (30' x 20') on the lake front portion of the lot, while the size of the lakefront portion of the lot is 13.4m x 15.24m (44' x 50').

When the first Development Variance Permit application was before the APC in March 2010, the APC expressed no concerns. At the Planning and Development Committee meeting (now Electoral Area Services Committee), and the Board of Directors meeting, concerns were raised with the accuracy of the natural boundary setback, the road right of way, and lake habitat. The application was referred back to the APC to consider concerns after the applicant had a new survey done to assess the location of the natural boundary.

The revised survey showed the natural boundary had changed from that originally established in 1919. The new natural boundary was re-established as the retaining wall on the property. This change increased the distance of natural boundary variance that was being requested. Although the size of the variance request changed as a result of the survey, the proposal did not. The applicants did not amend the size, location or siting of the cottage.

The Ministry of Environment (MoE) and Ministry of Transportation and Infrastructure (MoTI) were sent referrals for this revised survey plan. The MoE expressed concerns regarding:

Page 2 of 5

P:\PD\EA_'C'\C-3063s-07038.000 Walls\2018-09-DVP\Board\2018-08-30_Walls_DVP.docx

- The presence of Kokanee shore spawning habitat
- Limited riparian area that will remain and challenges in retention of vegetation
- Potential impacts on habitat and vegetation if the retaining wall requires repair or replacement in the future.

The MoTI noted that applications would be required for developing within 4.5 metres of a public highway and any piping for a septic system to cross a public highway.

During the January 27, 2011 Board of Directors meeting Development Variance Permit 402-11V was approved subject to *"...the applicants obtaining a Biologists Report from a qualified professional to address the concerns raised by the Ministry of Environment and subject to any concerns which may be expressed by adjacent property owners..."*.

When the second Development Variance Permit application was reviewed by the APC in 2016, the APC had no comments and recommended support of the application. During the referral process for the 2016 application a concern was noted by a neighbouring property owner about road access and driving over a sewer pipe on private property. The 2016 board approval did not include the requirement of a biologists report.

Any work on the property near or within the lake may require an application to the provincial government for works in and about a stream (a section 11 permit as per the *Water Sustainability Act*).

PROPOSAL

The applicant seeks a Development Variance Permit to allow them to construct a single family dwelling within the front property line and the natural boundary to Christina Lake (which is also the rear yard) of the portion of the property between East Lake Drive and Christina Lake (*see Subject Property Map*).

The applicant requests the following:

- To decrease the setback from the natural boundary of Christina Lake from 7.5m to 3.17m - a variance of 4.33m.
- To decrease the front parcel line setback from 4.5m to 0.5m - a variance of 4m.

The applicants have noted that nothing has changed from their previous applications and request that statements and supporting information from previous applications be used for this application (see Applicant's Submission).

IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

The applicant asserts the requested variances are necessary to resolve a hardship. They assert the developable portion of the lot is quite small and suggest the portion of the property across the road is not appropriate for a dwelling due to topography. They propose constructing a septic tank on the lake side of the road, and pumping the effluent across the road to the upper level of the property.

The Applicant suggests their proposal will improve the development. Rather than a temporary or makeshift campsite, they assert a dwelling nestled on the lot, properly hooked to septic system, would improve the neighbourhood.

The potential negative impacts to neighbouring properties, including the lake have been a concern in the past. The applicants dispute the accuracy and degree of these concerns. Letters have been sent to neighbouring property owners advising them of the proposal and providing opportunity to comment.

If this Development Variance Permit is approved, the following permits are still required before construction can begin:

- A Site Specific Exemption to the Floodplain Bylaw, as the structure would be within the 7.5 metre floodplain setback (the floodplain elevation is 448.2M).
- A Development Permit as the entire property lies within the Environmentally Sensitive Development Permit Area (100 metres from the natural boundary of Christina Lake or a tributary).

A Development Variance Permit does not guarantee the approval of any other permit.

The RDKB has not received copies of approval, or confirmation that an application has been made to the Ministry of Transportation and Infrastructure (MoTI) for construction within 4.5 metres of a public highway.

ADVISORY PLANNING COMMISSION (APC)

Due to a scheduling conflict, the Planning and Development Department was unable to prepare an APC report. Although this application was not submitted to the APC, the requirements of the *Local Government Act* have been maintained for notification with a Development Variance Permit application and this application is also compliant with the RDKB Fees and Procedures Bylaw. Comments by the APC for the previous Development Variance Permit applications on this property have been summarized in this report.

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Patrick Walls on behalf of Sharon Walls to allow for a decreased front parcel line setback from 4.5m to 0.5m - a variance of 4m and a decreased setback from the natural boundary of Christina Lake from 7.5m to 3.17m - a variance of 4.33m to construct a single family dwelling on the

property legally described as Lot 3, DL 3063s, SDYD, Plan 10615, Electoral Area 'C'/Christina subject to permission from the Ministry of Transportation.

ATTACHMENTS

Site Location Map

Subject Property Map

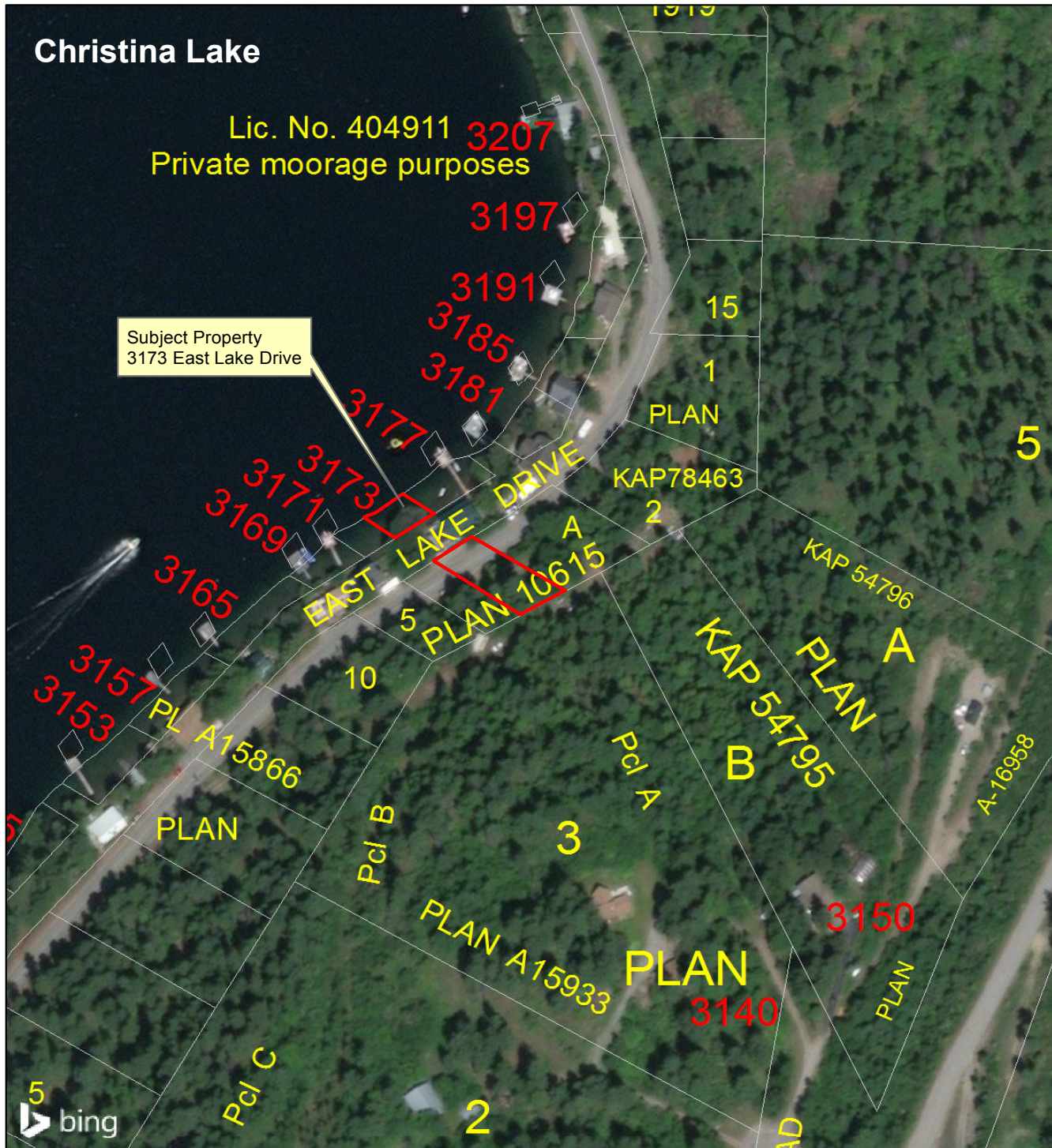
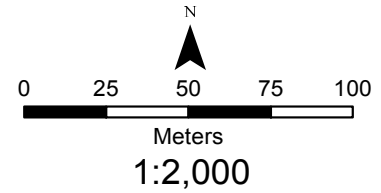
Applicant Submission



Date: 8/13/2018

Site Location Map

Lot 3, Plan KAP10615
District Lot 3063S
Similkameen Div of Yale Land District



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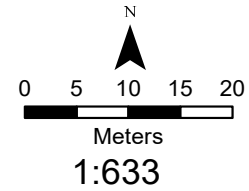
Date: 2018-08-13

Subject Property Map

Lot 3, Plan KAP10615

District Lot 3063S

Similkameen Div of Yale Land District



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APPLICANT SUBMISSION

C-30635-07038.000

July 13, 2018

Ken Gobeil
Planner
Regional District of Kootenay Boundary
201 - 843 Rossland Avenue
Trail, B.C. V1R 4S8

Dear Ken:

Re: Development Variance Permit Application
3173 East Lake Drive, Christina Lake, B.C.
LOT: 3, DL 3063s, SDYD, Plan 10615

Further to your instructions by email (June 19, 2018) and my discussions with Donna Dean, Manager of Planning and Development, please find attached the necessary application, supporting documents, and fees for a **Development Variance Permit** as noted above. Unfortunately, our DVP expired on January 28, 2018, necessitating this re-application.

We have twice been granted our DVP request by the RDKB Board of Directors (2011 and 2016). We now have the financing in place to proceed with our cottage construction. We are in planning discussions with our contractor, and we have an agreement in place with the engineer who will plan and oversee the installation of the septic system.

There is no change (from our previous applications) in this submission. This request is exactly the same as our original DVP application. If the RDKB grants our DVP, we will proceed with the Development Permit and Floodplain Exemption applications.

The necessary documents and fees are attached. Please advise if you require any additional information at this time.

Yours sincerely,



Patrick and Sharon Walls

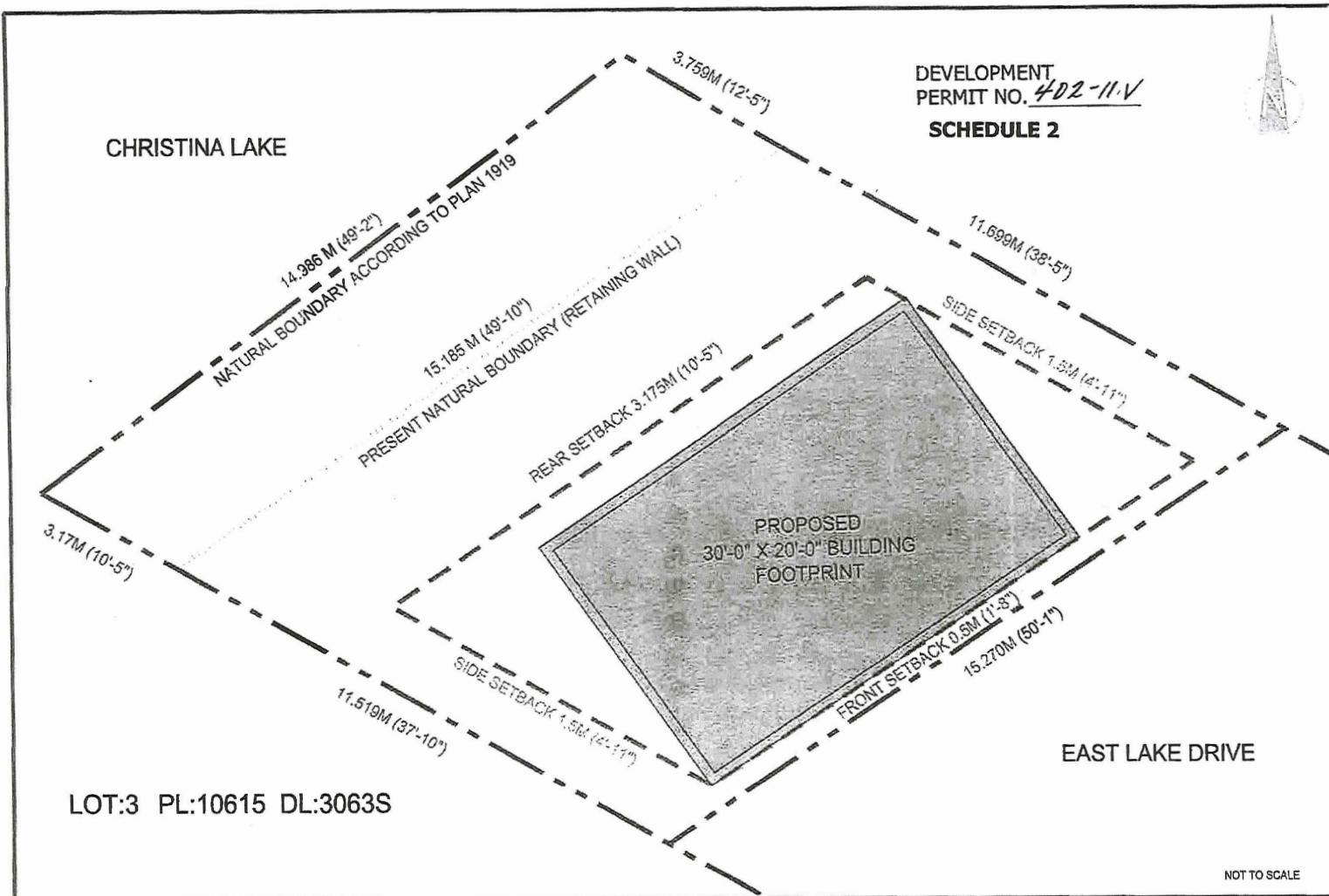
Copy: Donna Dean
Grace McGregor

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

OUR ORIGINAL REQUEST FOR A DUP (2011) WAS GRANTED - AND
LAPSED. OUR SECOND REQUEST (JANUARY 2016) WAS ALSO GRANTED -
AND LAPSED. JANUARY 28/18. IN BOTH SITUATIONS WE DID NOT
HAVE FINANCING IN PLACE TO PROCEED WITH OUR DEVELOPMENT.
WE NOW HAVE OUR FINANCING IN PLACE AND ARE READY TO
PROCEED. WE HAVE DISCUSSED BUILDING PLANS WITH OUR
CONTRACTOR "DTM CONTRACTING," ROSSLAND, B.C. (JUSTIN TANGUAY)
HIS COMPANY WILL COLLABORATE WITH US IN APPLYING FOR THE
DEVELOPMENT PERMIT. WE HAVE ENGAGED "POINT ONE ENGINEERING"
TO OVERSEE THE DESIGN AND INSTALLATION OF THE SEPTIC SYSTEM
AND APPROPRIATE CONFORMANCE WITH THE FLOOD PLANE
BYLAWS.

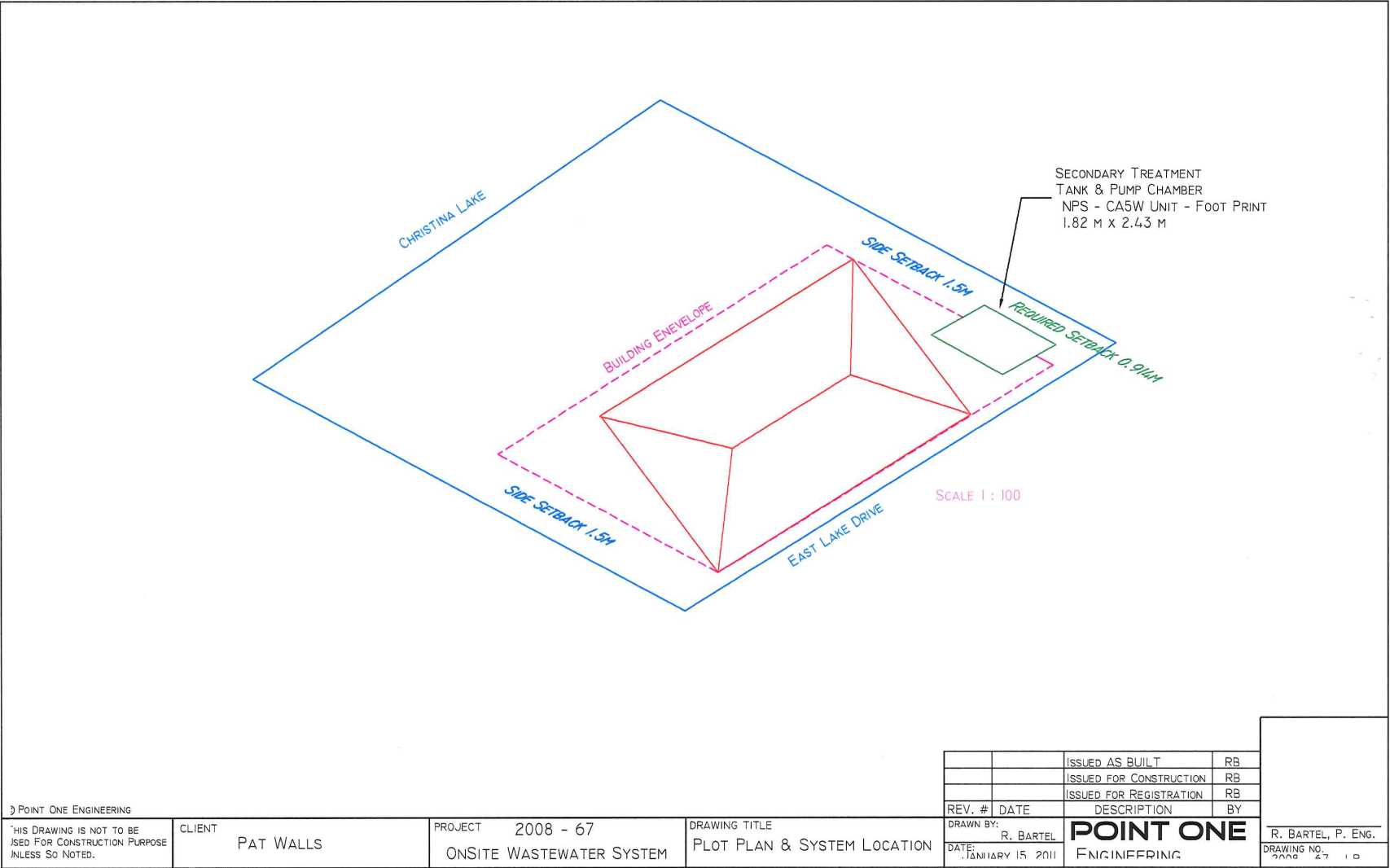
IT HAS BEEN OUR INTENTION TO BUILD A COTTAGE ON THIS
SITE (FOR MANY YEARS). THE PLAN WILL COMPLY WITH ALL
RDW13 BUILDING PERMIT GUIDELINES. WE ARE REQUESTING
THAT THE RDW13 CONSIDER THE EXACT SET-BACK VARIANCE
PROPOSAL THAT WAS GRANTED PREVIOUSLY.

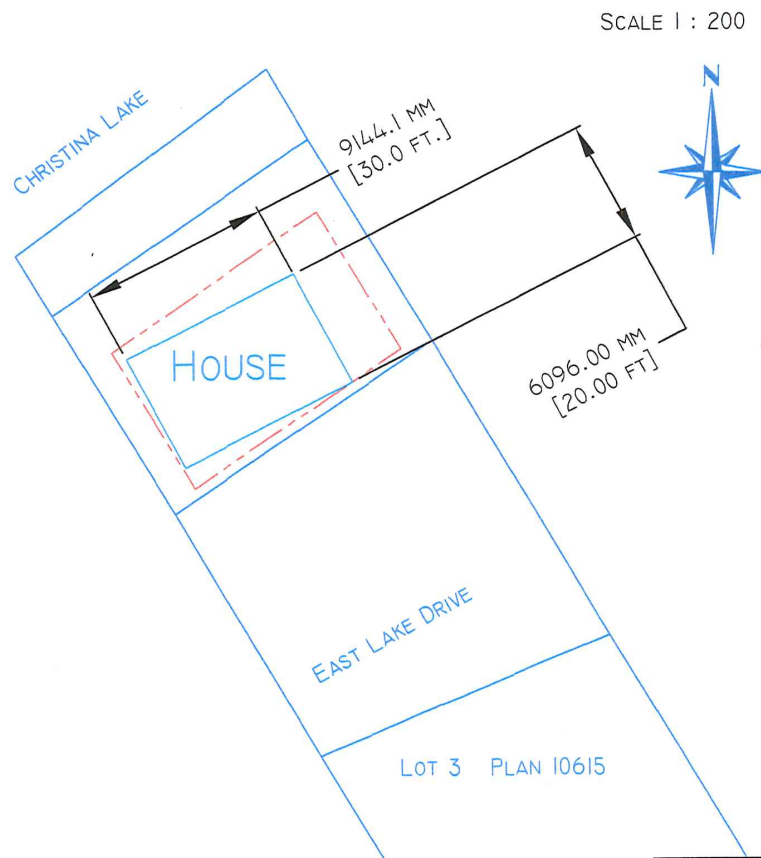
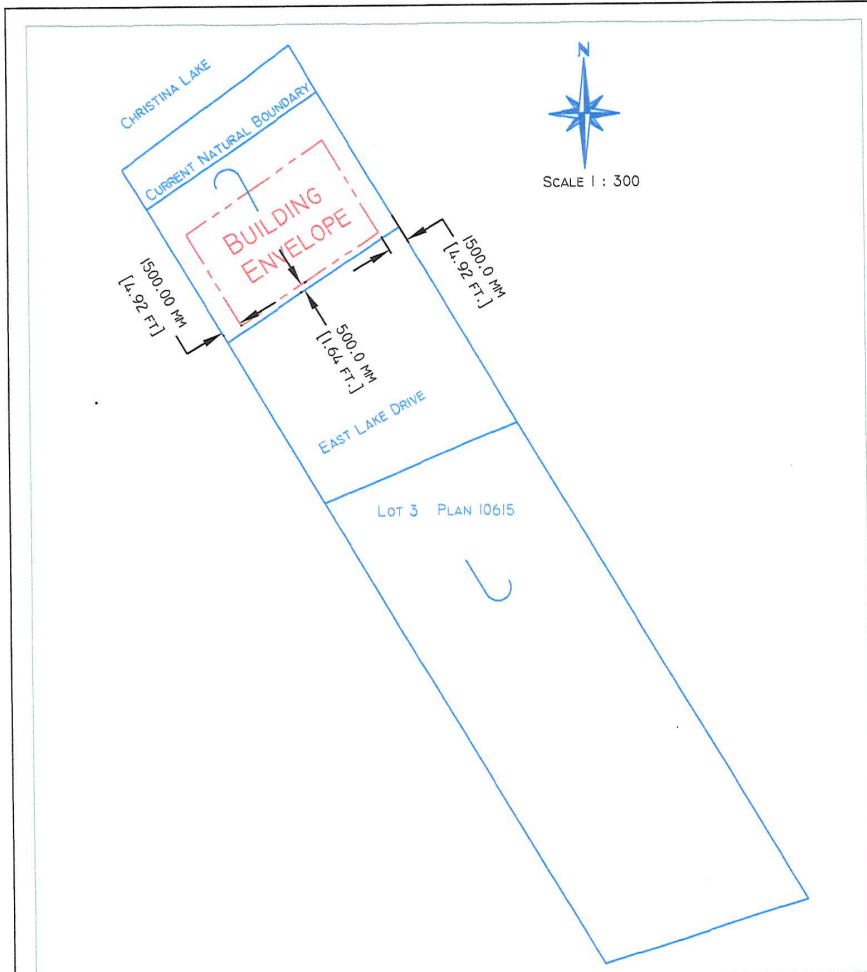
THANK YOU SO MUCH FOR YOUR CONSIDERATION



**PROPOSED AMENDED WATERFRONT RESIDENTIAL 2 ZONE SETBACKS -
FROM PRESENT NATURAL BOUNDARY (RETAINING WALL)**

ALL DIMENSIONS, LAYOUTS, & CALCULATIONS ARE APPROXIMATE & MUST BE VERIFIED ON SITE PRIOR TO ANY CONSTRUCTION.





POINT ONE ENGINEERING

THIS DRAWING IS NOT TO BE
USED FOR CONSTRUCTION PURPOSE
UNLESS SO NOTED.

CLIENT
PAT WALLS

PROJECT 2008 - 67
ONSITE WASTEWATER SYSTEM

DRAWING TITLE
PLOT PLAN & SYSTEM LAYOUT

REV. #	DATE	DESCRIPTION	BY
		ISSUED AS BUILT	RB
		ISSUED FOR CONSTRUCTION	RB
		ISSUED FOR REGISTRATION	RB
DRAWN BY:	R. BARTEL	POINT ONE ENGINEERING	
DATE:	JANUARY 10, 2011		

R. BARTEL, P. ENG.
DRAWING NO. 2008-67-03

C-3063s-07038-000

Applicants' Submission

December 8, 2015

Jeff Ginalias
 Planner
 Regional District of Kootenay Boundary
 201-843 Rossland Avenue
 Trail, B.C. V0H 1H0

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	DEC 10 2015
DOC #
REF. TO:
CC:

Dear Jeff:

Re: **Development Variance Permit Application**
3173 East lake Drive, Christina Lake, B.C.
LOT: 3, DL 3063s, SDYD, Plan 10615

Further to our discussions and correspondence, please find enclosed the necessary application and fees for a Development Variance Permit as noted above.

Our original DVP, issued in January 2011, lapsed before we could commence construction of a cottage. We did, however, proceed within Department of Highways Permit/Guidelines, and within the original two year DVP window, to install the necessary pipes (under East Lake Drive) to accommodate future septic flow. This was completed under the direction of a P.Eng. (Pointe One Engineering) and a Christina Lake Gravel and Contracting Ltd.

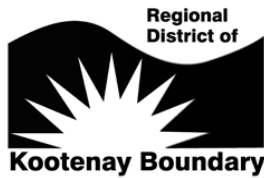
We did not have the necessary financing in place to continue with our building plans. Subsequently, the permit lapsed. We are now trying to put finances in place to continue with our original plans. FYI, we have completed the first phase of a building plan with a Trail, B.C. contractor. As well, we have continued to consult and plan the septic system with Pointe One Engineering.

The necessary application and cheque for DVP fee, as well as additional supporting documents are enclosed. Please advise if you require any additional information at this time.

Yours sincerely,



 Patrick and Sharon Walls



STAFF REPORT

Date:	August 30, 2018	File #:	D-363-02654.000 / 596-18T
To:	Director Russell and members of the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Temporary Use Permit - Darbyshire		

ISSUE INTRODUCTION

We have received an application for a Temporary Use Permit for a heavy machine repair shop, office and parking lot at 3345 Almond Gardens Road West in Electoral Area 'D'/Rural Grand Forks (see Site Location Map; Applicant Submission).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	Ronald Troy Darbyshire
Agent	Christopher Wendell of Porter Ramsay LLP
Location:	3345 Almond Gardens Road West
Electoral Area:	Electoral Area 'D'/Rural Grand Forks
Legal Description(s):	Lot 3, DL 363, SDYD, Plan 6263
Area:	2.36 hectares (5.84 acres)
Current Use(s):	Residence and machine repair shop (Kettle River Mechanical)
Land Use Bylaws	
Official Community Plan Bylaw No. 1555	Agricultural Resource 1
DP Area	NA
Zoning Bylaw No. 1299	Agricultural Resource 1 (AGR1)
Other	
ALR:	Entirely within
Waterfront / Floodplain	Kettle River

Page 1 of 3

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The subject property is located next to the Kettle River, west of Grand Forks. The parcel is entirely within the ALR. Surrounding properties share the same designations.

The property has a residence, and operates Kettle River Mechanical on the parcel; a heavy duty mechanical business that services commercial vehicles and construction equipment.

The business does not conform to the agricultural zoning for the parcel, nor does it conform with the Agricultural Land Commission (ALC) regulations for permitted uses on ALR land. This application is part of an attempt to legalize the existing use of the property temporarily until the business can be relocated. There have been applications to the ALC for non-farm use, and a bylaw amendment application in late 2017.

In a March 22, 2018 decision of the ALC, conditional approval was granted for the non-farm use of the property for Kettle River Mechanical (See, March 2018 ALC Decision). One of these conditions included the:

Successful application for a temporary use permit (to a maximum of two 3 year temporary use permits)

PROPOSAL

The applicant is requesting a 3 year Temporary use Permit for the continued operation of Kettle River Mechanical.

A Temporary Use Permit is a temporary permission for a use of property within a local government that is not permitted through land use bylaws. A Temporary Use Permit can be approved for a maximum term of 3 years, and renewed only once for another 3-year period, for a total of 6 years.

IMPLICATIONS

As a result of the March 22, 2018 ALC decision, the property owner has withdrawn the bylaw amendment application in order to pursue the Temporary Use Permit.

Objectives and policies for the 'Agricultural Resource 1' designation do not include any relevant provisions for industrial development on ALR lands. However, section 19.4.7 of Agricultural Resource Policies does note the RDKB will consider support for non-farm use "*...if the proposed land use supports and is beneficial to agriculture and no other suitable land is available.*"

The 'Agricultural Resource 1 (AGR1)' zone does not allow the service of motorized vehicles or sales of parts.

Temporary Use Permits are intended to not be precedent setting; granting one would not guarantee a three year extension. In the event this Temporary Use Permit, and an extension is supported and approved by the RDKB, the business would no longer be allowed to operate beyond the extension. This does not grant long term approval for the business, and a long term solution for the location of Kettle River Mechanical would

Page 2 of 3

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need to be found if the business is to continue operating after the maximum 6 years allowed with a Temporary Use Permit and extension (See, March 2018 ALC Decision).

ADVISORY PLANNING COMMISSION (APC)

The Electoral Area 'D'/Rural Grand Forks APC did not have quorum and as a result did not have a meeting in August 2018 nor submit any informal comments regarding this application. Although. They did suggest that it would be reviewed at their next meeting.

During the September 2017 APC meeting, the Non-Farm use referral from the Agricultural Land Commission was supported by the APC on the condition that the footprint of the non-farm area be limited to 0.2 hectares.

PLANNING AND DEVELOPMENT COMMENTS

In the interests of moving this application along, and the fact that there was support at the APC level in September 2017 the recommendation below is being made at this time.

RECOMMENDATION

That the Regional District Board of Directors approves the Temporary Use Permit application submitted by Christopher Wendell of Porter Ramsay LLP on behalf of Ronald Troy Darbyshire to allow for the operation of a heavy machine repair shop, office and parking lot on the property legally described as Lot 3, DL 363, SDYD, Plan 6263 , Electoral Area 'D'/Rural Grand Forks subject to the temporary use taking place within a 0.22 hectare portion described in ALC resolution number 93/2018 for application number 56675 and the use taking place between the hours of 7:00am and 7:00pm.

ATTACHMENTS

Site Location Map
Subject Property Map
March 2018 ALC Decision
Applicant Submission



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Document Path: P:\KG\Maps\YYYY-MM-DD_SLM_EA-DL-Roll-template.mxd

APPLICANT SUBMISSION

Schedule A

The property is located within the Agricultural Land Reserve as defined in s. 1 of the Agricultural Land Commission (ALCA). The property is located within zone 2 as defined in s. 4.2 of the ALCA.

The Applicant applied to the ALCA to retain a heavy machine repair shop, office and parking lot ("Kettle Valley Mechanical") on the property covering approximately 0.22 ha.

The ALCA approved the temporary use 0.22 ha of the Property for a heavy machine repair shop, office and parking lot (Kettle Valley Mechanical), subject to certain specific conditions set out on pages 6, 7 & 8 in the ALCA Decision of March 22, 2018 (attached for your reference).

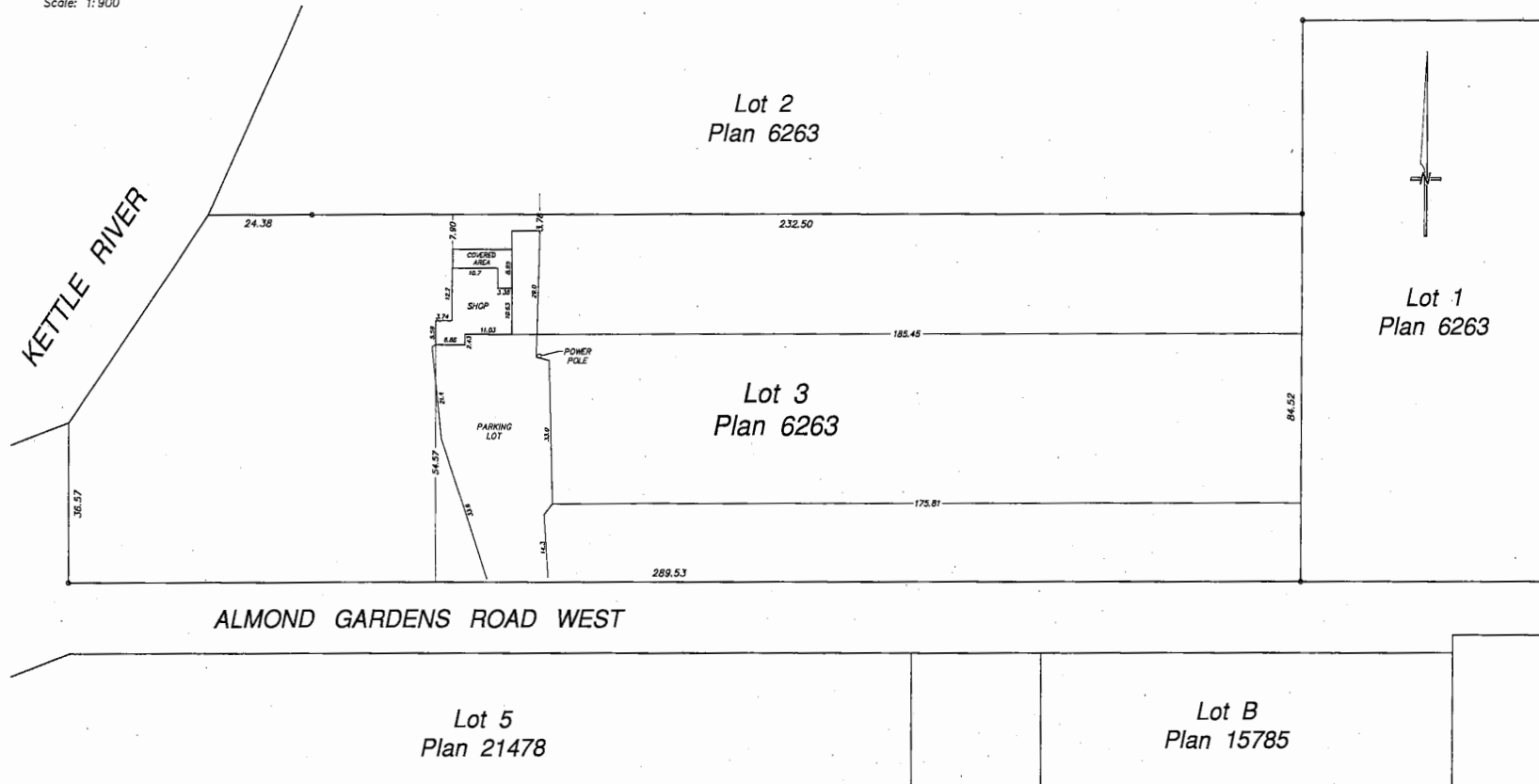
The Applicant is applying to the RDKB for a temporary use permit pursuant to the March 22, 2018 Decision of the ALCA.

APPLICANT SUBMISSION

CIVIC ADDRESS: 3345 ALMOND GARDENS ROAD WEST, GRAND FORKS, BC

LAND TITLE OFFICE PLANS: KAP6263, KAP21478, KAP45547, KAP53696

Distances shown are in metres and decimals thereof.
Scale: 1:900



The location of the features certified by the plan has been determined from existing survey monumentation and does not purport to be the location certified in relation to the property boundaries. The sketch shows within acceptable tolerances the size of the building(s) and property.

"This document is not valid unless originally signed and sealed."
This plan was prepared for mortgage and municipal purposes only and shall not be used to define property lines or property corners.

Certified correct this 28th day of February, 2018

Terry B Stewart CTech, RSIS
Certified Technician

BC Surveyors 1858 Klondike Court, Lake Country, B.C. V4V 1P2 Ph. 250-859-4653 E-mail: bcsurveyors@gmail.com File: 18-111 Porter Ramsay

APPLICANT SUBMISSION



Agricultural Land Commission
 133-4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000
 Fax: 604 660-7033
 www.alc.gov.bc.ca

March 22, 2018

ALC File: 56675

Chris Wendell
 DELIVERED ELECTRONICALLY

Dear Mr. Wendell:

Re: Application 56675 to conduct a non-farm use in the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #93/2018). As agent, it is your responsibility to notify the applicant accordingly.

Review of Decisions by the Chair

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the Commission) has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Riccardo Peggi at (Riccardo.Peggi@gov.bc.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'Riccardo Peggi', is written over a light grey, textured background.

Riccardo Peggi, Land Use Planner

Enclosures: Reasons for Decision (Resolution #93/2018)
 Schedule A: Decision Map
 Schedule B: Four Strand Barbed Wire Fence Specifications

cc: Regional District of Kootenay Boundary (File: D-363-02654.000)

Page 1 of 1

APPLICANT SUBMISSION



AGRICULTURAL LAND COMMISSION FILE 56675
REASONS FOR DECISION OF THE KOOTENAY PANEL

Non-Farm Use application submitted under s. 20(3) of the *Agricultural Land Commission Act*

Applicant: Troy Darbyshire

Agent: Chris Wendell, Porter Ramsay LLP

Property: Parcel Identifier: 004-750-772
Legal Description: Lot 3, District Lot 363,
Similkameen Division Yale District, Plan 6263
Civic: 3345 Almond Gardens Road, Grand Forks, BC
Area: 2.3 ha

Panel: David Zehnder, Kootenay Panel Chair
Ian Knudsen



OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA). The Property is located within Zone 2 as defined in s. 4.2 of the ALCA.

- [2] Pursuant to s. 20(3) of the ALCA, the Applicant is applying to the Agricultural Land Commission (the "Commission") to retain a heavy machine repair shop, office and parking lot ("Kettle River Mechanical") on the Property covering approximately 0.22 ha (the "Proposal").

- [3] The first issue the Panel considered is whether the Proposal will have an impact on the agricultural utility of the Property.

- [4] The second issue the Panel considered is whether there are any economic, social, cultural considerations, or regional and community planning objectives that contribute to the Panel's review of the Proposal taking into account the priority given to agricultural considerations.

- [5] The issues were considered in the context of s. 4.3 of the ALCA, which states:

When exercising a power under this Act in relation to land located in Zone 2, the commission must consider all of the following, in descending order of priority:

- (a) The purposes of the commission set out in section 6;*
- (b) Economic, cultural and social values;*
- (c) Regional and community planning objectives;*
- (d) Other prescribed considerations*

The purposes of the Commission set out in s. 6 of the ALCA are:

- (a) To preserve agricultural land;*
- (b) To encourage farming on agricultural land in collaboration with other communities of interest; and,*

ALC File 56675 Reasons for Decision

- (c) *To encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.*

EVIDENTIARY RECORD

- [6] The Proposal along with related documentation from the Applicant, Agent, Regional District of Kootenay Boundary (RDKB), Commission, and third parties is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.

BACKGROUND

- [7] In March 2007, the Applicant was granted a building permit from the RDKB to construct a 1750 sq. ft. workshop on the Property. The Applicant utilized the workshop to run Kettle River Mechanical, a business which repairs heavy trucks and machinery. In October 2012, the Applicant received notice from the RDKB that the use on the Property was in contravention of local bylaws and the ALCA. The Applicant subsequently submitted Application 53154 in early 2013 to the Commission.
- [8] In considering Application 53154, the Commission refused the application by Resolution #310/2013 on the grounds that the commercial business should be carried out on lands outside of the ALR on parcels not designated for agricultural priority. The Commission resolved to allow Kettle River Mechanical to continue on the Property for a further eighteen months (September 4, 2015) to give the Applicant time to relocate the business to a site outside of the ALR. The temporary approval was subject to the condition that the parking lot area of the shop be rehabilitated to an agricultural standard.
- [9] The Applicant claims to have been unable to find a new location and has continued operating Kettle River Mechanical on the Property beyond the eighteen month deadline conditioned by the Commission. On March 10, 2017, ALC Compliance and Enforcement staff issued a letter to the Applicant advising that the Applicant must cease the non-farm use



on the Property and complete the parking lot rehabilitation as conditioned in Resolution #310/2013. The Applicant appealed the Commission order pursuant to Section 55 of the ALCA. The Commission resolved to allow the Applicant to submit a new Application given the changes to the ALCA in 2014 which included the requirement for the Commission to consider economic, social, cultural considerations, and regional and community planning objectives along with agricultural considerations in Zone 2 (which includes the Kootenay region).

EVIDENCE AND FINDINGS

Issue 1: Whether the Proposal will have an impact on the agricultural utility of the Property.

[10] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the reassessment of the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system by Herb Luttmending which was provided to the Agent in the RDKB staff report. The improved agricultural capability rating applicable to the Property is Class 2, more specifically (2P).

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

The limiting subclass associated with this parcel of land is M (moisture deficiency).

Based on the agricultural capability ratings, the Panel finds that the Property has prime (Class 1-3) agricultural capability.

[11] The Panel finds that commercial uses are better suited to lands outside of the ALR. However, given that Kettle River Mechanical affects a relatively small portion of the Property, the Panel finds that the temporary use of Kettle River Mechanical on the Property will have a limited impact to the agricultural utility of the Property in the long-term.



[12] Kettle River Mechanical previously utilized a 0.3 ha parking area on the field directly east of the driveway. By Resolution #310/2013, the Commission required that the parking area be reclaimed to an agricultural standard. As yet, the Commission has not received sufficient evidence that the parking area has been reclaimed to an acceptable standard. For the continued use of Kettle River Mechanical, the Panel finds that the Applicant must remediate the parking area to an agricultural capability equal to or better than the improved agricultural capability rating applicable to the Property and ensure that the parking area will no longer be used as such.

Issue 2: Whether there are any economic, social, cultural considerations, or regional and community planning objectives that contribute to the Panel's review of the Proposal taking into account the priority given to agricultural considerations.

[13] The Application submits that *"without Kettle River Mechanical, farmers, loggers, other business owners, and the municipality of Grand Forks are forced to travel hours away for repairs and servicing" because Kettle River Mechanical "is the only heavy duty mechanic in the region who has the equipment and certification to perform certain work"*. The Application further states that *"Kettle River Mechanical is the only heavy duty mechanic in the area who services Diesel Engines, Caterpillar, Cummings and Detroit motors. It is also the only business that performs DOT inspections, and has the certification to repair Air Conditioning in vehicles of all size. Additionally Kettle River Mechanical is the only business in the area that has the proper equipment to engage in large truck repairs and Official Vehicle Inspections"*. The Panel finds that Kettle River Mechanical fulfills a function in the greater Grand Forks area by providing certain heavy duty mechanical servicing to several different industries. However, the Panel finds that, with the exception of farm machinery, none of the other industries that service machinery at Kettle River Mechanical justify the placement of the non-farm use in the ALR on lands designated for agricultural use. Yet, because Kettle River Mechanical services some members of the local agricultural community, the Panel is amenable to the temporary use on the Property to give the Applicant a chance to eventually relocate.



ALC File 56675 Reasons for Decision

[14] The operation of Kettle River Mechanical is not in compliance with the RDKB's Official Community Plan and Zoning Bylaw for the area. To continue the use, the Property would require an Official Community Plan (OCP) amendment and zoning bylaw amendment. At its meeting of September 21, 2017, the RDKB Board resolved to forward the Application to the Commission with a recommendation of support, subject to approval of OCP and Zoning Bylaw amendments to allow a truck and machinery repair and maintenance business on the Property.

[15] The Panel finds that the Property should not be permanently re-zoned or re-designated to commercial or industrial but should instead remain agricultural to avoid future non-farm use speculation on the Property. Instead, the Panel is amenable to the temporary operation of Kettle River Mechanical on the Property by way of a temporary use permit.

Weighing the Factors in Priority

[16] The Panel finds that the short term use of Kettle River Mechanical will not significantly increase the impact on the long term agricultural utility of the Property and the business fulfills a function in the agricultural and wider community by servicing certain types of heavy machinery. The Panel would like to ensure that the use will remain temporary and that it will not impact the remainder of the Property.

DECISION

[17] For the reasons given above, the Panel approves the temporary use 0.22 ha of the Property for a heavy machine repair shop, office and parking lot (Kettle River Mechanical) subject to the following conditions:

Reclamation of the Parking Area

- a. the 0.3 ha parking area depicted on Schedule A: Decision Map must be reclaimed to an agricultural capability equal to or better than the improved agricultural capability rating applicable to the Property (Class 2P);



ALC File 56675 Reasons for Decision

- b. a financial security in the form of an Irrevocable Letter of Credit (the "ILOC") in the amount of \$20,000 made payable to the Minister of Finance c/o the Agricultural Land Commission to ensure that the reclamation of the 0.3 ha parking area is completed in accordance with the conditions of this decision. For greater clarity, the Applicant will forfeit some or all of the ILOC upon failure to comply with any or all aspects of the conditions of approval contained herein;
- c. a closure report, prepared as per ALC Policy P-10: Criteria for Agricultural Capability Assessments, by a qualified registered professional for the Commission's review and approval, confirming that the 0.3 ha parking area depicted on Schedule A: Decision Map has been reclaimed to the pre-disturbance agricultural capability (Class 2P) or better. The closure report must be submitted to the Commission no more than 2 years from the date of this decision (i.e. after two growing seasons) to ensure that there are no ongoing issues with reclamation;
- d. release of the ILOC will be dependent on receipt of evidence that the reclamation is completed to a standard deemed satisfactory by the Commission. In this regard, the Commission will consider the closure report that must be prepared by a qualified registered professional and submitted to the Commission in fulfillment of condition b. above. Forfeiture of the ILOC will take place 6 months after the failure to provide the required evidence (i.e. 2.5 years following the release of this decision);

Machine Shop

- e. the construction of a four strand barbed wire fence for the purpose of buffering the 0.22 ha non-farm use area from the remainder of the Property located in accordance with Schedule A and constructed and maintained in accordance with Schedule B;
- f. photographic evidence of the construction of a fence for the purpose of confining the non-farm use activity to the 0.22 ha area;
- g. successful application to the RDKB for a temporary use permit (to a maximum of two 3 year temporary use permits);
- h. approval for non-farm use is granted for the sole benefit of the Applicant and is non-transferable; and,
- i. Conditions b and e, f and g must be completed within six months from the date of release of this decision (September 20, 2018).



ALC File 56675 Reasons for Decision

[18] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[19] These are the unanimous reasons of the Panel.

[20] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

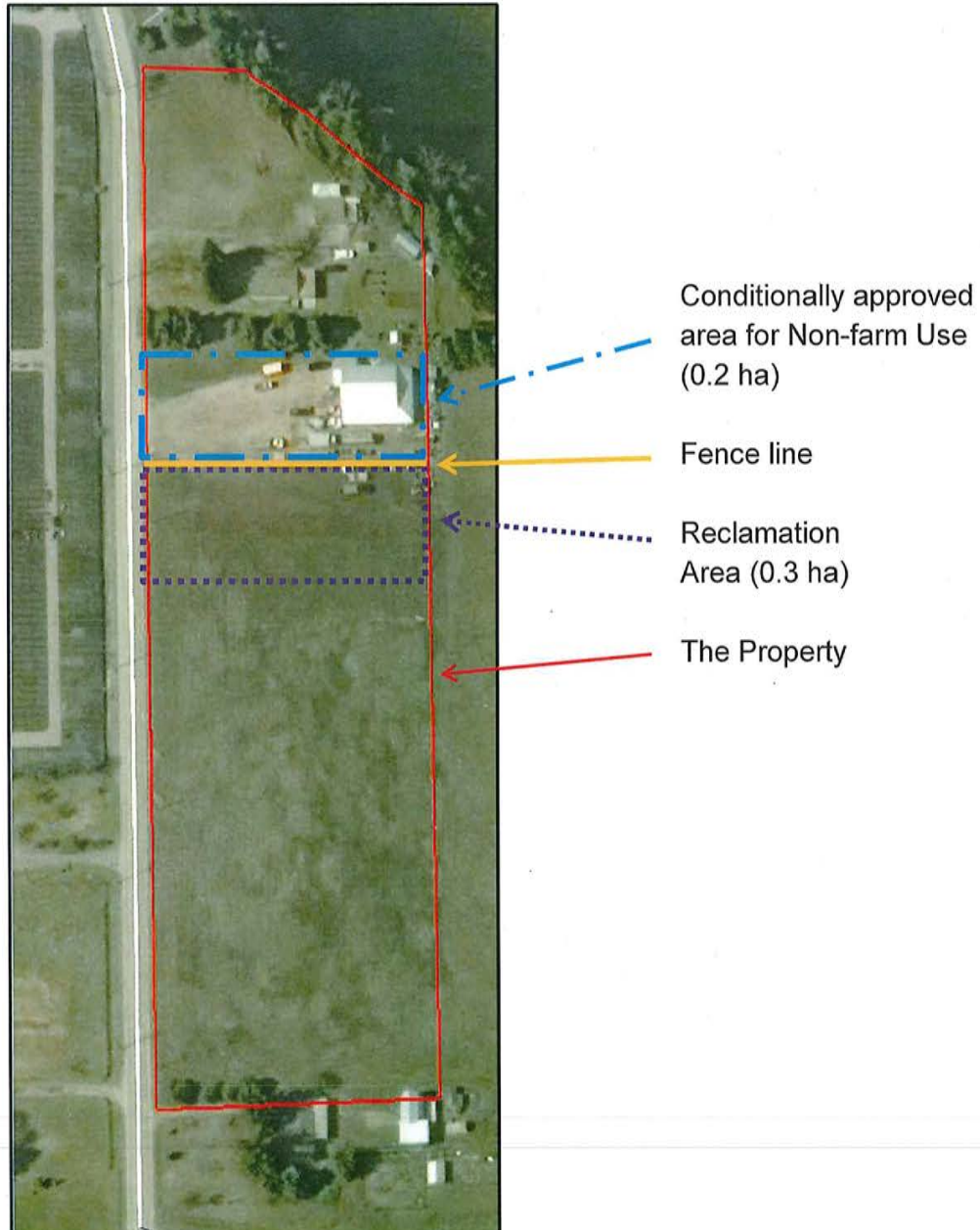
[21] Resolution #93/2018
Released on March 22, 2018

A handwritten signature in black ink, appearing to read 'D. Zehnder', is positioned above the printed name.

David Zehnder, Panel Chair
On behalf of the Kootenay Panel



Schedule A: Agricultural Land Commission Decision Map
ALC File 56675 (Darbyshire)
Conditionally Approved Non-farm Use
ALC Resolution #93/2018



Schedule B



Ministry of Forests,
Lands & Natural
Resource Operations

FOUR STRAND BARBED WIRE FENCE SPECIFICATIONS

No set of fence specifications will cover all situations. The intent is to construct a good, serviceable fence. Practices and use of materials outlined below are expected to be followed and any deviation from these specifications must be discussed with and approved by a Ministry representative.

Materials and or fence components may be sampled and items failing to meet specifications will be required to be removed and replaced at the contractor's expense.

Posts:

Fencelines shall be constructed in a straight line between braces. A straight line can be achieved by driving line posts along a pre-tensioned line (Diagram 1). Posts must be set perpendicular to ground (right angles to the fence wires).

Line posts, 2.1 m x 10-12 cm (7 foot x 4-5 inches), will be "planted" a maximum of 5.5 m (18 feet) apart. They must be No. 1 grade pressure treated fir, pine or cedar and not less than 10 cm (4 inches) in diameter or as otherwise specified by the Ministry representative. All posts must meet MOTI treated post guidelines (Section 909 - Treated Post Guidelines, Appendix 2 for more detail).

Line posts are to be dug in or driven a minimum of 81 cm (32 inches) deep. Tops must **not** be cut off of fence posts unless specifically allowed in writing by Ministry representative. Cut tops must be treated with a copper sulfate mix. In boggy areas posts will be 2.4 m x 12-15 cm (8 feet x 5-6 inches) "planted" 1.22 m (48 inches) or if 2.1 m x 10-12 cm (7 foot x 4-5 inches) posts are used they will be planted 102 cm (40 inches) and spaced no more than 4.27 m (14 feet) apart. In extremely wet areas, every second seven foot post will be deadmanned.

Care should be taken to plant a post at each knoll top or draw bottom to ensure that the bottom wire stays between 38 cm to 46 cm (15-18 inches) above ground. Dip posts must be "deadmanned" (Diagram 10). Deadmans should not extend into the right-of-way so not to interfere with livestock or wildlife. Post spacing and location may need to be adjusted or the right-of-way may need to be levelled out if bottom wire exceeds 46 cm (18 inches).

Anchor, gate, corner panels, type I and type II brace assemblies are to be installed using 2.4 m x 12-15 cm (8 feet x 5-6 inches) posts driven 1.1 m (44 inches) deep.

Jack posts and A-frame posts may be constructed where it is impossible to set a post. Treated posts or rails must be used for construction of the jack posts (Diagram 12). Sufficient weight (ie. rocks) +/- 300 lbs (136 kg) must be added to the jack post platform to ensure stability. Cut ends exposed while constructing Jack posts and A-frames must be treated with a copper sulfate mix.

Heavy metal fence posts may be used only in locations pre-approved by the Ministry representative. Where it has been determined that treated posts cannot be “planted”, a 6 foot, heavy metal post weighing 1.25 pounds per foot may be used. Where metal posts are being used for other reasons than ground conditions and the inability to drive in a wooden post, a 7 foot heavy metal post weighing 1.25 pounds per foot must be used. Metal posts must be planted no more than 4.3 m (14 feet) apart and wired with a minimum of 12 ½ gauge galvanized wire. Metal posts must not be used for brace assemblies.

Braces:

The type of brace required is dependent on the change in direction shown on Diagram 2. Angles will be checked by Ministry representative to ensure the proper brace type is constructed.

Type I brace assemblies are best suited to 90 degree corners.

Hand tighten slack wire between brace posts on a type II, four post brace assembly (Diagram 4).

Alternative to the type II four post brace if approved by Ministry representative, is a three post brace with a “hip” (Diagram 4). “Hip” brace rail can be a 2.1 m x 10-12 cm (7 foot x 4-5 inch) rail. The Ministry representative may require the installation of two additional rails or barbed wire on the “hip” brace below the top rail to prevent structural damage to the brace by livestock.

The horizontal brace rail must be centered at 99 cm (39 inches) above the ground (between the top and third wire) and be a pressure treated 3.05 m optimum or minimum 2.95 m x 10-12 cm (10 feet or minimum 9 feet 8 inches x 4-5 inch) diameter (minimum) rail for adjustment between posts.

The horizontal brace rail must be secured with a minimum 20 cm (8 inch) Ardox spike (Figure 8) and it is recommended that a pilot hole is drilled to guide the spike through the post and into the rail and the spike should be driven flush.

No notching for the horizontal brace rail is allowed.

Counter (diagonal) bracing shall be constructed with high tensile smooth wire, doubled and twisted. A grapple brace kit can be used for counter bracing as directed by the Ministry representative. The counter brace should be located 5 cm (2 inches) above the ground to

prevent corrosion of the wire. All twitch sticks used for the counter bracing are to be pressure treated wood with a minimum 7.5 cm (3 inch) diameter x 60 – 90 cm (2 - 3 feet) in length. The twitch sticks must be resting and nailed or wired against the horizontal brace rail, on the opposite side of the barbed wire (Diagrams 3-7).

In-line brace (anchor) panels and gate brace panels may be built as a single panel. They must follow the same specifications outlined above (Diagrams 6-7). Diagram 7 is a more cost effective in-line brace. Anchor braces should be considered at knoll tops or draw bottoms where there is a significant change in slope.

In-line brace (anchor) panels to be installed a maximum of every 200 m (1/8 mile) or as directed by the Ministry representative using 2.4 m x 12-15 cm (8 feet x 5-6 inches) posts which are to be driven in 1.1 m (44 inches) (Diagrams 6 & 7). Proper wire tension is more difficult to achieve as the distance becomes greater between braces.

All type III braces for direction changes of less than 20 degrees are **not to be tied off**. This is the only brace structure that can use 2.1 m x 10-12 cm (7 foot x 4-5 inch) posts. This brace assembly should be placed on the low pressure side of the fence where possible and safe access for a quad or horse and rider **must** be maintained. Additional rails or barbed wire may be required on the “hip” to prevent damage to brace rail as directed by Ministry representative. If the fence is being constructed on a highway, the “hip” must be constructed on the grazed side of the right of way. A type III brace is strongest when constructed on the outside (preferred) angle of the fence. Ensure that counter bracing is done correctly.

Jack posts can only be used for brace structures where it is impossible to set a post and must be approved by the Ministry representative and be held down with sufficient weight (+/- 300 lbs) to ensure stability.

Wire:

Barbed wire must be 12 ½ gauge twisted double strand with a minimum breaking strength of 900 lbs. As directed by the Ministry representative it can be Canada Standard (**made in Canada**) or class one or three zinc coated (galvanized) wire. Class three wire **must** be used on barbed wire fences adjacent to highways or other roads where salt is likely to corrode the wire.

All barbed wire is to be pre-tensioned to 600 lbs and then released and stapled at 250-300 lbs per strand. All of the stretch must be taken out of the wire to prevent future loosening and sag.

Barbless 12 ½ gauge twisted double strand wire (Canada Standard or Class 1 or 3) may be required in areas with wildlife concerns and top and bottom wire heights set at 42 and 18 inches respectively. High tensile wire should not be used other than for counter bracing unless approved by a Ministry representative.

Wire is to be tied off at all brace panels, except type III. Barbed wire must be wrapped twice around the tie off post and stapled (Diagrams 3, 4, 6 and 7). Barbless wire must be wrapped three times around the tie off post and stapled.

Four strands of wire to be fastened to posts at heights of (Diagrams 3 - 8):

Number 4, top wire:	107 cm	(42 inches)
Number 3 wire:	79 cm	(31 inches)
Number 2 wire:	61 cm	(24 inches)
Number 1, bottom wire:	38 to 46 cm	(15-18 inches)

Staples:

Minimum 5 cm (two inch) barbed staples (maximum 10.5 gauge) are to be used exclusively for securing wire to posts. Staples should never be driven home. Always rotate the staple away from the slash cut side of the staple and when stapling rise or dip posts follow the procedure in Diagram 9.

Fencing staplers are acceptable when approved by Ministry representative. When using a fencing stapler wire must be fastened to line and brace posts with 5 cm (2 inch) barbed staples (9 gauge). Power stapling of droppers to fence and gates use 3.3 cm (1 ¼ inch) 10.5 gauge staples. If minor splitting occurs or dropper does not receive staple to required depth use tie wire to fasten droppers to wire. If major splitting occurs the dropper should be discarded and replaced with a new one.

Stays/Droppers:

Treated wooden or cedar stays/droppers shall be installed 2 per panel, equally spaced and must be 36 – 48 inches in length and 1 inch x 1.5 inches wide. Some situations may require 3 stays/droppers per panel and will be directed by Ministry representative. Wooden stays/droppers must be wired with No. 14-16 gauge wire or with loop ties of an appropriate length to all four (4) wires or attached using a power stapler as described above.

Wooden stays/droppers are to be attached on the opposite side of the stapled wire (put stay on same side of wire as posts). Wooden stays/droppers are not to be interwoven in barbed wire and must not touch the ground (Diagram 11). It is acceptable for stays/droppers to touch the ground in cases where they function to hold the weight of the fence (eg. heavy snow pack & gates) or as directed by the Ministry representative. Wooden stays/droppers must be structurally sound as determined by a Ministry representative.

Gates:

Gates are to be installed at any stock trail or roads blocked by the fence and/or at strategic locations designated by the Ministry representative. All barbed wire gates **must** be constructed with pre-tensioned wire. Mechanical gate closers (ie. Ty-ten) are to be used on all gates (Diagram 8). Chain and pry bar gate closers acceptable where approved by Ministry representative.

All gates must have a minimum clearance of 41 cm (16 inches) between the ground and the bottom rail/wire and have a 5.5 m (18 foot) opening or width approved by Ministry representative. Barbed wire gates must be constructed with minimum 7.5 cm (3 inch) treated end posts and a minimum of 5 wooden stays evenly spaced (Diagram 8).

Gates need to be visible, especially where moving livestock is important and should have a false panel of rails on either side. A brace must be installed adjacent to each false panel to stretch the next section of wire from.

A hinged gate to be installed as designated by the Ministry representative.

Other:

High visibility may be required in riparian areas and known game crossings. The Ministry representative will determine the type of high visibility fencing material to be used. See Appendix 1, General Requirements and Best Management Practices for Fence Construction.

Other general requirements and best management practices for fence construction can be found in Appendix 1, General Requirements and Best Management Practices for Fence Construction.

List of Materials:

Posts: All wooden posts and rails must be in accordance with CSA Standard O80.

Line posts	4-5" x 7' pointed
Brace posts	5-6" x 8' pointed
Brace rails: Type I & II	4-5" x 10'
Type III	4-5" x 7'
Twitch sticks	minimum 3" x 2-3'
Metal posts	6' (heavy duty, 1.25 lbs/foot) 7' (heavy duty, 1.25 lbs/foot)
Rock Jack posts	4-5" diameter post or rail cut to length
Jack post (A-frame)	4-5" diameter post or rail cut to length

Wire:

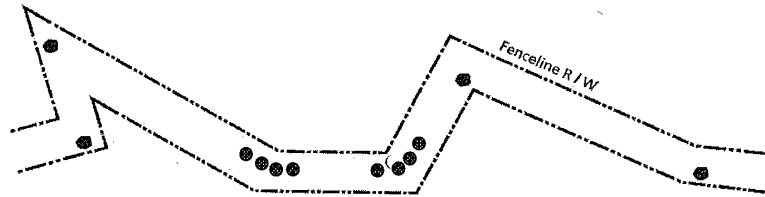
Barbed wire	Canada Standard (made in Canada) or Class I or III galvanized (as directed by Ministry representative)
Brace wire	High tensile smooth wire, doubled and twisted
Dropper ties	No. 14-16 gauge wire or loop ties Power fastening accepted upon approval

Other Hardware:

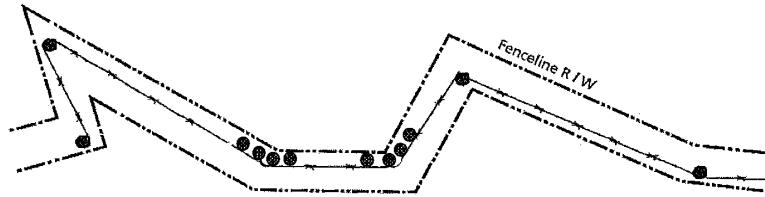
Staples: <ul style="list-style-type: none"> • for attaching barbed wire to posts • for attaching droppers to barbed wire (if using power stapler for attaching droppers) 	2" barbed (maximum 10.5 gauge) 1 ¼" 10.5 gauge
Brace spike	1 cm (3/8 inch) diameter x minimum 20 cm (8 inch) Ardox spike

DIAGRAM
1

HOW TO BUILD A STRAIGHT FENCE ON A CROOKED RIGHT-OF-WAY

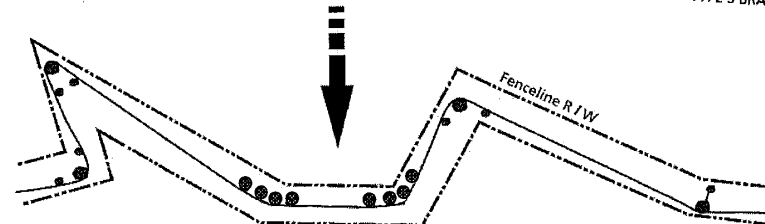
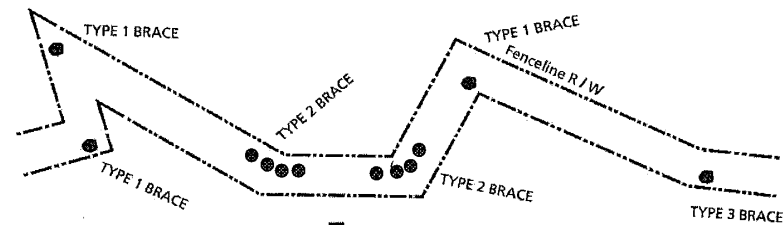


STEP 1: Drive Post on corner of right of way



STEP 2: Stretch one wire on the ground

STEP 3: Build the correct braces using the "Brace Finder"



STEP 4: Drive line posts to the stretched wire which is on the ground

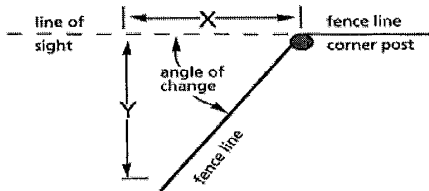
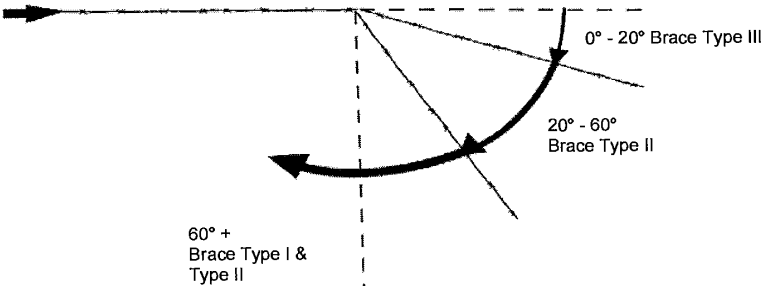
STEP 5: Stretch and affix wire

DIAGRAM
2

BRACE FINDER

When the fence changes direction, select the appropriate brace for the angle of the turn as follows:

- 0° - 20° Brace Type III
- 20° - 60° Brace Type II
- 60° + Brace Type I & Type II

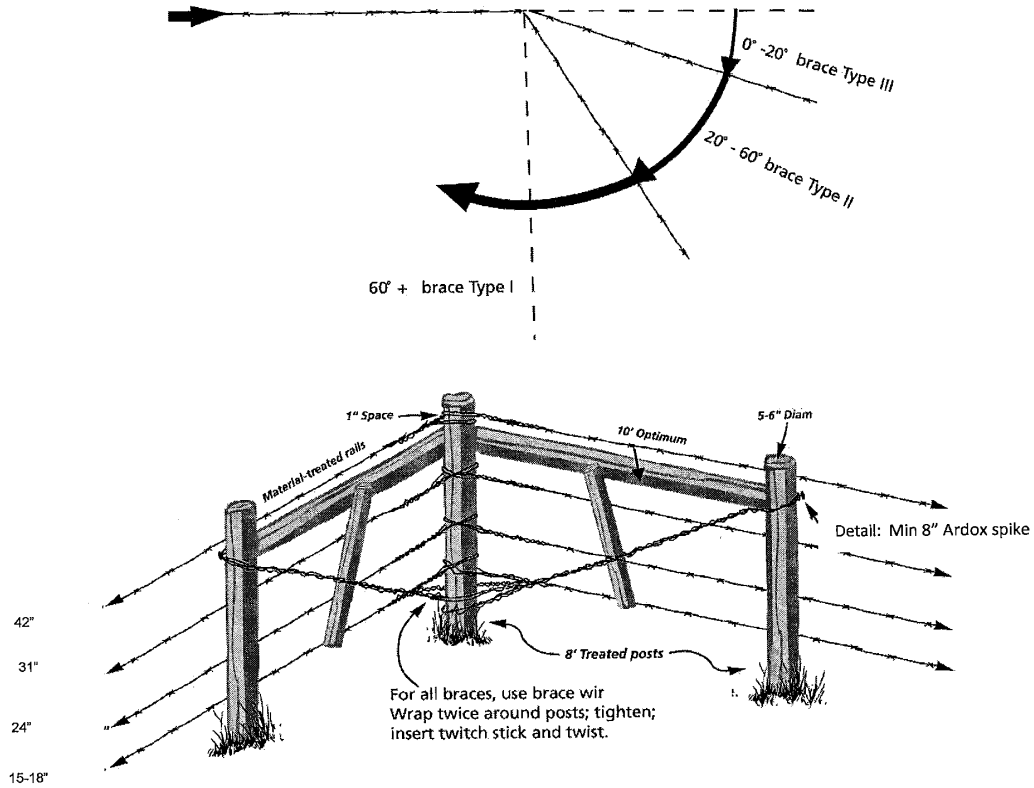


FOR X = 10 FEET	
Y	ANGLE
1 FT. 9 IN.	10°
3 FT. 8 IN.	20°
5 FT. 9 IN.	30°
8 FT. 5 IN.	40°
11 FT. 11 IN.	50°
17 FT. 4 IN.	60°

APPLICANT SUBMISSION

DIAGRAM
3

TYPE 1 BRACE ASSEMBLY (Most suitable for 90 degree corners.)



Wire Spacing for Four Strand Barbed Wire

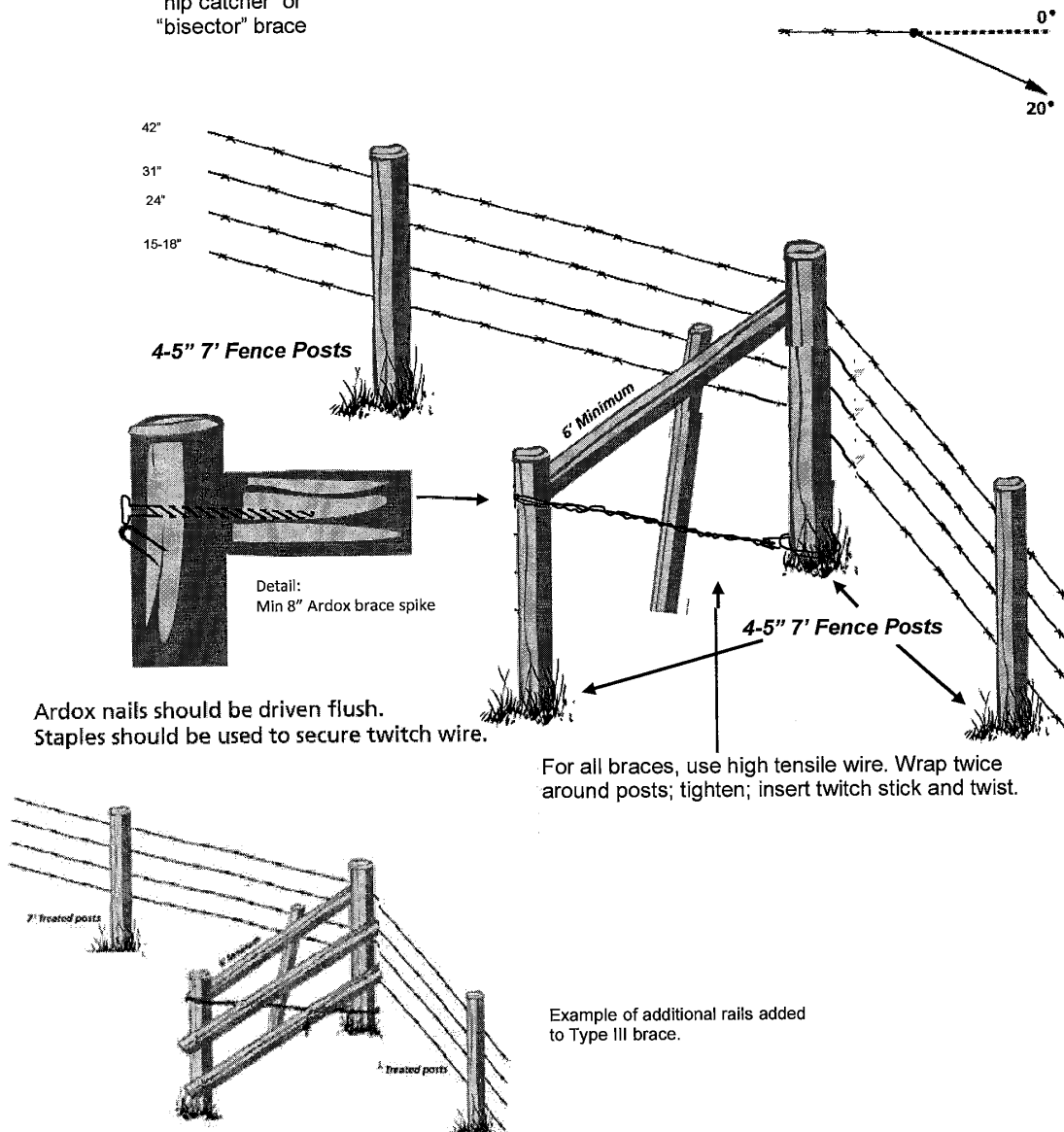
Number 4 Top Wire at 42"
 Number 3 Wire at 31"
 Number 2 Wire at 24"
 Number 1 Bottom Wire at 15"-18"

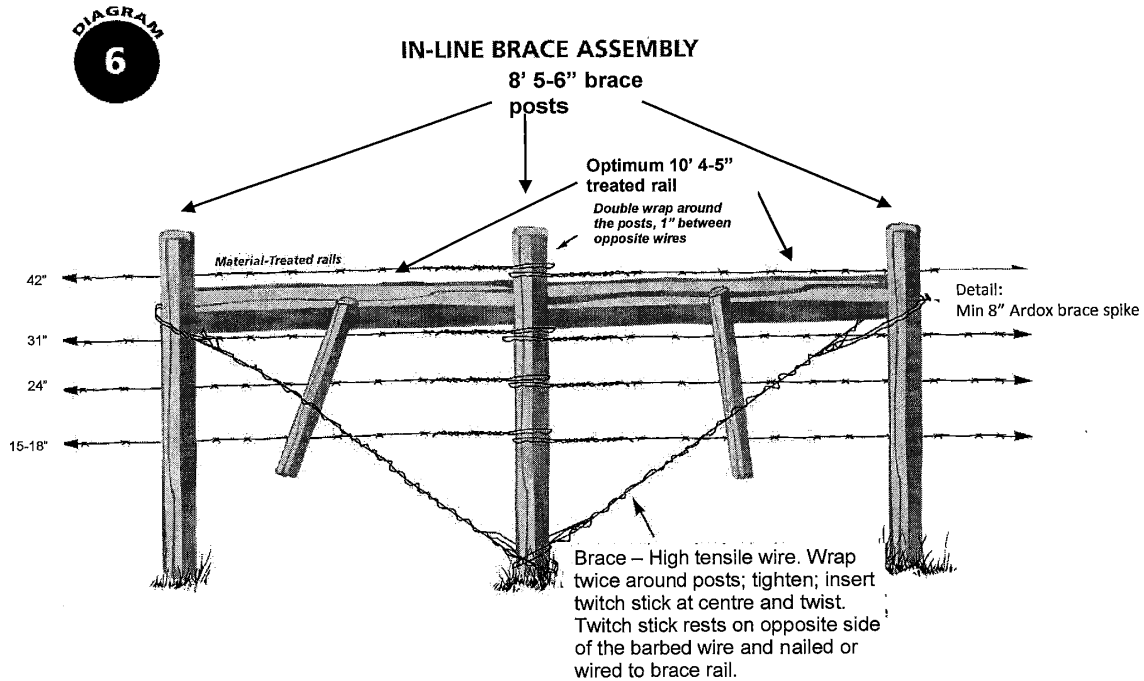
Page 259 of 353

DIAGRAM
5

TYPE III BRACE ASSEMBLY (0°-20°)

Known as:
"hip catcher" or
"bisector" brace

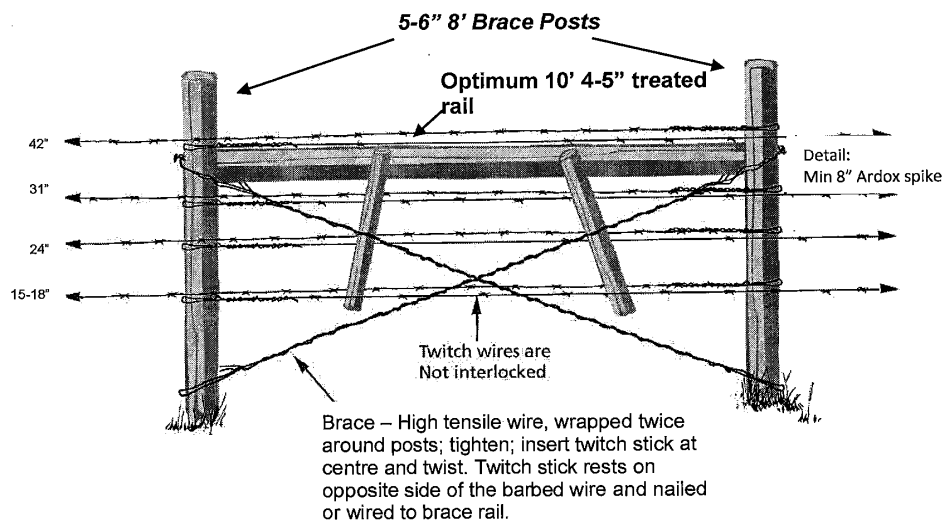




NOTE: This brace is to be used every 200m (1/8 mile) if the fence is running in a straight line. The longer the distance between tie-off points, the more difficult it is to achieve proper wire tension. Consider shorter distances between tie-off points to get all of the stretch out of the wire and achieve proper wire tension.

DIAGRAM
7

ALTERNATE IN - LINE BRACE ASSEMBLY



NOTE: This brace is to be used every 200m (1/8 mile) if the fence is running in a straight line.

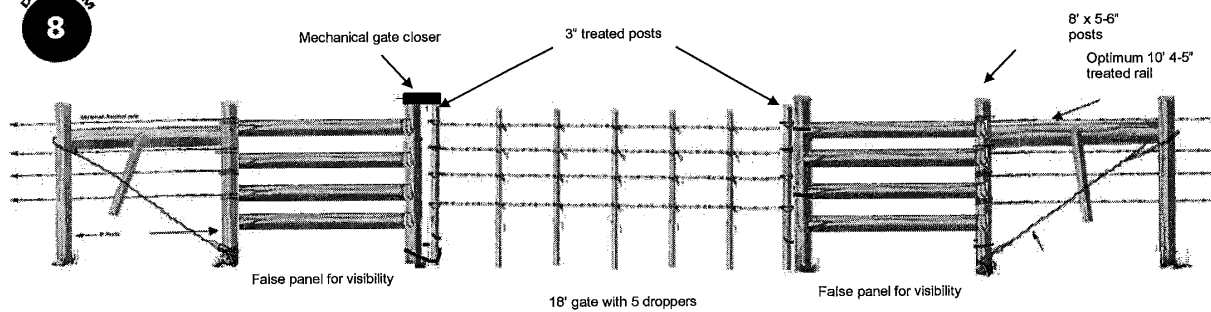
Wire Spacing for Four Strand Barbed Wire

Number 4 Top Wire at 42"
 Number 3 Wire at 31"
 Number 2 Wire at 24"
 Number 1 Bottom Wire at 15-18"

APPLICANT SUBMISSION

DIAGRAM
8

Anchor Brace Assembly for Gates and Cattleguards



Gate and cattleguard diagrams not to scale

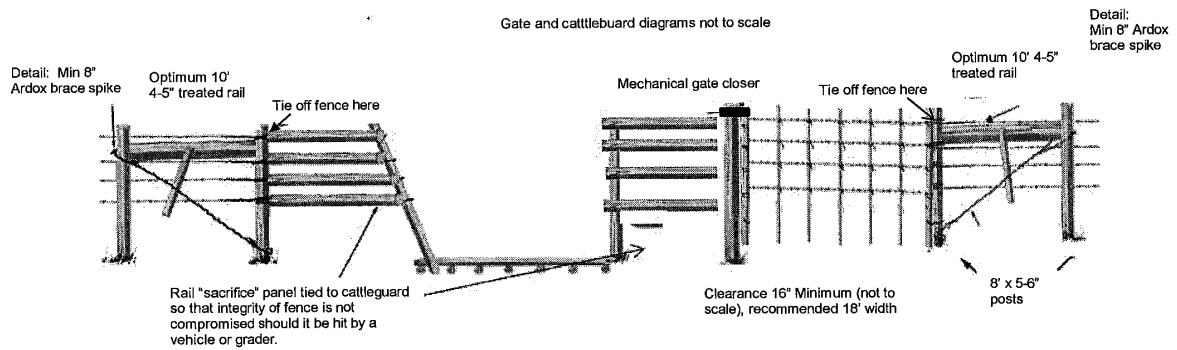


DIAGRAM
9**CORRECT STAPLING**

1. Staples should NEVER be driven home
2. Always rotate the staple AWAY FROM the slash outside of the staple
3. When stapling rise or dip posts follow procedure below

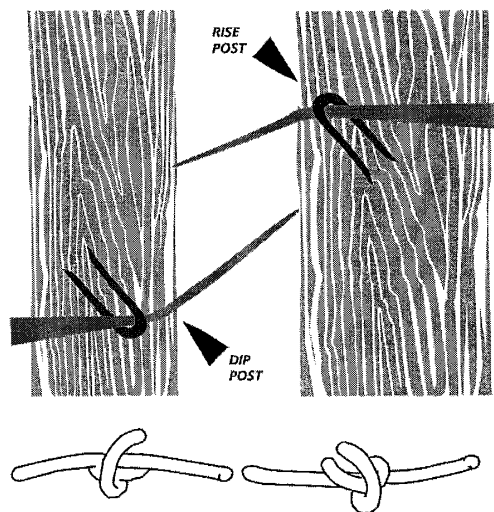


DIAGRAM
10

SIMPLE DEADMAN FOR DIP POSTS

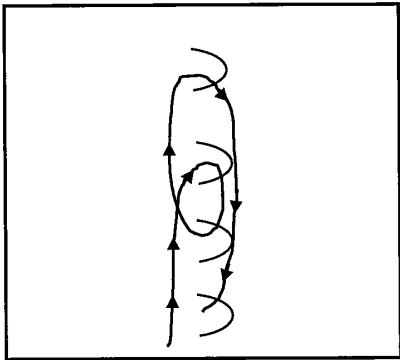
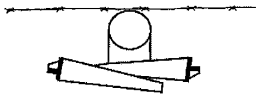
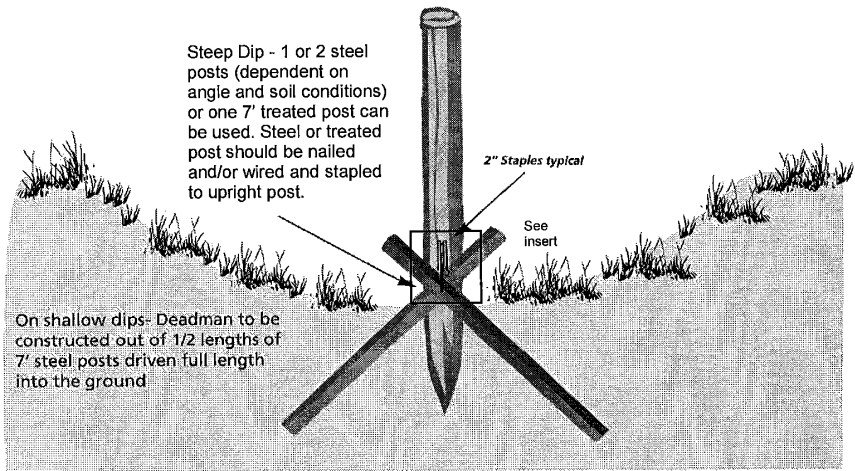
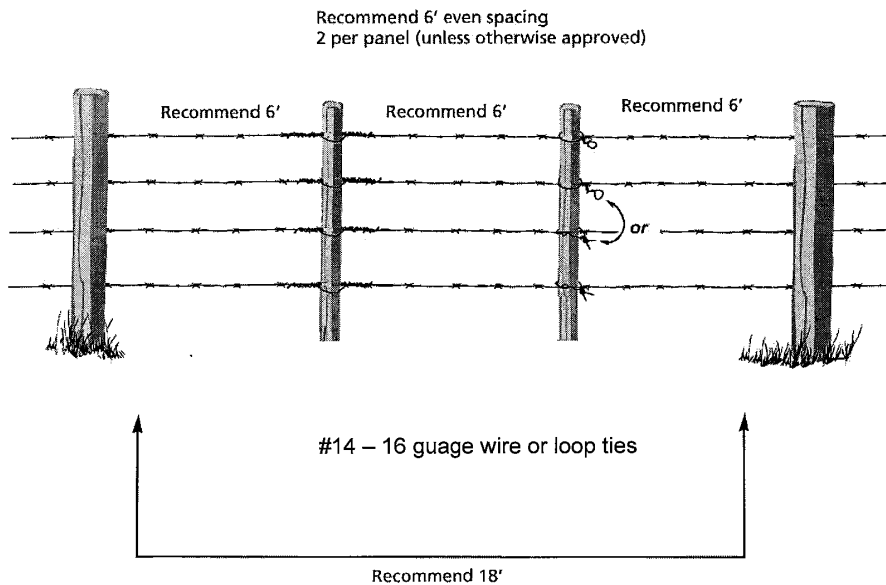


DIAGRAM
11

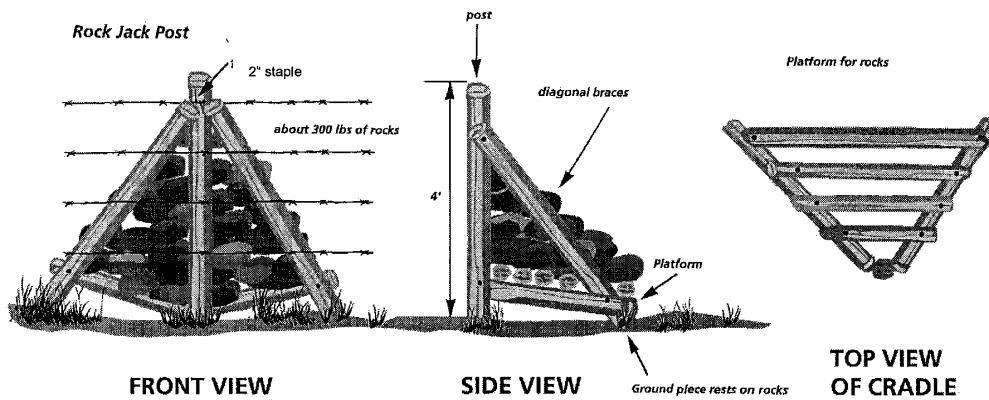
Proper Installation



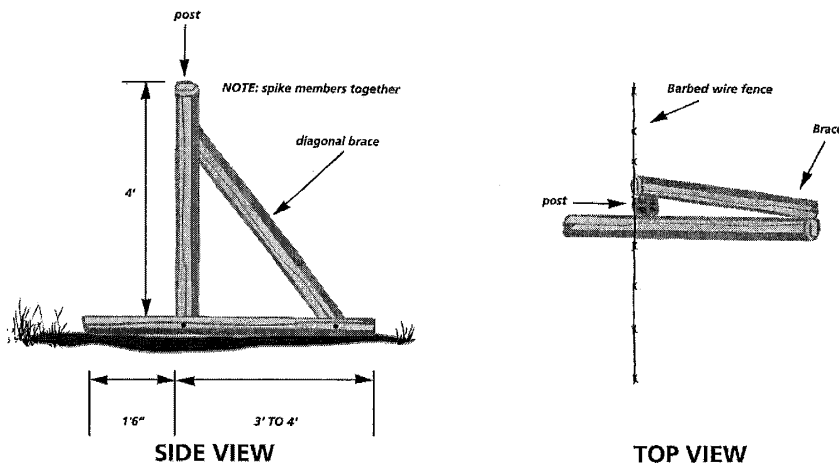
Wooden Stays are to be wired to each barbed wire strand (ie. In a four strand barbed wire fence, wooden stays are wired on four locations). Stays can be power stapled if approved by Ministry representative.

DIAGRAM
12

JACK POSTS (for area where it is impossible to set a post)



A-Frame



A second horizontal post on the ground on the opposite side of the vertical and diagonal post creates a cradle for rocks to provide additional support to an A-frame post (not shown in diagram).

Appendices:

Appendix 1 – General requirements and best management practices for fence construction

Appendix 2 – Treated Post Guidelines

APPLICANT SUBMISSION

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE

Certificate Number: STSR2576818

File Reference: 73766-1-71

PORTER RAMSAY LLP
 5000-505 DOYLE AVENUE
 KELOWNA BC V1Y 0C5

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at
<https://apps.ltsa.ca/cert> (access code 266643).

I certify this to be an accurate reproduction of title number **KX184446** at 09:21 this 20th day of July, 2018.



 REGISTRAR OF LAND TITLES



Land Title District Land Title Office	KAMLOOPS KAMLOOPS
Title Number From Title Number	KX184446 KM64191
Application Received	2005-12-22
Application Entered	2006-01-04
Registered Owner in Fee Simple Registered Owner/Mailing Address:	RONALD TROY DARBYSHIRE, MECHANIC 3345 WEST ALMOND GARDENS ROAD GRAND FORKS, BC V0H 1H4
Taxation Authority	Penticton Assessment Area Grand Forks Irrigation District

Title Number: KX184446

State of Title Certificate

Page 1 of 2

APPLICANT SUBMISSION

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE

Certificate Number: STSR2576818

Description of Land

Parcel Identifier: 004-750-772
Legal Description:
LOT 3 DISTRICT LOT 363 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 6263

Legal Notations

THIS TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND RESERVE ACT,
SEE AGRICULTURAL LAND RESERVE PLAN M11063

Charges, Liens and Interests

Nature: MORTGAGE
Registration Number: KX184447
Registration Date and Time: 2005-12-22 09:01
Registered Owner: GRAND FORKS DISTRICT SAVINGS CREDIT UNION

Nature: STATUTORY RIGHT OF WAY
Registration Number: LB54667
Registration Date and Time: 2007-05-15 11:24
Registered Owner: FORTISBC INC.

Duplicate Indefeasible Title NONE OUTSTANDING

Transfers NONE

Pending Applications NONE

This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).

Theresa Lenardon

From: is@rdkb.com
Sent: August-09-18 11:01 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Rally in the Beaver Valley (West Kootenay Road Runners Society), email address - 61smokey@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve, Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: Rally in the Beaver Valley (West Kootenay Road Runners Society)

Address: 3051 Highway Drive

Phone: 250-368-7675

Fax:

Email: 61smokey@gmail.com

Representative: Ian McLeod

Make Cheque Payable To: 2 charity groups listed below

Other Expenses:

Total Cost of Project: \$\$500.00

Amount Requested from
RDKB Director(s):

~~\$\$500.00~~

\$250

Approved by Director Grieve
Aug 10/18

What is the Grant-in-Aid for?

For donations to help 2 local charity groups as follows:

Women in Need Society

Generation to Generation Society

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

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Fax:

Email: 61smokey@gmail.com

Representative: Ian McLeod

Make Cheque Payable To: 2 charity groups listed below

Other Expenses:

Total Cost of Project: \$\$500.00

Amount Requested from
RDKB Director(s):

~~\$\$500.00~~ \$250

Approved by Director Worley Aug 10/18

What is the Grant-in-Aid for?

For donations to help 2 local charity groups as follows:

Women in Need Society

Generation to Generation Society

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Jennifer Kuhn

From: is@rdkb.com
Sent: July-29-18 3:06 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Columbia and Western , email address - jeremy@cuttingedgege.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: Columbia and Western
 Address: Box 3062 Castlegar, B.C. V1N 3H4
 Phone: 2503687608
 Fax:
 Email: jeremy@cuttingedgege.com
 Representative: Jeremy Nelson

Make Cheque Payable To: Columbia and Western Trail Society

Other Expenses:

Total Cost of Project: \$\$1875.00

Amount Requested from
RDKB Director(s):

\$\$1875.00

August 2/18.

Linda Worley - approved.

What is the Grant-in-Aid for?

Wheel Chair accessible concrete picnic table for Farron covered historic kiosk.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

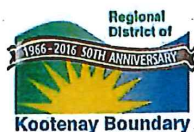
Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or fo@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area 'C/' Cristina Lake Director Grace McGregor	<input checked="" type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
---	---	---	---	--

Applicant:	* Katie Slastukin / Camilla Dupuis			
Address:	* Box 1534			
Phone:	* 250-442-9811	Fax:		E-Mail: * petslas@telus.net
Representative:	* Roly Russell			
Make Cheque Payable To:	* Katie Slastukin			

*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? \$ 1600. What amount are you requesting from this RDKB Director(s)? \$ 400.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

see attached proposal

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Boundary Community Futures		
Amount Requested: \$	800	Amount Secured: \$	400
Name of Organization	Grand Forks City		Approved by Director McGregor July 27/18
Amount Requested: \$	400	Amount Secured: \$	
Name of Organization			
Amount Requested: \$		Amount Secured: \$	
Date: 07/26/18	Applicant Signature	K/Slastukin	Print Name Katie Slastukin

Office Use Only
Grant approved by Electoral Area Director: _____
Approved by Board: _____

SUBMIT

DISCOVER THE BOUNDARY COUNTRY GEOCOIN CHALLENGE

KATIE SLASTUKIN
email: petslas@telus.net
cell: 250-442-9811

CAMILLA DUPUIS
email: gilpingirl@gmail.com
cell: 403-796-4260

GEO-COIN CHALLENGE

My name is Katie Slastukin and my daughter is Camilla Dupuis. We are geocachers.

Our plan is create a Geo-coin Challenge in the Boundary area, Christina Lake to Rock Creek. We would make and place about 25 geocaches at interesting and/or historic or cool places. It would take people at least 2-3 days to visit all the places, find caches, and complete the Challenge so they would either stay (camp/ motel) in the area or travel back again. They would need to find all the caches for the code word to fill in a "passport" in order to receive a geo-coin.

We are willing to volunteer our time and gas money to make and place the caches at the various interesting spots in the area, make the passports, and create the coins. We would like to purchase 100 geocoins.

We require \$1600 for the cost of creating the Geocoins and to purchase some geocache containers. We have thus far received some funding from Community Futures, we are still in need to meet our goal by August 1st. to order the coins.

We are asking you for \$400. We would put your name and logo on the passport as a sponsor.

Please reply by July 30, 2018.

Each coin represents an enthusiastic geocacher (or two or three), bringing tourist dollars to businesses in the Boundary. Thank you for your support.

Katie and Camilla

GEOCACHING

noun

1. the recreational activity of hunting for and finding a hidden object by means of GPS coordinates posted on a website.

Geocaching is a world-wide game with over 3 million active geocaches all over the world. There are several hundred caches between Christina Lake and Rock Creek.

Geocaching is a fun hobby, gets people outdoors, and takes you to some cool and interesting places that you might not have found otherwise. We have personally hiked up Observation Mountain, Harpold Mtn., Quartzite Mtn. (in Chewelah), snowshoed around Marshall Lake and up at Strawberry Summit, walked the rail grade from Eholt to Fisherman Creek Falls, and MANY other places.

Last spring we took a road trip with a couple of other geocachers, and travelled through Idaho, Montana, Lethbridge, Medicine Hat, Calgary and back home. We found many cool geocaches and amazing locations that were just a small distance off the road and we wouldn't have known they were there if we hadn't been geocaching!

Camilla and I have placed about 175 geocaches between the two of us. People from several different countries have found our caches. My most "found" cache is in Rock Creek with 108 different people logging it.

There are Geo-tours or challenges that give out a prize if you complete the challenge (find all the caches required). The prize is usually a trackable Geocoin, and is a coveted prize item for most geocachers. We have completed about 10 Geo-tours or coin challenges together, in Tri-Cities, Spokane, Colville, Kettle Falls & Area national parks, Pend Oreille County. Camilla has gone even further to geo-tours to receive some coin prizes, including; Ritzville, Seattle, the Olympic Peninsula, and Richmond. The difference between a Geo-tour and challenge is that a geo-tour is registered with Groundspeak at a cost of \$2500. US per year.



We have also attended events in Trail, Castlegar, Kelowna, Hope, Spokane, etc. to receive virtual souvenirs on our geocaching profiles. On January 27 we hosted an event in GF at Board Room Café and 15 people attended. Five of them came from Trail and Castlegar and a few more planned to come but chose not to risk the winter driving conditions. Most of the event attendees came for the main purpose of receiving their virtual souvenir, but an actual coin is at least 10X more enticing for geocachers.

Our plan is create a Geo-coin Challenge in the Boundary area, Christina Lake to Rock Creek. We would place 20-25 caches along the way for people to find, with a code word in each cache to prove they have found it. They would then write the code words on a "passport". Once their passport is completed, they would hand it in (or mail in) to claim a geocoin at the Grand Forks Visitor Centre.

These Geo-tours or challenges create a lot of extra revenue for the host city/area from tourists that travel to complete them. We know from the ones that we've attended, we usually spend one to three nights away to complete the tours. You'll have typically at least 2 people per coin (which is generally awarded one per household) coming into the area, some of them spending a night or two at a hotel/motel/campground, gas \$\$ to travel to find the geocaches, food/restaurants, shopping, etc.

Places that have Geo-tours or challenges love the extra tourists that are enticed into their areas to complete these tours. One in particular is the Pend Oreille County, which has had 2 Geocoin Challenges, and has had a huge increase of tourism to their area because of the tours. Many of these Geotour cities have done multiple years in a row because of the extra tourism increase from the abundance of visiting geocachers. Spokane is on their fourth Geo-tour in summer of 2018. Tri-Cities Geocoin Challenge is on its 9th year!

We are planning to have this in place by about September of this year. People can come at their own convenience when they would like to do the challenge. Once the geocaches are posted online on the "kick off" date, every geocacher across the world will be able to access them. We will have a Facebook page, as well as posts on several other geocaching group pages to get the word out. The

4

event will also catch the attention of many avid geocachers from the nearby areas (Kootenays to Kelowna) that would get alerts once the event is listed.

We will host a "Kick off" event at the beginning to hand out passports to people and a general "meet and greet" the cachers. The people can also print their own passports off the geocaching website or pick one up at the Visitor Centre if they don't attend the "Kick off".

People will have a year or two to complete the challenge or until all the coins are gone. We will maintain the caches until then.

We are willing to volunteer our time and gas money to make and place the caches at various interesting spots in the area, make the passports, and create the coins. I have talked to Dawsha Hunt at the Visitors Centre about having the coins there and she said they can do that. We would like to purchase 100 geocoins.

We need \$1600 for the cost of creating the Geocoins and to purchase some geocache containers.

Remember, each coin represents an enthusiastic geocacher (or two or three) bringing tourist dollars to businesses in the Boundary. We hope we can count on your support.

Thank you,

Katie and Camilla

DISCOVER THE BOUNDARY COUNTRY GEOCOIN CHALLENGE

Possible locations

1. O Wheeler truck at Rags Relics and Rutabagas -Rock Creek
2. Rock Creek- The Station (campground)
3. Mile Zero – Midway Museum
4. Midway Flag
5. Entwined Trees -- Midway
6. Boundary Falls
7. Greenwood Smokestack
8. Jewel Lake
9. Phoenix Cemetery
10. Marshall (Providence) Lake
11. Wilgress Lake
12. Son Ranch Museum
13. GF Viewpoint
14. Boundary Museum (Fructova School)
15. Saddle Lake
16. GF Flour Mill
17. Hummingbird Bridge (mineshaft?)
18. Granby Dam site
19. G. F. Station Pub
20. Observation mountain (Spirit Bench)
21. GF City Park
22. Cascade Falls
23. Christina Lake Trestle
24. Pot Holes- C Lake
25. C Lake CW Trail
26. C Lake view (around Texas Point)
27. Final- GF Info Centre

6

ACTUAL LOGS – On some local caches (spending \$\$ in the boundary)

- Dad missyfits supplied the backroads buggy to get cutekid2 and djash99 out *(from Trail)*
We were joined by the CO along with scottycat. Singing angel also joined after her arduous drive from Kelowna. This is a favorite series with all the neat ups and downs. Had lunch at the Dacha Cabin and finished the series. Topped the trip off with supper at the new **Japanese Restaurant** in Grand Forks. SL TFTC *(Series around Marshall Lake)*
- A new Geo-mobile for Mrs. Pirate meant that we HAD TO go on a road trip.....even a short one.....so we decided to take a drive over to Grand Forks. [8D]
We had such an enjoyable day.....the perfect way to celebrate the "First Day of Summer".....and if the hike wasn't enough fun we ended our day with a much deserved meal and refreshments at **the Station Pub.** ☺☺
Thanks for this cache that added to the awesomeness of this day of caching. [^]
Kootenay Pirates [B]] *(on Saddle Mountain)*
- Hubby and I made the trip from Kelowna to Greenwood this weekend to do some of the local caching trails so I could qualify for a challenge I have been working on. We started our caching day at 6:30am after a great breakfast at the **Copper Eagle Bakery**, and cached all the way through until 5pm. We then **stopped for another bite to eat** and headed home after an exhausting but fantastic day of exploring the backroads. I now qualify for the challenge, and I broke my own record for most caches found in one day! Thank you tippie100 for your contributions to the caching community and for helping me reach a caching goal today:-) Your hard work is very much appreciated!
- Mark and I left Coldstream early this morning before the traffic got moving. We came up over the mountain and stopped for breakfast with the lovely folks at **the Trading Co.** It was a superb brekkie. We rode back on the other side and put about 285 miles. It was a Grand Day Out! Happy caching! *(in Rock Creek)*
- We really enjoy doing the Tippie100 caches in the Greenwood area and it gives us a good excuse to stop at the **Copper Eagle** for a Mocha and a bakery treat. Today, we stopped at the Copper Eagle in the morning and then after caching the two new series by Tippie100, we went back to the **Pacific Grill** for lunch; another favorite place of ours to eat. We really enjoyed both the Motherlode and the Norwegian series today. Thanks for the fun, Tippie100!

MORE ACTUAL LOGS

- Hello dear Canadian friends and geocachers,
I'm from **Luxembourg, Europe**, a country which is much smaller than yours.
Your country is my very favourite destination for my holidays since a few years. I was here in 1993, 1994, 2011, 2013, 2015 and now again in 2017, but this is the first time since I start being a member of the geocaching community.
Many thanks for your cache which give me the opportunity to discover a new part of your country. Maybe see you on my roadtrip.
Best regards / Tuggi70 (at Wilgress Lake)
- On short trip to the lake, we have found the Cache. The mosquitos made it difficult.
TFTC and greetins from **Leipzig-Germany** - the lipsiatrucker1 (at Christina Lake)
- A pretty spot. Found while geocaching our way **from Lunenburg, NS to Vancouver**.
TFTC:) (in Midway)
- Smart hide...we saw many of them in Italy, so not so difficult to find! Found together with Scinscy and Sistawolla, TFTC and greetings from **Italy** (in Greenwood)
- Found with Vilham and RGJ1023 from **Toowoomba Australia**. After a bit of a search vilham (my youngest) found it. Then came the extraction! Working like a Nationals cheerleading team we were on the right track but still didn't have it in our grasp. This called for more height than the three of us could muster and a little help from artificial fingers. A great hide and has certainly opened up our cache type repatoir! A ❤️ for being so sneaky in such an open location. Tks for the challenge
- On our holiday together with tracenzo we found this cache. Thanks for the cache. 😊
Greetings from **Denmark**.

§

The History of Geocaching

On May 2, 2000, the great blue switch* controlling selective availability was pressed. Twenty-four satellites around the globe processed their new orders, and instantly the accuracy of GPS technology improved tenfold

On May 3, Dave Ulmer, a computer consultant, wanted to test the accuracy by hiding a navigational target in the woods. He called the idea the "Great American GPS Stash Hunt" and posted it in an internet GPS users' group. The idea was simple: Hide a container out in the woods and note the coordinates with a GPS unit.

The finder would then have to locate the container with only the use of his or her GPS receiver.

On May 3rd he placed a container, a black bucket, in the woods near Beavercreek, Oregon, near Portland.

N 45° 17.460 W 122° 24.800

Within three days, two different readers read about his stash on the Internet, used their own GPS receivers to find the container, and shared their experiences online. Throughout the next week, others excited by the prospect of hiding and finding stashes began hiding their own containers and posting coordinates. Like many new and innovative ideas on the Internet, the concept spread quickly - but this one required leaving your computer to participate.

Within the first month, Mike Teague, the first person to find Ulmer's stash, began gathering the online posts of coordinates around the world and documenting them on his personal home page. The "GPS Stash Hunt" mailing list was created to discuss the emerging activity. Names were even tossed about to replace the name "stash" due to the negative connotations of that name. One such name was "geocaching."

The Birth of Geocaching.com

For the first few months, geocaching was confined to existing experienced GPS users who already used the technology for outdoor activities such as backpacking and boating.

As with most participants, Jeremy Irish, a web developer for a Seattle company, stumbled upon Mike Teague's web site in July while doing research on GPS technology. The idea of treasure hunting and using tech-gadgets represented the marriage of two of his biggest interests. Discovering one was hidden nearby, Jeremy purchased his first GPS unit and went on his first hunt the following weekend.

49

After experiencing the thrill of finding his first cache, Irish decided to start a hobby site for the activity. Adopting the term geocaching, he created Geocaching.com and applied his professional web skills to create tools to improve the cache-hunting experience. The cache listings were still added by hand, but a database helped to standardize the listings. Additional features, like searching for caches around zip codes, made it easier for new players to find listings for nearby caches.

With Mike Teague's valuable input, the new site was completed and announced to the stash-hunting community on September 2, 2000. At the time the site was launched there were 75 known caches in the world.

If You Hide It, They Will Come

Slashdot, a popular online magazine for techies, reported the new activity on September 25, 2000, introducing a larger group of technology professionals to the activity. The New York Times picked up the story and featured it in its "Circuits" section in October, starting a domino effect of articles written in magazines, newspapers, and other media outlets around the world. CNN even did a segment in December 2000 to profile the new hobby.

However, because there were so few caches in the world, many would-be participants discovered they didn't have a cache listed nearby. Many wondered whether anyone would bother looking for a cache if they hid one in their area. The growing community chanted the mantra "If you hide it, they will come" to the newer players. After some reassurances, pioneers of the hobby started placing caches just to see whether people would go find them. They did.

Through word of mouth, press articles, and even accidental cache discoveries, more and more people have become involved in geocaching. First started by technology and GPS enthusiasts, the ranks of geocachers now include couples, families, and groups from all walks of life. The excitement of the hunt appeals to both the inner (and outer) child. Today you can do a search on just about anywhere in the world and be able to walk, bike, or drive to a nearby hidden cache.

Jennifer Kuhn

From: is@rdkb.com
Sent: July-29-18 2:31 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Columbia and Western Trail Society, email address - jeremy@cuttingedgege.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Columbia and Western Trail Society

Address: Box 3062 Castlegar, B.C. V1N 3H4

Phone: 2503687608

Fax:

Email: jeremy@cuttingedgege.com

Representative: Jeremy Nelson

Make Cheque Payable To: Columbia and Western Trail Society

Other Expenses:

Total Cost of Project: \$\$1875.00

Amount Requested from
RDKB Director(s):

\$\$1875.00

What is the Grant-in-Aid for?

Wheel Chair accessible Concrete picnic table for Coryell Historic kiosk

*Approved Director Mr. McGregor
July 30, 2018*

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

Theresa Lenardon

From: is@rdkb.com
Sent: August-17-18 10:40 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Christina Lake Community Association, email address - lcgeorge@telus.net

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Christina Lake Community Association

Address: PO Box 331, Christina Lake, BC V0H1E0

Phone: 2504472668

Fax:

Email: lcgeorge@telus.net

Representative: Lewis George

Make Cheque Payable To: Christina Lake Community Association

Other Expenses:

Total Cost of Project: \$1500.00

Amount Requested from
RDKB Director(s): \$1500.00

*Approved by Director McGregor
Aug 17/18*

What is the Grant-in-Aid for?

This Grant-in-Aid request is to fund rental of the Christina Lake Community Hall for non-profit groups to use for community fund raising, meetings, etc.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Theresa Lenardon

From: is@rdkb.com
Sent: July-24-18 3:01 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Jessica Mace, email address - plan@kettleriver.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Jessica Mace

Address: PO Box 972

Phone: 2505075962

Fax:

Email: plan@kettleriver.ca

Representative: Coordinator of the Kettle River Watershed Authority

Make Cheque Payable To: Jessica Mace

Other Expenses:

Total Cost of Project: \$\$3500

Amount Requested from
RDKB Director(s): \$\$1655

*Approved by Director Russell
July 24/18*

What is the Grant-in-Aid for?

Canadian Water Resources Association Conference Registration Fees for the Kettle River Watershed
Authority Coordinator and Project Officer

List of Other Organizations Applied to for Funding

Name of Organization City of Grand Forks

Amount Requested 1000

Amount Secured 1000

Name of Organization Drought Management Plan - Capacity Building

Amount Requested \$845

Amount Secured \$845

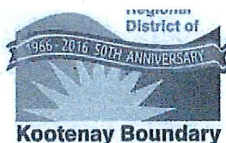
Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
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Applicant:	* Kettle River Food Share Society				
Address:	* PO Box 174				
Phone:	* 250-446-2810	Fax:		E-Mail:	* dararick@look.ca
Representative:	* Rick Steingard (Vice President)				
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? \$60 What amount are you requesting from this RDKB Director(s)? \$60

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Sending one representative (Lisa Siewert) to the Food Safe Course on July 27th at the Rock Creek Medical Center.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization Phoenix Foundation

Amount Requested: \$ 1405.99

Amount Secured: \$ 1405.99

← not relevant to this application D.D.

Name of Organization

Amount Requested: \$

Amount Secured: \$

Name of Organization

Amount Requested: \$

Amount Secured: \$

Date: Aug 8th/2018 Applicant Signature Richard Steingard

Digitally signed by Richard Steingard
DN: cn=Richard Steingard, o=Kootenay Boundary District of Columbia, ou=Kootenay Boundary District of Columbia, email=richard.steingard@rdkb.com, c=CA

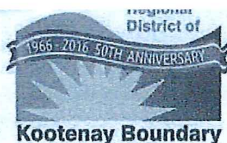
Print Name Richard Steingard

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

SUBMIT



Grant-in-Aid Request

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Applicant:	* King of Kings New Testament Church/ The Bridge			
Address:	* Box 3 -- 735 Nine Ave Midway B. C.			
Phone:	* 250 449 1978c	Fax:		E-Mail: * kokca@shaw.ca
Representative:	* Martin Fromme			
Make Cheque Payable To:	* King of Kings New Testament Church			

*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? \$ 120 What amount are you requesting from this RDKB Director(s)? \$ 120

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

They are taking the Food Safe Certificate Renewal Friday, July 27, 2018 at Rock Creek Medical Centre 9:00 am to 5:00 pm for \$60.00 per person.		
Wendy Stevenson	250-449-5088	wendystevenson2@gmail.com
Terri Malcolm	250-800-0213	malcolm_terri@yahoo.com

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

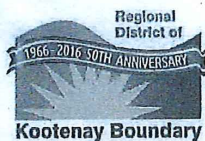
Name of Organization	_____	
Amount Requested: \$	_____	Amount Secured: \$ _____
Name of Organization	_____	
Amount Requested: \$	_____	Amount Secured: \$ _____
Name of Organization	_____	
Amount Requested: \$	_____	Amount Secured: \$ _____
Date: 18 July 2018	Applicant Signature <i>M. Fromme</i>	Print Name Martin Fromme

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Applicant:	* Boundary Habitat Stewart		
Address:	* C/O Granby Wilderness Society, 13825 North Fork Rd, Grand Forks, BC, V0H 1H1		
Phone:	* 250-449-1488	Fax:	E-Mail: * bastewart1@gmail.com
Representative:	* Barb Stewart		
Make Cheque Payable To:	* Granby Wilderness 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? \$ 1720 What amount are you requesting from this RDKB Director(s)? \$ 600.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

For mileage costs for the 2018 west boundary volunteer wildlife count. The funding is use to cover mileage costs of voluntee counters. Estimated total cost of mileage for 2018 count of 600.00. The inkind volunteer time into the count is estimated at 1120.00. The count organisers have received funding in the past from Ministry of Environment, the Public Conservation Asssitance Program and the RDKB. The count used to be under the Kettle Wildlife Association but has not been moved under the Boundary Habitat Stewards. The funding would be administered through the Granby Wilderness Society. The volunteer organisers are Barb Stewart and Glen Millar who were not able to secure funds for this years count from the province, but have submitted application for next years count 2019. A letter of support from wildlife biologists is included.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization Boundary Habitat Stewards and Volunteers - inkind value of 1120.00

Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____

Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____

Amount Requested: \$ _____ Amount Secured: \$ _____

Date: 2018-05-17 Applicant Signature Barb Stewart

Digitally signed by Barb Stewart
Date: 2018.05.17 10:50:24 -0700

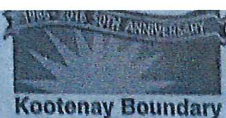
Print Name Barb Stewart

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Applicant:	* Big White Mountain Community Development Association				
Address:	* 101-1865 Dilworth Road, Suite 215, Kelowna, BC, V1Y 9T1				
Phone:	* 250 215 7819	Fax:		E-Mail:	* info@ourbigwhitemountain.com
Representative:	* Rachelle Marcinkoski (Treasurer)				
Make Cheque Payable To:	* Big White Mountain Community Development Association				

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 5000 What amount are you requesting from this RDKB Director(s)? \$ 5000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Our community is in need of some basic assessment of what we need to function as a community. We have asked for a local governance review and/or OCP however these are likely to be some months away. In order for us to focus our fundraising efforts and address real issues in the community we would like to know what the wider community needs. To do this we have reached out to some consultants in Kelowna and also independent consultants who reside closer to Big White with estimates of what this might look like. We have quotes in the region of \$5000 and therefore will fit the scope of our requests into this budget. We feel that this Community Needs Assessment will really focus our entire association and other stakeholders on the mountain for progress and positive change for all.

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: \$ _____

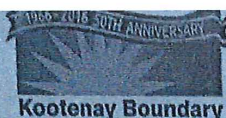
Date: 08/22/18 Applicant Signature [Signature] Print Name Rachelle Marcinkos

Office Use Only

Grant approved by Electoral Area Director: [Signature]

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

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---	--	--	---	---

Applicant:	* Big White Mountain Community Development Association				
Address:	* 101-1865 Dilworth Road, Suite 215, Kelowna, BC, V1Y 9T1				
Phone:	* 250 215 7819	Fax:		E-Mail:	* info@ourbigwhitemountain.com
Representative:	* Rachelle Marcinkoski (Treasurer)				
Make Cheque Payable To:	* Big White Mountain Community Development Association				

*Starred items, including contact information, must be completed in full.

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 1500 What amount are you requesting from this RDKB Director(s)? \$ 1500

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Insurance costs for all of our year round activities including for Directors, hosting events such as movie nights, holding summer camp and any other associated activities.
We are asking for Grant in Aid for this service as it is an operating cost of our organisation and we are providing significant services to the community through our activities. In addition to gathering important community needs information through our community meetings, we are also addressing infrastructural, social services and events needs. These contribute to the community spirit and to increasing opportunities for our year round residents to grow and develop.

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: \$ _____

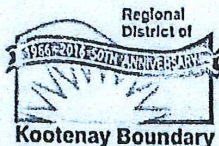
Date: 08/22/18 Applicant Signature [Signature] Print Name Rachelle Marcinkoski

Office Use Only

Grant approved by Electoral Area Director: [Signature]

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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---	---	---	--	--

Applicant:	* Big White Mountain Community Development Association		
Address:	* Suite 215, 101-1865 Dilworth Drive, Kelowna, BC, V1Y 9T1		
Phone:	* 2502157819	Fax:	E-Mail: * info@ourbigwhitemountain.com
Representative:	* Colin Burns / Jude Brunt		
Make Cheque Payable To:	* BWMCD		

*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? \$ 3000 What amount are you requesting from this RDKB Director(s)? \$ 3000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

We are asking for funding for a sea container storage unit; this is due to the expanding work of the community association and lack of any public buildings to store our equipment and supplies in. We have secured a location to store the sea container. We will also be able to use the unit in future years once we have secured land to purchase on or near BWSR.

The sea container can also be used to store beverage container for raising funds through bottle drives. It is a weather proof container that does not require maintenance through the winter.

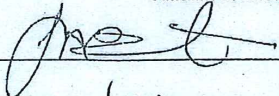
The location for the sea container will be accessible through most of the year and if we need access in the winter time we will be able to snowplough a road to it.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

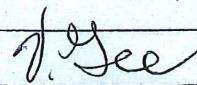
Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

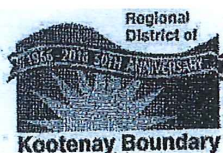
Date: Aug 9 '18 Applicant Signature  Print Name: Jude Brunt
(Vice President - BWMCD)

Office Use Only

Grant approved by Electoral Area Director: 

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Applicant:	* JEWEL LAKE ENVIRONMENTAL PROTECTION SOCIETY		
Address:	* PO Box 393 GREENWOOD BC V0H1J0		
Phone:	* 250.445.6118	Fax:	E-Mail: * rterise@yahoo.com
Representative:	* Randy Terise		
Make Cheque Payable To:	* JEWEL LAKE ENVIRONMENTAL PROTECTION 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? \$ 100.00 What amount are you requesting from this RDKB Director(s)? \$ 100.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

TO HOST A MEETING ON SEPTEMBER 29, 2018 AT THE
LELION IN GREENWOOD BC. THE SOCIETY WILL SEND OUT
NOTIFICATION OF THE MEETING TO JEWEL LAKE PROPERTY
OWNERS; PAY FOR RENT OF THE LELION; PAY FOR COFFEE
AND REFRESHMENTS AND ANY OTHER RELATED COSTS FOR THE
MEETING. THE PURPOSE OF THE MEETING IS TO DISCUSS ANY CONCERNS
RESIDENTS MAY HAVE AND HAVE PRESENTATIONS FROM THE COMMUNITY FORESTS
AND LOOK AT OPTIONS FOR FIRE HAZARD MITIGATION.

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: Aug 21/18 Applicant Signature: R. Terise Print Name: Randy Terise

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: _____

SUBMIT

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'E'/West Boundary Director Vicki Gee

Applicant Information:

Applicant: Greenwood Fire Department

Address: 201 Government Ave S PO Box 129

Phone: 250-443-1984

Fax:

Email: rterashita@shaw.ca

Representative: Roy Terashita, fire chief

Make Cheque Payable To: Greenwood Fire Department

Other Expenses:

Total Cost of Project: \$120.00

Amount Requested
from RDKB \$120.00
Director(s):

Approval by Director Gee Aug 23/18

What is the Grant-in-Aid for?

Food safe course for two volunteer firefighters

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'E'/West Boundary Director Vicki Gee

Applicant Information:

Applicant: Greenwood Municipal Swimming Pool

Address: P.O Box 129

Phone: 2504456644

Fax:

Email: pool.greenwoodcity@shaw.ca

Representative: Colby Mullis

Make Cheque Payable To: The Corporation of the City of Greenwood

Other Expenses:

Total Cost of Project: \$\$1750.00

Amount Requested
from RDKB \$1750.00
Director(s):

Approved by Director Gee Aug 23/18

What is the Grant-in-Aid for?

To reimburse the Corporation of the City of Greenwood for its honouring of the 2018 Transportation Reimbursement Initiative.

Fuel cards have already been purchased and distributed to participants in the Red Cross Swim Kids lesson program that was offered throughout the 2018 swim season.

Supporting documents will be provided in email, confirming that amounts issued are in line

with the 2018 funding schedule as laid out in an agreement between Colby Mullis, Aquatic Coordinator & Vicki Gee.

List of Other Organizations Applied to for Funding

Name of Organization Corporation of the city of Greenwood

Amount Requested \$1750.00

Amount Secured \$0.00

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Bylaw No. 1683

A Bylaw to provide payment to the Electoral Area Directors of the Board of Directors of the Regional District of Kootenay Boundary

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Electoral Area Directors;

AND WHEREAS the Board of Directors finds it desirable to remunerate members of the Board and provide for expenses incurred by an Electoral Area Director for discharge of the duties of office;

AND WHEREAS the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by an Electoral Area Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

AND WHEREAS the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by an Electoral Area Director when performing the activities referred to in the preceding recital;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. Annual Remuneration and Expense Reimbursement

- a) There shall be provided in the annual budget under the Electoral Area Administration Exhibit an amount sufficient to pay remuneration and expense reimbursement to each of the Electoral Area Directors of the Regional District of Kootenay Boundary the amounts indicated in Bylaw No. 1683 Schedule 'A'.
- b) Such amounts are payable to reimburse each Electoral Area Director for the scheduled expenses incurred when the Electoral Area Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Electoral Area Director is a member.

- c) The annual reimbursement of expenses listed in Bylaw No. 1683 Schedule 'A', shall take effect ~~on the date of adoption of this bylaw~~ **January 1, 2019.**

2. Bylaw No. 1622 cited as "Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1622, 2018" is hereby rescinded.
3. This Bylaw may be cited for all purposes as the " Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018".

Read a First and Second Time this 30th day of August, 2018.

Read a Third Time this 30th day of August, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1683 cited as the "Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018" as Read a Third Time this 30th day of August, 2018.

Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 30th day of August, 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1683 cited as the "Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018" as Reconsidered and Adopted this 30th day of August, 2018.

Manager of Corporate Administration/Corporate Officer

BYLAW1683 SCHEDULE 'A'**Electoral Area Directors Basic Monthly Stipend**

	Remuneration	Expense Allowance	Totals
Stipend	\$800 \$1,296	\$400	\$1,200

Electoral Area Directors Monthly Technology/Office Supplies Allowance

A Technology/Office allowance will be provided to each Electoral Area Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home.	\$100.00 — \$108
The Regional District of Kootenay Boundary will provide to each Electoral Area Director a cell phone allowance.	\$75.00 \$81

TRAVEL EXPENSES**General Travel**

For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.	The rate approved and used by the Province of British Columbia.
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Out of RD/Other Travel

All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan. Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.	Receipts required for commercial travel.
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Travel Time Allowance

Directors who attend a Board meeting and/or Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$49.00 \$53
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$59.00 \$64
For approved travel exceeding 351 kilometers.	\$73.00 \$79

ACCOMMODATIONS

Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event. Directors will be responsible for any upgrade or additional costs incurred. Should a Director choose to book their own room, the Regional District will pay only for a basic room.	Receipts required (if Director books privately)
Directors are able to utilize private accommodation if <i>they</i> choose. They are entitled to an allowance.	\$50.00/night

MEALS/INCIDENTAL ALLOWANCES

For the purposes of this Bylaw:	
Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (Noon) Dinner is at 6:00 p.m.	
If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.	
If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.	
Zone 1-All of BC Except GVRD, SLRD and CRD	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
Zone 2 - GVRD, SLRD, CRD and anywhere else	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
GVRD = Greater Vancouver Regional District	
SLRD = Squamish Lillooet Regional District	
CRD = Capital Regional District	
Directors are entitled a claim for incidental expenses.	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

MISCELLANEOUS

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will only pay for, or only reimburse the Director for, fees related to the Welcome Reception and Formal Banquet/Dinner.	



Bylaw No. 1683

A Bylaw to provide payment to the Electoral Area Directors of the Board of Directors of the Regional District of Kootenay Boundary

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Electoral Area Directors;

AND WHEREAS the Board of Directors finds it desirable to remunerate members of the Board and provide for expenses incurred by an Electoral Area Director for discharge of the duties of office;

AND WHEREAS the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by an Electoral Area Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

AND WHEREAS the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by an Electoral Area Director when performing the activities referred to in the preceding recital;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. Annual Remuneration and Expense Reimbursement

- a) There shall be provided in the annual budget under the Electoral Area Administration Exhibit an amount sufficient to pay remuneration and expense reimbursement to each of the Electoral Area Directors of the Regional District of Kootenay Boundary the amounts indicated in Bylaw No. 1683 Schedule 'A'.
- b) Such amounts are payable to reimburse each Electoral Area Director for the scheduled expenses incurred when the Electoral Area Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Electoral Area Director is a member.

- c) The annual reimbursement of expenses listed in Bylaw No. 1683 Schedule 'A', shall take effect on January 1, 2019.
- 2. Bylaw No. 1622 cited as "Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1622, 2018" is hereby rescinded.
- 3. This Bylaw may be cited for all purposes as the " Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018".

Read a First and Second Time this 30th day of August, 2018.

Read a Third Time this 30th day of August, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1683 cited as the "Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018" as Read a Third Time this 30th day of August, 2018.

Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 30th day of August, 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1683 cited as the "Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683, 2018" as Reconsidered and Adopted this 30th day of August, 2018.

Manager of Corporate Administration/Corporate Officer

BYLAW1683 SCHEDULE 'A'**Electoral Area Directors Basic Monthly Stipend**

	Remuneration
Stipend	\$1,296

Electoral Area Directors Monthly Technology/Office Supplies Allowance

A Technology/Office allowance will be provided to each Electoral Area Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home.	\$108
The Regional District of Kootenay Boundary will provide to each Electoral Area Director a cell phone allowance.	\$81

TRAVEL EXPENSES**General Travel**

For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.	The rate approved and used by the Province of British Columbia.
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Out of RD/Other Travel

All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan. Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.	Receipts required for commercial travel.
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Travel Time Allowance

Directors who attend a Board meeting and/or Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$53
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$64
For approved travel exceeding 351 kilometers.	\$79

ACCOMMODATIONS

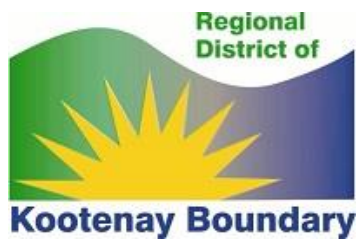
Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event. Directors will be responsible for any upgrade or additional costs incurred. Should a Director choose to book their own room, the Regional District will pay only for a basic room.	Receipts required (if Director books privately)
Directors are able to utilize private accommodation if <i>they</i> choose. They are entitled to an allowance.	\$50.00/night

MEALS/INCIDENTAL ALLOWANCES

For the purposes of this Bylaw:	
Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (Noon) Dinner is at 6:00 p.m.	
If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.	
If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.	
Zone 1-All of BC Except GVRD, SLRD and CRD	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
Zone 2 - GVRD, SLRD, CRD and anywhere else	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
GVRD = Greater Vancouver Regional District	
SLRD = Squamish Lillooet Regional District	
CRD = Capital Regional District	
Directors are entitled a claim for incidental expenses.	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

MISCELLANEOUS

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will only pay for, or only reimburse the Director for, fees related to the Welcome Reception and Formal Banquet/Dinner.	



STAFF REPORT

Date: 16 Aug 2018 **File**

To: **Chair Russell and Members,
Board of Directors**

From: Beth Burget, General Manager of
Finance

Re: Director Remuneration Bylaw 1683
and Bylaw 1684

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, presenting Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1683 and Electoral Area Director Remuneration Bylaw No. 1684 for approval.

History/Background Factors

A staff report was provided at the July 26th Board meeting with respect to the elimination of the one-third tax-free component of Director remuneration which takes effect on January 1, 2019. Three alternatives were provided for the Board to consider:

- increase overall remuneration so that net take home pay would remain approximately the same
- have directors submit expenses for costs - with lower remuneration
- complete Form T2200, Declaration of Conditions of Employment which will allow Director to personally deduct unreimbursed expenses that are clearly related to local government business on his/her personal tax return.

On the July 26th Board meeting staff were directed to proceed with the option of increasing overall remuneration so that net take home pay would remain approximately the same. Several Districts have now followed this same approach. Other District have treated the District remuneration as if it was the only remuneration and assessed the change in taxes based on only this income. The increase in remuneration based on this process is 8%. The Director Remuneration

Bylaws have been updated using an 8% increase. Using 2017 T4 actual remuneration as a baseline, this will have an estimated impact on the budget of approximately \$6,500.

Implications

Change will result in small impact on budget.

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

no additional information provided

Alternatives

1. Receive
2. Approve
3. Defer

Recommendation(s)

That the Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1683 be given first, second and third readings.

That Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1684 be reconsidered and adopted.

That the Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683 be given first, second and third readings.

That Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1684 be reconsidered and adopted.



BYLAW NO. 1684

A Bylaw to provide for remuneration and repayment of expenses to the Board of Directors of the Regional District of Kootenay Boundary

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Directors;

AND WHEREAS the Board of Directors finds it desirable to remunerate members of the Board and provide for expenses incurred by a Director for discharge of the duties of office;

AND WHEREAS the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by a Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

AND WHEREAS the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by a Director when performing the activities referred to in the preceding recital;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. Annual Remuneration

- a) There shall be provided in the annual budget under Legislative and General Government an amount sufficient to pay remuneration to each of the Municipal Directors of the Regional District of Kootenay Boundary.

2. Reimbursement of Expenses

There shall be included in the annual budget under the Legislative and General Government Exhibit an amount sufficient to pay to each of the Directors of the Regional District of Kootenay Boundary.

- a) Such amounts are payable to reimburse each Director for the scheduled expenses incurred or an allowance in lieu of reimbursement when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Director is a member.

Bylaw No. 1646
Director Remuneration/Reimbursement

b) The annual remuneration and reimbursement of expenses shall be as per Schedule 'A', attached to and forming part of this bylaw, which shall take effect on the date of adoption **January 1, 2019.**

3. Bylaw No. 1646 cited as "Director Remuneration Bylaw No. 1646, 2017" is hereby rescinded.
4. This Bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1684, 2018".

Read a First and Second time this 30th day of August, 2018

Read a Third time this 30th day of August, 2018.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1684 cited as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1684, 2018" as read a third time this 30th day of August, 2018.

Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 30th day of August, 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1684 cited as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 16484 2018" as Reconsidered and Adopted this 30th day of August, 2018

Manager of Corporate Administration/Corporate Officer

Bylaw No. 1646
Director Remuneration/Reimbursement

Schedule A**Directors Basic Monthly Stipend****(Applies to all Regional District Directors)**

	Remuneration	Expense Allowance	Totals
Stipend	\$500 \$810/month	\$250	\$750.00/month

Chair of the Board Compensation

<p>The position of Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Chair part way through any month, the stipend will be pro-rated.</p>	<p>\$1,911.00/month \$2,064/month</p>
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Vice Chair of the Board Compensation

<p>The position of Vice Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Vice Chair part way through any month, the stipend will be pro-rated.</p>	<p>\$333.00/month \$360/month</p>
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Meeting Allowance

<p>When attending a Public Hearing or a Committee/Commission meeting at the direction of the Board, a Director is entitled to a meeting allowance.</p> <p>Meeting allowances are adjusted on an annual basis (starting January 1st each year), or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	<p>\$83.00/meeting \$90/meeting</p>
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Committee Chair Meeting Allowance

<p>In addition to the meeting allowance, Directors who serve as the Chair, or who are appointed in the absence of Committee Chair or Vice Chair, are eligible to receive a Chair's Meeting allowance.</p>	<p>\$110.00/meeting \$120/meeting</p>
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S.I.D.I.T. Reading Allowance

<p>Elected Officials appointed by the Board to sit on the Southern Interior Development Initiative Trust (S.I.D.I.T.) Regional Advisory Committee are eligible to claim for a reading allowance.</p> <p>The S.I.D.I.T. Reading Allowance is adjusted on an annual basis, or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	<p>\$41.50/month (2017 rate) \$45.82/month (2018 rate)</p>
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Director Liaison Allowance

<p>In addition to the meeting allowance, Directors who serve as a Director Liaison for Environmental Services, Protective Services and Finance are eligible to receive a Director Liaison monthly allowance.</p>	<p>\$60.00/month \$65/month</p>
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Directors Technology/Office Supplies Allowance
(Applies as Indicated)

<p>A Technology/Office allowance will be provided to each Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home. This expense allowance is intended to cover expenses related to mobile/cell phones, internet service, printers, paper, printer cartridges and other consumables. Internet service is deemed to be at least high speed "lite" (256 kbps).</p> <p>Should a Director reside in part of the Regional District that does not offer the minimum internet service through traditional means (i.e. Telus, Shaw), the Regional District will cover the cost for satellite internet service.</p>	<p>\$200.00/month \$216.00/month</p>
<p>The Regional District of Kootenay Boundary will provide to each Municipal Director suitable hardware to undertake their Regional District duties.</p>	<p>Supplied by RDKB</p>
<p>The Regional District of Kootenay Boundary will provide to each Electoral Area Director an annual technical/hardware allowance and each Electoral Area Director will be responsible for supplying and maintaining appropriate hardware in order to undertake their Regional District duties.</p>	<p>\$500.00/year \$540.00/year</p>

Travel Expenses/General Travel

<p>For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.</p>	<p>The rate approved and used by the Province of British Columbia.</p>
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Out of RD/Other Travel

<p>All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan.</p> <p>Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.</p>	<p>Receipts are required for commercial travel.</p>
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Vehicle Allowance

Directors are entitled to claim a vehicle allowance.	\$50.00/month
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Travel Time Allowance

<p>Directors who attend a Board meeting, Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:</p>	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$49.00 \$53.00
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$59.00 \$64.00
For approved travel exceeding 351 kilometers.	\$73.00 \$79.00

Accommodations

Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event.	Receipts are required (if the Director is booking privately)
Directors will be responsible for any upgrade or additional costs incurred.	
Should a Director choose to book their own room, the Regional District will pay only for a basic room.	
Directors are able to utilize private accommodation if they choose. They are entitled to an allowance.	\$50.00/night

Meals/Incidental Allowances

<p>For the purposes of this Bylaw: Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (noon) Dinner is at 6:00 p.m.</p> <p>If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.</p> <p>If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.</p>	
Zone 1 – All of BC excepting GVRD, SLRD and CRD	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
Zone 2 – GVRD, SLRD, CRD and anywhere else	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
GVRD = Greater Vancouver Regional District SLRD = Squamish Lillooet Regional District CRD = Capital Regional District	
Directors are entitled a claim for incidental expenses.	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

Bylaw No. 1646
Director Remuneration/Reimbursement

Miscellaneous

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will pay for, or reimburse the Director, for fees related to Welcoming Reception and Formal Banquet/Dinner only.	
Directors are entitled to claim the difference between personal and business car insurance rates due to use of private vehicles for RDKB business.	Receipts are required.
Directors are entitled to claim for one windshield replacement deductible per year if their windshield is damaged while on RDKB business.	Receipts are required.



BYLAW NO. 1684

A Bylaw to provide for remuneration and repayment of expenses to the Board of Directors of the Regional District of Kootenay Boundary

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Directors;

AND WHEREAS the Board of Directors finds it desirable to remunerate members of the Board and provide for expenses incurred by a Director for discharge of the duties of office;

AND WHEREAS the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by a Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

AND WHEREAS the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by a Director when performing the activities referred to in the preceding recital;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. Annual Remuneration

- a) There shall be provided in the annual budget under Legislative and General Government an amount sufficient to pay remuneration to each of the Municipal Directors of the Regional District of Kootenay Boundary.

2. Reimbursement of Expenses

There shall be included in the annual budget under the Legislative and General Government Exhibit an amount sufficient to pay to each of the Directors of the Regional District of Kootenay Boundary.

- a) Such amounts are payable to reimburse each Director for the scheduled expenses incurred or an allowance in lieu of reimbursement when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Director is a member.

Bylaw No. 1684
Director Remuneration/Reimbursement

- b) The annual remuneration and reimbursement of expenses shall be as per Schedule 'A', attached to and forming part of this bylaw, which shall take effect on January 1, 2019.
3. Bylaw No. 1646 cited as "Director Remuneration Bylaw No. 1646, 2017" is hereby rescinded.
4. This Bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684, 2018".

Read a First and Second time this 30th day of August, 2018

Read a Third time this 30th day of August, 2018.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1684 cited as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684, 2018" as read a third time this 30th day of August, 2018.

Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 30th day of August, 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1684 cited as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684 2018" as Reconsidered and Adopted this 30th day of August, 2018

Manager of Corporate Administration/Corporate Officer

Bylaw No. 1684
Director Remuneration/Reimbursement

Schedule A**Directors Basic Monthly Stipend
(Applies to all Regional District Directors)**

Remuneration	
Stipend	\$810/month

Chair of the Board Compensation

<p>The position of Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Chair part way through any month, the stipend will be pro-rated.</p>	\$2,064/month
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Vice Chair of the Board Compensation

<p>The position of Vice Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Vice Chair part way through any month, the stipend will be pro-rated.</p>	\$360/month/
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Meeting Allowance

<p>When attending a Public Hearing or a Committee/Commission meeting at the direction of the Board, a Director is entitled to a meeting allowance.</p> <p>Meeting allowances are adjusted on an annual basis (starting January 1st each year), or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	\$90/meeting
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Committee Chair Meeting Allowance

In addition to the meeting allowance, Directors who serve as the Chair, or who are appointed in the absence of Committee Chair or Vice Chair, are eligible to receive a Chair's Meeting allowance.	\$120/meeting
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S.I.D.I.T. Reading Allowance

<p>Elected Officials appointed by the Board to sit on the Southern Interior Development Initiative Trust (S.I.D.I.T.) Regional Advisory Committee are eligible to claim for a reading allowance.</p> <p>The S.I.D.I.T. Reading Allowance is adjusted on an annual basis, or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	\$45.82/month (2018 rate)
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Director Liaison Allowance

In addition to the meeting allowance, Directors who serve as a Director Liaison for Environmental Services, Protective Services and Finance are eligible to receive a Director Liaison monthly allowance.	\$65/month
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Directors Technology/Office Supplies Allowance
(Applies as Indicated)

<p>A Technology/Office allowance will be provided to each Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home. This expense allowance is intended to cover expenses related to mobile/cell phones, internet service, printers, paper, printer cartridges and other consumables. Internet service is deemed to be at least high speed "lite" (256 kbps).</p> <p>Should a Director reside in part of the Regional District that does not offer the minimum internet service through traditional means (i.e. Telus, Shaw), the Regional District will cover the cost for satellite internet service.</p>	\$216/month
<p>The Regional District of Kootenay Boundary will provide to each Municipal Director suitable hardware to undertake their Regional District duties.</p>	Supplied by RDKB
<p>The Regional District of Kootenay Boundary will provide to each Electoral Area Director an annual technical/hardware allowance and each Electoral Area Director will be responsible for supplying and maintaining appropriate hardware in order to undertake their Regional District duties.</p>	\$540.00/year

Travel Expenses/General Travel

<p>For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.</p>	<p>The rate approved and used by the Province of British Columbia.</p>
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Out of RD/Other Travel

<p>All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan.</p> <p>Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.</p>	<p>Receipts are required for commercial travel.</p>
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Vehicle Allowance

Directors are entitled to claim a vehicle allowance.	\$50.00/month
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Travel Time Allowance

<p>Directors who attend a Board meeting, Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:</p>	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$53.00
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$64.00
For approved travel exceeding 351 kilometers.	\$79.00

Accommodations

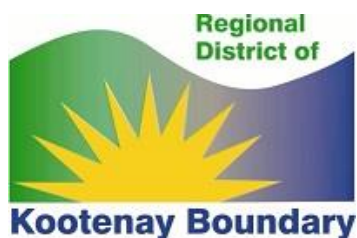
Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event.	Receipts are required (if the Director is booking privately)
Directors will be responsible for any upgrade or additional costs incurred.	
Should a Director choose to book their own room, the Regional District will pay only for a basic room.	\$50.00/night
Directors are able to utilize private accommodation if they choose. They are entitled to an allowance.	

Meals/Incidental Allowances

For the purposes of this Bylaw: Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (noon) Dinner is at 6:00 p.m.	
If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.	
If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.	
Zone 1 – All of BC excepting GVRD, SLRD and CRD	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
Zone 2 – GVRD, SLRD, CRD and anywhere else	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
GVRD = Greater Vancouver Regional District SLRD = Squamish Lillooet Regional District CRD = Capital Regional District	
Directors are entitled a claim for incidental expenses.	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

Miscellaneous

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will pay for, or reimburse the Director, for fees related to Welcoming Reception and Formal Banquet/Dinner only.	
Directors are entitled to claim the difference between personal and business car insurance rates due to use of private vehicles for RDKB business.	Receipts are required.
Directors are entitled to claim for one windshield replacement deductible per year if their windshield is damaged while on RDKB business.	Receipts are required.



STAFF REPORT

Date: 16 Aug 2018 **File**
To: Chair Russell and Members,
 Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: Director Remuneration Bylaw 1683
 and Bylaw 1684

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, presenting Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1683 and Electoral Area Director Remuneration Bylaw No. 1684 for approval.

History/Background Factors

A staff report was provided at the July 26th Board meeting with respect to the elimination of the one-third tax-free component of Director remuneration which takes effect on January 1, 2019. Three alternatives were provided for the Board to consider:

- increase overall remuneration so that net take home pay would remain approximately the same
- have directors submit expenses for costs - with lower remuneration
- complete Form T2200, Declaration of Conditions of Employment which will allow Director to personally deduct unreimbursed expenses that are clearly related to local government business on his/her personal tax return.

On the July 26th Board meeting staff were directed to proceed with the option of increasing overall remuneration so that net take home pay would remain approximately the same. Several Districts have now followed this same approach. Other District have treated the District remuneration as if it was the only remuneration and assessed the change in taxes based on only this income. The increase in remuneration based on this process is 8%. The Director Remuneration

Bylaws have been updated using an 8% increase. Using 2017 T4 actual remuneration as a baseline, this will have an estimated impact on the budget of approximately \$6,500.

Implications

Change will result in small impact on budget.

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

no additional information provided

Alternatives

1. Receive
2. Approve
3. Defer

Recommendation(s)

That the Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1683 be given first, second and third readings.

That Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1684 be reconsidered and adopted.

That the Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683 be given first, second and third readings.

That Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1684 be reconsidered and adopted.

Theresa Lenardon

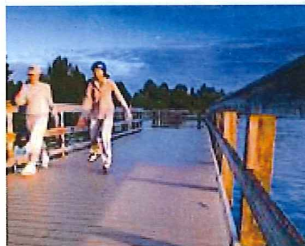
Subject: FW: Provincial Cabinet Minister Meeting - Confirmation

From: UBCM Meeting Request Coordinator [<mailto:UBCM.Meetings@gov.bc.ca>]

Sent: August 24, 2018 1:40 PM

To: Maureen Forster <mforster@rdkb.com>

Subject: Provincial Cabinet Minister Meeting - Confirmation



2018 UBCM Convention

DATE: August 24, 2018
TO: Maureen Forster
 Regional District of Kootenay Boundary
FROM: UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE: **Provincial Cabinet Minister Meeting - Confirmation**

Your request for a meeting with a Provincial Cabinet Minister has been confirmed.

Meeting Time/Location:

Tuesday, September 11 2018, 11:20AM - 11:35AM
 Alpine Room D, Westin Whistler Hotel, Second Level

Contact Information:

Meeting ID: 193
 Municipality/Regional District: Regional District of Kootenay Boundary
 Contact: Maureen Forster, Executive Assistant
 Phone: 250-368-0235
 Email: mforster@rdkb.com
 Secondary Email:

Cabinet Minister in Attendance:

Forests, Lands, Natural Resource Operations, and Rural Development

Council Attendees:

Ali Grieve, Electoral Area "A" Director; Grace McGregor, RDKB Board Vice Chair; Mark Anderson, CAO; Roly Russell, RDKB Board Chair; Theresa Lenardon, Manager of Corporate Administration

Topics to be Discussed:

1. To discuss the role of the province in supporting the Kettle River Watershed Authority. 2. To discuss flood recovery planning and the potential to establish a recovery/resilience trust for financially supporting the implementation of the recovery plan. 3. To discuss Waneta Drainage.

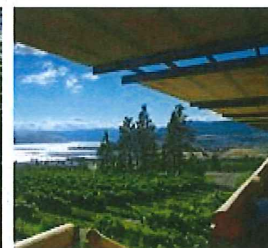
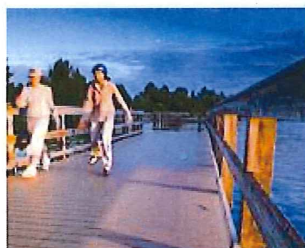
For questions regarding meeting requests or UBCM inquiries please email:
UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Theresa Lenardon

From: Maureen Forster
Sent: August-24-18 1:47 PM
To: Theresa Lenardon; Jennifer Kuhn
Subject: FW: Provincial Cabinet Minister Meeting - Confirmation

fyi

From: UBCM Meeting Request Coordinator [mailto:UBCM.Meetings@gov.bc.ca]
Sent: August 24, 2018 1:40 PM
To: Maureen Forster <mforster@rdkb.com>
Subject: Provincial Cabinet Minister Meeting - Confirmation

**2018 UBCM Convention**

DATE: August 24, 2018
TO: Maureen Forster
 Regional District of Kootenay Boundary
FROM: UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE: **Provincial Cabinet Minister Meeting - Confirmation**

Your request for a meeting with a Provincial Cabinet Minister has been confirmed.

Meeting Time/Location:

Tuesday, September 11 2018, 11:40AM - 11:55AM
 Alpine Room D, Westin Whistler Hotel, Second Level

Contact Information:

Meeting ID: 483
 Municipality/Regional District: Regional District of Kootenay Boundary
 Contact: Maureen Forster, Executive Assistant
 Phone: 250-368-0235
 Email: mforster@rdkb.com
 Secondary Email:

Cabinet Minister in Attendance:

Forests, Lands, Natural Resource Operations, and Rural Development

Council Attendees:

Grace McGregor, RDKB Board Vice Chair; Mark Andison, CAO; Roly Russell, RDKB Board Chair; Theresa Lenardon, Manager of Corporate Administration; Vicki Gee, Director - Electoral Area 'E'/West Boundary

Topics to be Discussed:

1. Community Forests
2. Changes to regulations to allow management of forest health.

For questions regarding meeting requests or UBCM inquiries please email:

UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Mark Andison

From: info@civicinfo.bc.ca
Sent: Friday, August 24, 2018 1:52 PM
To: 'CivicInfo BC'
Subject: Message from Emergency Management BC

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

This message is being sent by CivicInfo BC to all UBCM Member Municipalities, Regional Districts and First Nations on behalf of the Emergency Management BC.

Subject: Invitation to Meet and Discuss 2018 BC Floods and Wildfires During UBCM Convention
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and Chiefs and Chief Councillors and cc: Secretaries and Alternates
Attachments: None. See message below.

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

MESSAGE:**Address to Union of British Columbia Members (UBCM) – 2018 Convention**

Senior staff from Emergency Management BC (EMBC) and Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) are pleased to offer UBCM Delegates an opportunity to meet to discuss matters related to the 2018 BC Floods and Wildfires.

The Provincial government is committed to making improvements regarding how British Columbia prepares for, responds to, and recovers from floods and wildfires. Several recent reports, such as "Addressing the New Normal: 21st Century Disaster Management in BC" have provided invaluable recommendations on this topic. The planned meetings with EMBC and FLNRORD staff during UBCM will provide an opportunity for delegates to communicate:

- What practices or circumstances have improved or worsened during the 2018 flood and wildfire seasons; and,
- Any new observations or recommendations which may have emerged.

The meetings will be held at the Hilton Whistler Resort & Spa on Tuesday, September 11, 2018, Wednesday, September 12, 2018 and Thursday, September 13, 2018. Meetings will be twenty minutes in length, in order to accommodate the maximum number of participants over the course of the three days.

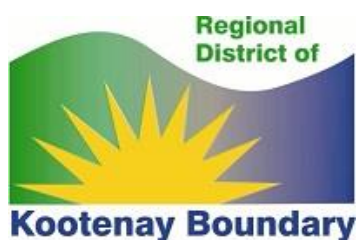
If you would like to request a meeting at the upcoming Convention please contact Danielle Woodcock via email at Danielle.Woodcock@gov.bc.ca or via phone at 250-356-0840.

Sincerely,

Rebecca F. Denlinger
Deputy Minister
Emergency Management BC

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.



STAFF REPORT

Date: 28 Aug 2018
To: Chair Russell and Board of Directors
From: Mark Andison, Chief Administrative Officer
Re: Big White Restructure Study

File Big White

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, outlining some of the implications associated with initiating a municipal incorporation study for the Big White community in relation to the RDKB's departmental work plans and the proposed Big White OCP review.

History/Background Factors

At its July 26th meeting, the Board of Directors passed the following resolution after hearing a presentation and request from members of the Big White Community Development Association proposing the initiation of a municipal incorporation study for the Big White community:

That the Regional District of Kootenay Boundary Board of Directors support the Big White Community Development Association's request to initiate a local governance restructuring review with a request to the provincial government pending a report to be prepared by staff for the next Board meeting addressing how this request would fit into the current work plan, identifying timelines and clarity around the Big White OCP process. FURTHER, that staff will have discussion with the Province regarding its receptiveness to this request.

According to information provided by the Ministry of Municipal and Housing, municipal incorporation (restructure) processes generally involve six phases:

1. Preliminary exploration - responding to signals from the community, local governments make their first contact with the Ministry. The Ministry evaluates the local context and provides general information on the restructuring process.

2. Process design - if the Minister sanctions the study process, the Ministry assists the local government with developing terms of reference and restructure planning grants to assist with hiring a consultant with expertise in local governance, services and finance to undertake a study.
3. Process initiation - the local government creates an oversight body and hires a consultant. The study is then conducted with the goal of obtaining information on the impact of restructuring on fiscal, political representation, and service delivery issues.
4. Community engagement - the study findings are shared with the community and, based on the results and public input, a recommendation is made on proceeding to restructure decision.
5. Decision and implementation - local (elector and/or local government) and Provincial decisions are made on whether to restructure, and the necessary documents developed to give the restructure legal effect (bylaw, Cabinet Order, Letters Patent) and implemented.
6. The local government(s) adapt to the new structure, which may involve transition or hiring of new staff, reconfiguring service delivery, and revision of local bylaws and community plans. The Ministry may provide some financial assistance with this transition.

Staff is currently initiating the first phase of the process by contacting Ministry of Municipal Affairs and Housing staff to gather the initial information about the restructure process that will be required to inform the Board of Directors' decisions moving forward regarding this initiative. This will provide the Ministry with an opportunity to "evaluate the local context" and provide any relevant feedback to the RDKB regarding the Ministry's view of the proposal and restructure process.

Implications

The Board of Directors has directed staff to comment upon how this request would fit into the RDKB's work plans and the proposed Big White OCP process.

As a municipal incorporation study is intended to review local governance arrangements within the region, the management of a process for the Big White community would be considered a project under the General Government Service (Administration - 001) in terms of the workload responsibilities and costs. Much of the cost of engaging in such studies is recouped through Provincial restructure planning grants, which cover the costs associated with hiring a consultant to undertake a restructure study on behalf of the Regional District. There are, however, staff resourcing implications associated with such processes. Regional District administration staff would be required to manage the process. This would include such tasks as assembling an oversight committee made of community representatives and managing the hiring process to select a consultant to undertake the restructure study. Other departments would also be responsible for providing data and information required as part of the restructure study. For example, we

could expect GIS staff to be asked to provide mapping and property-related data and Finance staff to provide a range of financial information and analysis required as part of the restructure planning process. The workload commitments associated with this proposal are not included in the Work Plan for the General Government Service in 2018. If the Board of Directors is interested in considering this project, it is recommended that staff be directed to include the project in the draft 2019 Work Plan for the General Government Service. This will provide an opportunity for the Board to consider whether it wishes to pursue this project in 2019 in the context of other commitments and potential projects that will be included in the draft Work Plan for the service. Work plans are intended largely to ensure that projects and workloads anticipated for a service are aligned with the staff and financial resources required to undertake those commitments. During October and November, staff will be presenting initial drafts of the 2019 Work Plans to the Board and the various committees for preliminary consideration. Staff can include the proposed Big White municipal incorporation study in the initial draft of the 2019 General Government Service Work Plan for the Board's consideration along with other projects and workloads anticipated for 2019. In the interim, staff will continue to engage with the Ministry of Municipal Affairs and Housing to get a better understanding of the Ministry's "evaluation of the local context" and receptiveness to a municipal incorporation study for Big White.

With respect to the status of the Big White OCP review, it is anticipated that the draft Work Plan for the Planning and Development Service will include commencement of the Big White Official Community Plan review during 2019 following completion of the Rural Bridesville Land Use Plan process that is currently underway. At this point, staff have not been able to confirm with the Ministry of Municipal Affairs and Housing whether it would be possible or advisable to undertake the two projects concurrently. Staff will update the Board on this once we have further information.

Advancement of Strategic Planning Goals

Consideration of the request from the Big White Community Development Association for a municipal incorporation study advances the Board's objective to continue to focus on good management and governance.

Background Information Provided

N/A

Alternatives

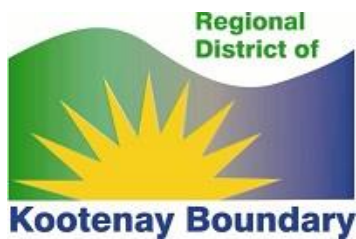
1. That staff continue to investigate the implications of initiating a municipal incorporation study for the Big White community through engagement with

Ministry of Municipal Affairs and Housing staff and report back the findings to the Board of Directors.

2. That the Board of Directors provide additional direction regarding this issue.

Recommendation(s)

That staff continue to investigate the implications of initiating a municipal incorporation study for the Big White community through engagement with the Ministry of Municipal Affairs and Housing and report back the findings to the Board of Directors.



STAFF REPORT

Date: 30 Aug 2018 **File**
To: **Chair Russell and Board of Directors**
From: James Chandler, General Manager of Operations
Re: Fire Department - Spartan Gladiator Pumper/Rescue 1500, Engine 374 - Acid damage

Issue Introduction

To provide an update to the Board of Directors regarding the recent ICBC report received, assessing the condition of the Kootenay Boundary Regional Fire Service Fire truck, engine 374, in regards to the acid spill.

History/Background Factors

The Fire Department responded to the acid spill in Trail on May 23rd, 2018. Subsequently concerns related to the longevity and safety of the vehicle have been raised. ICBC inspectors recently completed 2 inspections on the engine and have declared that it cannot be guaranteed safe for continued service. This information was received on 27th August, 2018.

At this time staff do not know if there is work that can be completed to allow the engine to remain in service. Staff continue to have correspondence with ICBC with no further conclusion. The engine has been removed from current operational service.

The engine was purchased in 2016 through HUB Fire Engines and Equipment Ltd for \$714,231.

Implications

With the declaration from ICBC that the engine cannot be certified safe for use, it is anticipated that the RDKB will seek the purchase of a new engine.

An assessment of the value and payout from ICBC has not yet been received so we cannot determine the full financial impact and cost to the RDKB at this time.

The insurable value of the engine is \$800,000.

Advancement of Strategic Planning Goals

The current works and investigation are not associated to targets of the strategic work plan.

Background Information Provided

As the truck is still considered new and has limited operational use, the assessment and replacement of the engine should be straight forward, as the operational needs and technologies have not significantly changed during the last 18 months.

Time is also of the essence as staff anticipate a minimum of 12 months lead time for the procurement of a new engine. The full impacts to the Fire Department have not yet been assessed with operational plans adjusted to ensure continuity of the service.

Staff anticipate that based on the recent purchase the most expeditious route to source a replacement engine would be to fast track a like-for-like order through HUB Fire Engines Ltd based on the previous proposal and specifications.

Over the next month staff plan to undertake the following action:

- Develop Fire service continuity plans for operations considering up to 18 months before a replacement engine can be received and in service
- Continue dialogue with HUB and obtain pricing for a new engine
- Discuss and pursue any options with ICBC and establish claim/payout values
- Report back to the RDKB Board of Directors on recommendations for next steps and procurement – *(Anticipated for September 2018)*

Alternatives

At this time alternate options are not presented.

Moving forward, all practical alternatives will be explored to ensure the continuity of service and the renewal of the damaged engine.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve staff to continue in correspondence with ICBC and initiate discussions with HUB Fire Engines Ltd to explore the replacement costs for a new engine as per the staff report, dated August 30th 2018, regarding Fire Department - Spartan Gladiator Pumper/Rescue 1500, Engine 374 - Acid damage.





August 31, 2018

Ref: 237741

All Police Services in British Columbia

Re: 2018 General Local Elections

During the last general local election there were a number of questions raised by police services about their role in local elections. The purpose of this letter is to provide information to police services in British Columbia about the upcoming General Local Elections and the potential role in such elections. We have every expectation that the local elections will run smoothly and without incident but trust that the following provides clarity on any questions police services may have.

What are General Local Elections?

On Saturday, October 20, 2018, general local elections will be held across British Columbia for positions such as municipal councillors and mayors, regional district electoral area directors and school board trustees. General local elections in British Columbia are held every four years on the third Saturday in October. A list of key dates can be found in Appendix 1.

Who is responsible for General Local Elections?

Local elections have always relied on many agencies working together to ensure that elections run smoothly, candidates are well informed, and rules are followed. Formally, local elections are a shared responsibility among local governments (through the local Chief Election Officer), Elections BC and the Province of British Columbia. In some cases, local police may be called upon to support the integrity of the voting process.

Local governments have the primary responsibility to administer local elections in accordance with their bylaws and rules in the *Local Government Act* and *Vancouver Charter*. Each local government appoints a Chief Election Officer (CEO), who makes a solemn declaration that they will faithfully and impartially perform their duties. CEOs have the power to do all things necessary for the conduct of the elections, and are generally responsible for hiring and training elections officials, securing voting places, maintaining the secrecy of the ballot, counting the ballots and declaring election results.

When members of the public have concerns about the conduct of an election, they are first encouraged to contact a local government's CEO. Typically, local CEOs will be able to manage and address any concerns and complaints that may arise. This might include challenges to a candidate's nomination or voter eligibility, improper placement of election signs and maintaining order at voting places. However, there may be some circumstances where election officials need to involve police, which will be described in more detail below.

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Ministry of Municipal Affairs
and Housing

Assistant Deputy Minister
Local Government

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Victoria BC V8W 9N7
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Elections BC is an independent office of the Legislature that administers campaign financing and advertising rules in local elections under the *Local Elections Campaign Financing Act*. These rules include requiring candidates, elector organizations and third-party advertisers to file prescribed disclosure statements, and requiring those election participants to include sponsorship information on election advertising. At the first instance, Elections BC, rather than the police, investigates campaign finance election offences, such as failure to file financial disclosure statements.

The Ministry of Municipal Affairs and Housing, and the Ministry of Education, play key coordination roles with stakeholders, election administrators and participants, and have some statutory oversight in extraordinary circumstances. The Ministry of Municipal Affairs and Housing is also responsible for any changes to the legislative framework for local elections, by-elections and other voting events.

Why might General Local Elections be of interest to police?

For the most part, general local elections will not need any police involvement. However, in some unique circumstances, a local CEO or the public may call on the police. Local police may have a role in investigating alleged election offences, or in managing public order challenges that might arise at or near a voting place. For example, a campaigner may have been asked to leave a voting place and refuse to do so.

Police may also be involved if there are allegations of an elections offence (described below) under the *Local Government Act* (or the *Vancouver Charter*, for the City of Vancouver). Based on a complaint, it would be up to the local police to determine if an investigation is necessary.

What are election offences?

The *Local Government Act* and the *Vancouver Charter* cover most matters that are considered election offences. For example, vote-buying, intimidation, providing or distributing false information, fraudulently voting, interfering with ballots or ballot boxes and advertising within 100 metres of a voting place on voting days are election offences and a person convicted of such offences may be subject to penalties. A list of election offences, penalties and applicable legislation can be found in Appendix 2 of this letter.

Campaign finance offences, such as failure to file financial disclosure statements, are covered by the *Local Elections Campaign Financing Act*. These offences are investigated by Elections BC at the first instance, rather than by police.

How are complaints about election offences dealt with?

Investigation and prosecution of election offences involves local government officials, police, Crown counsel and the courts. The process is illustrated in Appendix 3 of this letter.

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How to obtain further information

If you have any questions regarding election offences, please contact the Governance and Structure Branch, Ministry of Municipal Affairs and Housing, by email at: lggovernance@gov.bc.ca, or by telephone at: 250 387-4020.

You can also find election information on our website at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>.

Sincerely,



Tara Faganello
Assistant Deputy Minister

Appendices (3)

pc: Clayton Pecknold, Assistant Deputy Minister and Director of Police Services
Ministry of Public Safety and Solicitor General

Local government Chief Election Officers and Corporate Officers

APPENDIX 1
KEY DATES FOR THE 2018 GENERAL LOCAL ELECTIONS

September 4	Start of nomination period for candidates.
September 14	End of nomination period.
September 18	End of period to challenge a candidate's eligibility or identification in Provincial Court (can only be made by an elector in the municipality or electoral area in question, another nominee in the same election, or the CEO).
September 22	Campaign period begins. Expense limits apply to candidates, elector organizations and third-party advertisers (these are enforced by Elections BC).
September 22- October 20	Special voting opportunities may be held in places such as hospitals, long-term care facilities or other locations where voters' mobility may be impaired. Only designated voters can cast ballots at special voting opportunities.
October 10	First advance voting opportunity for eligible voters who may not otherwise be able to vote on general voting day. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.
October 20	General voting day and end of campaign period. The official election results may not necessarily be announced on general voting day—the local CEO may announce preliminary results after concluding the ballot count on general voting day and announce the official results at a later date.
October 24	Deadline for local CEOs to declare official election results.
October 29	Deadline to apply to the Provincial Court for a judicial recount (can only be made by an elector in the municipality or electoral area in question, another nominee in the same election, or the CEO).
30 days after results declared by local CEO	Deadline to apply to the Supreme Court of British Columbia to invalidate a local election (can only be made by a candidate in the election, the CEO or at least four electors of the municipality or electoral area in question).
One year after alleged offence	Deadline for initiating prosecution of an election offence.

APPENDIX 2 ELECTION OFFENCES AND PENALTIES

Election procedure and voting offence provisions are outlined in sections 161 to 163 of the *Local Government Act* (or sections 123 to 125 of the *Vancouver Charter*). These contraventions also apply to school trustee elections and, in some cases, assent voting.

Campaign financing and advertising offences found in the *Local Election Campaign Financing Act* are the responsibility of Elections BC, and as such are not covered in this Appendix.

Offences

<i>Offence</i>	<i>Legislative Sections</i>	<i>Description</i>
Vote Buying	<i>Local Gov't Act</i> s. 161 <i>Vancouver Charter</i> s. 123	Inducing an elector to vote and/or vote for a particular candidate. Inducement may include: money, gift, valuable consideration, refreshment, entertainment, office, placement, employment and any other benefit of any kind.
Intimidation	<i>Local Gov't Act</i> s. 162 <i>Vancouver Charter</i> s. 124	Using force or the threat of force on a person or property.
Nomination	<i>Local Gov't Act</i> s. 163(1) <i>Vancouver Charter</i> s. 125(1)	Consenting to a nomination as an unqualified candidate, purporting to withdraw a candidate without the authority to do so or claiming the candidate has withdrawn falsely and purporting to withdraw the consent of a candidate by an elector organization.
Voting	<i>Local Gov't Act</i> s. 163(2) <i>Vancouver Charter</i> s. 125(2)	Voting when not entitled to do so, voting more than once, obtaining a ballot in the name of another person or contravening the secrecy of the ballot.
Ballots and Ballot Boxes	<i>Local Gov't Act</i> s. 163(3) <i>Vancouver Charter</i> s. 125(3)	Supplying a ballot without authorization, removing ballots and interfering with the ballot box or voting machines.
Voting Proceedings	<i>Local Gov't Act</i> s. 163(4) <i>Vancouver Charter</i> s. 125(4)	On voting day, canvassing or posting advertisements or a ballot within 100 metres of the voting place. Also includes wearing any materials that may influence how an elector votes.
Other	<i>Local Gov't Act</i> s. 163(5) <i>Vancouver Charter</i> s. 125(5)	Providing false information or making a false declaration; accessing information from voting materials for non-election related purposes; attending a voting place where voting is taking place without authorization; and, interfering with an election official in the performance of his or her duties.

Penalties

Penalties are set out under section 166 of the *Local Government Act* and section 126 of the *Vancouver Charter*.

Vote-buying, accepting an inducement to vote or intimidating an elector to vote for a particular candidate may result in penalties including fines of up to \$10,000, imprisonment for up to two years and/or disqualification from holding elected office in a local government for up to seven years.

Individuals and/or elector organization representatives (for example, the financial agent) may be subject to penalties that include fines of up to \$5,000 and/or imprisonment for up to one year if they are convicted of:

- Advertising on general voting day
- Falsely withdrawing a candidate or an endorsement
- Fraudulently voting
- Interfering with ballots or ballot boxes
- Canvassing, advertising or otherwise visibly supporting a candidate within 100 m of a voting place on voting days
- Conducting any other activity contrary to the *Local Government Act* or *Vancouver Charter*

APPENDIX 3
POSSIBLE PROCESS STEPS FOR ELECTION OFFENCES AND PROSECUTIONS

