



Regular Meeting of the Board of Directors

Thursday, May 23, 2019

6:00 pm

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

A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- 2a)** The agenda for the May 23, 2019 meeting of the RDKB Board of Directors is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the May 23, 2019 meeting of the RDKB Board of Directors be adopted as presented.

3. Minutes

- 3a)** The minutes of the RDKB Board of Directors meeting held May 8, 2019 are presented.

[Minutes-Regular Meeting Board of Directors - 08 May-BoD May 23 19 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the RDKB Board of Directors meeting held May 8, 2019 be adopted as presented.

4. Delegation(s)

- 4a)** There are no scheduled delegations.

5. **Unfinished Business**

5a) **J. Dougall, General Manager - Environmental Services** **Re: Organics Infrastructure Program**

Director McGregor, Environmental Services Liaison

A Staff Report from Janine Dougall, General Manager of Environmental Services regarding the Organics Infrastructure Program, the RDKB project and resolution required to submit application is presented.
[Staff Report-OIP Application Resolution-Board-May 23, 2019 - Pdf](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for grant funding for the RDKB Organics Diversion Expansion Project through the B.C. Organics Infrastructure Program. **FURTHER** that the Board of Directors supports the project and commits to its share of \$1,182,008 for the project.

6. **Communications-RDKB Corporate Communications Officer**

6a) **F. Maika, Corporate Communications Officer** **Re: 2019 Town Hall Meeting Report**

A staff report from Frances Maika, Corporate Communications Officer presenting a review of the 2019 Town Hall meetings process.

[StaffReport 2019 TownHalls-BoD May 23 19](#)
[Town Hall Meetings-JTC Summary Report](#)
[Town Hall Meeting Polling Results Compiled](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors:

- Revisit the actual purpose of the town hall meetings and determine whether they are in sync with the strategic and organizational objectives of the RDKB.
- Determine whether town halls are the best tactic to present financial plan and budget information.
- Determine whether annual town halls should continue to focus on the RDKB financial plan and budget when it is nearly completed, or whether more people may participate in an engagement process that informs the annual financial plan and budget earlier in the budgeting process.

7. Communications (Information Only)

7a) Christina Gateway-April 25/19

Re: Grant-in-Aid Thank You

[Christina Gateway-Apr 25 19-Thank you-BoD May 23 19](#)

Recommendation: Corporate Vote Unweighted

That Communications (Information Only) Item 7a) be received and further direction at the discretion of the Board.

8. Reports

8a) Adopted RDKB Committee Minutes

The following RDKB Committee minutes, as adopted by the respective Committees are presented: Policy and Personnel Committee (April 10/19) and Electoral Area Services Committee (April 11/19).

[Policy and Personnel Committee - 08 May 2019 - Minutes - Pdf](#)

[Minutes-Electoral Area Services Committee - 11 Apr-BoD May 23 19 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following RDKB Committee minutes, as adopted by the respective Committees be received:

Policy and Personnel Committee (April 10/19) and Electoral Area Services Committee (April 11/19).

8b) Draft RDKB Electoral Area Advisory Planning Commission Minutes

Draft minutes of the following RDKB Advisory Planning Commission meetings held May 6 and May 7, 2019 are presented:

Electoral Area A (May 7/19), Electoral Area B/Lower Columbia-Old Glory (May 6/19), Electoral Area C/Christina Lake (May 7/19) and Electoral Area D/Rural Grand Forks (May 7/19).

[APC Minutes Area A-Board-May 23 2019](#)

[APC Minutes Area B-Board-May 23 2019](#)

[APC Minutes Area C - Board - May 23 2019](#)

[APC Minutes Area D-Board-May 23 2019](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the following RDKB Advisory Planning Commission meetings held May 6 and May 7, 2019 be received:

Electoral Area A (May 7/19), Electoral Area B/Lower Columbia-Old Glory (May 6/19), Electoral Area C/Christina Lake (May 7/19) and Electoral Area D/Rural Grand Forks (May 7/19).

9. Committee Recommendations to Board of Directors

Recommendations to the Board of Directors, as adopted by the RDKB Committees are presented for consideration.

9a) Policy and Personnel Committee - May 8/19

*Director McGregor, Committee Chair / Director Dunsdon,
Committee Vice Chair*

Corporate Sustainability Policy

[Corporate Sustainability Initiatives Policy - BOD - May 23 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Corporate Sustainability Policy as presented to, and approved by the Policy and Personnel Committee on May 8, 2019.

FURTHER that the Policy be distributed accordingly.

9b) Electoral Area Services Committee - May 16/19

*Director Worley, Committee Chair / Director McGregor,
Committee Vice Chair*

*Application for Development Variance Permit-Electoral Area
D/Rural Grand Forks*

[Staff Report-Wallis DVP Board-May 23 2019](#)

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

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Ian and Susan Wallis, to allow for a reduced front parcel line setback from 7.5 m to 6.5 m – a 1.0 m variance to construct a garage on the property legally described as Lot 1, Block 10, Plan EPP86067, DL 700, SDYD, Electoral Area 'D'/Rural Grand Forks.

10. Board Appointments Updates

- 10a)** *Southern Interior Development Initiative Trust (S.I.D.I.T.)* - Director McGregor
B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Director McGregor
Okanagan Film Commission - Director Gee
Boundary Weed Stakeholders Committee - Director Gee
Columbia River Treaty Local Government Committee (CRT LGC)-Director Worley and Director Langman
Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley
West Kootenay Regional Transit Committee-Directors Cacchioni and Worley, Alternate Director Parkinson
Kootenay Booth - Director Langman
Rural Development Institute (R.D.I.) - Director Worley
Chair's Update - Chair Russell
[CRT LGC Update May 2019 FINAL](#)
[2019 04 15 CBRAC Meeting HIGHLIGHTS](#)

11. 2019 Staff Workplan Update Reports

- 11a) Administration-Finance-Information Services-Corporate Communications**
Re: 2019 General Government Service (001) Workplan Update Report

A staff report from Theresa Lenardon, Manager of Corporate Administration, presenting the May update on the 2019 General Government / Administration Service (001) Workplan is presented.

[Staff Report-2019 Gen Gov-Admn-Workplan-BoD May 23 19 \(2\)](#)
[2019 WorkPlan-001 General Gov-May Update-BoD May 23 19 \(2\)](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the May 14, 2019 staff report from Theresa Lenardon, Manager of Corporate Administration titled "2019 General Government / Administration (001) Service Workplan Update Report" as presented to the Board of Directors on May 23, 2019.

11b) D. Derby, Regional Fire Chief & M. Stephens, Interim Manager of Emergency Programs
Re: 9-1-1 Emergency Communications Service (015) and Emergency Preparedness / Management Service (012) 2019 Workplan Update Report

A staff report from Dan Derby, Regional Fire Chief and Mark Stephens, Interim Manager of Emergency Programs presenting the 9-1-1 Emergency Communications Service (015) and the Emergency Preparedness Service (012) 2019 Workplan Update Report.

[Staff Report -911-EM Work Plans Update-BoD May 23 19](#)
[015 Emergency Communications Service](#)
[012 Emergency Preparedness Services](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the May 9, 2019 staff report from D. Derby, Regional Fire Chief and M. Stephens, Interim Manager of Emergency Programs titled "9-1-1 Emergency Communications Service (015) and Emergency Preparedness Service (012) 2019 Workplan(s) Update as presented to the Board of Directors on May 23, 2019.

11c) M. Stephens, Interim Manager of Emergency Programs
Re: CRI FireSmart Grant-Substitution to Emergency Preparedness Service (012) Workplan

A Staff report from Mark Stephens, Interim Manager of Emergency Programs requesting approval to amend the 2019 Emergency Preparedness Service (012) Workplan is presented.

[Staff Report - CRI FireSmart Grant substitution to Emergency Services](#)
[WrkPln-BoD May 23 19](#)
[FireSmart Master Plan RFP- Draft](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the amendment of the 2019 Emergency Preparedness Service Workplan by moving the Pet and Livestock Plan Project to 2020 and include the FireSmart Strategic Plan to 2019 Workplan.

11d) B. Champlin, Manager of Building Inspection
Re: 2019 Building Inspection Service (004) Workplan Update Report

A staff report from Brian Champlin, Manager of Building Inspection presenting the Building Inspection Service (004) 2019 Workplan Update.

[Staff Report-BldgInspection 004-Work Plan Update-BoD May 23 19](#)
[004 Building Services - Work Plan Update](#)
[Work Plan Updates Table](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the May 17, 2019 staff report from Brian Champlin, Manager of Building Inspection titled "2019 (004) Service Workplan Update Report" as presented to the Board of Directors on May 23, 2019.

12. New Business

12a) L. Moore, Planner

Re: Front Counter BC Referral License of Occupation - Electoral Area D/Rural Grand Forks (City of Grand Forks Applicant)

A staff report from Elizabeth Moore, Planner regarding a Front Counter BC referral for a proposed License of Occupation (Kettle River Revetment Project) in Electoral Area 'D'/Rural Grand Forks (as submitted by the City of Grand Forks) is presented.

[Staff Report-CityGrandForks-Board-May 23 2019](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the referral for a license of occupation for rip rap armouring of the riverbank on the Kettle River in the South Ruckle area in Grand Forks, Electoral Area 'D'/Rural Grand Forks, be received.

12b) L. Moore, Planner

Re: Front Counter BC Referral *Mines Act* Permit - Electoral Area D/Rural Grand Forks

A staff report from Elizabeth Moore, Planner regarding a Front Counter Referral for a proposed *Mines Act* Permit for a proposed quarry operation in Electoral Area 'D'/Rural Grand Forks is presented.

[LimeCrkLog Staff Report](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report Front Counter Referral – *Mines*

Act Permit – Lime Creek Logging, which includes the comments and recommendations of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission to Front Counter BC for consideration.

12c) L. Moore, Planner

Re: Front Counter BC Referral License of Occupation - Electoral Area B/Lower Columbia-Old Glory

A staff report from Elizabeth Moore, Planner regarding a Front Counter BC referral for a proposed License of Occupation (Broken Goat Race) in Electoral Area B/Lower Columbia-Old Glory is presented.

[Staff Report-Broken Goat Race-Board-May 23 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward this staff report, Front Counter Referral – License of Occupation – Broken Goat Race, which includes recommendations of the Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission to Front Counter BC for consideration.

12d) L. Moore, Planner

Re: Exclusion from the Agricultural Land Reserve - Electoral Area B/Lower Columbia-Old Glory

A staff report from Elizabeth Moore, Planner regarding a referral from the Agricultural Land Commission (ALC) for an exclusion from the Agricultural Land Reserve (ALR) in Electoral Area B/Lower Columbia-Old Glory is presented.

[Staff Report-ALC Exclusion-BoD May 23 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the Agricultural Land Commission application for exclusion of the westerly portion of the subject parcel with an Agricultural Capability of 7:7TC-3:6T including the rocky outcrop proposed for the secondary suite from the Agricultural Land Reserve submitted by David and Margit Hinchcliffe for the property legally described as Parcel A, Plan NEPX63, Sublot 161, TWP 9A, KD, Electoral Area 'B'/Lower Columbia-Old Glory.

12e) Grants in Aid - as of May 16, 2019

[Grants in Aid-Board-May 23 2019](#)

Recommendation: That the following grants-in-aid be approved:

1. Beaver Valley Golf & Recreation Society – Tee Box Advertising Sign Renewal – Electoral Area 'A' - \$210
2. Zone 6 BC 55+ Games – Seniors' Preparation and Participation in Games – Electoral Area 'A' - \$500
3. West Kootenay Smoke n Steel Car Club – Audio and Public Announcement System – Electoral Area 'B'/Lower Columbia-Old Glory - \$2,343.79
4. Boundary Woodlot Association – Community Emergency Preparedness Fair-Rock Creek – Electoral Area 'E'/West Boundary - \$1,691.21
5. Kettle Valley Golf Club – Repair and Maintenance of Heart & Stroke AED Unit – Electoral Area 'E'/West Boundary - \$672.00
6. West Boundary Community Services Co-operative Association – Start-up costs for BC Co-op Association Annual Membership – Electoral Area 'E'/West Boundary - \$119.00
7. West Boundary Community Services Co-operative Association – Start-up costs for Riverside Holdings Property Land Lease Legal Fees – Electoral Area 'E'/West Boundary - \$3,595.20

13. Bylaws

13a) RDKB Bylaw No. 1674 Amending Electoral Area D/Rural Grand Forks Official Community Plan

First and Second Reading and Set Up Public Hearing

[Bylaw 1674](#)

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1674, 2019 be read a First and Second time.

13b) RDKB Bylaw 1675 Amending Electoral Area D/Rural Grand Forks Zoning Bylaw

First and Second Reading and Set up Public Hearing

[Bylaw 1675](#)

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1675, 2019 be read a First and Second time.

13c) Set up Public Hearing

Re: RDKB Bylaws 1674 and 1675

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

That staff make the necessary arrangements for a Public Hearing for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1674 and Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1675. **FURTHER** that Director Russell be appointed as Public Hearing Chair with Directors McGregor and Gee as Alternates.

14. Late (Emergent) Items

15. Discussion of Items for Future Meetings

16. Question Period for Public and Media

17. Closed Meeting

17a) Proceed to a closed meeting pursuant to Section 90 (1) (e) of the *Community Charter*.

18. Adjournment



Regular Meeting of the Board of Directors

May 8, 2019

RDKB Board Room, Trail, B.C

Minutes

Present:

Director R. Russell, via teleconference
Director G. McGregor, Vice-Chair / Acting Chair
Director A. Grieve
Director V. Gee
Director S. Morissette
Director M. Walsh
Director R. Cacchioni
Director Langman, via teleconference
Director A. Morel, via teleconference
Director B. Taylor
Director G. Shaw
Director R. Dunsdon
Alternate Director Edwards

Staff Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. Chandler, GM-Operations/Deputy Chief Administrative Officer
J. Dougall, GM-Environmental Services
B. Burget, GM-Finance

Call to Order

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

Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 8, 2019 was presented.

The Manager of Corporate Administration advised that the agenda item respecting a discussion regarding the Regional District of Central Kootenay Climate Action Imperative would be moved to the front of the agenda after receipt of the Minutes and that additional documentation respecting the Kootenay Booth - Communications (Information Only) item had been distributed for information; and it was;

218-19 Moved: Director Grieve Seconded: Director Cacchioni

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 8, 2019 be adopted as amended.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 24, 2019 were presented.

219-19 Moved: Director Cacchioni Seconded: Director Walsh

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 24, 2019 be adopted as presented.

Carried.

Discussion Item-Director Morel

Re: Regional District of Central Kootenay Climate Action Imperative Moved to the Front of the Agenda

Director Morel reviewed the Regional District of Central Kootenay (RDCK) Climate Action Imperative and he advised that the City of Rossland has adopted a similar imperative with the purpose to lobby all levels of government to "...undertake changes to building construction, energy systems, land use, and transportation and explore opportunities to address the reality of the crisis." He suggested that the RDKB consider endorsing the same.

Director McGregor noted her concerns with adopting a similar document at this time when the RDKB has already advanced and lobbied for climate action initiatives and is presently moving forward with additional climate action work which aligns with the RDKB Strategic Plan Objectives.

After reviewing and discussing this matter further, it was;

220-19 Moved: Director Dunsdon Seconded: Director Morissette

Corporate Vote Unweighted

That the information from Director Morel and the Media Release regarding the Regional District of Central Kootenay adopting a Climate Action Imperative be received.

Carried.

221-19 Moved: Director Grieve Seconded: Director Cacchioni

That the matter of adopting a Climate Action Imperative be referred to staff to draft a report that illustrates the past, present and future RDKB climate action activities and initiatives, which have, and will in the future, align with the Regional District of Central Kootenay Climate Action Imperative, the RDKB Strategic Plan Objectives and Managers' Workplans. **FURTHER** that the report be presented to the Board at a future meeting.

Carried.

Delegation(s)

There were no delegations in attendance.

Unfinished Business

There was no unfinished business to discuss.

Communications (Information Only)

D. Langman-April 28/19

Re: Kootenay Country Booth Organizing Committee

Director Langman provided a verbal update on the "Kootenay Booth Organizing Committee Announcement" as attached to the Agenda. She explained that the Kootenay Booth Committee met during the AKBLG Conference where it was decided that it is time to end Booth operations.

Director Langman advised that at a future meeting, she will provide information on the distribution of refunds to the local governments as well as other financial matters.

222-19 Moved: Director Taylor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the verbal report from Director Langman regarding the Kootenay Country Booth (Communication Information Only) item be received.

Carried.

Director Langman left the meeting (time: 6:19 p.m.).

BC Hydro Power Smart-April 30/19**Re: BC Hydro 2019 Grant in Lieu for Generating Facilities**

Staff provided an explanation to the letter from BC Hydro which advises that the 2019 grant-in-lieu payments for the Waneta Dam will be adjusted. The adjustments reflect modifications in BC Hydro's calculations as well as changes to the (2019) BC Assessment taxable status where the portion of the grant allocated to Waneta will not be paid since the entire facility is now subject to full taxation. This results in a loss of \$324,314 of full taxation in 2019.

M. Andison, Chief Administrative Officer explained "grant-in-lieu" benefits and "taxation". He also reviewed the impacts this will have on the overall RDKB community and the types of revenue that would provide the maximum community benefit.

Director Grieve noted the conversations and meetings she has had with various stakeholders and K. Conroy, MLA, Kootenay West.

A letter from BC Assessment, explaining the rationale for the change on the taxable status is forthcoming and will be presented to the Board of Directors at a future meeting.

After further review, it was;

223-19 Moved: Director Cacchioni Seconded: Director Grieve

Corporate Vote Unweighted

That the matter of the change to the taxable status of the Waneta Dam Generating Facility be referred to staff to draft a report for a future meeting. **FURTHER** that when received, that the letter from BC Assessment providing the basis for the change be referred to the Board.

Carried.

224-19 Moved: Director Grieve Seconded: Director Cacchioni

Corporate Vote Unweighted

That a letter be sent to Katrine Conroy, MLA requesting a meeting to formally communicate the Board's desire to have no negative impacts to the RDKB taxpayers associated with the re-assessment of the taxable status of the Waneta Dam resulting from recent changes in ownership interest.

Carried.

Reports**Cheque Register Summary for the Month of April 2019**

Director Cacchioni, Finance Liaison

225-19 Moved: Director Cacchioni Seconded: Director Taylor

Corporate Vote Unweighted

That the Cheque Register Summary for the month of April 2019 for \$580,278.74 be received.

Carried.

Adopted RDKB Committee Minutes

The following minutes of the RDKB Committee meetings as adopted by the respective Committees were presented:

Policy and Personnel Committee meeting (March 7, 2019), Boundary Community Development Committee (April 2, 2019) and Liquid Waste Management Plan Stage 3 Steering Committee (April 4, 2019).

226-19 Moved: Director Morissette Seconded: Director Dunsdon

Corporate Vote Unweighted

That the following minutes of RDKB Committees be received: Policy and Personnel Committee meeting (March 7, 2019), Boundary Community Development Committee (April 2, 2019) and Liquid Waste Management Plan Stage 3 Steering Committee (April 4, 2019).

Carried.

Using the City of Kimberley as a model, that for a future meeting staff provide a report regarding the options local governments have to adopt "step codes" which may be imposed to increase energy efficiency requirements on new building construction and renovations.

B. Burget, General Manager of Finance**Re: Equipment Financing - Service 050 2019 Spartan Gladiator**

227-19 Moved: Director Taylor Seconded: Alternate Director Edwards

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors authorizes \$426,680.57 be borrowed under Section 403 of the *Local Government Act*, from the Municipal Finance Authority for the purpose of the 2019 Spartan Gladiator Chassis and Pump; and that the equipment financing be repaid within 5 years, with no rights of renewal.

Carried.

228-19 Moved: Director Cacchioni Seconded: Director Grieve

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors authorize \$305,316.33 be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the final payment of the 2019 Spartan Gladiator; and that the equipment financing be repaid within 5 years, with no rights of renewal.

Carried.

Committee Recommendations to Board of Directors

Recommendations to the Board of Directors, as adopted by the RDKB Committees are presented for consideration.

Policy and Personnel Committee - April 10/19

Director McGregor, Committee Chair / Director Dunsdon, Committee Vice Chair

RDKB Service Analysis Tool Kit

229-19 Moved: Director Dunsdon Seconded: Director Cacchioni

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Service Analysis Tool Kit Policy as presented to, and approved by the Policy and Personnel Committee on April 10, 2019. **FURTHER** that the Policy be distributed accordingly.

Carried.

Liquid Waste Management Plan Stage 3 Steering Committee - April 4/19

Director Cacchioni Committee Chair / Director Worley, Committee Vice Chair

230-19 Moved: Director Cacchioni Seconded: Director Morel

Stakeholder Vote (Cities of Trail and Rossland, Village of Warfield) Weighted

That the Regional District of Kootenay Boundary (RDKB) Board of Directors, with the approval from all the service participants and the funder, approve the RDKB Liquid Waste Management Plan (LWMP) Stage 3 Final Report. **FURTHER**, that the RDKB Board of Directors direct Staff to submit the RDKB LWMP Stage 3 Final Report to the Province of British Columbia for approval.

Carried.

New Business**G. Denkovski, Manager of Infrastructure and Sustainability**

Re: Application for Gas Tax Funding- Pickle Ball Courts-Electoral Area 'C'/Christina Lake

231-19 Moved: Director Grieve Seconded: Director Taylor

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by Staff on behalf of the Christina Lake Regional Parks and Recreation Service (027) and the allocation of Gas Tax funding in the amount of \$100,000 from Electoral Area 'C'/Christina Lake for the costs associated with the construction of pickle ball courts.

Carried.

J. Dougall, GM - Environmental Services

Re: 2019 Work Plans-Regional Solid Waste Management Service (010) and Big White Solid Waste Service (064)

Director McGregor, Environmental Services Liaison

232-19 Moved: Director Dunsdon Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the May 8, 2019 staff report from Janine Dougall, General Manager-Environmental Services titled "2019 Work Plans for Services 010 and 064-May Update".

Carried.

D. Dean, Manager of Planning and Development

Re: UBCM Grant Opportunity - Housing Needs Reports Program

233-19 Moved: Director Cacchioni Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to submit an application to the Union of BC Municipalities for a grant to conduct Housing Needs Reports in the Kootenay and Boundary areas to a maximum of \$200,000. **FURTHER** if the grant is approved amend the 2019 Financial Plan for Service 005 Planning and Development as follows: increase Miscellaneous Revenue Account 11590159 and the Operating Contract Account 12258235 by the appropriate amounts.

Carried.

Grants in Aid - as of May 2, 2019

234-19 Moved: Director Grieve Seconded: Director Russell

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Rossland Council for Arts and Culture – Community Arts Plan – Electoral Area 'B'/Lower Columbia-Old Glory - \$600
2. Christina Gateway Community Development Association – Annual Homecoming Summer Festival – Electoral Area 'C'/Christina Lake - \$15,000
3. Boundary Central Secondary School PAC – Students' Training Standard First Aid – Electoral Area 'E'/West Boundary - \$1,000

Carried.

Bylaws

There were no bylaws to consider.

Late (Emergent) Items

Grants in Aid - as of May 3, 2019:

235-19 Moved: Director Grieve Seconded: Alternate Director Edwards

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Beaver Valley Thrift Shop – Replacement Lighting – Electoral Area 'A' - \$1,250
2. Phoenix Foundation of the Boundary Communities – Vital Signs Report – Electoral Area 'C'/Christina Lake - \$1,000
3. Greenwood Board of Trade – Founders Day – Electoral Area 'E'/West Boundary - \$1,500

Carried.

Discussion of Items for Future Meetings

There were no items to discuss.

Question Period for Public and Media

A question period was not necessary.

Closed Meeting

A closed meeting was not required.

Adjournment

There being no further business to discuss, the meeting was adjourned (time: 7:10 p.m.).

DRAFT NOT BOARD APPROVED

TL



STAFF REPORT

Date: 23 May 2019 **File** ES - Solid Waste
To: **Chair Russell and Board of Directors**
From: Janine Dougall, General Manager of Environmental Services
Re: Organics Infrastructure Program - RDKB Project Application and Resolution

Issue Introduction

A Staff Report from Janine Dougall, General Manager of Environmental Services regarding the Organics Infrastructure Program, the RDKB project and resolution required to submit application.

History/Background Factors

The Regional District of Kootenay Boundary (RDKB) has developed an Organics Management Strategy with the intent of submitting an application for funding under the Organics Infrastructure Program (OIP). An Expression of Interest was submitted in November 2018, which has been accepted and makes the RDKB eligible to submit a formal application. On March 20, 2019 the application intake for the Organics Infrastructure Program was opened and a "Guide for Submitting an Application" was released. Applications will be accepted until May 22, 2019 with allowances for the submission of required Board resolutions within one month of the application closing.

The Board has provided direction that for the organic waste generated in the McKelvey Creek Wasteshed a partnership with the RDCK was the preferred option. As such a letter of support and commitment to supply/and or direct collected food waste was provided to the RDCK to submit with their own OIP application.

For the Boundary Wasteshed the chosen project is to upgrade the Grand Forks facility to accept additional food waste, biosolids and septage waste to produce a Class A compost product and meet the Organic Matter Recycling Regulation. A

letter of support for the project, specifically with respect to the supply of biosolids feedstock has been received from the City of Grand Forks and will be submitted as part of the application.

OIP Funding Breakdown

For local governments the funding breakdown for eligible projects is up to 33% Federal, 33% Provincial and 33% Ultimate Recipient.

There is eligibility to stack up to a maximum of 40% for Federal contribution, subject to approval from the Ministry of Municipal Affairs and Housing. The use of Gas Tax Community Works Funds are considered a federal contribution for these purposes.

Potential Revenue Sources for the Required Contribution Amounts by the RDKB

The following are potential sources of revenue for the required contribution by the RDKB:

- Revenue from the sale of the Trail Airport Lands
 - o Directed by a resolution, revenue that was generated from the sale of the Trail Airport, was allocated to a capital reserve account in Environmental Services for environmental purposes with a specific project to be selected at a later date. The current amount available in that reserve fund is \$1,273,033.
- Other reserve monies available in the Regional Solid Waste Budget (010)
 - o If utilized as outlined in the approved 2019-2023 Regional Solid Waste Budget (010), available reserves would be valued at \$362,336 at the end of December 31, 2019.

Combining the reserve monies listed above results in a total amount available of \$1,635,369 at the end of December 31, 2019.

Previous Board Resolutions

At the April 24, 2019 Board meeting the following resolution was passed:

205-19 Moved: Director McGregor Seconded: Director Cacchioni

That the Board of Directors direct that: for the Organics Infrastructure Program funding application that the funding required from the RDKB for the development of organics processing infrastructure be primarily sourced from the reserve monies from the sale of the Trail Airport lands as well as other reserve monies available in the Regional Solid Waste Budget (010). Further that any shortfall amounts be obtained through short-term borrowing if required.

Carried.

Implications

RDKB staff met with a representative from Tetra Tech to complete a site visit at the Grand Forks Landfill to discuss design options and challenges with site location (specifically power lines located overhead of the existing compost operation).

A preliminary design has now been established for the facility. The basic design includes:

- Allowance for the production of two end-products to give greater flexibility in marketing of end-product. One from food waste/yard/garden/wood waste and the other from food/yard/garden/wood waste/biosolids/septage.
- Provide required leachate collection given that the Grand Forks Landfill facility is located on/or adjacent to an identified vulnerable aquifer.
- The use of Gore cover to minimize odor, maintain moisture levels.
- Construct "permanent" infrastructure in areas outside of power line ROW's.

The overall estimated costs for the project have now been established and are attached in the format that will be submitted with the application. Costs have been broken down into project planning, design/engineering, construction/materials and contingency. The cost estimates are at a class D level and a 20% contingency has been applied to construction and material costs.

The total costs for the project are estimated at \$3,546,020. At this value, the 33% contribution required from the RDKB (Ultimate Recipient) is \$1,182,008.

The RDKB has the necessary contribution amount for the project in reserves by using the \$1,273,033 from the sale of the Trail Airport Lands.

Staff will be completing the application documents using the above costing and contribution amounts and will submit prior to the May 22, 2019 deadline. The required Board resolution will be submitted after the May 23, 2019 Board meeting.

Advancement of Strategic Planning Goals

The Strategic Planning Goals that would be related to this issue are that we will continue to focus on waste management, focusing on organizational excellence and being responsible and proactive in funding our services.

Background Information Provided

RDKB OIP Application – Detailed Cost Estimate

Alternatives

1. THAT the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for grant funding for the RDKB Organics Diversion Expansion Project through the B.C. Organics Infrastructure Program; and FURTHER that the Board of Directors supports the project and commits to its share of \$1,182,008 for the project.
2. That the Board of Directors receive the report from Janine Dougall, General Manager of Environmental Services titled "Organics Infrastructure Program – Resolution" and dated May 23, 2019.
3. That the Board of Directors not receive the report.

Recommendation(s)

THAT the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for grant funding for the RDKB Organics Diversion Expansion Project through the B.C. Organics Infrastructure Program; and FURTHER that the Board of Directors supports the project and commits to its share of \$1,182,008 for the project.



Organics Infrastructure Program
Low Carbon Economy Leadership Fund
Detailed Cost Estimate



Applicant Name: Regional District of Kootenay Boundary

Project Number: L33076

Project Title: RDKB Organics Diversion Expansion Project

Cost Estimate Developed By: Tetra Tech Canada

Date of Cost Estimate (DD-MM-YYYY): 15-May-19

Cost Estimate Class: D

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Project Planning				
For example, costs associated with environmental assessment and consultation. Eligible planning costs are those that are considered fundamental to decisions required that will allow the project to proceed.	Aligning municipal collection with organics facility input requirements	4.00	2,500.00	10,000
	Surface and Groundwater assessment of site	1.00	15,000.00	15,000
	Leachate and Stormwater Management Plan	1.00	15,000.00	15,000
	Odour Management Plan	1.00	15,000.00	15,000
	General Consultation (per stakeholder group)	10.00	1,000.00	10,000
Planning Sub-Total:				\$65,000
Design / Engineering				
(Note max 15% of construction project costs should be engineering/consulting fees)	Detailed Design	1.00	75,000.00	75,000
	Design Modifications and Revisions	1.00	25,000.00	25,000
	Construction Quality Assurance	1.00	50,000.00	50,000
Design / Engineering Sub-Total:				\$150,000
Construction / Materials				
	General Site Grading and Preparation			
	Mobilization/De-mobilization	1	50,000	50,000
	Land Clearing (m2)	900	10	9,000
	Grading (m2)	11,000	3	33,000
	Access Road Construction (m)	30	330	9,900
	Electricity Connection (unit)	1	40,000	40,000
	Water Connection (unit)	1	5,000	5,000

	Description	Quantity	Per Unit Amount	Total Cost
Items should reflect the major components in your project without going into specific detail, add lines as necessary	Leachate and Surface Water Management			
	Excavation and Construction of Stormwater Management Pond (m3)	1,000	26	26,000
	Construction of Surface Water Ditches (m)	750	46	34,500
	Leachate Collection and Management System (unit)	1	60,000	60,000
	Receiving Building			
	Supply and Place Aggregate (m3)	90	60	5,400
	Supply and Place Concrete (m3)	80	600	48,000
	Fabric Building Installed (unit)	1	106,000	106,000
	Organics Processing			
	Supply and Place Aggregate (m3)	500	60	30,000
	Supply and Place Asphalt for Active Composting Area (m2)	1,000	200	200,000
	Supply and Place Soil (m3)	500	10	5,000
	Organics Processing Equipment (unit) - Quote	1	555,000	555,000
	Organics Processing Equipment Installation (unit)	1	150,000	150,000
	Screening, Curing, and Storage Area			
	Supply and Place Soil (m3)	3,500	10	35,000
	Supply and Place Aggregate (m3)	3,500	60	210,000
	Supply and Place Clay Liner 0.5m thick (m3)	3,500	15	52,500
	Berm Construction (m)	350	33	11,550
	Mobile Equipment Procurement			
	Mobile Equipment - Grinder Purchase	1	600,000	600,000
	Mobile Equipment - Mixer Purchase	1	250,000	250,000
	Mobile Equipment - Screener Purchase	1	250,000	250,000
Construction / Materials Sub-Total:				\$2,775,850
Other Eligible Costs				
For example (communications, accounting, testing)				
Other Eligible Costs Sub-Total:				\$0

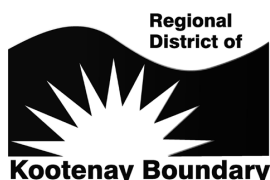
	Description	Quantity	Per Unit Amount	Total Cost
Contingency				
	Contingency applied construction and material costs	2,775,850.00	20%	555,170
Contingency Sub-Total:				\$555,170
TOTAL ELIGIBLE COSTS*:				\$3,546,020

INELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Land Acquisition Cost	N/A			
Feasibility Studies				
Costs for Leasing Land, Building and Other Facilities	N/A			
Real estate fees and related costs	N/A			
Costs for leasing equipment other than equipment directly related to the construction of the project	N/A			
Financing Charges				
Legal Fees				
Loan Interest Payments	N/A			
In-kind Contribution				
Tax Rebate				
Other				
TOTAL INELIGIBLE COSTS*:				\$0

TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:				\$3,546,020
--	--	--	--	--------------------

Cost Estimate Comments

Organics Processing Equipment costs were specified in a quote from Sustainable Generation for a 4-bunker system with in-trench aeration channels and blowers, bunker walls, and 4 GORE Membrane Covers.



Staff Report

Date:	May 15, 2019	File #:	
To:	Chair Russell and Members of the Board		
From:	Frances Maika, Corporate Communications Officer		
RE:	2019 Town Hall Meetings – Review of the process		

ISSUE INTRODUCTION

The primary objectives of the 2019 town halls were to present and gather feedback on the proposed 2019 Budget and 2019-2023 Five-Year Financial Plan, and to provide an opportunity for residents to learn about and provide feedback on how the RDKB operates, what their taxes fund and comment or ask questions about RDKB programs and services. Residents at the town hall meetings in areas A, B, C, D and E/West Boundary were also provided with information about the FireSmart Program.

HISTORY / BACKGROUND FACTORS

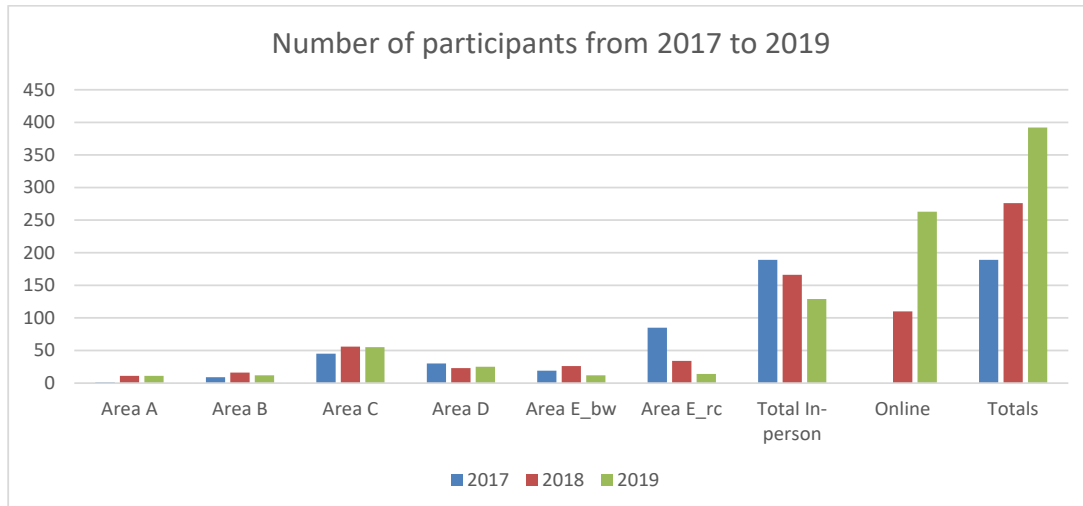
In 2018 Town Hall Meetings, two changes were implemented and carried through to the 2019 events based on positive responses from the public, staff and the Board in 2018:

- The RDKB incorporated the TurningPoint audience response system and real-time polling software paired with individual voting “clickers” that the Rural Development Institute at Selkirk College lent free of charge to the RDKB for a second year running.
- Redesigned ads and colour postcard mail-outs and posters advertised the town halls and residents were invited to participate in an online poll asking which RDKB services are most important to them. The same question was asked in the live-polling at each town hall meeting.

Attendance and Overall Participation

In-person attendance at town hall meetings has continued to trend slightly downward over the past two years; however, participation increased overall when online engagement data from jointheconversation.rdkb.com is incorporated. Added to this, the total number of people (210) who visited our 2019 Town Hall Meeting project page at jointheconversation.rdkb.com was nearly double the total number of people (129) who attended the 2019 town hall meetings in person. While some of those people who visited the online engagement site may have also attended a town hall, we can still

conclude based on these numbers that residents are more likely to participate online than they are to attend in-person town hall meetings based on when and where we currently hold them and what topics we focus on.

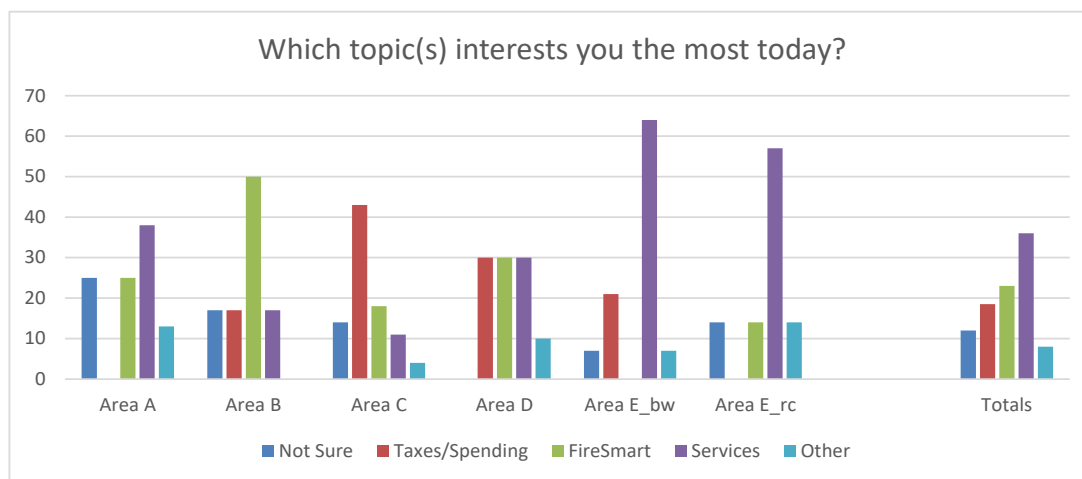


Polling Results

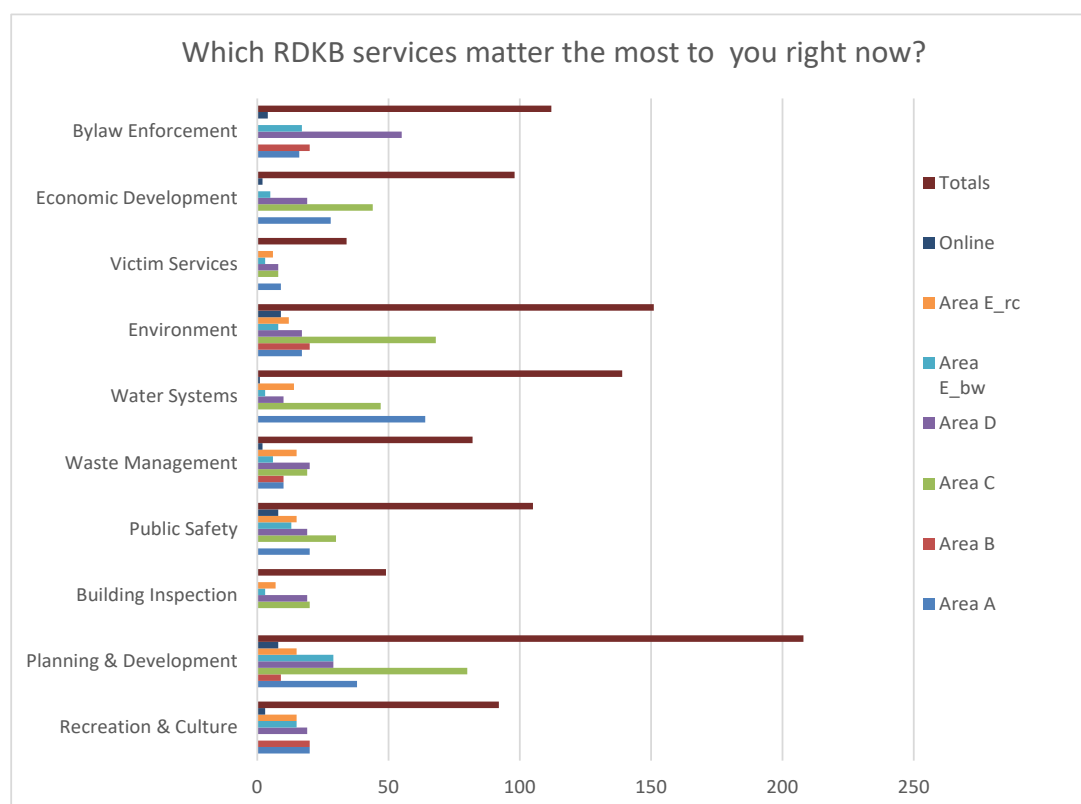
The topics of greatest interest overall to RDKB residents according to live polling at the town hall meetings were:

1. RDKB services (36%)
2. FireSmart (23%)
3. Taxes/Spending (18.5%)

The exception is Area 'E'/West Boundary at the Big White town hall meeting where Firesmart information was not presented as an option.



The services that residents identified as most important to them were Planning and Development followed by Environment, and Water Services. The exception was in the Area 'D'/Rural Grand Forks Town Hall meeting, where residents identified Bylaw Enforcement as the service of greatest importance to them.



PROPOSAL

Given lower attendance at the annual town halls and a clear interest in topics other than the financial plan specifically, that the Board:

- Revisit the actual purpose of the town hall meetings and determine whether they are in sync with the strategic and organizational objectives of the RDKB.
- Determine whether town halls are the best tactic to present financial plan and budget information.
- Determine whether annual town halls should continue to focus on the RDKB financial plan and budget when it is nearly completed, or whether more people may participate in an engagement process that informs the annual financial plan and budget earlier in the budgeting process.

Continue using interactive polling in town hall meetings and request use for the TurningPoint technology in 2020 from Selkirk College's Columbia Basin Rural Development Institute.

IMPLICATIONS

- More effective public engagement including possibly higher turnout at town hall meetings.
- More meaningful feedback on the RDKB annual financial plan and budget itself.
- Staff, and RDKB Financial Services staff in particular, are able to fully focus on the financial plan and budgeting process without having to participate in town hall meetings on the topic as well.
- The RDKB final financial plan and budget is shared with RDKB residents after they have participated in a budget-related planning process earlier in the year, and so may be more motivated to review the actual final plan.

ALTERNATIVES

1. Receive the report (no action).
2. Discuss and refer back to staff.
3. Adopt the recommendation to review the purpose, format the timing of the town hall meetings and take appropriate future action as determined by the Board.

RECOMMENDATION

That the Board:

- Revisit the actual purpose of the town hall meetings and determine whether they are in sync with the strategic and organizational objectives of the RDKB.
- Determine whether town halls are the best tactic to present financial plan and budget information.
- Determine whether annual town halls should continue to focus on the RDKB financial plan and budget when it is nearly completed, or whether more people may participate in an engagement process that informs the annual financial plan and budget earlier in the budgeting process.

ATTACHMENTS:

PollingResultsCompiled_190515.pdf

Summary_Report_Regional_District_Of_Kootenay_Boundary_19_September_18_To_01_May_19.pdf

Summary Report

19 September 2018 - 14 May 2019

Regional District of Kootenay Boundary

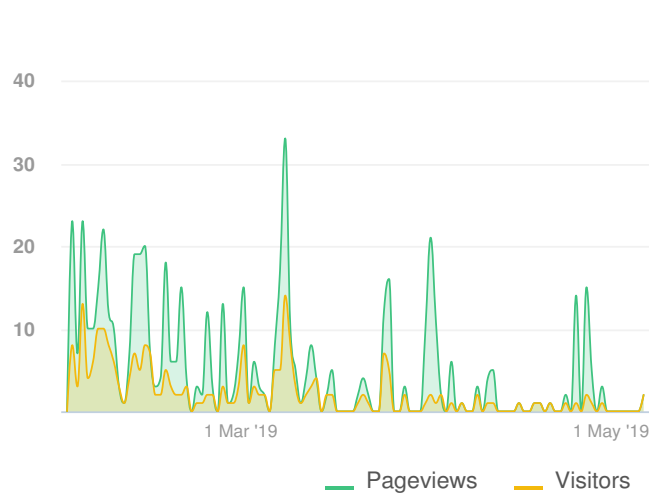
PROJECTS SELECTED: 1

2019 Town Halls

FULL LIST AT THE END OF THE REPORT



Visitors Summary



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
270	14	
NEW REGISTRATIONS		
5		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
35	94	210

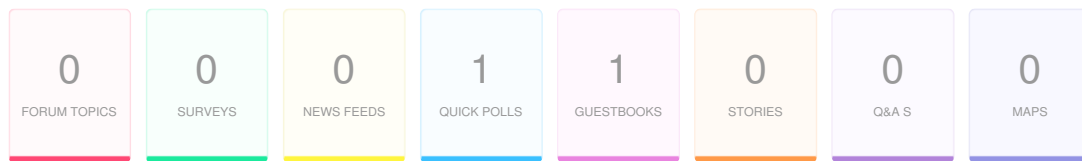
PARTICIPANT SUMMARY

ENGAGED		35 ENGAGED PARTICIPANTS				TOP PROJECTS				
					Registered	Unverified	Anonymous			Participants (%)
INFORMED		Contributed on Forums	0	0	0					
		Participated in Surveys	0	0	0					
		Contributed to Newsfeeds	0	0	0					
		Participated in Quick Polls	6	0	29					
AWARE		Posted on Guestbooks	3	0	0					
		Contributed to Stories	0	0	0					
		Asked Questions	0	0	0					
		Placed Pins on Places	0	0	0					
		Contributed to Ideas	0	0	0					
		* A single engaged participant can perform multiple actions								* Calculated as a percentage of total visits to the Project

ENGAGED		94 INFORMED PARTICIPANTS				TOP PROJECTS					
					Participants					Participants (%)	
INFORMED		Viewed a video	0							2019 Town Halls	94 (44.8%)
		Viewed a photo	0								
		Downloaded a document	23								
		Visited the Key Dates page	68								
AWARE		Visited an FAQ list Page	0							* Calculated as a percentage of total visits to the Project	
		Visited Instagram Page	0								
		Visited Multiple Project Pages	58								
		Contributed to a tool (engaged)	35								
			* A single informed participant can perform multiple actions								

ENGAGED		210 AWARE PARTICIPANTS				TOP PROJECTS					
					Participants					Participants	
INFORMED		Visited at least one Page	210							2019 Town Halls	210
AWARE		* Aware user could have also performed an Informed or Engaged Action								* Total list of unique visitors to the project	

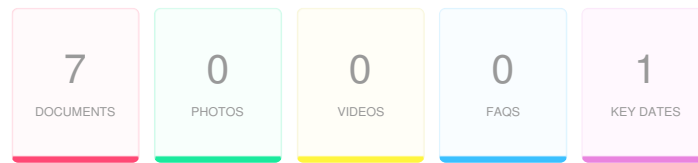
ENGAGEMENT TOOLS SUMMARY



QUICK POLLS SUMMARY	
1	Quick Polls
35	Contributors
37	Responses

TOP 3 QUICK POLLS BASED ON CONTRIBUTORS	
35	Contributors to
What RDKB services matter most to you right now?	

INFORMATION WIDGET SUMMARY



DOCUMENTS	
7	Documents
23	Visitors
52	Downloads

TOP 3 DOCUMENTS BASED ON DOWNLOADS		
14 Downloads Presentation- AreaC_THM_190129	14 Downloads Presentation- AreaE_THM_BigWhite_190307	10 Downloads Presentation- AreaD_THM_190211

KEY DATES	
1	Key Dates
68	Visitors
82	Views

TOP 3 KEY DATES BASED ON VIEWS
82 Views 2019 Town Halls

TRAFFIC SOURCES OVERVIEW

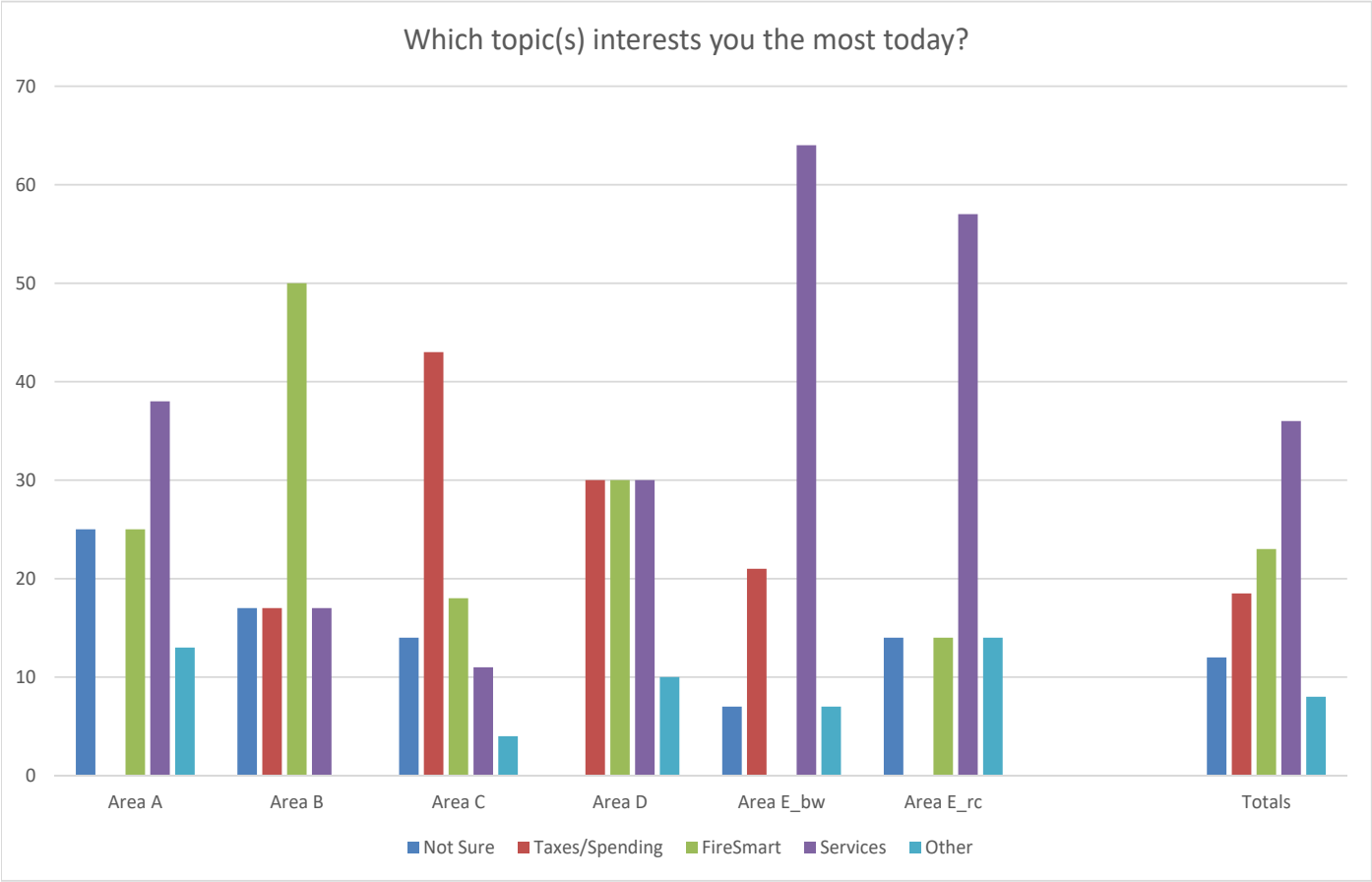
REFERRER URL	Visits
www.rdkb.com	51
m.facebook.com	31
t.co	28
rdkb.com	23
www.google.com	18
www.mygrandforksnow.com	9
www.google.ca	5
android-app	3
www.facebook.com	3
l.facebook.com	2
r.search.yahoo.com	2
us6.admin.mailchimp.com	2
mailchi.mp	1
webmail.telus.net	1
www.mykootenaynow.com	1

SELECTED PROJECTS - FULL LIST

PROJECT TITLE	AWARE	INFORMED	ENGAGED
2019 Town Halls	210	94	35

Which topic(s) interests you the most today?

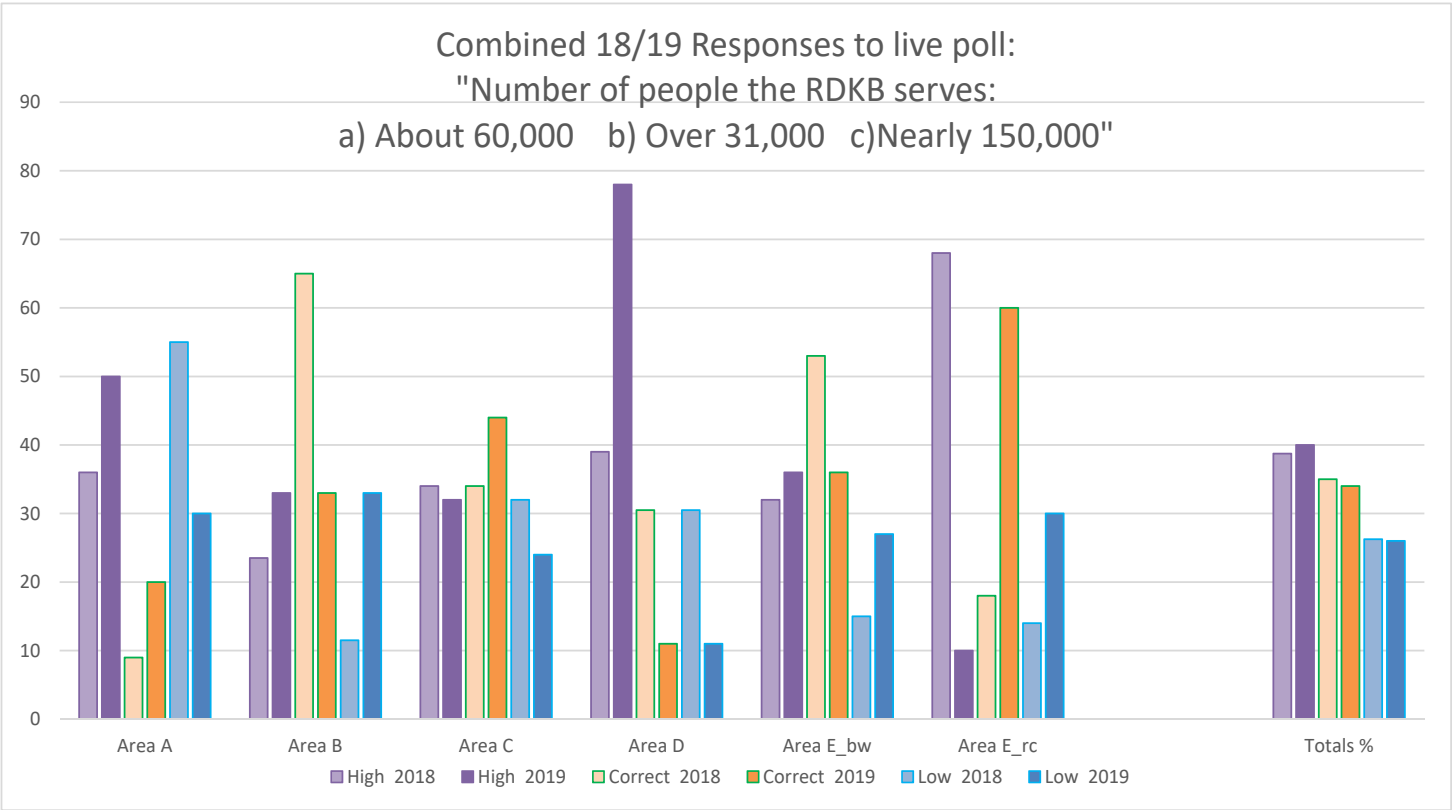
	Not Sure	Taxes/Sper	FireSmart	Services	Other
Area A	25	0	25	38	13
Area B	17	17	50	17	0
Area C	14	43	18	11	4
Area D	0	30	30	30	10
Area E_bw	7	21	0	64	7
Area E_rc	14	0	14	57	14
Totals	12	18.5	23	36	8



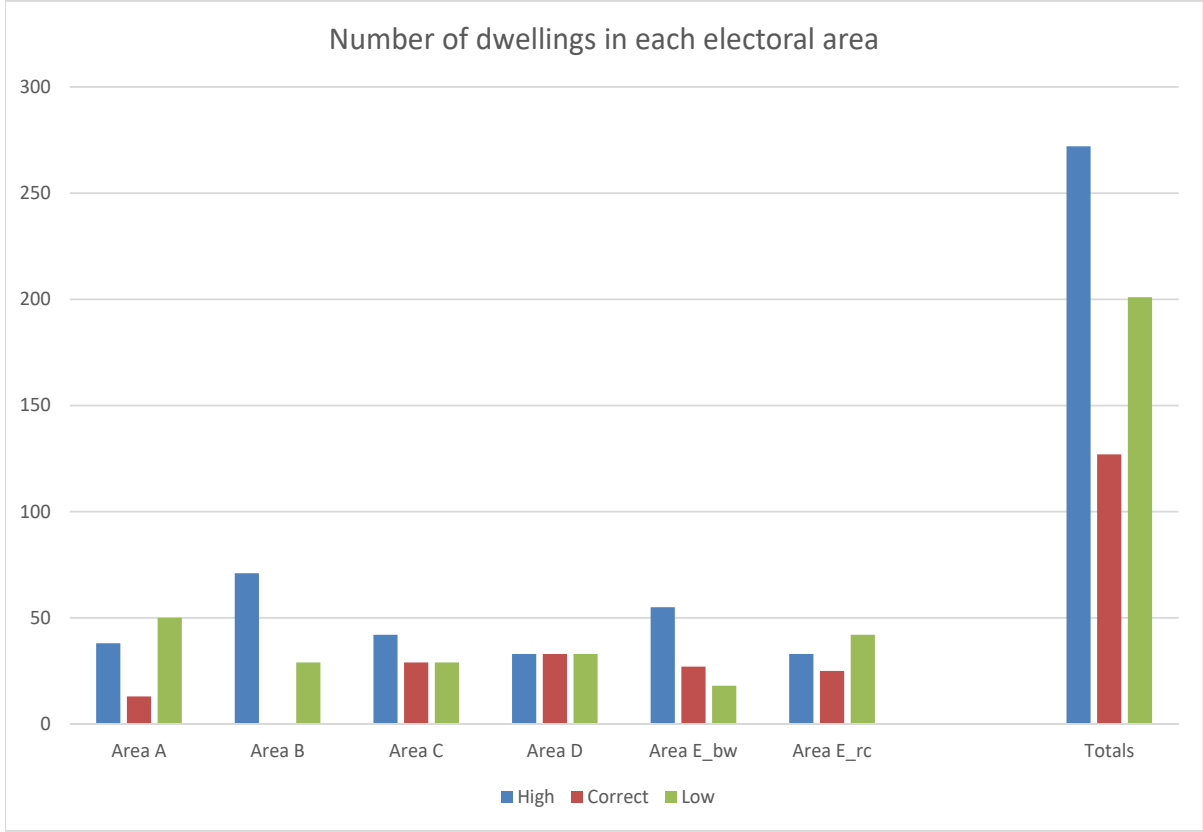
2019 Responses: Population RDKB serves			
	High	Correct	Low
Area A	50	20	30
Area B	33	33	33
Area C	32	44	24
Area D	78	11	11
Area E_bw	36	36	27
Area E_rc	10	60	30
Totals %	40	34	26

2018 Responses: Population RDKB Serves			
	High	Correct	Low
Area A	36	9	55
Area B	23.5	65	11.5
Area C	34	34	32
Area D	39	30.5	30.5
Area E_bw	32	53	15
Area E_rc	68	18	14
Totals %	38.75	35	26.25

Combined Responses: Population RDKB Serves						
	High		Correct		Low	
	2018	2019	2018	2019	2018	2019
Area A	36	50	9	20	55	30
Area B	23.5	33	65	33	11.5	33
Area C	34	32	34	44	32	24
Area D	39	78	30.5	11	30.5	11
Area E_bw	32	36	53	36	15	27
Area E_rc	68	10	18	60	14	30
Totals %	38.75	40	35	34	26.25	26



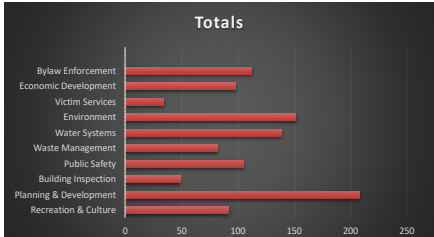
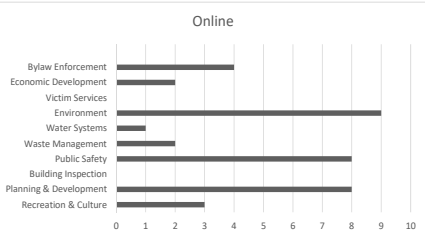
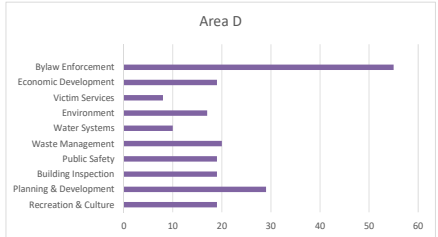
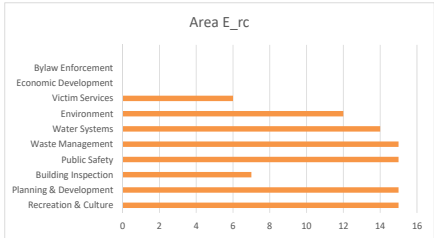
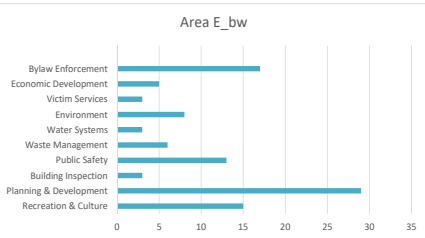
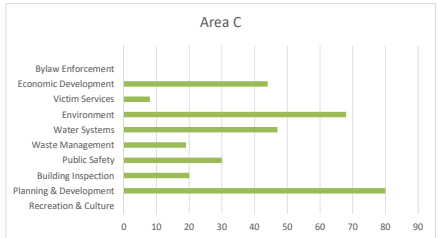
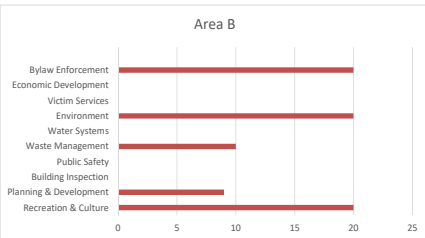
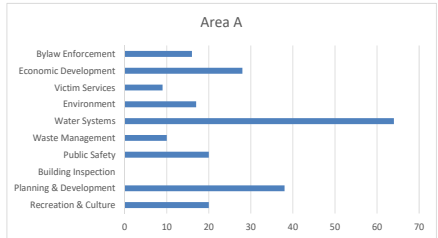
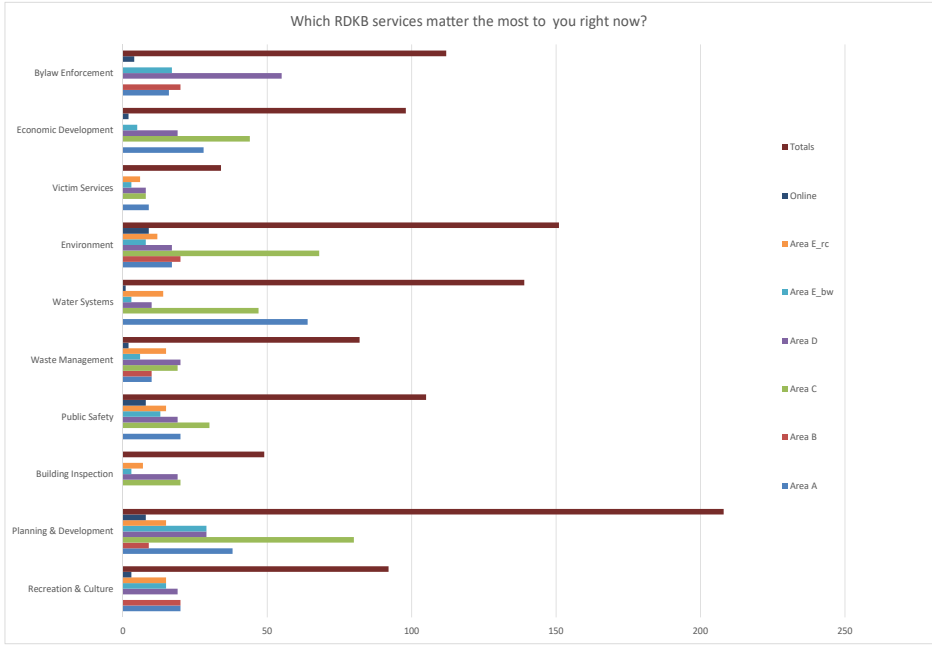
	# of Dwellings in each EA		
	High	Correct	Low
Area A	38	13	50
Area B	71	0	29
Area C	42	29	29
Area D	33	33	33
Area E_bw	55	27	18
Area E_rc	33	25	42
Totals	272	127	201



2019 Town Hall Meetings - Compiled Polling Results

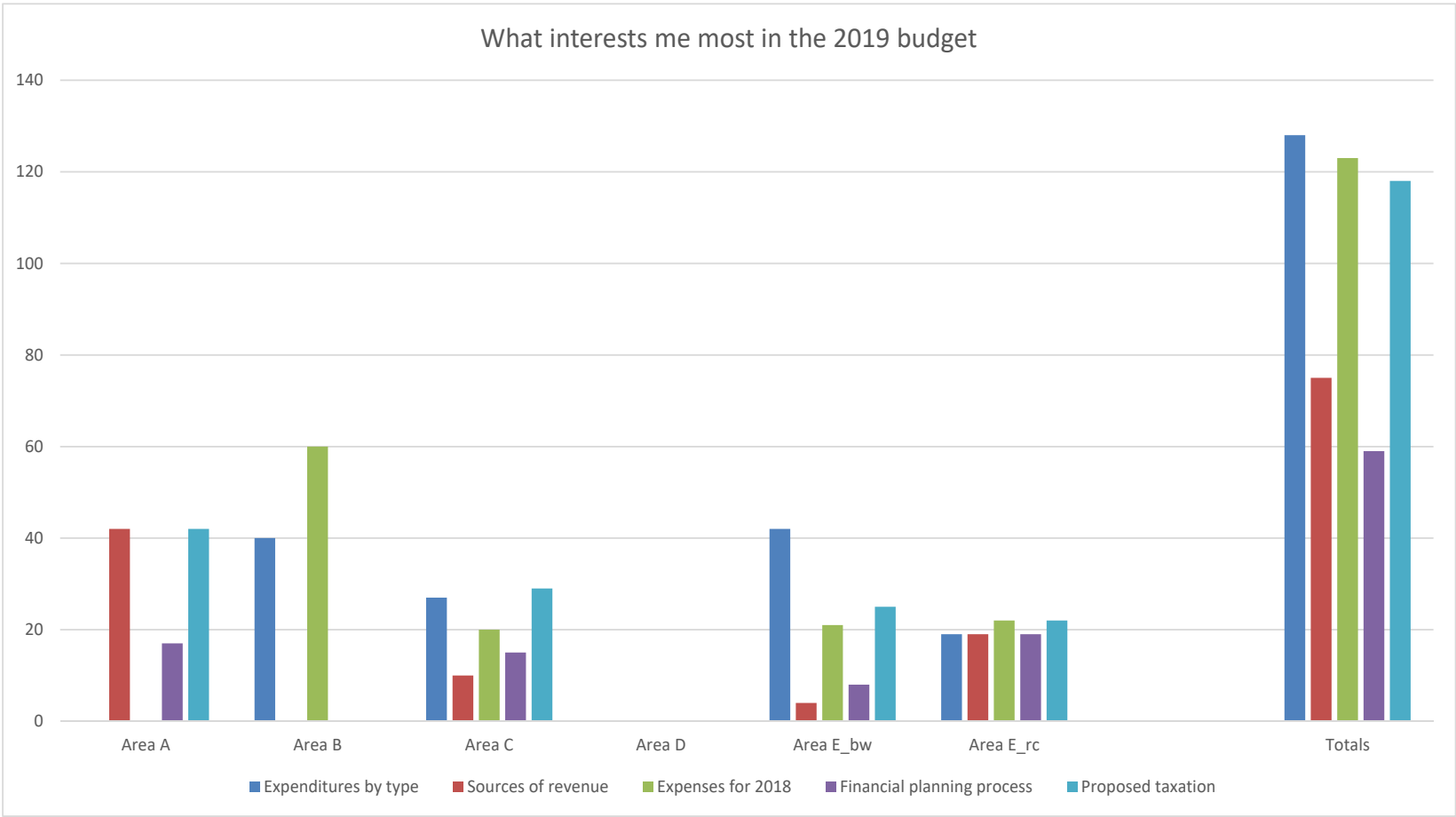
Which RDKB services matter most to you right now?

	Recreation	Planning & Building	Ins Public Safe	Waste Mar	Water Syst	Environme	Victim Serv	Economic	Bylaw Enforcement
Area A	20	38	0	20	10	64	17	9	28
Area B	20	9	0	0	10	0	20	0	20
Area C	0	80	20	30	19	47	68	8	44
Area D	19	29	19	19	20	10	17	8	19
Area E_bw	15	29	3	13	6	3	8	3	5
Area E_rc	15	15	7	15	15	14	12	6	0
Online	3	8	0	8	2	1	9	0	2
Totals	92	208	49	105	82	139	151	34	98



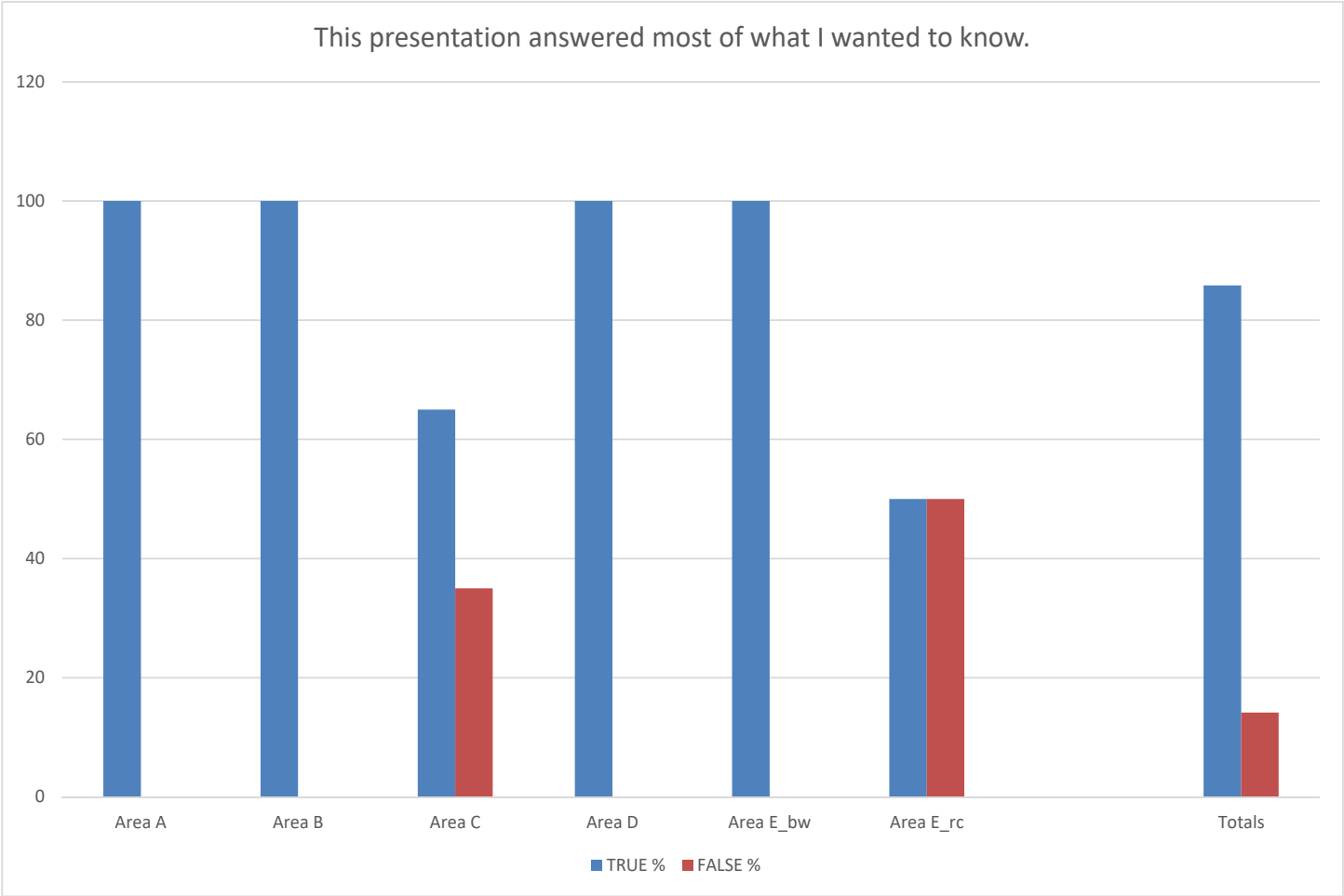
What interests me most in the 2019 Budget:					
	Expenditur	Sources of	Expenses fr	Financial pl	Proposed taxation
Area A	0	42	0	17	42
Area B	40	0	60	0	0
Area C	27	10	20	15	29
Area D					
Area E_bw	42	4	21	8	25
Area E_rc	19	19	22	19	22
Totals	128	75	123	59	118

What interests me most in the 2018 Budget:					
Area A	2	5	2	3	7
Area B	3	3	7	1	3
Area C	11	7	13	6	19
Area D	4	3	5	6	5
Area E_bw					
Area E_rc					
Totals	20	18	27	16	34



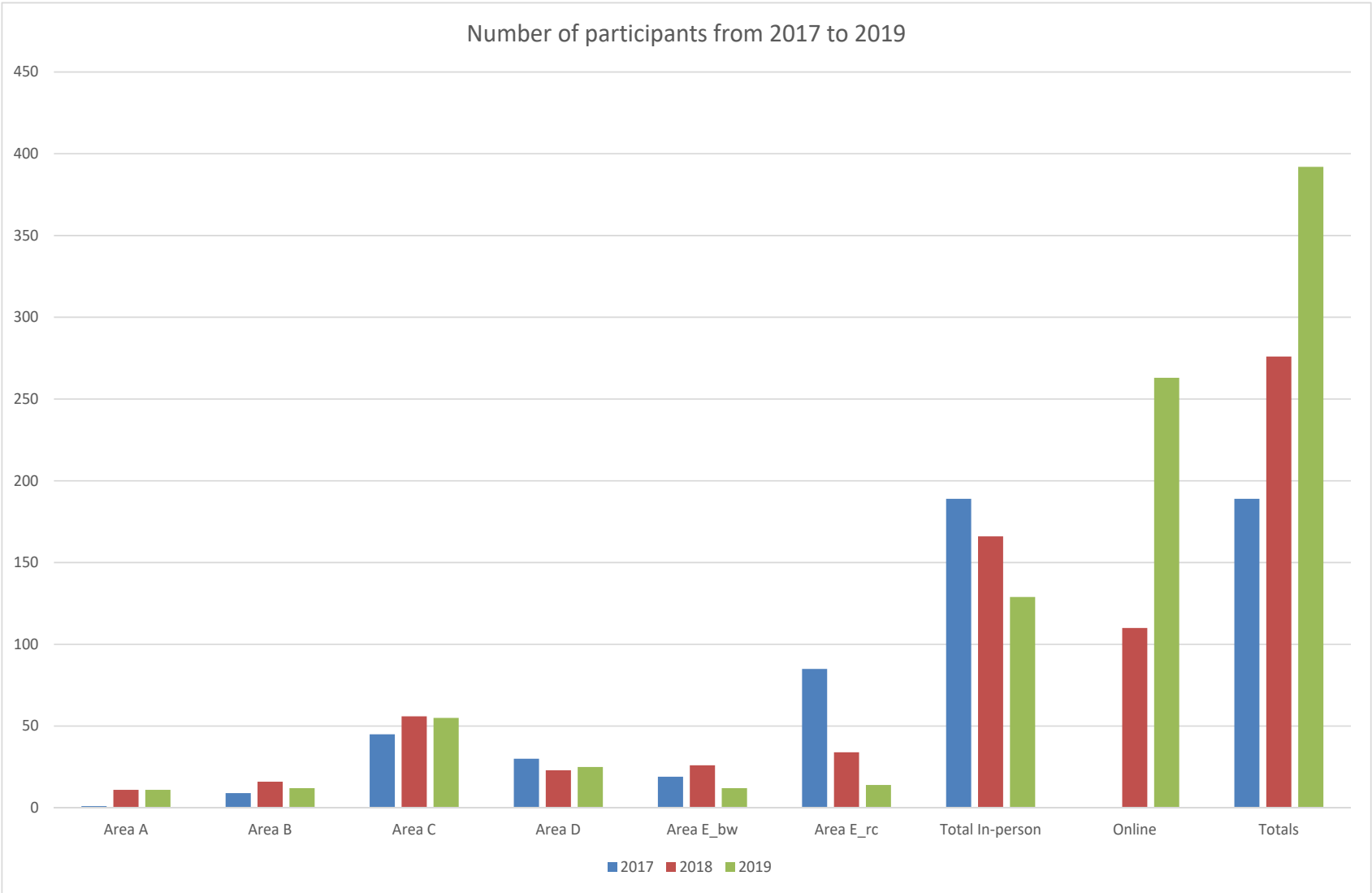
This presentation answered most of what I wanted to know.

	TRUE %	FALSE %
Area A	100	0
Area B	100	0
Area C	65	35
Area D	100	0
Area E_bw	100	0
Area E_rc	50	50
Totals	85.83	14.16



2019 Town Hall Meetings - Compiled Polling Results

Number of attendees	2017	2018	2019
Area A	1	11	11
Area B	9	16	12
Area C	45	56	55
Area D	30	23	25
Area E_bw	19	26	12
Area E_rc	85	34	14
Total In-person	189	166	129
Online	0	110	263
Totals	189	276	392





1675 Highway 3 Christina Lake, BC V0H1E2
Website: www.christinagateway.ca
PH: +250 447 6165 EM: info@christinagateway.ca

April 25, 2019

Regional District of Kootenay Boundary
202 – 843 Rossland Avenue
Trail, BC V1R 4S8

Attention: Area C Director Grace McGregor

Dear Director McGregor,

We would like to extend a huge and heartfelt THANK YOU for the grant-in-aid you provided to Gateway and the Christina Lake Welcome Centre for the custom “3D” floor mat to be used at the Centre.

The mat was needed to protect our brand-new community asset, the 3D Floor Mural at the Welcome Centre. As you are aware the floor mural was re-created in the fall of 2018 and the mat was necessary for protection for when concerts happen within the building. The new custom mat will benefit all performers for Christina Lake who can now put all their performing equipment on the floor of the Welcome Centre protecting the asset and at the same time will still “show” the full 3D effects of the floor mural that can still be seen and appreciated by the concert attendees.

I have attached a picture of the new 3D mat in place on the floor and a picture of the mural without the mat to get a sense of why we are so excited and grateful for this Grant-in-Aid - it looks amazing and turned out SO great!

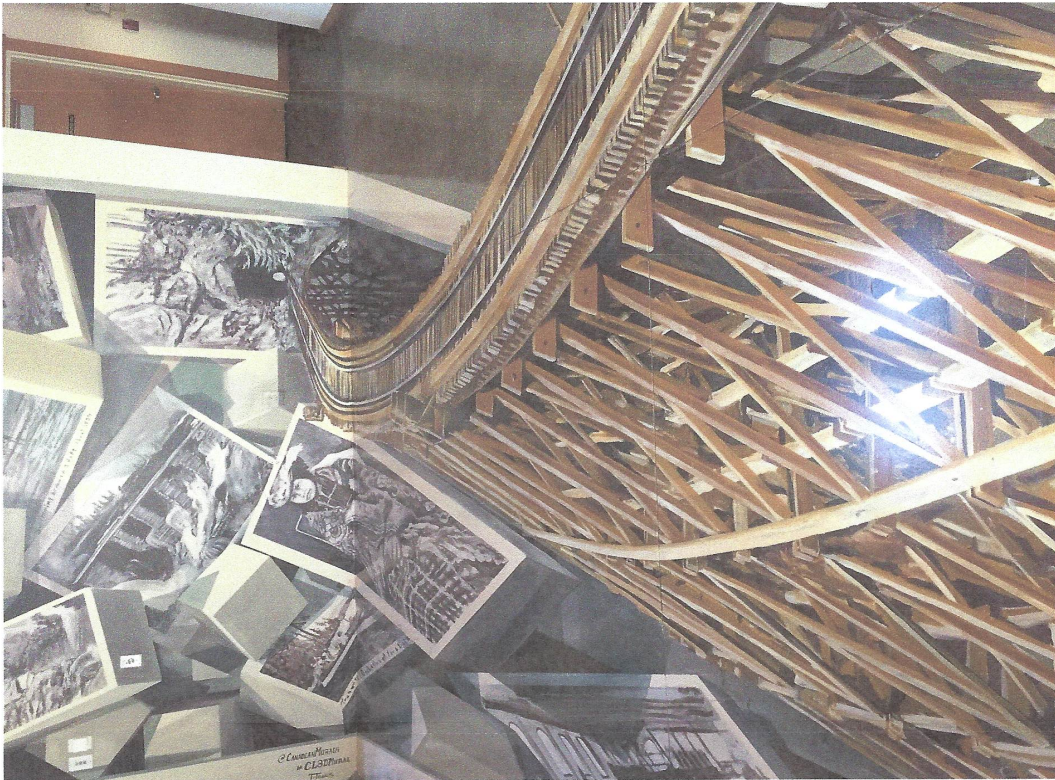
Again, on behalf of Gateway and the community of Christina Lake, Thank you so very much for helping us keep this new and very valuable community asset protected and allowing artists to perform freely.

Sincerely,

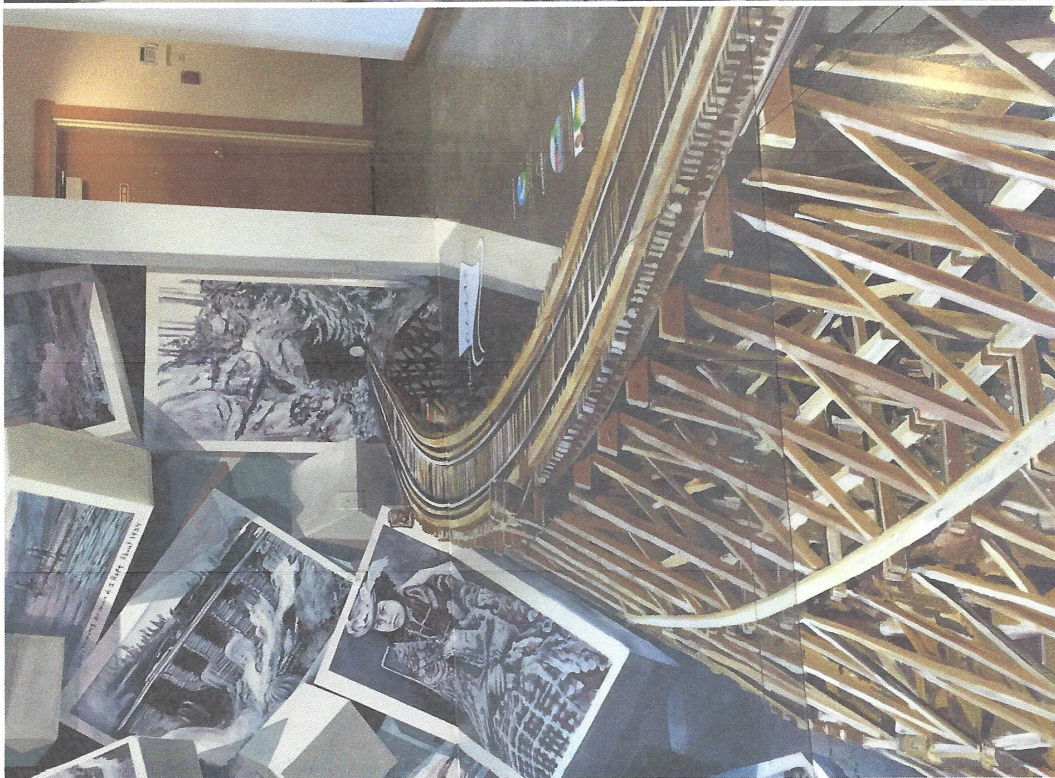
A handwritten signature in black ink, appearing to read "Donna Wilchynski", is written over a horizontal line.

Donna Wilchynski
Christina Lake Community Coordinator

Christina Gateway Community Development Association
Thank You RDKB Director McGregor



3D Mural above without the mat - Incredible!



With the mat above (see the logos on the right hand side)



Policy and Personnel Committee

May 8, 2019

RDKB Board Room, Trail, BC

Minutes

Committee Members Present:

Director G. McGregor, Chair
Director R. Dunsdon, Vice Chair
Director V. Gee
Director S. Morissette
Alternate Director Parkinson
Alternate Director Edwards

Staff Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. Chandler, GM-Operations/Deputy Chief Administrative Officer
D. Derby, Kootenay Boundary Regional Fire Chief
M. Stephens, Interim Manager of Emergency Programs

CALL TO ORDER

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

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the May 8, 2019 Policy and Personnel Committee meeting was presented.

Moved: Director Dunsdon Seconded: Director Morissette

That the agenda for the May 8, 2019 Policy and Personnel Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the April 10, 2019 Policy and Personnel Committee meeting were presented.

Moved: Alternate Director Parkinson Seconded: Alternate Director Edwards

That the minutes of the April 10, 2019 Policy and Personnel Committee meeting be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

M. Andison, Chief Administrative Officer Re: Corporate Sustainability Policy

The revised Corporate Sustainability Policy was presented for the Committee's final consideration on March 7, 2019. The Policy was circulated to the Board of Directors on April 8, 2019 and no further comments were received.

Moved: Director Dunsdon Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Corporate Sustainability Policy as presented to, and approved by the Policy and Personnel Committee on May 8, 2019. **FURTHER** that the Policy be distributed accordingly.

Carried.

M. Andison, Chief Administrative Officer Re: Director Project Initiation Policy

The revised Director Project Initiation Policy was presented for the Committee's consideration on March 7, 2019 where the Committee requested additional minor changes. The revised Policy was circulated to the Board on April 8, 2019 and no further comments were received.

Director Gee inquired as to the process for adding projects to the Workplans once they have been approved and the process for ensuring that while being developed, the Workplans capture the Directors' goals for the year.

It was agreed to revise the Policy as follows:

- Add: *on the status of work plans* to the last paragraph on page 2, and
- Add language to clarify a process where Directors have an opportunity to include their goals for the year while the Workplans are being developed.

There was consensus to refer the Policy, with the Committee's revisions to the Board of Directors for adoption, and it was;

Moved: Director Dunsdon Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors adopt the Director Project Initiation Policy as amended and approved by the Policy and Personnel Committee on May 8, 2019. **FURTHER** that the Policy distributed accordingly.

Carried.

M. Stephens, Manager of Emergency Programs
Re: Emergency Alerting System Acceptable Use Policy

A Staff report from Mark Stephens, Interim Manager of Emergency Programs regarding the revised RDKB Emergency Alerting System Acceptable Use Policy was presented.

The Interim Manager of Emergency Programs reviewed the changes that were made to the Policy since the April 10th meeting.

After the Committee's further review, it was;

Moved: Alternate Director Edwards Seconded: Director Dunsdon

That the RDKB Emergency Alerting System Acceptable Use Policy be referred to the Board of Directors for comments pursuant to the Policy Development and Review Policy.

Carried.

NEW BUSINESS

T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Draft Revised Procedure Bylaw

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer presenting a draft revised Procedure Bylaw for review and discussion.

The Manager of Corporate Administration explained the revisions that have been made to the current Procedure Bylaw. She noted that the changes made to date represent administrative "housekeeping" matters to ensure the bylaw is current and complies with the *Local Government Act* and *Community Charter*.

The Committee reviewed staff's revisions and provided feedback for future amendments as well as additional "housekeeping" changes.

The Manager of Corporate Administration explained she is looking for direction from the Committee and the Board of Directors as to other administrative and procedural amendments they wish to be included in the bylaw (e.g. inclusion of "Consent Agenda" etc.). The Committee generally agreed that once the Committee's changes from May 8th have been incorporated into the draft bylaw, that the bylaw should be referred to the overall Board of Directors for further input before it is presented back to the Policy and Personnel Committee a second time, and it was;

Moved: Director Morissette Seconded: Alternate Director Parkinson

That the draft revised RDKB Procedure Bylaw be referred back to staff for further revisions as directed by the Policy and Personnel Committee on May 8, 2019. **FURTHER** that once revised, and before it is referred back to the Committee for a second review, that the draft revised bylaw be presented to the RDKB Board of Directors for further input.

Carried.

M. Andison, Chief Administrative Officer
Re: Strategic Priorities Report

A staff report from Mark Andison, Chief Administrative Officer, presenting the Strategic Priorities Report prepared by Jerry Berry Consultants Inc. following the March 29-30 Board Strategic Planning Workshop.

M. Andison, Chief Administrative Officer reviewed the overall Strategic Priorities Report. He explained that the Committee and Board will need to prioritize which issues may be the most important to focus on. Further discussion regarding the approach the RDKB wishes to take to address the identified issues is required.

The policy was presented to the Committee for information. Further to feedback from the Committee and the Board of Directors, the policy will be formatted as a strategic plan which will be adopted by the Board of Directors.

Moved: Alternate Director Edwards Seconded: Alternate Director Parkinson

That the 2019 Strategic Priorities Report as prepared by Jerry Berry Consultants Inc. be referred back to staff to develop a draft Strategic Plan document based upon input received from the Policy and Personnel Committee on May 8, 2019

Carried.

LATE (EMERGENT) ITEMS

There were no late emergent items to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Discussion regarding the RDKB acknowledging First Nations' traditional territory.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not required.

CLOSED (IN CAMERA) SESSION

Proceed to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter*.

Moved: Director Dunsdon Seconded: Director Morissette

That the RDKB Policy and Personnel Committee proceed to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* (time: 3:48 p.m.).

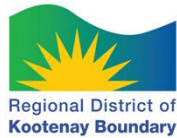
Carried.

The Policy and Personnel Committee reconvened to the open meeting at 3:56 p.m.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 3:59 p.m.).

TL



**Electoral Area Services Committee
Minutes
Thursday, April 11, 2019
RDKB Board Room, 2140 Central Ave., Grand Forks, BC**

Directors Present:

Director L. Worley-Chair
Director G. McGregor-Vice Chair
Director Ali Grieve-via teleconference
Director Roly Russell-RDKB Chair
Director Vicki Gee

Staff Members Present:

M. Andison, Chief Administrative Officer of the Regional District of Kootenay Boundary
D. Dean, Manager of Planning and Development
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

Members of the General Public Present:

H. Underwood
W. Underwood
R. White-Ponderosa Estates Residential Property Owners Association
R. Crosby-Ponderosa Estates Residential Property Owners Association
D. Gagne-Ponderosa Estates Residential Property Owners Association
S. Vincent-Ponderosa Estates Residential Property Owners Association
D. Bartlett-Ponderosa Estates Residential Property Owners Association
J. Carroll-Ponderosa Estates Residential Property Owners Association
M. Paul-Ponderosa Estates Residential Property Owners Association
S. Nielsen-Ponderosa Estates Residential Property Owners Association
J. Berndt-Ponderosa Estates Residential Property Owners Association
P. Hammet-Ponderosa Estates Residential Property Owners Association

CALL TO ORDER

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

*Page 1 of 8
Electoral Area Services Committee Meeting
April 11, 2019*

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

April 11, 2019

Moved: Director McGregor Seconded: Director Russell

That the Electoral Area Services Committee meeting agenda be adopted as presented.

Carried.

MINUTES

March 14, 2019

Moved: Director McGregor Seconded: Director Russell

That the Electoral Area Services Committee meeting minutes from March 14, 2019 be adopted as presented.

Carried.

DELEGATIONS

Wayne and Heather Underwood

RE: ALC changes around Secondary Dwellings

Wayne and Heather Underwood explained how, over the last several months, they have been planning for an application for a building permit to place a mobile home on their parcel as a secondary suite. They described how the use, which is permitted in the Electoral Area 'A' Zoning Bylaw, was also permitted by the Agricultural Land Commission until changes to the ALC Act were made on February 22, 2019. Since construction had not started prior to February 22, 2019, the use can only be permitted with an approved application for a non-adhering residence. With an application fee of \$1500 and no guarantee that it would be approved, they are uncertain whether they will submit an application.

The Electoral Area Directors described how they were also surprised to learn about the changes to the Act with little or no public consultation. The members agreed to send a letter to the ALC regarding support for an application by Wayne and Heather Underwood should they decide to submit an application; and to also outline in the letter the broader implications to others in the community who may be in a similar situation.

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Electoral Area Services Committee Meeting
April 11, 2019*

Moved: Director Grieve Seconded: Director McGregor

That the Electoral Area Services Committee recommend that the Regional District of Kootenay Boundary Board of Directors send a letter to the Agricultural Land Commission in support of the Underwood's proposal to build a manufactured home as a second dwelling unit on their parcel; and FURTHER that the letter also outline the broader implications to others in the community who may be in a similar situation.

Carried.

Richard White

RE: Ponderosa Estates Aquifer

Mr. Richard White, Chairman of the Ponderosa Estate Owners Association, gave a presentation on behalf of the owners in the Ponderosa area located at Christina Lake.

Mr. White outlined a number of the potential impacts of a proposed cannabis production facility on the Ponderosa Estates area including: risks to water quality and quantity; air quality; insufficient tree buffering and exterior lighting. He also expressed concern regarding the water license on the Kettle River and the fact that cannabis is a luxury item and not a life necessity.

The delegates left the meeting at 5:07 pm.

Moved: Director Russell Seconded: Director Russell

That Electoral Area Services Committee receive a written copy of the presentation that Mr. White gave on behalf of the owners in the Ponderosa area.

Carried.

UNFINISHED BUSINESS

Electoral Area Directors

RE: Support for each other

The Electoral Area directors discussed the need to balance many factors in their decision making at the Board table as well as the importance the freedom to express their opinion and vote independently. All felt that fulsome discussions are important.

*Page 3 of 8
Electoral Area Services Committee Meeting
April 11, 2019*

M. Andison, CAO

Re: Bylaw Enforcement Coordinator Position

A staff report from Mark Andison, Chief Administrative Officer, regarding the proposed hiring of a dedicated bylaw enforcement coordinator for the Regional District of Kootenay Boundary was presented and discussed.

Discussion included potential additional costs; the location for the position; the future of bylaw enforcement services after the two-year term is completed; potential partnerships with member municipalities; and potential additional duties of the position.

Moved: Director McGregor Seconded: Director Russell

That the Electoral Area Services Committee directs staff to carry on with the plan to hire a bylaw enforcement officer for an initial two-year term.

Carried.

NEW BUSINESS

John Frederick Mooney

RE: OCP and Zoning Amendment

6380 Whiskey Jack Road, Big White
RDKB File: BW-4109s-07428.000

Donna Dean, Manager of Planning and Development, explained that the applicants are working with staff to amend their application.

Moved: Director Gee Seconded: Director McGregor

That the application submitted by John Mooney, Mooney Supplies Inc., to amend the *Big White Official Community Plan, Bylaw No. 1125* and the *Big White Zoning Bylaw No. 1166* be deferred and returned to the Big White APC for further review.

Carried.

**Brent Harley, Agent for
Big White Ski Resort
RE: OCP Amendment**

RDKB File: BW-4216-Happy Valley Guest Services

Moved: Director McGregor Seconded: Director Gee

That the application submitted by Brent Harley and Associates Inc. on behalf of Big White Real Estate Ltd. to amend the Big White Official Community Plan Bylaw No. 1125 to change the designation from Black Forest Future Growth Area to Day Lodge Commercial and to add the site to the Commercial and Multiple Family and the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Areas for the construction of a guest services building on District Lot 4216, Big White, Electoral Area 'E'/West Boundary, be supported, and further that staff be directed to draft an amendment bylaw for presentation to the Regional District of Kootenay Boundary Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendments.

Carried.

**Iron Horse Developments Ltd.
RE: Development Permit Amendment**

Grizzly Ridge Trail, Big White

RDKB File: BW-4213-07913.242

Iron Horse Developments is applying to add eight duplexes to its existing development at Big White. The Big White Advisory Planning Commission is concerned about the landscaping not being completed in a phased manner and drainage from the site.

Moved: Director Russell Seconded: Director McGregor

That the staff report regarding the Development Permit Amendment application submitted by Marvin Dean, Iron Horse Developments Ltd., to construct 8 – two family dwellings in the Commercial and Multi-Family Development Permit and the Alpine and Environmentally Sensitive Landscape Reclamation Development Permit areas on the parcel legally described as Lot A, Plan KAP83081, DL 4213, 4284, Big White, Electoral Area 'E' / West Boundary, be received.

Carried.

Ponderosa Estates Ltd.

RE: Development Permit

Ponderosa Drive, Christina Lake

RDKB File: C-312-02632.275

Moved: Director McGregor Seconded: Director Grieve

That the staff report regarding the Development Permit application submitted by Jason Taylor on behalf of Ponderosa Estates to construct a cannabis cultivation facility in the Ponderosa Industrial Development Permit Area on the parcel legally described as Lot 35 District Lots 312 & 348 SDYD Plan 29935 Except Plan 39263, Electoral Area 'C'/Christina Lake be received.

Carried

Cecil and Joan Sheloff

RE: MOTI Subdivision

400-13th Avenue, Genelle

RDKB File: B-2404-06300.500

Potential issues regarding minimum parcel size and turn around areas for emergency vehicles were discussed.

Moved: Director McGregor Seconded: Russell

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 1, Block 5, Plan NEP2423 and Lot 9, Plan NEP2066 DL 2404, KD, Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

Pa-Van Ranch Ltd.

RE: MOTI Subdivision

12800 North Fork Road, Electoral Area 'D'/Rural Grand Forks
RDKB File: D-436s-02819.000

Moved: Director Russell Seconded: McGregor

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as DL436s and DL 2019, SDYD, Electoral Area 'D'/Rural Grand Forks, be received.

Carried.

Grant in Aid Report

Moved: Director Grieve Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

Gas Tax Report

The amount of Gas Tax monies received this year has been doubled. This is a one time only occurrence.

Moved: Director McGregor Seconded: Director Russell

That the Gas Tax report be received.

Carried.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for the Committee to discuss.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

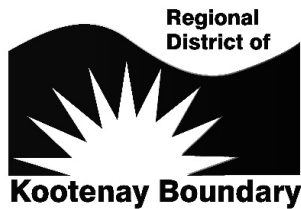
Discuss cannabis public hearings at Big White and review the process.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business, Chair Worley adjourned the meeting at 6:30 pm



ELECTORAL AREA 'A'
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, May 7 at the BV Arena Meeting Room, commencing at 4:30 p.m.

PRESENT: Fred Buckley, Linda Green, Rob Ironmonger, Shelley Levick,
Craig Stemmler,

ABSENT:

RDKB DIRECTOR: Ali Grieve

RDKB STAFF:

GUESTS: John Urquhart

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. ADOPTION OF AGENDA

It was moved and seconded that the May 7, 2019 Electoral Area 'A' APC agenda be adopted.

3. ADOPTION OF MINUTES

It was moved and seconded that the January 8, 2019 Electoral Area 'A' APC minutes be adopted.

4. DELEGATIONS

John Urquhart

Re: Re-establishment of the Pend Oreille graveyard

Recommendation:

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

The committee supported the concept of a feasibility study in re-establishing the graveyard in an area surrounding the existing graveyard.

Electoral Area 'A' APC Minutes
May 7, 2019
Page 1 of 2

5. **NEW BUSINESS**

A. **RDKB Initiative** (File A:1236-05422.025)

RE: OCP and Zoning Bylaw Amendments

Change of designation and zoning of 2085 Debruyn Road since no longer in water service Area.

The committee acknowledged the changes in the zoning status to 2085 Debruyn Road.


6. **FOR INFORMATION**

Changes to the Agricultural Land Commission were discussed particularly as to the effect on properties with secondary dwellings. Members were encouraged to review changes to the regulations.

Director Ali Grieve provided an update on Drainage Management Plan at the Industrial Park.

7. **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 6:20 PM

	<p style="text-align: center;">ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY</p> <p style="text-align: center;">ADVISORY PLANNING COMMISSION</p> <p style="text-align: center;">MINUTES</p>
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Monday, May 6, 2019 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

- PRESENT:** Grant Sapruff, Mary MacInnis, Fern Acton, Henk Ravestien, Graham Jones
- ABSENT:** Darlene Espenhain
- RDKB DIRECTOR:** Linda Worley, Bill Edwards, Alternate.
- RDKB STAFF:** Elizabeth Moore, Planner.
- GUESTS:** David & Margit Hinchcliffe

1. CALL TO ORDER

The meeting was called to order at 6:57 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

It was moved and seconded that the May 6, 2019 Electoral Area 'B'/Lower Columbia-Old Glory APC agenda be adopted.

3. ADOPTION OF MINUTES

It was moved and seconded that the April 1, 2019 Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission Minutes be adopted as presented.

4. DELEGATIONS

5. UPDATES TO APPLICATIONS AND REFERRALS

6. **NEW BUSINESS**

A. **David and Margit Hinchcliffe**

RE: ALC Exclusion

665 Highway 22

RDKB File: B-Twp9A-10936.080

Discussion/Observations:

Some of this is a result of recent changes made to the A.L.R. (February 2019). Previously secondary homes were allowed. This is a family that would like to build a secondary home on the property. The land will continue to be used as it has been in the past, they have horses and chickens at present. We support this application as the land is really not suitable for agricultural use. The area that they are hoping to exclude is a large area that appears to be rocky.

Recommendation:

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

Supported: We support (reasons above) and recommend that this parcel be removed from the ALR. Property not agricultural land.

B. **Tom and Maureen Feeney**

RE: MOTI Subdivision

4095 Feeney Road

RDKB File: B-Twp28-10995.000

Discussion/Observations:

We see no problem with this application. The parcel meets parcel size.

Recommendation:

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

Supported: Meets parcel size, we see no reason to object.

C. Front Counter BC Referral
RE: Broken Goat Road Race

RDKB File: B-24

Discussion/Observations:

This has come before us in the past. We appreciate the fact that they are trying to plan long range. They seem to have gained support from several local partners, which is great. We feel 5 years is a long time when you consider the potential impact this will have on the native fauna and wildlife. We feel a shorter time might be a better choice to make sure all the recommendations have been met. We are curious as to who will be monitoring this endeavor? Would it be the Minister of the Environment? The applicant be given an opportunity to attend the EAS Meeting on May 16, 2019 at 4:30 p.m.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Front Counter BC Referral be:

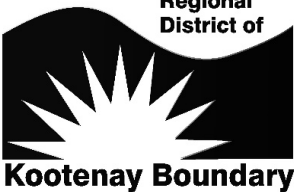
Supported with conditions: The proponent be given the opportunity to attend the EAS meeting. We feel this is a great event, but we must protect our area for all.

7. FOR INFORMATION

8. FOR DISCUSSION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:49 p.m.

	<p>ELECTORAL AREA 'C'/CHRISTINA LAKE</p> <p>ADVISORY PLANNING COMMISSION</p> <p>Meeting Notes (Quorum not met)</p>
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Tuesday, May 7, 2019 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Phil Mody, Terry Mooney, Dave Bartlett, Jeff Olsen, Jason Patrick Taylor

ABSENT: Annie Rioux, Jessica Coleman, Ken Stewart, Butch Bisaro, David Durand, Jennifer Horahan

RDKB DIRECTOR: Grace McGregor

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the May 7, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as presented. Dave/Phil

3. ADOPTION OF MINUTES

Recommendation: That the April 2, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented. Dave/Pete

4. DELEGATIONS

5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS

6. NEW BUSINESS

**A. Casey and Lori Hudson
RE: Development Permit
2122 West Lake Drive
RDKB File: C-3989s-09104.110**

Discussion/Observations:

Please ensure maps and diagrams need to be readable.

Are privies still permitted?

How does the cabin comply with the Secondary Suite by-law?

Is there plumbing in the existing cabin?

Is the well that's currently being drilled on the property 100' from the subject property septic system and any neighboring septic systems?

Recommendation:

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

The APC has reservations about supporting this application due to incomplete information.

**B. DeCicco/Jaehrlich
RE: MOTI Subdivision
1338 Thompson Road
RDKB File: C-316-02534.010**

Recommendation:

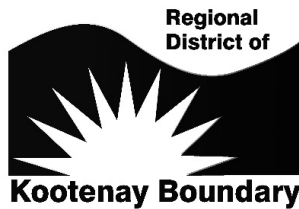
It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

7. FOR INFORMATION

8. DISCUSSION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:40 p.m.



ELECTORAL AREA 'D'/RURAL GRAND FORKS
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, May 7, 2019 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT: Rod Zielinski, Brian Noble, Della Mallette, Lynn Bleiler

ABSENT: Roly Russell, Deb Billwiller, Kathy Hutton

RDKB DIRECTOR:

RDKB STAFF:

GUESTS: Ian and Susan Wallis

1. CALL TO ORDER

The meeting was called to order at 7:01

2. ADOPTION OF AGENDA (Additions/Deletions)

Moved: Noble **seconded:** Bleiler

That the May 7, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Agenda be adopted. **Carried.**

3. ADOPTION OF MINUTES

Moved: Bleiler **seconded:** Mallette

That the April 2, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Minutes be adopted as submitted. **Carried.**

4. DELEGATIONS

None scheduled

Electoral Area 'D' APC Minutes
May 7, 2019
Page 1 of 3

5. OLD BUSINESS /UPDATES TO APPLICATIONS AND REFRRALS

None

6. NEW BUSINESS

A. Ian and Susan Wallis
RE: Development Variance Permit
7265 Ranken Road
RDKB File: D-700-03668.020

Discussion/Observations:

Ian and Susan Wallis were in attendance to answer any questions.

- There was a question as to whether or not the neighbors were notified about the application
- The APC had no other concerns or conditions.

Therefore it was:

Moved: Noble **seconded:** Bleiler

That the APC recommends to the Regional District that this application be supported. **Carried.**

B. Lime Creek Logging Ltd.
RE: FrontCounter BC – Notice of Work
1155 & 805 Highway 3 and a southern portion of DL 2700, Rural
GrandForks
RDKB File: D-496-02968.000A.

Discussion/Observations:

The Board had a discussion and it was unclear of whether the application was more for information or conditions could be added.

- The visual aesthetics could be improved with screening from the public traveling on the highway.
- Comments in the application stating that the OPC is in draft and the project is not in a watershed concerned the Board.

-There were comments over the blasting and whether or not the neighbors will be notified and the effect of the blasting on the big horn sheep or area water wells.

Therefore it was:

Moved: Noble **seconded:** Bleiler

That the APC recommends to the Regional District that this application be supported with the concerns mentioned. **Carried.**

C. City of Grand Forks
RE: License of Occupation
Kettle River, South Ruckle
RDKB File: G-11

Discussion/Observations:

It was at this time the Chair left the meeting citing a conflict of interest and member Brian Noble assumed the role for the remainder of the meeting.

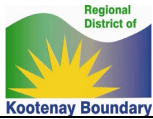
With the loss of one member, quorum was lost but a discussion still took place. The remaining members questioned:

- Why was this application in front of the Board if the project was complete?
- Why just 30 year
- There looked like there was lack of some details in the report
- Were the effected public informed of this application?

7. FOR INFORMATION

8. ADJOURNMENT

Bleiler moved that the meeting be adjourned at 8:15



POLICY TITLE: Corporate Sustainability Initiatives Policy

APPROVAL DATE: November 27, 2011

REVIEWED BY P&P COMMITTEE: March 7/19, May 8/19

ADOPTED BY BOARD OF DIRECTORS:

Policy:

RDKB employees shall engender and cultivate a sense of social, economic and environmental responsibility, which promotes and encourages individual daily actions that relate to reducing greenhouse gas emissions.

Purpose:

RDKB aspires to conduct daily operations central to the approach of reducing individual carbon-footprints as much as possible and desires to foster a culture of sustainability that extends Region-wide.

Procedure:

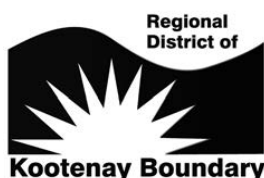
During the course of daily operations, RDKB Staff shall incorporate "green" and sustainable practices including, but not limited to the following activities and undertakings:

- **Bulk Purchases** – The RDKB shall attempt to purchase in bulk to reduce shipping costs and transportation emissions.
- **High Recycled Content Purchases** – The RDKB shall purchase daily use items, which contain high recycled content.
- **Zero Waste** – Whenever possible, all operational activities should reflect the RDKB's commitment to Zero Waste. Additionally, any products that come into the office environment must be utilized in a proper state, or be disposed of in an appropriate manner.
- **Green Housekeeping Program** – The RDKB shall promote a comprehensive green cleaning / housekeeping program with achievable performance goals which reflect the use of chemical products and/or practices/protocols that are non-hazardous, have a low environmental impact and promote occupant well-being.
- **Using Better Technology** – The RDKB shall reduce the need for unnecessary travel, and strive to reduce the corporate carbon footprint by using better communication

*Page 1 of 2
Corporate Sustainability Initiatives Policy
May 8, 2019*

technology, including, but not limited to teleconferencing (instead of driving or flying) and presenting virtually (webinars, video conferencing, etc.) instead of conventional methods.

- **Sustainable Transportation** – The RDKB shall promote carpooling options and alternative forms of transportation (walking, biking, public transit, etc.) for employees commuting to and from work. The RDKB will ensure that at a minimum, two (2) carpooling areas and sufficient bike parking areas are offered and accessible for any staff member planning to utilize these forms of alternative transportation.
- **Energy/Utility Reduction** – The RDKB shall encourage all staff members to help reduce energy consumption (e.g. turning off computers, electrical equipment, lights, etc. when not in use) and to refrain from wasteful water activities (running half-empty dishwashers, identifying constantly running and or leaky faucet and plumbing fixtures, etc.) wherever possible. Additionally, where appropriate, staff shall follow applicable purchasing policies to solicit both energy-efficient equipment and water-saving devices.
- **Cultivate/ Maintain Relationships** – The RDKB shall attempt to cultivate and /or maintain relationships with other organizations and communities to improve the qualities of programs and/or services to increase the awareness of carbon neutrality.
- **Corporate Energy and Emissions Inventory Reporting** – The RDKB will continue its commitment to reducing green house gas emissions in BC through the BC Climate Action Charter, which includes the annual tracking (inventory) and monitoring of annual corporate emissions (defined, or) considered as “traditional municipal services”.
- **Corporate Energy Corporate GHG Emissions Reduction Plan** – The RDKB will promote achievement of all green house gas reduction targets summarized within the approved corporate action plan (and will implement all reduction measures / action items identified in the action plan, where possible).
- **Encourage New Green House Gas Reduction Measures** – The RDKB will actively solicit ideas from all staff members, elected officials and the public to promote new operational efficiencies and reduce corporate carbon emissions.



Electoral Area Services (EAS) Committee Staff Report

RE:	Development Variance Permit - Wallis		
Date:	May 16, 2019	File #:	D-700-03668.020
To:	Chair Worley and members of the EAS Committee		
From:	Elizabeth Moore, Planner		

Issue Introduction

The RDKB has received an application for a development variance permit from Ian and Susan Wallis for a variance in a setback in Electoral Area 'D'/Rural Grand Forks (see Attachments).

Property Information	
Owner(s):	Ian and Susan Wallis
Location:	7265 Ranken Rd.
Electoral Area:	Electoral Area 'D'/Rural Grand Forks
Legal Description(s):	Lot 1, Block 10, Plan EPP 86067, DL 700, SDYD
Area:	0.30 ha (0.733 acr)
Current Use(s):	Single Family Dwelling
Land Use Bylaws	
OCP Bylaw No. 1555:	Rural Residential
DP Area:	NA
Zoning Bylaw No. 1299:	Estate Lot Residential 3 (R3)
Other	
ALR:	NA
Waterfront / Floodplain:	NA
Service Area:	Sion Possible Future Service Area
Planning Agreement Area:	Grand Forks

History / Background Information

The subject property has a single family dwelling and two small accessory buildings (9.09 m² and 12.4 m² in size). The property is designated as Rural Residential in the Electoral Area 'D'/Rural Grand Forks Official Community Plan and zoned as Estate Lot Residential 3 in the Zoning Bylaw. Surrounding properties have the same OCP designation and zoning.

In the Electoral Area 'D' Zoning Bylaw, the setback from the front and rear parcel lines is 7.5 m, the setback from interior parcel lines is 3 m, and the setback from exterior side parcel lines is 4.5 m. The dwelling on the property meets the setback requirements. Note that the parcel lines shown on the Subject Property Map are

Page 1 of 3

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misaligned with the aerial imagery and thus does not accurately represent the position of the dwelling.

Proposal

The applicants propose to build a garage as an addition to the single family dwelling on the subject property. The addition is proposed to be adjacent to the north east side of the dwelling and will have the dimensions 10.4 m by 11.04 m for an area of 114.8 m² (see applicants' submission). To be built at these dimensions, the northeast corner of the proposed garage would be 6.5 m from the front parcel line at the closest point.

The application is for a variance in the front parcel line setback from 7.5 m to 6.5 m for a variance of 1 m.

Implications

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

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

The applicants assert that in order to build the garage economically, the proposed position for the garage is the best option. The applicants state that if they built the garage within the setbacks it would require them to build it at an angle to their house. This would require them to excavate a hillside and build a retaining wall which would add a large expense to their building project.

The applicants' assert that the variance would improve the development as it will be more architecturally pleasing for the garage to be in the proposed positioning with regard to the existing house.

Regarding negative impacts to neighbouring properties, if the application proceeds, letters will be sent to neighbouring property owners advising them of the proposal and providing opportunity to comment.

Advisory Planning Commission (APC)

The Electoral Area 'D' / Rural Grand Forks APC supported this application at their May 7, 2019 meeting. The APC included the following:

- There was a question as to whether or not the neighbors were notified about the application

Planning and Development Comments

A sign detailing the nature of their application was given to the applicants to post in a visible location on their property. Confirmation of sign posting has been requested by Planning Staff.

Notification letters will be sent to neighbours within 60 m of the subject property ten (10) days prior to the Board of Directors meeting.

Recommendation

That the Development Variance Permit application submitted by Ian and Susan Wallis, to allow for a reduced front parcel line setback from 7.5 m to 6.5 m – a 1.0 m variance to construct a garage on the property legally described as Lot 1, Block 10, Plan EPP86067, DL 700, SDYD, Electoral Area 'D'/Rural Grand Forks, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Attachments

Site Location Map

Subject Property Map

Applicants Submission

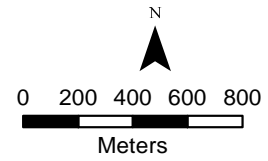


Regional District of
Kootenay Boundary

Date: 24/04/2019

Site Location Map

Lot 4, Block 10, Plan KAP38,
DL 700, SDYD



1:24,000



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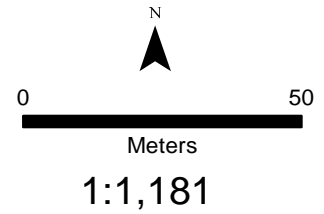


Regional District of
Kootenay Boundary

Date: 24/04/2019

Subject Property Map

Lot 4, Block 10, Plan KAP38,
DL 700, SDYD



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Applicant Submission

RDKB Planning and Development Department

Re: Application for Development Variance Permit

Dear Sir/Madam:

Ten years ago, our house was built on property with no survey requirement. At considerable expense, a property survey was done (attached) and so we are able to make this application.

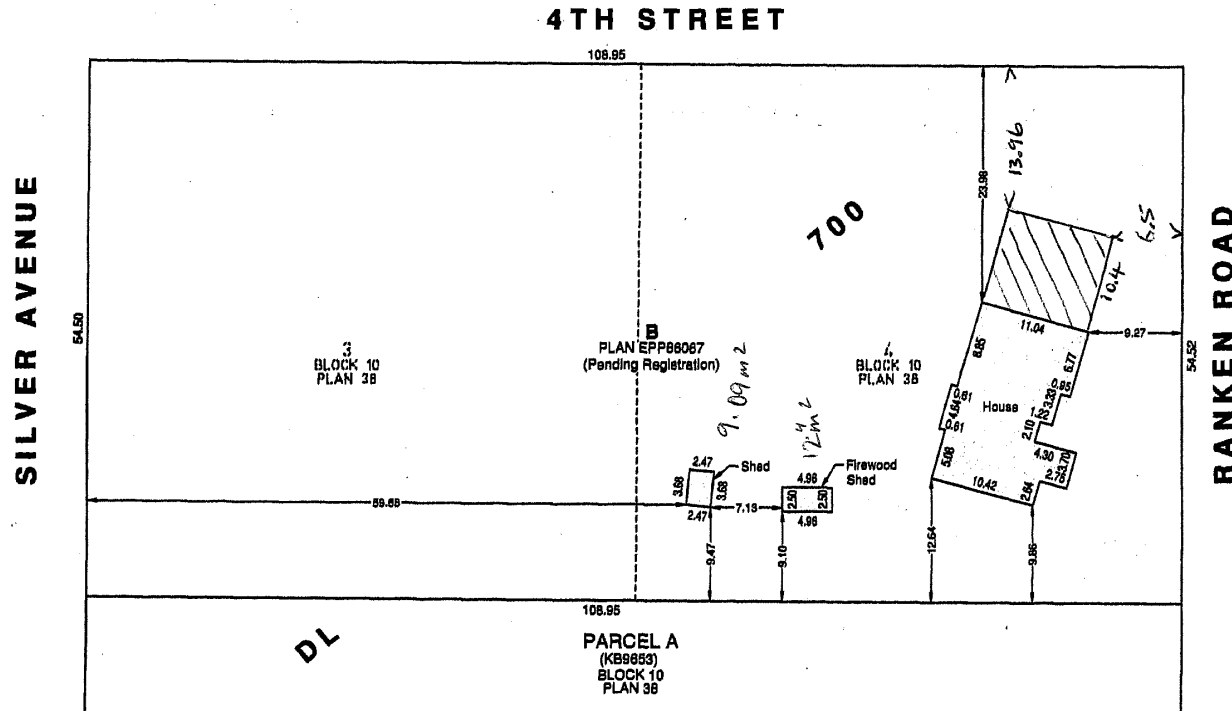
The siting of our house, being on an angle to the front property line, is well within the surveyed boundary line with the required setback, but with the addition of the proposed garage, it would mean the North East corner would be 1.0 metre closer to the surveyed front property line and also this proposed positioning would be architecturally pleasing with the existing house. We have looked at all the alternatives and have concluded this positioning of the proposed garage makes the most sense, architecturally and economically.

Should the above variance application be denied, the proposed garage addition would need to be built on an angle to the existing house. Excavation of the hillside and consequent retaining wall would be a large financial burden in addition to the cost of the build.

Thanking you for your consideration,
Ian and Susan Wallis

**B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF BUILDINGS ON LOT B
DISTRICT LOT 700 SIMILKAMEEN DIVISION YALE DISTRICT PLAN EPP86067**

Parcel Identification No: 012-788-057 and 012-788-031
Civil Address: 7285 Ranken Road, Grand Forks, BC
Client: Ian Wallis
WSP file number: 181-09403-00-000-00-BSULC001-R0
Date of Field Survey: August 15, 2018



NOTES

All distances are in metres and decimals thereof.

Parcel dimensions are derived from field survey and land title office records.

This plan is not suitable for mortgage purposes. It was prepared for municipal purposes and is for the exclusive use of our client.

Clearances shown are measured to the exterior of the main walls.

This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the consent of the signatory.

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This certificate has been prepared in accordance with the Association of B.C. Land Surveyors' Professional Reference Manual, Land Title & Survey Authority Records and Field Surveys. Unregistered interests have not been included or considered.

Certified Correct on this 29th day of August, 2018.

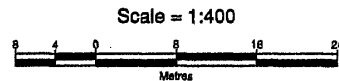
Jennifer Ashton

BCLS
© WSP

This document is not valid unless digitally signed and sealed

WSP

WSP Canada Inc.
5-2114 Columbia Ave, PO Box 89,
Rossland, BC



COLUMBIA River Treaty



To: Regional Districts, Boards of Directors
Valemount Town Council

Date: May 13, 2019

From: Linda Worley, Chair
Columbia River Treaty Local Governments Committee

Subject: Update on Committee Activities

Over the last month the Committee has been very busy with updating and revising our 2013 recommendations and holding education activities for Basin residents.

Current

- **Updating our recommendations** – On April 29 representatives from the office of the BC Water Rights Comptroller and BC Hydro provided the Committee a telecon briefing on the Water Use Plan process and upcoming Reviews to prepare the Committee to consider recommendations to government regarding these plans. We have now begun to consider specific revisions to our recommendations to government. Once our revisions are drafted we will invite feedback from all Basin elected officials, First Nations and members of the Columbia Basin Regional Advisory Committee members (CBRAC – see more information below). This task will continue to be our priority during June-July.
- **Negotiations** – The Committee received an update from the Negotiating Team after the 6th negotiating session held on April 10-11, in Victoria B.C. During negotiations, the teams continued working to find common ground on flood risk management and hydro power coordination. The negotiating teams decided to conduct intersessional technical work on flood risk management and hydro power to support the progress of negotiations. Canada delivered a detailed presentation on other benefits to the U.S. that are not considered in the current Treaty, such as navigation, recreation, irrigation and fisheries. It is important to Canada and B.C. that these other benefits are included in a modernized Treaty. Canada also presented on the topic of adaptive management, a process to ensure the Treaty has the ability to adapt to changing societal and indigenous values, new science and technology, and climate change.

On April 27 the [federal government announced](#) that the three regional Indigenous Nations – Ktunaxa, Secwepmec and Syilx – will participate as observers in the CRT negotiations. The Committee congratulates Indigenous Nations on gaining observer status as a further step in their nation-to-nation relationship with the Canadian government.

The next round of negotiations will take place in Washington D.C. on June 19-20, 2019.

- **Education activities** – At the AKBLG AGM, Stan Doehle, Vice Chair and I provided background information about the Committee and our priorities during the dam tours. Thank you to those who told us this was very helpful information. Committee members also hosted a booth at the trade show. On May 8 and 9 four Committee members attend the [Regulated Rivers II](#) conference in Nelson where we hosted an information table during the poster



[Committee Website](#)

Page 1

COLUMBIA River Treaty

session. The conference participants were very keen to know more about Committee activities to ensure the voices of Basin residents are heard during Treaty negotiations. We are now preparing for a presentation at the [One River-Ethics Matters](#) conference in Castlegar on May 30 and 31.

- **Committee continuity** – Stan Doehle, our Executive Director and I met with the AKBLG Executive before the AGM to clarify questions about the AKBLG appointment and budgeting for AKBLG related costs.

Ongoing

- **Columbia Basin Regional Advisory Committee (CBRAC)** – The April 15 and 16 CBRAC meeting in Invermere provided the Province with ideas about how to ‘acknowledge the losses’ from the Treaty dams, compensation/mitigation ideas for sub-regional areas of the Basin and priorities for the Committee.

CBRAC terms of reference, membership and meeting summaries as well as presentations and reports discussed at these meetings are available on the [CBRAC webpage](#).

Upcoming

- 2019-20 funding agreements to be completed with CBT and the BC CRT Team. (May)
- Update the LGC recommendations, invite input from local governments and meet with Minister Conroy. (July)
- Follow-up with the province on actions requested by community members at the 2018 CRT community meetings and ideas provided at the April CBRAC meeting. (May-ongoing)

I encourage you to stay informed about CRT negotiations by visiting the [CRT engagement website](#) and signing up for the CRT e-letter. This site will be the source of accurate, updated information as negotiations progress.

Committee Members

RDCK – Aimee Watson, Regional Director/RDCK Chair, Ramona Faust, Regional Director

RDKB - Linda Worley, Regional Director (LGC Chair) and Mayor Diane Langman, Village of Warfield

RDEK - Stan Doehle, Regional Director (LGC Vice Chair) and Jane Walter, Regional Director

CSRD – David Brooks-Hill, Regional Director and Mayor Ron Oszust, Town of Golden

Village of Valemount – Donnie MacLean, Councilor

AKBLG – Ange Qualizza, Mayor of Fernie

MEETING HIGHLIGHTS

Columbia Basin Regional Advisory Committee

Meeting #9

April 15 – 16, 2019 – Copper Point Resort, Invermere, B.C.

The Columbia Basin Regional Advisory Committee (CBRAC) met for its 9th meeting April 15 – 16, 2019. This was CBRAC's first time meeting in Invermere, B.C., near the headwaters of the Columbia River.

25 members attended this meeting, along with the Lead Negotiator for the Canadian Columbia River Treaty negotiating team, and representatives from BC Hydro, Fortis BC, Columbia Basin Trust, and local, provincial and federal governments.

The following is a summary of meeting highlights. A detailed summary, agenda, list of attendees and presentations can be found on the [CBRAC website](#).

CBRAC is a Columbia Basin-wide group representing a broad range of perspectives, interests and geography that was established in 2014 by the Provincial Government, the Columbia River Treaty Local Governments' Committee and BC Hydro. The purpose of the Committee is to advise the Province on the future of the Columbia River Treaty (Treaty) and advise hydroelectric operators on matters that are regionally important regarding hydroelectric operation planning.

DAY 1: APRIL 15, 2019

TOUR OF COLUMBIA LAKE CONSERVATION AREA – LOT 48

- The morning of April 15, CBRAC attended a tour of conservation property on the east side of Columbia Lake, near Fairmont Hot Springs. The 315 acre property, known as 'Lot 48', was purchased by the Nature Conservancy of Canada (NCC), with support from the Columbia Basin Trust (CBT) and a number of other funders, as part of an overall initiative to help conserve ecologically significant lands throughout the Columbia Basin. Representatives from NCC and CBT led the tour, and spoke about the ecological restoration efforts being conducted on the property. Representatives of the Akisqnuq First Nation and the Shuswap Band also joined the tour to provide information on the historical and cultural significance of this land to Indigenous people.

COLUMBIA RIVER TREATY UPDATE - *Sylvain Fabi, Lead Negotiator for the Canadian Columbia River Treaty Negotiating Team, Global Affairs Canada, and Kathy Eichenberger, Executive Director, B.C. Columbia River Treaty Team.*

- The sixth round of negotiations were held April 10 – 11, in Victoria B.C.
- Katrine Conroy, Minister Responsible for the Treaty, welcomed both negotiating teams and shared opening remarks at the beginning of the negotiation session.
- Minister Conroy highlighted the need for equitable sharing of benefits between Canada and the U.S. She also emphasized the impacts experienced by the Canadian Basin.
- During negotiations, the teams continued working to find common ground on flood risk management and hydro power coordination.
- The negotiating teams decided to conduct intersessional technical work on flood risk management and hydro power to support the progress of negotiations.
- Canada delivered a detailed presentation on other benefits to the U.S. that are not considered in the current Treaty, such as navigation, recreation, irrigation and fisheries.
- It is important to Canada and B.C. that these other benefits are included in a modernized Treaty.
- Canada also presented on the topic of adaptive management, a process to ensure the Treaty has the ability to adapt to changing societal and indigenous values, new science and technology, and climate change.
- The next round of negotiations will take place in Washington D.C. on June 19th and 20th, 2019.

UPDATE:

- The Federal government announced on April 26, 2019 that Canadian Columbia Basin Indigenous Nations will be participating as observers at Canada-U.S. negotiations.
- The Province of British Columbia, Government of Canada & Indigenous Nations have been working closely since February 2018 to collaborate on developing negotiating positions and options.

COLUMBIA RIVER TREATY 2019 ENGAGEMENT PLAN - *Brooke McMurchy, B.C. Columbia River Treaty Team*

- The goals guiding B.C.'s engagement work are:
 - To ensure Canadian Columbia Basin residents feel engaged and heard throughout the Columbia River Treaty negotiation process, and see their input reflected in a modernized Treaty;
 - To make progress on issues raised by Columbia Basin residents;
 - To increase public understanding about the Treaty; and
 - To encourage support and understanding from U.S. stakeholders on Canada/B.C.'s interests.
- B.C. has hired a staff member to lead the work on addressing issues raised by Basin residents.
- B.C. will continue engaging with CBRAC, the Local Governments' Committee, and citizens of the Basin throughout negotiations.
- Updates on each round of negotiations will continue to be shared via the Province's Treaty website <https://engage.gov.bc.ca/columbiarivertreaty/>, Facebook, Twitter, and through the quarterly newsletter <https://engage.gov.bc.ca/columbiarivertreaty/sign-up/>.
-

IMPROVING ECOSYSTEM FUNCTION IN THE CANADIAN COLUMBIA BASIN - *Greg Utzig, Kutenai Nature Investigations Ltd, Technical Advisor, Upper Columbia Environmental Collaborative (UCBEC)*

- Greg Utzig presented a discussion paper, written by the Upper Columbia Basin Environmental Collaborative (UCBEC) on improving ecosystem function in the Columbia Basin.
- The purpose of the paper is to present potential revised goals associated with dam operations to improve environmental values in Canada's Columbia Basin.
- Recommendations:
 - Add ecosystem function as a third and equal purpose of the Treaty
 - Adjust the Treaty governance to ensure equal and effective representation of ecosystem function objectives
 - Build the flexibility into the Treaty
 - Increase coordination between U.S. and Canada regarding operations on the Kootenay System, including Libby Dam.
 - Increase funding for restoration/compensation projects

- CBRAC was asked to assess how supportive they were of the recommendations, and to identify further information they needed to better understand the recommendations. CBRAC was notionally supportive of the recommendations but wanted more information on the issues.
- Greg also presented on the concept of adaptive management, a “structured, iterative process of learning, monitoring and adapting management in the face of uncertainty.”
- UCBEC launched a website with further resources <http://www.kootenayresilience.org/>
- It was acknowledged that Columbia Basin Indigenous Nations are currently leading work on defining ecosystem goals, objectives and performance measures. The plan is to connect that work with others, including UCBEC, to ensure an inclusive, aligned process.

Meeting Day 2: April 16, 2019

LOCAL GOVERNMENTS’ COMMITTEE UPDATE – *Linda Worley, Chair and Stan Doehle, Vice-Chair*

- Linda Worley is the new Chair of the CRT Local Governments’ Committee (LGC), and Stan Doehle is the new Vice-Chair.
- Both acknowledged the good work of the outgoing Chair and Vice-Chair, Deb Kozak and Karen Hamling. They also acknowledged Cindy Pearce, LGC Executive Director for her ongoing support of the LGC.
- There are now many new members to the LGC as a result of last fall’s municipal elections. It is a priority to educate these new members on CRT topics.
- LGC will be at a number of upcoming conferences: Regulated Rivers (May 8 – 9 in Nelson), One River, Ethics Matter (May 30 – 31 in Castlegar) and the Columbia Basin Transboundary Conference (Sept 12 – 14 in Kimberly).

BC HYDRO OPERATIONS UPDATE - *Darren Sherbot, Manager, Operations Planning Generation System Operations, BC Hydro*

- Reviewed past and projected Columbia Basin reservoir levels, along with an explanation of conditions that have affected hydroelectric operations.
- Over the last year, operations have been impacted by an elevated flood risk in 2018 on Kootenay Lake, a dry, hot summer and record forest fires, a major gas line failure in Northern BC (October 2018), a record cold February 2019, and seasonally lower reservoir levels this spring.
- BC Hydro continues to monitor conditions throughout the province, and manage operations to meet B.C.’s electricity needs, meet requirements of agreements like the

Columbia River Treaty, and manage to stakeholder objectives under BC Hydro Water Plans.

- This spring's Snow Pack and associated Water Supply Forecast (Feb to Sep), is marginally below average as of April. Issues associated with spring flood risk are unlikely to emerge. However, this is expected to result in lower than average reservoir levels for most basins across the summer and fall.
- BC Hydro will be holding regional hydro operations update meetings throughout the Columbia Basin in May and June.
- To receive weekly reservoir level updates, email daye.hopp@bchydro.com

COMMUNITY MEETING ACTION REQUESTS - Brooke McMurchy, BC Columbia River Treaty Team

- This session reviewed key interests that were raised during the Province's 2018 Community Meetings, and differentiated between issues that could be addressed within the Treaty and those that could be addressed domestically (i.e. outside the Treaty.)
- Some of the issues raised during the 2018 meetings included: the need for ecosystem restoration, more stable reservoir levels, Indigenous participation in negotiations, supporting and enhancing the agriculture sector, and fair compensation for those impacted by Treaty operations.¹
- CBRAC was asked to review the key issues and add comments, or other issues that they felt were missing.
- Some of CBRAC's additional comments included: re-evaluate the Fish and Wildlife Compensation Program; need for strict rules about building on flood plains; and water quality should be considered as a Treaty and domestic matter.
- The Province is assessing all community issues to see where and how progress can be made.

¹ A summary report of all issues raised at the 2018 Community Meetings is available on the B.C. CRT website. <https://engage.gov.bc.ca/columbiarivertreaty/2018-community-meetings/>

KINBASKET RESERVOIR IMPACTS AND RECOMMENDATIONS - *Randy Priest, CBRAC Member and resident of the City of Golden*

- Randy Priest expanded on the CRT-related issues in the Kinbasket region.
- He described the Kinbasket Reservoir area before Mica Dam was created – an interior rainforest, home to many different species of plants and animals.
- Impacts to the area as a result of dam operations include flooded forests and animal habitat. Randy especially highlighted the loss of habitat for migrating birds.
- Randy proposed 2 ways to enhance the area – creating a Provincial recreational site and increase funding to the area for ecosystem restoration.
- He suggests that effected municipal and aboriginal governments be involved in developing and participating in restoration efforts.

KOOCANUSA AGRICULTURE SECTOR IMPACTS AND RECOMMENDATIONS - *Pam Turyk, CBRAC Member and resident of Baynes Lake*

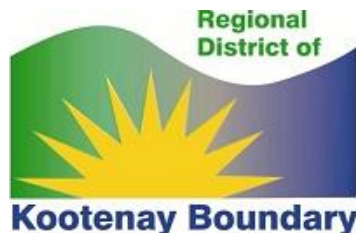
- During the Province's 2018 Community Meeting in Jaffray, a number of participants spoke passionately to the need to recognize and act upon the impacts to agriculture as a result of the Libby Dam and the CRT.
- The Province invited further feedback from the community, and so a subsequent meeting was held with interested participants from Koocanusa agricultural community, to generate specific actions that would support and sustain the agricultural sector in the Basin.
- Pam described the six main themes of impacts that emerged from this meeting, and recommendations on how to address them.
- Impact themes included: loss of land for agriculture; reduction in availability of water for crop irrigation; increased tourism causing impacts to land; impacts of legislation on agriculture; decline in agricultural industry and lack of interest from young people to engage in agricultural work within the region; and loss of the intangible – the loss of identity.
- Recommendations for how to address these impacts included: funding and programs to support agriculture sector; a water sustainability plan for the Koocanusa Reservoir; government commitment to support projects designed to mitigate tourism impacts on agriculture land; change regulations and laws that hinder agricultural development; support for succession planning; and provide opportunities for people who are affected to share their story.

DISCUSSION ON “ACKNOWLEDGING WHAT WAS LOST”

- One of the key themes raised during the 2018 community meetings was the need to “acknowledge what was lost when the dams were created.”
- CBRAC was asked to consider this, and brainstorm how can this acknowledgement be done, and who does the acknowledgement need to come from?
- Some of the thoughts included: an apology by Federal government, BC Government and/or BC Hydro; provide historical exhibit(s) in local museums and local historical churches; publish stories from those who have been impacted by the Treaty; and provide education on the Treaty in grade schools.
- The Province will continue to explore what meaningful acknowledgement looks like to Columbia Basin communities, and will seek to enable that acknowledgement.

CBRAC PRIORITIES FOR 2019-2020

- CBRAC brainstormed topics they felt the committee should focus on in 2019 and 2020.
- Many members felt CBRAC should continue to discuss, learn about or receive updates on the status of Columbia River Treaty negotiations; Indigenous perspectives on the Treaty; Water Use Plans; salmon reintroduction to the Upper Columbia River; ecosystem impacts and enhancements; BC Hydro operations; and climate change projections and what they mean for the Basin.
- Some members requested a conference call to get a better sense of how some topics have been addressed so far, and whether they should continue to be a priority.
- The Province will distribute a synthesized list for CBRAC to vote on by the end of May.

**STAFF REPORT**

Date: May 14, 2019
To: **Chair Russell & RDKB Board of Directors**
From: Theresa Lenardon,
 Manager of Corporate Administration
Re: 2019 General Government / Administration
 (001) Service Workplan Update Report

File ADMN-2019 Workplans

Issue Introduction

The purpose of this report is to provide an update on the 2019 General Government (Administration) (001) Service Workplan. The (001) Service Workplan includes: Information Services, Finance, Corporate Communications and Administration.

History/Background Factors

The RDKB Service Workplans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Workplans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Workplans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Workplans in May, September, November and January.

2019 General Government Service (001) Workplan – May 2019 Update

Service Name	Project	Budget	Status
Corporate/Administration	Big White Governance Review	N/A – Request for Provincial funding to complete work	In January, the RDKB received a letter from the Ministry recommending undertaking a "Community Issues Assessment" rather than the incorporation study requested by community members. In February, staff and Director Gee met with members of the Big White Community Development Association to discuss the Provincial recommendation. In March, the Board directed that a formal request for Provincial support for a Community Issues Assessment be sent to the Minister.

Service Name	Project	Budget	Status
			In April, Ministry staff responded that, due to staffing shortages, it will not be until June at the earliest that the Ministry will be able to engage on this issue to discuss the scope of work and terms of reference for the project. This initial work would precede a formal request from Ministry staff to the Minister for funding for the project.
Corporate/Administration	Boundary Economic Development Service Review	N/A – Human resources only	Following service review work completed in 2018, bylaws were drafted and approved by both the Board and the Ministry to establish two new economic development services in the Boundary (an Electoral Area 'E'/West Boundary service; and a shared City of Grand Forks – Electoral Area 'D'/Rural Grand Forks Service). Also, the Boundary Economic Development Service was amended to include Electoral Area 'C'/Christina Lake as a service participant.
Corporate/Administration	Freedom of Information Protection of Privacy	N/A-Human resources only	Table listing typical RDKB records & identifying which are routinely released & which subject to FoIPPA review drafted. The table, the RDKB FoIPPA Bylaw and other materials for staff training & reference are being developed and will be ready for distribution end of June – July 2019. RDKB FOI Bylaw currently under legislative review to ensure compliance & general review for possible edits to modernize the Bylaw. Bylaw revisions, if required to be presented to Board Sept./19.
Corporate/Administration	Procedure Bylaw Rewrite	N/A-Human resources only	Staff initial research of <i>Local Government Act</i> and <i>Community Charter</i> complete. Bylaw revisions require more than housekeeping. A preliminary draft rewrite of the Bylaw and example of other bylaws were presented to the P&P Committee May 8. Staff are working to update Bylaw with May 8 th P&P Committee revisions and present a preliminary draft to the Board for review and possible additional edits by end of June. Further work with the Committee, after the preliminary Board review, will continue

Service Name	Project	Budget	Status
			through July-August/19. Possible completion with new Bylaw by Oct. /19.
Corporate/Administration	Electronic & Paper Records Management	\$1,500-\$2,000 for lateral filing cabinet Actual Cost: \$1,290.	Ongoing. Catching up with paper filing and creating new paper and electronic folders for new records. Lateral filing cabinet on order to arrive end of May/19. Catching up with records management for filing of contracts, agreements, leases & recording expiry dates for end of contract/agreement term(s). This work will continue through to Fall 2019.
Corporate/Administration	Grand Forks Rural Fire Halls - Property Transfers	Solicitor fees Total to date: Approximately \$2,000 (Amount of Remaining fees undetermined). Legal work will continue through most of 2019.	Ongoing Staff continue to work with RDKB Solicitors by answering inquiries re. historical interactions & timelines, gathering and organizing background records from RDKB files, compiling communications from private landowners' lawyers, & following up with communications to landowners regarding statutory leases favouring Grand Forks Rural Fire Protection District. The RDKB Solicitors are currently responding to lawyers for owners of 1 of the 4 Grand Forks Rural Fire Hall properties to confirm & justify properties are used as a fire hall/for fire hall purposes as per the Lease which first term, subject to option to renew, expires Nov. 2077.
Finance-GM	Asset Management	\$60,000	Asset Management is ongoing. We currently have grant funding from FCM for \$50,000. WSP has been contracted to prepare data collection forms and training material. Asset data collection has been completed at a high level in the following areas: Beaver Valley Arena, Genelle Fire Hall, Oasis Rivervale Sewer and Christina Waterworks. Staff time estimates will be used to estimate the time requirements for completing this exercise for the remaining services.
Information Services	Board Room Audiovisual		At this time, we're fairly committed to using the combination of the Meeting Owl video conferencing camera hardware in

Service Name	Project	Budget	Status
	Communications Technology Refresh		conjunction with Cisco Webex for Teams VC client. This system has undergone a proof of concept and is now in trial phase. A second Meeting Owl has been ordered for the Grand Forks Board room to test out meetings conducted with Meeting Owl hardware in both locations.
Information Services	Infrastructure Handoff		Ongoing. Infrastructure Analyst in consuming vendor training and gradually assuming autonomous responsibility for digital infrastructure
Information Services	Document Management System		This is really two projects. One is the DMS service called LogicalDoc that will service the Boundary Flood Recovery efforts and EOC activities going forward. Two is the larger DMS project based on Laserfiche that is currently tabled. The absence of a dedicated Records Management resource will always hamper this latter project
Information Services	CityView Upgrade		In progress. This project is almost entirely dependent on contracted resources from Harris Computers who are not yet available for our project implementation. In the meantime, RDKB Building Inspection staff and IT are gathering some business data for the project manager from Harris Computers. We're hoping for a late summer, early fall go live date.
Corporate Communications	Corporate Communications Plan		Plan is completed & tracking of progress ongoing, as well as adjustments to goals as required. Next progress report to the Policy & Personnel Committee in summer 2019.
Corporate Communications	Website Redesign	\$25,000	We have completed all internal focus groups & a GIS-web programmer brainstorm session. A Board of Directors website redesign survey has been developed & will go to the Board mid-May for their input. Web designers have now completed 3 draft home page mock-ups that have been reviewed by the web redesign team & feedback to the web designers is ongoing. Once feedback is received from the Board, all wireframes will be completed in late-May/early June & programming will begin. A beta-site will be launched in late-spring/early summer. After public feedback & adjustments, the final site

Service Name	Project	Budget	Status
			is expected to be launched in the 3 rd quarter of 2019.
Corporate Communications	Emergency Communications Plan		Ongoing – working with Mark Stephens. Please see his timeline.
Corporate Communications	Implementation of Online Engagement Platform		Now implemented. Training completed for existing project administrators & ongoing as new project admins. are assigned. Promotion of the site is ongoing as each project is launched. Frances Maika working with project. Admins in each department to assist with public participation plans & coordination of online & offline public engagements.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

1. 2019 General Government / Administration Service (001) Workplan

Alternatives

1. That the RDKB Board of Directors receive the 2019 Workplan Update Report.
2. That the RDKB Board of Directors not receive the 2019 Workplan Update report.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors receive the May 14, 2019 staff report titled "2019 General Government (Administration) (001) Service Workplan Update Report".



General Government Services (Administration)

2019 Work Plan



2019

Mark Andison,
Chief Administrative Officer



General Government Services (Administration)

2019 Work Plan

Service Name: General Government Services

Service Number: 001

Committee Having Jurisdiction: Board

General Manager/Manager Responsible:
Mark Andison, CAO

Description of Service:

This service provides legislative and administrative support to the Board.

The legislative of the service include:

1. Provision of broad legislative, legal and administrative support to the overall Board (001) and RDKB staff
2. Regional Districts must establish Statutory Officer positions (LGA 234 (1) (a)), including a position to manage legislative/corporate services
3. Corporate obligations are similar to those of a “clerk” and which are legislatively required for this position include the following powers, duties and functions:
 - a. ensure meeting agendas and minutes are prepared
 - b. keeping bylaws
 - c. acts as Commissioner for taking Oaths and Affidavits
 - d. certifying documents and custody of the Corporate Seal
 - e. processes and manages official documents related to land transactions and property transfers
 - f. conflict of interest and ethics

- g. legal matters
- h. Freedom of Information Protection of Privacy Officer, and
- i. Paper and Electronic Records Management

This service also includes Finance, which is primarily responsible for compliance with the financial reporting requirements of various levels of government, including the budget and financial plan, the annual preparation of the audited Financial Statements, Statement of Financial Information Act and additional reporting required by the Ministry. Finance is also responsible for investments, risk management, insurance, asset management, payroll, accounts receivable, customer billings and supplier payments.

Also included is information technology which performs the primary functions of service desk, infrastructure, and mobile/wireless services for the organization.

The corporate communications function is also included under General Government Services, however the costs of corporate communications are shared between three services (General Government Services 55%; Electoral Area Services 35%; Emergency Preparedness 10%).

Other items included are legal support, liability insurance, consultant fees, etc.

Establishing Authority:

Local Government Act Sections 233, 234, 236, 263
RDKB Officer Establishment Bylaw No. 1050; 1999

Requisition Limit:

Not Applicable

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$251,398 /\$4,312,334 / TBD

Regulatory or Administrative Bylaws:

RDKB Procedure Bylaw No. 1616, 2016

Service Area Map



Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

Service Levels

1. Maintains Best Practices and protocols for Board and Committee meeting administration, keeping current with legislative changes that affect the RDKB
2. Committee and Board meeting scheduling and meeting notices (confirmation, cancellations etc.).
3. Committee and Board agendas.
4. Attends Committee and Board meetings as meeting/minutes recorder.
5. Voting rules.
6. Bylaws: Procedure Bylaw, Loan Authorization Bylaws, Member Municipality and RDKB Security Issuing Bylaws, Conversion Bylaws (from SLPs to Establishment), Service Establishment and Service Establishment Amendment Bylaws.
7. Administrative policies.
8. Freedom of Information and Protection of Privacy Officer.
9. Paper and electronic records management.
10. Manage RDKB contracts, agreements, leases etc.-signing authority.
11. Special projects (e.g. staff training (FOI, records management, electronic signatures, privacy impact assessments, records retention) and performs other duties as assigned in accordance with departmental and corporate objectives.
12. Advice, information-sharing, training and coaching and support to staff as well as oversees staff administrative procedures, RDKB events, internal health and wellness matters.
13. Management of the Regional District's administrative facilities.
14. Management of the RDKB sustainability program.
15. Undertaking the Regional District's obligations to develop and manage an organization-wide occupational health and safety program.

16. AKBLG and UBCM Resolutions.

17. Oversees, manages and is first point of contact for employees regarding the RDKB Employee and Family Assistance Program (EFAP).

Human Resources:

Administration:

- CAO
- General Manager, Operations / DCAO (70%)
- Manager of Corporate Administration
- Executive Assistant
- Clerk – Secretary/Receptionist
- Corporate Communications Officer (54%)
- Manager of Infrastructure and Sustainability (15%)
- Engineering Technician (25%)
- Manager of Facilities and Recreation (East End) (10%)
- Manager of Facilities and Recreation (Grand Forks) (5%)

Finance:

- General Manager of Finance
- Financial Services Manager
- Financial Analyst
- Financial Specialist
- Accounting Clerk/Receptionist

Information Technology:

- Manager of Information Services
- Network Infrastructure Analyst
- Web/Help Desk Analyst

2018 Accomplishments:

With the recruitment of a new Corporate Communications Officer in late 2017, as a new position to the organization, communications work in 2018 was targeted at pursuing the core communications objectives of the organization, including:

- Ongoing communications and media relations in support of day-to-day operations and emergency operations;
- Work toward the development of a the Corporate Communications Plan to provide a roadmap for communications activities over the coming years;
- Work with Information Services to redesign and rebuild the RDKB website;

- Work with Emergency Management staff to develop an emergency communications plan that includes a separate web presence tied to the new RDKB website;
- Work on the 2018 RDKB Brand Refresh Project intended to ensure consistent and intentional visual representation of the RDKB to staff, the public and stakeholders;
- Work toward increasing the RDKB's capacity for online communication and engagement, including the development of an online engagement platform and a social media presence;
- Support to the Board and staff with ongoing internal and external communications needs ranging from media monitoring and development of plain language content to communicate about Board decisions; the 2018 Local Government Elections and Referenda; departmental projects and initiatives; and doing so using formats/media/channels suitable for a wide range of audiences

Staff turnover in the Finance Department during early 2018, with three of the five positions in the department being filled by new staff to those positions, had a significant impact on the department due to the required recruitment efforts and training. It was a significant accomplishment for Finance Department staff to be able to maintain service levels to the organization, given the staffing disruptions experienced in 2018.

There was a significant increase in the number and complexity of Freedom of Information and Protection of Privacy Act requests from the public in 2018. The Manager of Corporate Administration and associated staff were able to respond to the requests, but additional casual employee hours were required due to the volume of requests received at the time that Administration staff were otherwise occupied with the local government elections and referenda, and other work priorities.

The Emergency Operations Centre (EOC) had a number of activations in 2018, the most significant of which was flooding in the Boundary Area. The activations resulted in a significant response of personnel and equipment to flooding and wildfire incidents within the RDKB and the Province of BC. Duration of EOC activations, number of staff deployed to the EOC and provincial staff deployments resulted in delays to projects and committee work in many departments. Recovery work associated with the 2018 Boundary flood event continues to consume a significant amount of staff resources.

Staff worked with the Policy and Personnel Committee to review and update several RDKB policies.

Continued support for the RDKB Occupational Health and Safety Program and the Joint Occupational Health and Safety Committee, consisting of four employer representatives and four worker representatives that steer the program, working together to identify and resolve potential health and safety risks in the workplace.

Significant Issues and Trends:

The cost of providing the administration service is distributed to services through a Board Fee. A review of the Board Fee is expected in the 2019 Budget cycle.

Access to information requests continue to increase which has a significant time and resource impact on all departments.

Increasing involvement and partnership agreements with other local governments, non-profit and local community groups.

More public consultation, outreach required for special projects and legislative changes to respond to growing customer expectations.

Ongoing improvement in efficiency and effectiveness of action items, tasks, duties, etc.

The trend of increasing EOC activations of longer duration and complexity has the potential for significant impacts on staff resources and Work Plans. Staff involvement in Emergency Management, EOC training and activations will continue to be a growing responsibility for Regional District staff.

There will be a significant amount of time required of all management staff relating to Asset Management. It is expected that the plan will need to be developed, reviewed, and revised continuously moving forward.

2019 Projects:

Project: Asset Management

Project Description:

Implementation of asset management including establishing a baseline database, documentation of current practices and establishment of a decision process, model lifecycle strategies as well as establishing an asset management investment plan.

Project Timelines and Milestones:

Consultant has been engaged in the process 2018 and is expected to be involved into 2019.

Project Risk Factors:

There will be a significant amount of time required of all management staff. Risk is staff being able to devote time required which could mean delays in completion of project and possibly additional cost. A second risk factor is the availability of information. Legislation was introduced in 2009 with respect to recording tangible capital assets on the financial statements. The depth of data that was available prior to this is limited meaning that the asset management plan may be based at times on best estimates. This is expected that the plan will continue to be reviewed and revised.

Internal Resource Requirements:

Estimated 30% of GM of Finance time to be devoted to this initiative.

Estimated Cost and Identified Financial Sources:

A budget of \$60,000 was allocated in the 2018 financial plan. Similar funding levels are proposed for 2019.

Relationship to Board Priorities:

Having better information on assets will enable the Board to make informed decisions relating to capital planning. Board goal – cost effective services.

Project: Big White Governance Review

Project Description:

At its July 26, 2018 meeting, the Board of Directors received a request from the Big White Community Development Association to the initiation of a municipal incorporation study for the Big White community. After reviewing subsequent staff reports on the issue and a meeting with Ministry of Municipal Affairs and Housing staff at the UBCM Convention, the Board passed a resolution stating:

That the Regional District of Kootenay Boundary Board of Directors direct staff to request that the Ministry of municipal Affairs and Housing provide it with written information and advice on how a governance review process might be designed for the community of Big White.

It is anticipated that the requested information, including example terms of reference for such a study, will be received in December 2018. If the Board decides to proceed with the study, the first step in the process will be to request that the Ministry approve funding for the work. Generally, such projects involve the local government managing funds provided by the Province to commission a consultant to undertake the Governance Review study. The work would be coordinated by RDKB Administration staff, but input would be sought from various stakeholders, including other Regional District staff, regarding the issues identified and to be addressed in the course of the study.

Project Timelines and Milestones:

Through 2019

Project Risk Factors:

The project will depend upon Provincial approval of funding to undertake the work.

Internal Resource Requirements:

Due to the number of services and stakeholders involved in the provision of Big White services, there will be a need for representation from several RDKB departments in the process of undertaking the Big White Governance Review Study.

Estimated Cost and Identified Financial Sources:

The cost of the project will consist primarily of staff time – primarily that of the Administrative staff, but also other staff will contribute to the project.

Relationship to Board Priorities:

This project advances a couple of the Board's strategic priorities: To review and measure service performance; and, To focus on good management and governance.

Project: Boundary Economic Development Service Review

Project Description:

In 2018, a service review was initiated for the Boundary Economic Development Service. An outcome of the service review has been a move to establish new local economic development services in the Boundary, while maintaining the current Boundary Economic Development Service to manage Boundary-wide economic development projects and initiatives. Under the proposed economic development service structure for the Boundary, two new economic development services would be established: one specific to Electoral Area 'E'/West Boundary; and another that would include Electoral Area 'D'/Rural Grand Forks and the City of Grand Forks as the service participants.

Project Timelines and Milestones:

The initiative to establish new local economic development services in the Boundary is anticipated to be complete by March 31, 2019.

Project Risk Factors:

The project will depend upon timely Provincial approval of the establishment bylaws and participant consent in relation to the bylaws in order for the services to be established before the March 31, 2019 deadline for adoption of the RDKB annual budget and five-year financial plan.

Internal Resource Requirements:

Considering that the service establishment process involves new service establishment bylaws and budgets for the proposed services, the process will entail continued involvement of the CAO, the Manager of Corporate Administration, and Finance staff during the service establishment process. Once the new services are established, it will be necessary for the budget to include provisions for either staff or contracted resources to manage the work generated by the new services, under the direction of the General Manager of Operations / Deputy CAO.

Estimated Cost and Identified Financial Sources:

The cost of the project will consist primarily of staff time – primarily that of the Administrative staff.

Relationship to Board Priorities:

This project advances a couple of the Board's strategic priorities: To review our internal processes to remove any barriers to economic growth; and to focus on good management and governance.

Project: Completion of Corporate Communications Plan

Project Description:

Beginning in early 2018, the RDKB embarked upon the development of a corporate communications plan to guide and prioritize the work of the new position. Work on this project is expected to be complete in the spring of 2019, with implementation of the plan ongoing through 2019.

Project Timelines and Milestones:

A draft plan was completed in late 2018 and presented to the Board. The plan will go to RDKB internal stakeholders next with a final draft completed Apr. 2019. Implementation of the plan is ongoing, with plan projects including the RDKB Brand Refresh Project and Website Redesign Project already underway. Numerous other sub-projects support the four focus areas of the communications plan: Clear Brand, Digital Presence, Internal Expertise and Engagement.

Project Risk Factors:

The scope and nature of the work that the Corporate Communications Officer undertakes will be contingent upon budget allocations for communications initiatives in 2019.

Internal Resource Requirements:

Due to the broad corporate nature of the communications work that the Corporate Communications Officer will be engaged in, there will be a need for representation from all RDKB departments in the process of developing the corporate communications plan.

Estimated Cost and Identified Financial Sources:

The cost of the project will consist primarily of staff time – primarily that of the Corporate Communications Officer, but also other staff will continue to contribute to the development of the plan.

Relationship to Board Priorities:

This project advances one of the Board's key strategic priorities: To improve and enhance communication, we will ensure the messages we are delivering within our region are clear and easily understood.

Project: Board Room Audiovisual Communications Technology Refresh

Project Description:

The audiovisual (AV) technology in the Grand Forks and Trail Board rooms is due for a capital refresh. Administration has assembled a focus group of stakeholder users of the AV systems in order to identify strengths and deficiencies of the existing systems with the objective of designing in any features the users would like to have as part of the capital refresh.

Project Timelines and Milestones:

September 2018 – July 2019

Project Risk Factors:

As always, RDKB has relatively limited access to technology integrators, which in turn limits viable technical options. Cost overruns are also always a possible consequence of the relative remoteness of RDKB facilities from larger markets.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk.

Internal Resource Requirements:

Information Technology will be responsible for acquiring the services of an audio visual integrator, providing specifications and assisting the integration contractor with implementation details.

Estimated Cost and Identified Financial Sources:

Until the system requirements have been defined by the focus group, the cost of this project can't be clearly defined. However, some preliminary proposals that provide some industry standard functionality suggest this project will be somewhere in the \$140,000-190,000 range for both rooms.

Relationship to Board Priorities:

Improved communications capacity in the Boardrooms of course provides more options for conducting Board, staff and community group collaborative functions.

Project: Infrastructure Handoff

Project Description:

With the hiring of a dedicated Network Infrastructure Analyst (NIA) comes a period of several months during which responsibility for various sections of infrastructure will be incrementally handed off to the NIA. This project will be ongoing for most of 2019, but the current NIA is proving an adept learner and has significantly improved the capacity of Information Technology to bolster infrastructure. By the end of 2019, he will have touched virtually every IT subsystem the RDKB runs and will be almost entirely self-sufficient.

Project Timelines and Milestones:

September 2017 – December 2019

Project Risk Factors:

As infrastructure is handed off, any training deficiencies in the NIA will become clearer and can then be addressed in a training plan.

Internal Resource Requirements:

This is mostly an intra-departmental project but will involve all members of the Information Technology (IT) team. This change also somewhat affects primary services like GIS and Finance, who tend to have a closer technical relationship with IT.

Estimated Cost and Identified Financial Sources:

Minimal financial impact. If any, only some vendor training to bridge any training gaps for the NIA. Estimated training costs for 2018 are around \$3000, with perhaps slightly more planned for 2019 as the NIA's training requirements become more specialized.

Relationship to Board Priorities:

Handing off infrastructure to a dedicated NIA greatly improves the capacity of IT to deliver technological innovation in the primary services so that they operate more efficiently.

Project: Document Management System

Project Description:

Implementation of corporate document management strategy.

Project Timelines and Milestones:

The basic framework for a DMS is in place, so the next phase over 2019 is to establish a pilot project on a very limited scale to prove the concept.

Project Risk Factors:

As of this writing, the business problem hasn't been fully defined, which is a risk to any project. There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with a primary service manager and their staff to define a DMS life cycle.

Estimated Cost and Identified Financial Sources:

The basic infrastructure for a corporate DMS is in place, so additional costs might include expanded licensing for software and possibly some consulting hours.

Relationship to Board Priorities:

DMS supports primary services allowing them to operate more efficiently.

Project: CityView Upgrade

Project Description:

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView.

Project Timelines and Milestones:

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2019. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.

Project Risk Factors:

There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with Building Inspection staff and management to ensure implementation meets the needs of the department.

Relationship to Board Priorities:

New software will permit BI staff to operate more efficiently and mitigates the risk of running outdated software. As more CityView modules put into service, other Administration functions will operate more efficiently.

Project: Completion of rdkb.com Website Redesign

Project Description:

rdkb.com is being redesigned from the ground up with a modern version of the Content Management software.

Project Timelines and Milestones:

This work is ongoing and represents a significant effort on behalf of the Web Analyst and now also the Corporate Communications Officer (CCO). At this time, the CCO is hiring a contractor specializing in user experience (UX) design to develop a process to ensure staff, the Board and external website users are engaged in site design and navigation. As the contractor completes the engagement process and provides navigation and web page templates, the Web Analyst will execute the necessary changes. The contractor will also design a website evaluation and measurement process so the website can be adjusted and improved through 2019.

Project Risk Factors:

Delays due to spikes in workload of Web analyst who also provides Help Desk services.

Internal Resource Requirements:

IT and the CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh.

Estimated Cost and Identified Financial Sources:

The services of consultants have been enlisted to help with branding and best practice principles, so far with minimal cost. Additional funding will be required in 2019 for further consulting services.

Relationship to Board Priorities:

Site redesign keeps rdkb.com fresh and relevant and better suited for mobile device use, thereby enhancing public communications.

Project: Emergency Communications Plan
(also included in 012 – Emergency Preparedness Service Workplan)

Project Description:

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.



Project Timelines and Milestones:

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

Internal Resource Requirements:

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

Project: Implementation of Online Engagement Platform - jointheconversation.rdkb.com

Project Description:

Fully integrate the RDKB's online engagement platform (standalone website) with the new RDKB website and incorporate this platform into all RDKB engagement processes in 2019

Project Timelines and Milestones:

In late 2018, the RDKB purchased an online engagement platform called EngagementHQ through provider Bangthetable Canada Ltd. The platform has been populated with RDKB content and two pilot engagement projects are now underway. The Corporate Communications Officer will continue to work with all RDKB departments to ensure other projects and initiatives take advantage of the new platform so that the RDKB can expand its online engagement processes toward engaging with more stakeholders in the region.

Project Risk Factors:

Workload of CCO and other staff and ability to produce adequate content for all projects. Possible increased workloads for CCO and some other staff as more and more stakeholders begin to engage online.

Internal Resource Requirements:

The CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh. The CCO will include online engagement in any departmental communication plans developed in 2019.

Estimated Cost and Identified Financial Sources:

Cost of renewing the online engagement platform in 2019 is \$12,000, the same rate as 2018. Additional funding will be required in 2020 to pay for a third year of the platform subscription contracted at the same rate if renewed for a third year.

Relationship to Board Priorities:

Online engagement platform is pivotal to enhancing public communications and engagement.

Project: Electronic and Paper Records Management (RDKB Internal Filing Systems)

Project Description:

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is part of the broader RDKB "document management" work and also includes digitizing some of the RDKB's important historical paper files and creating a records retention schedule. Given the uniqueness of some of the RDKB's services, some departments may continue to file their paper records separately.

Project Timelines and Milestones:

This project will be work in progress for a few years and includes several elements. At this time, it is difficult to determine a date for completion.

Commences February 2019 and continues beyond 2019.

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network.
- February 2019 to April 2019 - Reorganize and create additional space for the Administration Department's paper file folders.
- Fall 2019 and beyond: Begin to brainstorm filing naming convention(s).
- Fall 2019 and beyond: Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file folder system and begin to identify which current historical paper records should be digitized.
- Research and review a Records Retention Schedule(s).

Project Risk Factors:

This project will require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2019 could possibly be delayed with unforeseen and or other emergent work that may arise.

Internal Resource Requirements:

Manager of Corporate Administration, Manager of Information Services, Executive Assistant and Clerk/Secretary/Receptionist (Administration).

Estimated Cost and Identified Financial Sources:

Approximately \$1,500-\$2,000 for 2 additional lateral filing cabinets for additional space and the reorganization of Administration's general paper file folders and those for all of the organizations' contracts, leases, agreements etc.

Relationship to Board Priorities:

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*
 - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.
- *RDKB Strategic Objective: Continue to focus on organizational excellence:*
 - Records Management provides for more efficient and effective management of the organization's documents and reduces costs (e.g. for storage equipment and supplies etc.).

Project: Procedure Bylaw Amendments

Project Description:

The general procedures to be followed by Regional District Boards and Municipal Councils and their respective committees in conducting business must be established by a “procedure” bylaw (S. 225 LGA). The bylaw must specify the details for giving the elected officials and the public notices of meetings and must set out the general meeting procedures. Based on Board direction from 2016, the main objective of this project is to include additional elements to the current procedures and rules for RDKB electronic meetings and to amend the bylaw with some minor “housekeeping” changes. Staff would also like the Board consider other possible revisions to the current RDKB Procedure Bylaw No. 1616 that would make meeting procedures and requirements clearer and more organized.

Project Timelines and Milestones:

Commences February 2019 with completion targeted for fall 2019.

- February 2019 to April 2019 – Staff research bylaw compliance with provincial requirements, research other local government procedure bylaws, complete the “housekeeping” amendments and assemble example bylaws and background materials to present to the Policy and Personnel Committee’s review in March or April.
- May to August 2019 – Upon direction from the P&P Committee and after the Committee’s reviews and discussions, staff continue to work on and present a draft amended procedure bylaw to the Committee.
- September 2019: Final P&P Committee review with recommendation to distribute to Directors for comments.
- October 2019: Present revised Procedure Bylaw to the Board of Directors for First, Second and Third Readings and Adoption.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. The milestones and completion of the project will depend largely on the discussions and decisions of the Board. It is Staff’s goal to do what it takes to complete this project in 2019.

Internal Resource Requirements:

Manager of Corporate Administration

Estimated Cost and Identified Financial Sources:

- Administration human resources.
- At this time, it does not appear that any financial resources will required. ‘

Relationship to Board Priorities:

- In 2016, the Board directed staff to begin work on policies and procedures for electronic meetings and to provide the Board with options for developing a framework for in-person attendance at

Committee and Board meetings and participation by the public and applicants in electronic meetings.

- A local government procedure bylaw is a legislative requirement and as such, most of the revisions must comply with the *Local Government Act*. Those sections that are additional to the required content should be reviewed every few years to ensure they fit with the present Committee and Board meeting arrangements and procedures and RDKB policies.

Project: Freedom of Information and Protection of Privacy

Project Description:

In BC local governments, the Corporate Officer is usually the *Freedom of Information and Protection of Privacy Act (FOIPPA)* Head or Coordinator. The FOIPPA Head relies heavily on staff from other departments to search, locate and identify the records that are requested. The FOIPPA Head responded to 42 more requests for records in 2018 than in 2017. In 2017, approximately 34 requests for records were managed compared to approximately 76 requests in 2018 (an increase of approximately 124%). To provide better service to those requesting records and to reduce the amount of time for all RDKB staff with their contributions to the process, the RDKB FOIPPA Head needs to undertake some simple staff training that would include the creation of tips and tricks, instruction guides and a list of routinely released documents. The FOIPPA Head also needs to review the RDKB's current FOIPP Bylaw for possible updates and to ensure compliance with the *Act* as well as with RDKB policies.

Project Timelines and Milestones:

Commences March-April 2019 and may take to October-November 2019 and perhaps beyond.

- March-April 2019 create list of routinely released documents and distribute throughout organization.
- June to August 2019 – review and discuss possible necessity of onsite face-to-face staff training (Trail and Grand Forks).
- June to August 2019 Corporate Officer review the current RDKB FOIPPA Bylaw to ensure it fits with RDKB policies such as the *Use of Surveillance Cameras at RDKB Facilities Policy*. Consider presenting possible amendments to the RDKB Freedom of Information and Protection of Privacy Bylaw to the P&P Committee.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. Currently, with limited resources to assume and assist with other work, the 2019 project timelines and milestones may have to be adjusted.

Internal Resource Requirements:

- Manager of Corporate Administration and some time from the Manager of Information Services.

Estimated Cost and Identified Financial Sources:

- Corporate Officer (time/human resources).
- At this time, it does not appear financial resources will be required.

Relationship to Board Priorities:

1. Local governments have a duty to create, receive and use records as a normal part of conducting business. The manner in which the RDKB manages requests for records and ensures compliance

with the *Freedom of Information and Protection Privacy Act* directly affects the Board's ability to operate efficiently and to remain transparent.

2. RDKB Mission Statement: *"...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*

- Ensuring that the current RDKB FOIPP processes and practices provide timely access to requested information assists the Board to be transparent and open with the public.

Project: Continuation of Property Transfers – Grand Forks Rural Firehalls

Regulatory Bylaws and Regulations:

- Provincial Letters Patent-October 16, 1956
- Leases – Commencing November 25, 1978 and expiring November 24, 2077 (99 years)
Option to renew for additional 99 Years
- Order in Council No. 379-September 12, 2013-Revoking the Letters Patent
- RDKB Grand Forks Rural Fire Protection District Service Area Establishment Bylaw No. 1541, 2014

Staff:

Chief Administrative Officer

Manager of Corporate Administration

Clerk, Secretary, Receptionist (Administration)

The Grand Forks Rural Fire Protection District was incorporated by Letters Patent on October 16, 1956. An Order in Council, revoking the Letters Patent was issued to the RDKB on September 12, 2013 and the rights, property and assets of the Grand Forks Rural Fire Protection District were transferred to and vested in the RDKB. The RDKB also assumed the obligations of the Order in Council including Leases with the registered owners. RDKB Bylaw No. 1541 established the RDKB Grand Forks Rural Fire Protection District on January 30, 2014.

There are 4 rural firehalls within the service:

1. Station 1-George Evans Hall (Northfork Road/Grandby Road)
2. Station 2-Carson/Reservoir Road
3. Station 3 Big Y Hall Carson Road
4. Station 4 Nursery Starchuck Road

Work began in January 2017 and in 2019, Staff will continue to work with the RDKB Solicitor. It is difficult to determine when this work will be completed. However, Staff's work will continue throughout 2019.

The process includes entering into four separate Assignment and Landlord Consent Agreements between the RDKB (assignee), the City of Grand Forks (Assignor) and the current registered owners of the four properties (landlords).

Action Items:

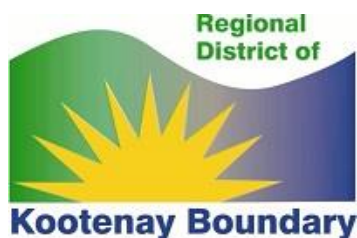
GENERAL ADMINISTRATION			
Initiation Date	Action / Issue	Staff Resources	Comments
Mar. 2018	<u>RCMP:</u> That a meeting be scheduled with the new RCMP Regional Detachment Inspector	Administration Staff	Inspector Tim Olmstead of the Nelson Detachment appeared as a delegation at the February 21, 2019 regular meeting of the Board to discuss a variety of issues.
Mar. 2018	<u>Community Group Use of Fire Halls:</u> That the 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 the use of the local halls by external community groups and the role of the Regional Fire Chief.	Administration Staff	
May 2018	<u>RDI Research Project:</u> That the RDKB Board of Directors approve the allocation of \$40,000 to the General Gov't/Administration (001) Budget over two years (\$20,000/yr) for the Columbia Basin Rural Development Institute (RDI) – RDI for Local Government Regional Research Project SUBJECT TO 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.	Administration Staff	Funds to be included in 2019 and 2020 budgets. The application to the Rural Dividend Fund was approved for \$500,000 of additional funding. Work with Selkirk College is on-going regarding the implementation of the associated work.
May 2018	<u>Town Hall Meetings:</u>	Administration Staff	On-going

	<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>		
May 2018	<p><u>Town Hall Meetings:</u></p> <p>That the Corporate Communications Officer attend a future Electoral Area Services Committee meeting to discuss the Electoral Areas A-E Town</p>		

	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. 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.		
Sept. 2018	<u>Future Delegation – First Nations Relations:</u> That as items for future meetings Audrey Repin, indigenous and Community Relations Lead, Columbia Power Corporation be invited to attend a future Board meeting to present information regarding First Nations awareness and Reconciliation.	Administration Staff	Audrey Repin appeared as a delegation at the April 10 th Board meeting to discuss her experience in developing First Nations relationships and awareness.
Feb. 2016	<u>Reserve Policy:</u> 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.	Finance Staff	The policy is to be developed in conjunction with the development of the RDKB's Asset Management Plan which is currently in process.
July 2018	<u>CBT Community Initiatives Program Meetings:</u> That CBT CIP meetings be set up as early as possible in 2019.	Finance Staff	The CBT Community Initiatives Program meetings were held in early April, with the Board approving disbursement to the successful groups at its April 24 th meeting. The funds were dispersed immediately following that meeting.
Apr. 2017	<u>Board Room Technology and Related Policy:</u> Staff will draft a Terms of Reference necessary for completion of the work	Administration Staff	On-going

	<p>required to purchase and implement the appropriate technology, including licensing and application (eg. "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 (P&P) 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>		<p>The Policy and Personnel Committee started the review of the Procedures Bylaw at its April meeting. Further discussion will be held at an upcoming Board meeting.</p>
Apr. 2017	<p><u>Meeting Agenda Distribution Procedures:</u></p> <p>That the Policy, Executive and Personnel Committee direct staff to prepare a policy with the following elements (all days calendar):</p> <ul style="list-style-type: none"> • That the current practice of delivering preliminary Board agendas six days prior to the scheduled day with the final agenda going out no later than two 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 the a weekend or statutory holiday, that the agenda be delivered on the previous business day. • That the agendas for the future Committee of the 	Administration Staff	<p>The Policy and Personnel Committee started the review of the Procedures Bylaw at its April meeting. Further discussion will be held at an upcoming Board meeting.</p>

	Whole be delivered five 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. (P&P Committee)		
June 2017	<u>Succession Planning:</u> That Staff prepare a report on the RDKB's Succession Plan.	Administration Staff	
June 2017	<u>Tele-Conferencing Equipment/Software Costs:</u> That staff confirm the budget allocation amounts for teleconferencing software and licensing and forward this information to the members of the PEP Committee	Administration Staff	On-going

**STAFF REPORT**

Date: 9 May 2019
To: **Chair Russell and Board of Directors**
From: Dan Derby, Regional Fire Chief & Mark Stephens, Interim Manager of Emergency Programs
Re: 9-1-1 Emergency Communications and Emergency Management Work Plans Update

File

Issue Introduction: An update on the 9-1-1 Emergency Communications and Emergency Management 2019 Work Plan.

9-1-1 Emergency Communications Work Plan Projects:

Service Name	Project	Budget	Status
9-1-1 Emergency Communications – 015	Fire Dispatch Network Radio Coverage Assessment	\$10,000	No action taken.
9-1-1 Emergency Communications – 015	Asset Management Planning	N/A	No action taken.

Emergency Management Work Plan Projects:

Service Name	Project	Budget	Status
Emergency Management – 012	Emergency Communications Plan	N/A	Emergency Alerting System was launched and has had good uptake with over 900 people signed up. Emergency Communication Plan draft is 80% complete. Final draft will be complete by May 31 st . This project is on track to be completed in 2019.
Emergency Management – 012	CRI FireSmart Grant/ RDKB FireSmart Plan	\$86,000	With the RDKB's successful grant application for the CRI FireSmart Grant to fund the development of an RDKB wide FireSmart plan, it is recommended that this project be added to the 2019 work plan and the Pet and Livestock Plan be moved to 2020.

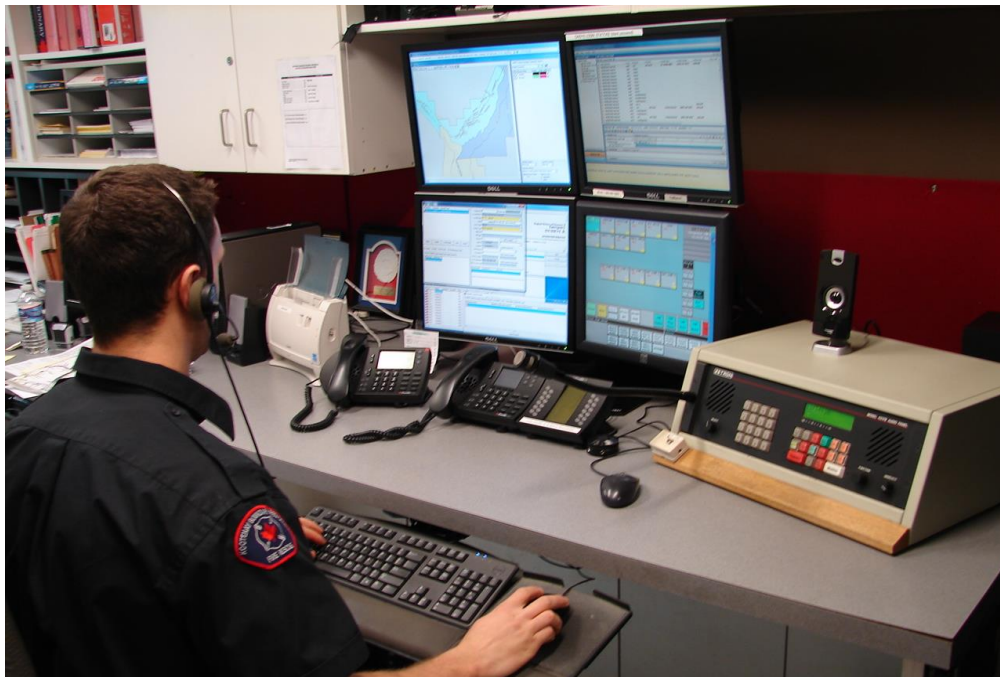
Emergency Management – 012	Pet & Livestock Plan	N/A	No action taken- Recommended to move project to 2020.
Emergency Management – 012	Build Community/Agency Relationships	N/A	Emergency Services meetings held in Trail and Grand Forks in February. Search and Rescue agency meeting held in Trail in March, Emergency Management Conferences for EMBC and IHA attended. Multiagency Tiger Dam training held.
Emergency Management – 012	Public Education and Community Outreach	N/A	Presented FireSmart information at four Town Hall Meetings. Attended Rock Creek Emergency Preparedness day to launch the new emergency Alerting system. Attended Grand Forks Flood Preparedness day.
Emergency Management – 012	Asset Management Planning	N/A	No action taken.
Emergency Management – 012	Regional Emergency Plan Update	N/A	No action taken

Recommendation: Received for Information



9-1-1 Emergency Communications Service

2019 Work Plan



9-1-1 EMERGENCY COMMUNICATIONS SERVICE

Dan Derby, Regional Fire Chief/Fire Dispatch Manager
Service Number 015
As of January 23, 2019



9-1-1 Emergency Communications Service

2019 Work Plan

Service Name: 9-1-1 Emergency Communications Service

Service Number: 015

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / Deputy CAO
Dan Derby, Regional Fire Chief / Fire Dispatch Manager

Description of Service:

The RDKB's 9-1-1 Emergency Communications service provides both public safety answering point (PSAP) and secondary service answer point services. Our PSAP service is provided by E-Comm 9-1-1 in Vancouver. They provide PSAP services for 25 regional districts and communities across British Columbia. A PSAP call center is responsible for answering calls to an emergency telephone number (9-1-1) for police, fire and ambulance services, where they are transferred to the requested agency. Our secondary service answering point services are provided by Kelowna Fire Dispatch, under contract between the City of Kelowna and the Regional District Kootenay Boundary. Their dispatchers are supported by a computer aided dispatch system that allows for swift and easy access to a wide range of information critical to efficient dispatch of fire services.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1152 adopted 26th day of July, 2001

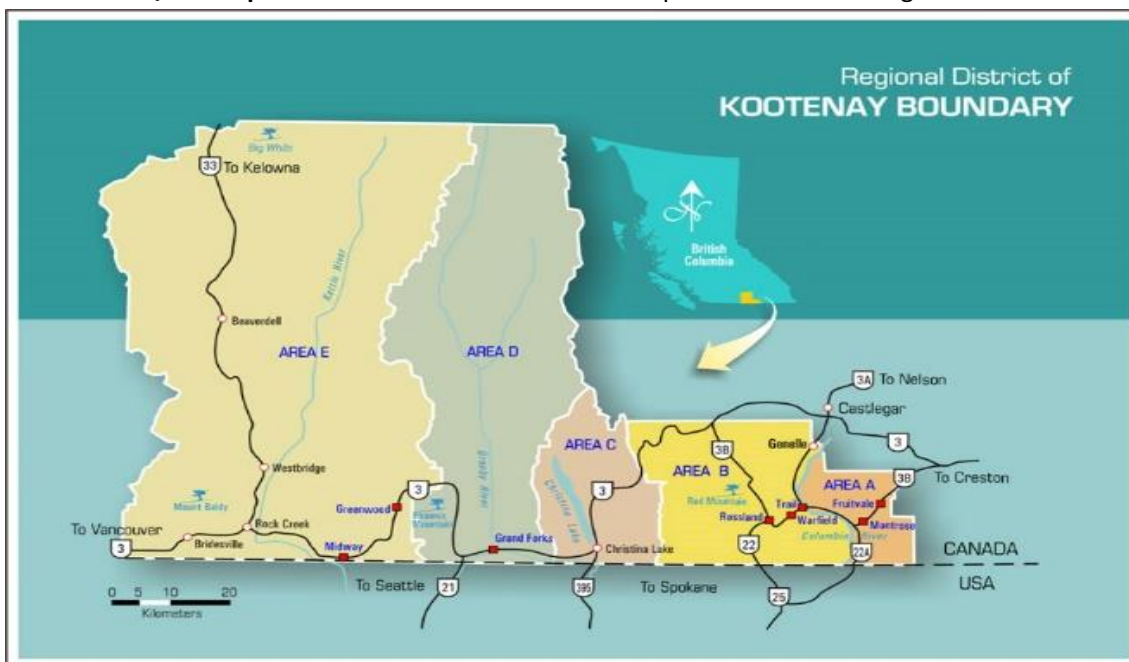
Requisition Limit: N/A

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$514,985 (\$419,210 RDKB & 95,774 RDCK) / \$706,125 / (pending further review year end 2018)

Regulatory or Administrative Bylaws: Not Applicable

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels: E-COMM 9-1-1(public-safety answering point) and Kelowna Fire Dispatch (secondary safety answering point)

Human Resources:

- General Manager Operations / Deputy CAO
- Regional Fire Chief / Fire Dispatch Manager
 - 1 – Fire & Emergency Services Administrative Assistant
- Kelowna Fire Dispatch
 - Deputy Chief, Communications and Emergency Management
 - Fire Dispatch Supervisor
 - 12 Fire Dispatchers (minimum staffing of 2 at all times)

2018 Accomplishments:

In May 2018, Trail Fire Dispatch was closed and fire dispatch services were transitioned to the City of Kelowna's Fire Dispatch, under our new 5-year contract. Four of the seven departments serviced by our dispatch network were upgraded to a fibre network connection through the transition process. The other three will be upgraded to a fibre connection when fibre is available. Repeater site and network agreements have been renewed to ensure the long-term reliability of our fire dispatch network.

Preventative maintenance and repairs has been completed at all repeater sites. A new repeater site was established at Roderick Dhu to assist Grand Forks Fire Rescue in improving communications in the North Fork valley and west of Grand Forks. Staff are currently investigating to see if this location would assist Greenwood and Midway in areas that currently experience poor radio coverage.

Significant Issues and Trends:

The transition to Kelowna Fire Dispatch has taken far longer than forecasted by the City of Kelowna in their proposal. This is a result of their underestimating the scope and complexity of the services provided by Trail Fire Dispatch and management staffing changes within the Kelowna Fire Department. Transition projects are on schedule to be completed by the first quarter of 2019. Additionally, the time and effort to address operational issues with the dispatch services has continued to utilise department staff time in excess of the anticipated level of effort and this is assumed to continue into early 2019, effecting staff resource and time for other work plan projects.

Upgrades to our repeater site radio network and to Next Gen911 in dispatch centres (2022) will provide significant cost pressures moving forward.

2019 Projects:

Project #1: Fire Dispatch Network Radio Coverage Assessment

Project Description:

A comprehensive review of repeater site locations and equipment to determine communications coverage requirements for future improvements.

Project Timelines and Milestones:

Based on communications consultants availability and site access the project is anticipated to take four months with completion in time for the 2020 budget cycle.

Project Risk Factors:

The project timeline could be affected by external factors that include contractor availability and access to repeater sites during wildfire season.

Internal Resource Requirements: N/A**Preliminary Cost and Identified Financial Sources:**

The 2019 budget includes \$10,000 for consulting services to coordinate the technical and operational requirements of our fire dispatch repeater site network.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project #2: Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones: Throughout 2019.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff, particularly considering that the Kettle Valley Fire Protection Service is operated on a contract basis. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Remaining Board Action Items:

EMERGENCY COMMUNICATIONS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<u>Greenwood Area Communication Gaps:</u> With the installation of a new repeater tower in the Roderrick Dhu Mountain Area of Grand Forks, Staff will follow-up regarding communication coverage to include the Greenwood communication gaps from the North Boundary Road.	Emergency Communications Staff	



Emergency Preparedness Service

2019 Work Plan



EMERGENCY PREPAREDNESS SERVICE

Chris Marsh, Manager of Emergency Programs
Service Number 012
As of February 7th, 2019



Emergency Preparedness Service

2019 Work Plan

Service Name: Emergency Preparedness

Service Number: 012

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / DCAO

Chris Marsh, Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

Description of Service:

The Emergency Preparedness Service has been established to provide an integrated and effective approach to emergency preparedness, response, recovery and mitigation within all municipalities and electoral areas of the Regional District of Kootenay Boundary (RDKB). An Emergency Management Program Agreement has been implemented to facilitate the cooperation between the Regional District and participating municipalities. The Agreement outlines the process by which resources are shared and how joint or regional Emergency Operation Centers are established. Under the agreement, everyone adheres to one Regional Emergency Plan (the Plan).

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. The Plan is based on the BC Emergency Management System and is intended to meet the requirements of all applicable provincial legislation and regulations. The RDKB works cooperatively with other internal and external emergency plan holders, agency partners and emergency responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan and its policies and procedures on an on-going basis, staff participate in annual training and exercises to further advance the ability of the RDKB and partner municipalities to effectively coordinate response to any emergency or disaster that occurs

within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

A strong, well-resourced and well-supported Emergency Preparedness Service will ensure that the RDKB's response to, resiliency during, and recovery from emergency events within the District will be greatly enhanced.

Establishing Authority:

Section 332, Local Government Act, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1256 Electoral Areas 'A', 'B', 'C', 'D' & 'E' for the purpose of establishing an Emergency Response and Recovery Plan(s) for the RDKB, adopted January 27, 2005.

Bylaw No. 1286 amending Bylaw No. 1256 to include all municipalities within the RDKB, adopted November 24, 2005.

Bylaw No. 1613 RDKB Emergency Planning Service Establishment Amendment Bylaw approving the City of Rossland's re-entry to the service as a participant.

Requisition Limit: Not Applicable

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$236,613/ \$1,576,855 / \$ TBD (high because of flood response costs)

Regulatory or Administrative Bylaws:

Bylaw No. 1312 A bylaw to regulate the RDKB Emergency Management Organization as a service of the RDKB, adopted May 4, 2006.

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels

Emergency planning, response, mitigation and recovery services.

Human Resources:

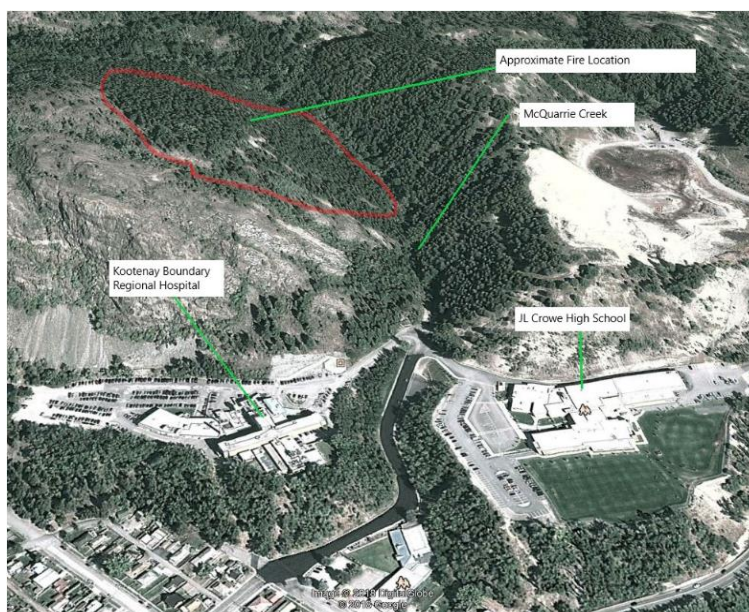
- General Manager, Operations / DCAO
- Manager of Emergency Programs
- Regional Fire Chief / Fire Dispatch Manager
- Fire & Emergency Services Administrative Assistant

2018 Events:

The Boundary flooding of 2018 was the worst flooding in the history of the province of BC. Over 3200 residents were evacuated from their homes, seeking shelter from floodwaters that ranged from 1 in 200 to 1 in 500 year levels. Direct response costs total well over \$20 Million and recovery costs are expected to exceed \$60 Million dollars. Ongoing recovery efforts include a team of 10 individuals delivering all aspects of recovery operations, from repairs to critical infrastructure to supporting individuals suffering from flood-related mental illness. It goes without saying that all available resources have been applied in 2018 to the response and recovery from this event. Despite the Boundary flooding event, there were other significant EOC responses as well. Other significant 2018 events included:

- Riverside Drive Landslide – Trail, April 2018
- Langford and Sayward Creek Flooding - Columbia Gardens, March – May 2018
- Trail and Gorge Creek Flooding – April 2018
- China Creek Road Flooding – Genelle – April 2018

- Fruitvale – Kelly and Beaver Creek Flooding – May 2018
- Boundary Flooding – Grand Forks, Christina Lake, Greenwood, Midway, Rock Creek, Westbridge, Beaverdell, Carmi - May – June 2018
- Santa Rosa Wildfire 1 – July 2018
- Lynch Creek, Toronto Creek and Santa Rosa 2 Wildfires – August 2018
- McQuarrie Creek Wildfire – September 2018



Location of McQuarrie Creek Fire, Trail, BC (September 2018)



Trail Creek Flooding, Warfield (April 2018)



Downtown Grand Forks (May 2018)

Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are impacting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record have highlighted the need for significant application of resources to emergency management functions within local government.

The hiring of a full time staff member dedicated to the Emergency Preparedness Service (completed in September of 2017) provided much needed support during the EOC activations this past year. However, it is clear, that if that resource is used primarily for responding to events and the associated recovery, there will be no ability to grow and design the emergency program in any sustainable fashion. Recent events have clearly demonstrated that there are two streams of emergency management that the RDKB needs to develop – the policy stream and the operational stream. Where policy indicates a need for program development and documentation, the operational stream relates strictly to response and recovery functions related to emergency events.

With the events that were experienced in 2018, being both flooding and fires, very little advancement was made on the following work plan projects. Due to the impacts of flood recovery planning and resources to our Emergency Preparedness Services, the Manager of Emergency Services is temporarily seconded to the Recovery Management Team. A recruitment to backfill the position and provide essential resource is underway. (This is supported through EMBC and does not impact the RDKB budget). Until such time a successful candidate is hired the projects as presented below will have limited progression. A status update is included with each of the projects and majority of all projects continues to 2019.

Considering the priorities and urgency of key projects and activities preparing for the freshet season in 2019 the following is a list of objectivities that are considered to take precedent and priority over all other tasks until completed:

- Completion of hiring for new full time temporary support position
- Flood Response Plan
- Communication Plan including Emergency Alerting System
- Public education and Community Outreach
- Pet and Livestock Plan
- Regional Emergency Plan Update
-

It is anticipated that the above listed work will utilise 100% capacity of our existing emergency management staff and including the pending recruitment of the backfill position.

2019 Projects:**Project #1: Emergency Communications Plan****Project Description:**

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.

**Project Timelines and Milestones:**

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the new Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

Internal Resource Requirements:

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on

good management and governance” & “We will ensure the messages we are delivering within our region are clear and easily understood.”

November 2018 update: Significant work was undertaken to identify an appropriate vendor to supply an emergency notification system. This portion of the above project is ready for delivery with Board approval. Other aspects of the communications plan have been developed, or will be developed as a result of Flood Response Plan work that will be undertaken in advance of freshet 2019.

Project #2: Pet & Livestock Plan**Project Description:**

A further recommendation that resulted from the Rock Creek and Stickpin wildland interface fires in 2015 was the need to continue the development of a well-defined Pet and Livestock Plan (PLP). Managing pets and livestock during large and complex emergency events is made simpler if plans and relationships are already in place. As well, it is helpful to undertake preplanning such as the identification of suitable livestock and pet reception facilities, agencies which can assist, and resources that are available.

Project Timelines and Milestones:

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. However, the PLP will exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season).

This project will build upon existing relationships with various stake holders involved in animal welfare (such as the Ministry of Agriculture), and their availability to provide feedback and to engage in a plan review process could impact the project.

Internal Resource Requirements:

The bulk of the effort needed to complete this project will be provided by the Manager of Emergency Programs. Some staff time may be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Very little progress was made on this project in 2018. Through the Boundary flooding event in spring of 2018, resources and documentation have been identified that should see this project be much easier, and it is likely to be completed in 2019 with appropriate resources.

Project #3: Build Community / Agency Relationships**Project Description:**

The addition of a new dedicated Manager of Emergency Programs (as of September 2017) provides an opportunity to further enhance relationships between the Emergency Preparedness Service and a variety of stakeholders. As well, relationship building is an on-going priority aspect of any successful emergency management program. Time spent enhancing interagency relationships is returned ten-fold when those interactions are tested during an emergency event.

Having robust and resilient pre-existing relationships between agencies and organizations, who will need to work together during complex emergency events, will lead to better outcomes for area residents in the event of a major emergency disaster within the RDKB.

Project Timelines and Milestones:

Ongoing throughout the year.

Project Risk Factors:

Lack of community and agency outreach leads to missed opportunities and liabilities during emergency events, so not pursuing these opportunities may negatively impact the long term success of the Emergency Preparedness Service.

Internal Resource Requirements:

Staff time by the Manager of Emergency Programs, the Corporate Communications Officer and the Kootenay Boundary Regional Fire Rescue Fire Chief.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Significant progress was made on this project in 2018. Emergency Services Committee meetings were held in the spring of 2018 in both Trail and Grand Forks. New committee members were identified and an email group list was developed. Through numerous activations, the EOC developed strong working relationships with many other levels of government, utilities, stakeholders, NGO's, public safety agencies and all manner of local community support organizations.

The emergency service participated in several exercises and debriefs and at each opportunity, critical relationships were developed.

Project #4: Public Education and Community Outreach**Project Description:**

This project seeks to define the level of engagement and outreach that the community and the RDKB wish to have in regards to public education and community outreach.

The Emergency Preparedness Service would benefit from Board consideration of a desired strategic direction, and the expected level and type of outreach which would best benefit the residents of the RDKB. To that end, the Manager of Emergency Programs will develop a report with options and recommendations for public education and outreach within the RDKB.

Public outreach and education can include, but is not limited to:

- Open houses, seminars and town hall meetings;
- Outreach via pamphlets, letters and other printed materials, either mailed or available for pick-up;
- Various forms of social media interactions;
- Public alerting systems, via text, email or other, that alert residents to significant situations or events that are underway or anticipated.

Project Timelines and Milestones:

This project will be initiated in 2018 with the scoping design phases, and continue through 2019 and beyond as an ongoing service to RDKB residents.

	2018												2019					
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Project Scoping																		
Create Options Report																		
Board Review of Options Report and Path Forward																		

Outreach Program Start																			
Funding Delivery																			

Project Risk Factors:

Undertaking an appropriate community outreach and education program will help increase the resiliency and recovery ability of residents and businesses within the RDKB. However, there are many ways to undertake community outreach, each with different advantages, costs and potential outcomes.

Previous outreach attempts have, at times, seen relatively little uptake by area residents.

Internal Resource Requirements:

The bulk of effort will be undertaken by the Manager of Emergency Programs. Assistance from the Corporate Communications Officer and the Fire & Emergency Services Administrative Assistant will help ensure the success of the project.

Estimated Cost and Identified Financial Sources:

Initially, there will be no costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Should there be a desire to proceed with producing outreach materials, hosting open houses, or to pursue a public messaging system, there would be costs associated with those projects. Once a strategic direction is determined, more defined costs and deliverables around program delivery can be identified.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance", "We will ensure we are proactive and responsible in funding our services", and "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Very little progress was made on this project in 2018. The service did participate in meetings, workshops and conferences related primarily to flooding. That being said, significant outreach work will need to happen in the future to help guide;

- Wildfire awareness and FireSmart principals
- Flood awareness and avenues to protect homes
- General emergency preparedness.

Project 5: Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones: Throughout 2018.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

There is no consideration or planned work for this project with current resources in 2019.

Project #6: Update Regional Emergency Plan**Project Description:**

The last major revision of the Regional District of Kootenay Boundary Emergency Management Plan was undertaken in 2012, with the original plan being written in 2006. Since that time, there have been several activations of the plan and the Regional Emergency Operations Centre (REOC). Significant wildland interface fires in 2015 within the Regional District were an excellent opportunity to activate the plan and REOC. These activations demonstrated the effectiveness of the plan. However, these activations were also an excellent opportunity to identify opportunities for the enhancement of the Plan. Hazard identification, section enhancement, and an overall review would be advantageous as the Emergency Preparedness Service evolves. It is recommended that a careful and systematic review be undertaken to ensure that the Plan remains capable of handling any and all potential hazards that the Regional District of Kootenay Boundary may face. It is also recommended that enhancements that are introduced during the review are carefully tested through continued training, exercises, and other feedback mechanisms.

Project Timelines and Milestones:

	2018										
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Project Scoping											
Literature and Policy Review											
Consultation and Feedback											
Plan Outline											
Plan Revisions											
Peer Review											
Plan Approval and Adoption											

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season) as well as the availability of feedback providers, peer reviewers and others who will have input and / or workload associated with the Plan.

Internal Resource Requirements:

Some assistance may be required to notify internal and external emergency plan holders, agency partners and emergency responders with notification of the updated plan. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

Costs will include RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: overall the emergency plan worked well during major events in 2018. This may not be our most critical project. No progress was made on this project in 2018.

Additional Identified Potential Projects:

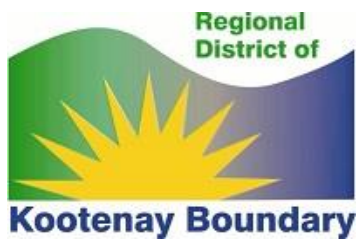
As the above mentioned projects evolve and are completed, additional projects may be initiated. It is not anticipated that these projects will be able to be undertaken without additional resources in 2019, even with the backfill of the Emergency Manager position. These projects, if the above work plan can't be completed in 2019, will be considered for the 2020 work plan. Some of these may include the following, as per Board direction and program need:

- RDKB First Responder Radio Communications System Evaluation
- Flood Fighting Trailer Grant Request
- Update flood plain mapping for entire RDKB
- Have address points placed on actual home locations in RDKB GIS property layer
- Analysis and recommendation of best practices re: emergency evacuations
- Analysis of emergency evacuation routes and alternatives
- Development of an RDKB – wide community wildfire risk and prevention plan
- Development of an RDKB-specific FireSmart for homeowners plan
- Analysis of the rapid damage assessment process used in 2018, identify best practices
- Development of a stand-alone EOC for Grand Forks
- Pre-positioning emergency management supplies across the Boundary region
- Development of a common IT operating platform for EOC operations

Remaining Board Action Items:

EMERGENCY PREPAREDNESS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<p><u>Project Funding:</u> 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.</p> <p>Staff will investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report being presented to the COW – Protective Services at a future meeting before any funds are spent.</p>	Emergency Management Staff	These projects are included in the 2019 Work Plan for the service. Staff will be considering options for completion of these projects as part of the annual budget development process (contracting project vs. completing projects in-house).
Apr. 2017	A discussion regarding the development of a guideline or policy on the role of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Emergency Management Staff	

11A

**STAFF REPORT**

Date: May 16, 2019 **File**

To: Chair Chair Roly Russell and Members of the RDKB Board of Directors

From: Mark Stephens Interim Manager of Emergency Programs

Re: Request for approval to substitute the development of a regional FireSmart Strategic Plan in the 2019 Emergency Services Work Plan, and to develop an RFP for consultant services.

Issue Introduction

A Staff report from Mark Stephens, Interim Manager of Emergency Programs to request approval to amend the 2019 Emergency Services work plan by moving the Pet and Livestock plan development to 2020 and add the FireSmart Strategic Plan project to the work plan for 2019. The FireSmart Strategic Plan will be developed using funds from the CRI FireSmart grant that was recently awarded to the RDKB. A consultant will be contracted to assist.

History/Background Factors

In March 2019 the board approved the Emergency Services work plan which did not include the FireSmart Strategic Plan. The work plan was approved with four projects as priorities: 1. Emergency Communications Plan, 2. Pet and Livestock Plan, 3. Build Community/Agency Relationships, 4. Public Education and Community Outreach.

In May 2019 the RDKB was awarded a CRI FireSmart grant of \$86,000.00 to develop a regional FireSmart Plan and initiate community FireSmart education.

Implications

The FireSmart Strategic Plan project was not part of the 2019 Emergency Services work plan and staff do not have time allocated in 2019 for this project. Recognizing that there is a strong desire from the Board of Directors and the public for FireSmart information, staff are making a recommendation to amend the 2019 Work Plan. The time estimated to manage this contract and provide consultant support through completion is a minimum of 25 days.

Staff have put together a rough RFP (attached). The attached draft RFP is meant to roughly layout the project timelines and deliverables. The end goal of the FireSmart Strategic Plan is to apply for grant intakes in late 2019 and early 2020 to continue the delivery of the program.

FireSmart Strategic Plan Highlights:

- The project should start in August with the final plan submitted by the end of November to allow for the time to apply for Grant intakes.
- The goal is to develop a plan for how the RDKB will deliver FireSmart to the communities and to identify specifically what FireSmart practices and projects will be under taken by RDKB staff.
- The plan will be developed in partnership with a consultant to allow staff to help guild process with the public and build relationships.

Advancement of Strategic Planning Goals

We will ensure we are responsible and proactive in funding our services.

We will plan for climate change adaptation and mitigation.

We will ensure the messages we are delivering within our region are clear and easily understood.

Background Information Provided

Draft RDKB FireSmart Strategic Plan RFP

Alternatives

1. That the board resolve to not amended the 2019 Emergency services work plan, return the grant funds and reapply for CRI FireSmart funding in a later year.
2. That the board does not support the amendment of the 2019 Emergency Services work plan and provide staff with direction.

Recommendation(s)

That the RDKB Board approve the amendment of the 2019 Emergency Services work plan by moving the Pet and Livestock Plan project to 2020 and include the FireSmart Strategic Plan to 2019 work plan.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

REQUEST FOR PROPOSALS

Consultant Services

For

FireSmart Strategic Plan

May xxx, 2019

Invitation and Instructions

The Regional District of Kootenay Boundary (RDKB) invites proposals from experienced and qualified companies/consultants for the development of a FireSmart strategic plan.

Proponents are requested to submit proposal per the formant and submission requirements as identified in Appendix A "Proposal Submission Form"

Complete copies of your proposal must be submitted and titled "RFP –RDKB Regional FireSmart Strategic Plan" **no later than 12:00 hrs . PST, xxxxxx June 2019.**

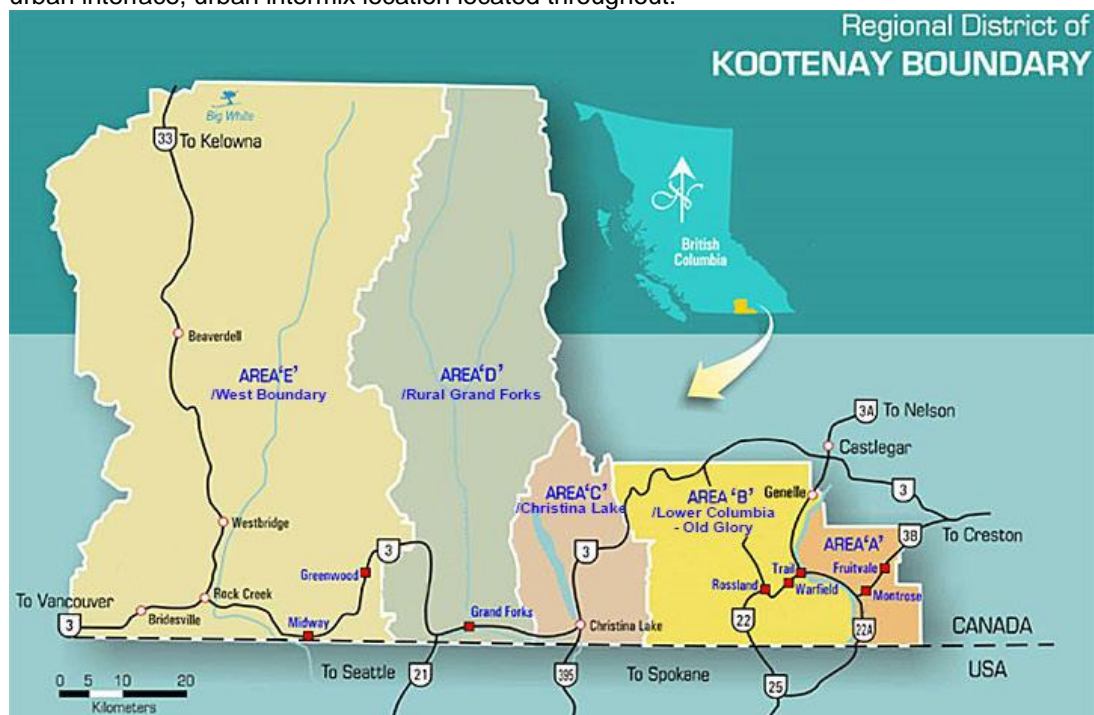
Proposals will be accepted as a hard copy **OR** via email to:

Mark Stephens, *Interim Manager of Emergency Programs*
Regional District of Kootenay Boundary
202 – 843 Rossland Avenue
Trail, BC.
V1R 4S8
Phone: (250) 368 0257
em@rdkb.com

The Regional District of Kootenay Boundary

The Regional District of Kootenay Boundary is made up of five electoral areas and eight municipalities. With a population of roughly 31,000 and an area of over 8,000 square kilometers. The Geographic location is from the USA board in the South to Big White Ski report in the North and from Bridesville in the West to Fruitvale in the East. See map below.

The large area of the RDKB has a divers topography with nine distinct fuel types and numerus urban interface, urban intermix location located throughout.



Budget

A total project budget of \$80,000 has been set for the project

Schedule

The anticipated scheduled per phase is indicated in the table below. Actual scheduling may vary based on approvals of each phase through progression of the FireSmart Strategic Plan project.

Activity	Target Completion Date
Award RFP	Xxxxx July 2019
Phase 1 – Goals and Workshop	August 2019
Phase 2 - Research	September 2019
Phase 3 – Strategic Plan	November 2019
Phase 4 – Public Engagement	April 1, 2020
Phase 5 – Final Reporting	April 2020

The schedule required for the completion of the plan is targeted for November 2019, Public engagement and final reporting completed by April 1, 2020.

Only firms that can commit to this completion time should submit a proposal.

Project Background information

The FireSmart Strategic Plan project includes the development and delivery of a comprehensive Wildfire Prevention & FireSmart Education and Outreach Program focused on homeowners, small businesses and agriculture producers. Development will be based on best practices developed by FireSmart Canada, BC Wildfire service, local authorities and industry leaders. The program will have a focus on what homeowners, small businesses and agricultural producers can do to reduce their individual risk to wildfires.

Scope of Work

The successful proponent will be required to work with the Regional District Board of Directors, Emergency Program staff and the public in the development of the Strategic plan.

The plan is intended to be a guiding document on the delivery of the wildfire mitigation information for the RDKB Board of Directors and RDKB Staff.

Phase 1

The objectives of this phase is to refine project goals and to development of FireSmart Strategic Plan goals, it is anticipated that this will include a scoping exercise that may include visioning in a workshop with staff and the Board of Directors.

Phase 2

Review and consideration of phase 1 outcomes and analyze reports and information provided by the RDKB.

Examples of reports available:

- RDKB HRVA
- RDKB Emergency Plan
- RDKB CWFPP
- 2015 After action report Rock Creek wildfires.

Phase 3

Detailed assessment and analysis of Information for Phase 1 and 2, to develop the FireSmart Strategic Plan, operational risk impacts to any considered service changes, provide a road map of next steps in the FireSmart program.

Phase 4

Detailed public engagement Including presentation, town hall meetings, workshops may be required.

Phase 5

Develop final reporting on the FireSmart strategic plan project.

Selection Criteria

1. Demonstrated experience in the planning and development of FireSmart Strategic Plans
2. Demonstrated experience in public engagement for local government projects
3. Professional experience and background of the consultant(s) and or nominated manager
4. Presented work plan and project methodology defined to follow the requested phases of work.
5. Proposed project schedule.
6. Submitted lump-sum price, per phase.
7. Added value – Any other supporting service or information included that may provide additional value for the project and the Regional District.

Proponents are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

1. Title Page – including Request for Proposal project title, proponent's name and address;
2. Completion of information contained within Appendix 'A' or in manner consistent to Appendix 'A', and;
3. Any additional information that a proponent may choose to provide.

Proponents should provide a summary of activities and schedule of values (cost breakdown related to activities) consistent with that as attached in Appendix 'A' Proposal Submission form with this RFP. In addition, proponent's name and return mailing address must be clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent.

Complete copies of your proposal must be submitted and titled "RFP –RDKB Regional FireSmart Strategic Plan" **no later than 12:00 hrs . PST, xxxxxx June 2019.**

Proposals will be accepted as a hard copy OR via email to:

Mark Stephens, *Interim Manager of Emergency Programs*
Regional District of Kootenay Boundary
202 – 843 Rossland Avenue
Trail, BC.
V1R 4S8
Phone: (250) 368 0257
em@rdkb.com

Proposal prices must be firm for a period of 60 days after the specified closing date. The RDKB shall not be obligated in any manner to any proponent until either a written agreement has been duly executed by both parties.

Upon awarding the contract, the successful Proponent must be willing to enter into, and agree upon, the terms and conditions outlined in the RDKB's Purchasing Policy and the RDKB Service Contract, included with the RFP documents.

The RDKB reserves the right to waive informalities in proposals, negotiate any proposal and reject any or all proposals (due to budget constraints, etc). The Regional District will not be responsible for costs incurred by the proponent in submitting a proposal.

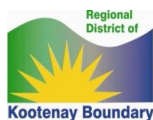
During the RFP period any technical questions concerning the project may be directed to:

Mark Stephens, Interim Manager of Emergency Programs
Regional District of Kootenay Boundary
Phone: (250) 368 0257
em@rdkb.com

All proposals will be received and held in confidence by the RDKB, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the RDKB become the property of the RDKB. The RDKB will provide a debriefing for individual proponents at their request to the *Freedom of Information and Protection of Privacy Act*.

-----End of RFP document-----



Proposal Submission Form – APPENDIX ‘A’

PROPOSAL TERMS

The RDKB reserves the right to reject any and all proposals received as a result of this RFP. Should proposals received not meet the requirements as specified in the RFP and supporting document, the RDKB reserves the right to negotiate with the proponent whose proposal is deemed to best meet the specifications and needs of the RDKB. If a proposal is selected it will be the most advantageous regarding quality of service, the contractors qualifications and capabilities to provide the specified service, lump-sum pricing and other factors which the RDKB may consider.

Proposals must be signed by an official authorized to bind the proponent to its provisions for at least a period of **60 days**. Failure of the successful proponent to accept the obligation of the award may result in the cancellation of any award.

Proposals should be prepared simply and economically providing a straight-forward, concise description of the proponent's ability to meet the requirements of this RFP. Proposals shall be submitted electronically in either PDF or MS Word format or hard copy to the RDKB offices, Trail, BC. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

The price stated in the submitted proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed date of award. (Within the 60 day period).

PROPOSANTS SUBMISSION INFORMATION

The proposal should include at the minimum, all of the following information:

The proposal should be clearly identified as per the sections below and should include a title page and the 'Proposal Submission Form – as per Appendix A'.

Any proposal received without the required and requested information may be rejected by the RDKB.

1. Bidder's qualifications, years in business, staff profile and experience in providing the services required by this proposal.
2. Proposed description and understand of the project.
3. Proposed work plan, approach and methodology, per the described phases and scope of work.
4. Lump-sum fixed price

5. References: List two (2) references from similar services. Any and all references must be within the last 5 years. Please include business name, contact name and phone number.

STANDARD PROVISIONS OF CONTRACTS

If a contract is awarded, the selected proponent will be required to adhere to a set of general contract provisions following the RDKB Service Contract which will become a part of any formal agreement and are described below:

Reporting of the Proponent

The Consultant is to report to the **RDKB General Manager of Operations** (or designate) and will cooperate and confer with them as necessary to insure satisfactory work progress.

Personnel

The Consultant will provide the required services and will not subcontract or assign the services without the RDKB's written approval.

The parties agree that the Proponent is neither an employee nor an agent of the RDKB for any purpose.

PROGRESS PAYMENTS AND INVOICING

All billings / invoices are to reference "*RDKB FireSmart Strategic Plan project*" and be submitted on a monthly basis and presented with the scheduled of values as submitted following the award of the contract.

Approved and certified progress payments should be submitted to the following address:

***Regional District of Kootenay Boundary
Attn: Finance Department
#202-843 Rossland Avenue
TRAIL, BC
V1R 4S8
250-368-9148***

SUBMISSION PRICE

The following pricing table may be used or similar alternate form providing clear pricing per sections in the table below.

Lump sum price

Category	Price
Phase 1	
Phase 2	
Phase 3	
Phase 4	
Phase 5	
TOTAL PRICE	\$

Unit Rates

Please include hourly rate for the purpose of additional works that may be required through the course of the contract. Should the category's list differ please provide your alternate or equivalent titles.

Category 1 (personnel)	Price / Rate per hour
Main Consultant	
Public Consultant / Support staff (if applicable)	
Other Personnel (if Applicable)	

SIGNATURE SHEET

Company Name

Title of Representative
(Print Name)

Signature

Company Address

Telephone # / Fax #

email address

GST #

The above individual is authorized to sign on behalf of company submitting proposal

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Company Name

Title of Representative
(Print Name)

Signature

-----End of Proposal submission form, Appendix A-----

RFP – RDKB FireSmart Strategic Plan

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**STAFF REPORT**

Date: 17 May 2019 **File**
To: Chair Russell and Board
From: Brian Champlin, Manager of Building
 Inspection Services
Re: 2019 Work Plans Update for 004

Issue Introduction

A Staff Report from Brian Champlin, Manager of Building Inspection Services which provides an update on the implementation of the projects outlined in the 2019 Work Plans for the 004 Services.

History/Background Factors

As part of the budgeting process is the development of Service specific Work Plans that outline planned projects for the year

Implications

004 Service - Regional Building Inspection Services Projects for 2019

PROJECT	BUDGET	STATUS
Building Bylaw Implementation	\$,2000	In Progress - Second viewing by Staff completed Final Viewing by Staff second week of June Legal Review 3rd week of June
Mentorship Program for Building Officials To achieve Level 3 Certification	\$2,000	In Progress - Training Documents completed Training underway Current Level 1 Mentees - Brian Zanussi & Kevin Santori

		Our new Hire - Kevin Santori Passed both Level 2 Exams He is now working on the Level 3 Study Material
Asset Management Plan	N/A	Ongoing
Point of Sale System Rearch and Integration for the Grand Forks Office	\$10,000	Not Initiated - Finance will initiate in 2nd quarter of fiscal yr.
Replacement of Building Inspection Property Management Software System	68,000 Initial Costs Paid by Service 001	In Progress - two online meetings completed Review and Implementation 1 to 3 months Training 2 Days, Support 2 Days

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

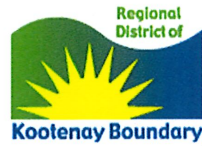
Service 004 - 2019 Work Plan

Alternatives

1. That the Board of Directors receive the report from Brian Champlin, Manager of Building Inspection Services titled "2019 Work Plans for Service 004 – May Update" and dated May 17, 2019.
2. That the Board of Directors not receive the report.

Recommendation(s)

That the Board of Directors receive the report from Brian Champlin, Manager of Building Inspection Services titled "2019 Work Plans for Service 004 – May Update" and dated May 17, 2019.



Building Inspection Service

2018 / 2019 Work Plan



RDKB BUILDING INSPECTION DEPARTMENT

2017

Mark Andison, General Manager, Operations / Deputy CAO



Building Inspection Service

2018 / 2019 Work Plan

Service Name: Building Inspection Service

Service Number: 004

Committee Having Jurisdiction: Committee of the Whole - Finance

General Manager/Manager Responsible: Mark Andison, General Manager, Operations / DCAO

Description of Service:

The Building Inspection Service provides building and plumbing inspection throughout all electoral areas. The service also provides building and plumbing inspection services to six municipalities on a contract basis.

Structure of the Building Inspection Service

The RDKB Building Inspection Service is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that

time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008 and the City of Grand Forks terminated its contract in 2013. The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

The contract outlines the elements of the building inspection service for which each party is responsible. Each participating municipality contributes to the costs of operating the service based upon a formula that is contained within the contract. The formula for determining each participant's financial contribution to the service utilizes three methods of apportionment:

1. Each participating member municipality and electoral area contributes a basic service fee determined by apportioning the costs of the Chief Building Official's salary plus a 40% administration fee among the participants, on the basis of population;
2. Based upon the actual value of permits issued two years previous, each member municipality and electoral area pays an additional fee as follows:
 - i. \$5.00/\$1,000 of residential permit value;
 - ii. \$2.00/\$1,000 of commercial permit value;
 - iii. \$1.00/\$1,000 of industrial permit value;
 - iv. \$1.00/\$1,000 of institutional permit value;
3. Additional funding requirements for the operation of the service after the above-described fees have been allocated are apportioned among the participating municipalities and electoral areas on the basis of Hospital District Assessment.

Under the terms of the contract, all building permit fees generated from within a municipality are returned to that municipality.

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2017 is based upon each participant's respective construction values in 2015), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

Requisition Limit: No requisition limit

2017 Requisition / Budgeted Expenditures / Actual Expenditures:

\$831,948/ \$865,110 / tbd

Regulatory or Administrative Bylaws:

RDKB Building and Plumbing Amendment Bylaw No. 449, 1985, and amendments thereto

Service Area / Participants:

Throughout all electoral areas; and the following municipalities, on a contract basis:

- City of Trail
- City of Greenwood
- Village of Fruitvale
- Village of Montrose
- Village of Warfield
- Village of Midway

Human Resources:

The General Manager, Operations / Deputy CAO is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is staffed by eight additional employees that report directly to the General Manager, Operations/DCAO.

Staffing currently includes:

- Three Level 3 Building and Plumbing Officials;
- Two Level 1 Building and Plumbing Officials;
- Two Clerk/Secretary/Receptionists; and
- One Vacation Relief Clerk/Secretary/Receptionist

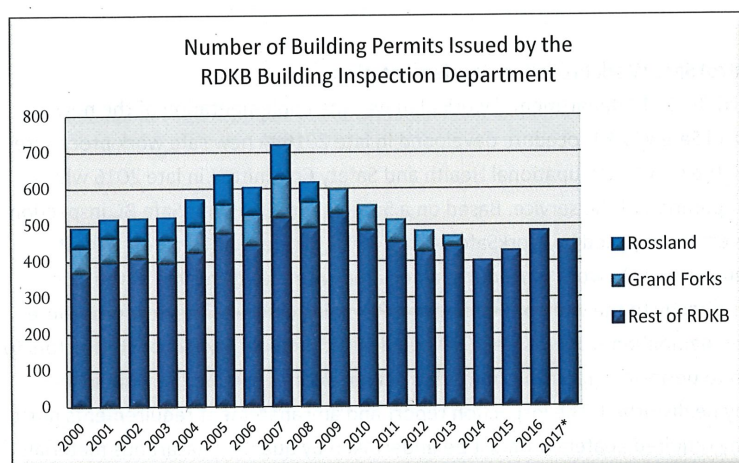
The Building Inspection Department's staff contingent is split between two work sites. Two Level 1 Building and Plumbing Officials, one Level 3 Building and Plumbing Official, and a Clerk/Secretary/Receptionist work from the Trail office serving all the Lower Columbia communities, except Rossland. In the Grand Forks office, there are two Level 3 Building and Plumbing Officials, one full-time Clerk/Secretary/Receptionist, and one Vacation Relief Clerk/Secretary/Receptionist.

2017 Accomplishments:**Building Permit Applications**

The primary goal of the Building Inspection Service is to provide the most effective and efficient building inspection service possible on a day-to-day, operational basis to the communities and clients

that the department serves, given the resources available. Accordingly, one of the goals of the 2017 departmental work plan was to: *"Continue to provide prompt and effective building and plumbing inspection services to property-owners and contractors throughout the RDKB."*

The operations of the department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and required documentation. For 2017, it appears the number of building permit applications processed by the department over the year will be similar to the 2016 numbers. The total number of building permits issued in 2016 increased by 12.9% to 482, from a total of 427 in 2015. The detailed statistics, with building permit numbers and values to July 2017, broken down by electoral area and municipality, are shown in the tables at the end of this report.



* Projected

New Inspection Checklist Procedures

One of the goals identified in the 2017 department work plan was implementation of the new inspection checklist procedures developed in late 2016. During 2016, the Building Inspection Department developed a series of detailed inspection checklists, as recommended by the Municipal Insurance Association, to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws. That system of checklists was implemented during 2017 to ensure that each Building and Plumbing Official is inspecting projects consistently and in conformance with the RDKB Building and Plumbing Bylaw.

Building Bylaw Review

Another goal identified in the 2017 departmental work plan was resumption of the development of a new building bylaw after the new building Act regulations are enacted and the Municipal Insurance

Association has developed a new "Core Building Bylaw". The Building Inspection Department is in the process of reviewing the current building bylaw that applies to the electoral areas (Bylaw 449, 1985). Work on this project is currently suspended until the provincial government enacts the regulations associated with the BC Building Act, 2015, after which the Municipal Insurance Association will be producing an updated "Core Building Bylaw" for local governments to use as a model bylaw to minimize their liability exposures. During 2017, the Provincial government enacted some limited components of the regulation associated with the Building Act. The regulations are being implemented in a graduated manner. As a result, the Municipal Insurance Association has not yet drafted a revised Core Building Bylaw for local governments in BC to use as a template. When this information is available, staff intends to resume work on the building bylaw review and ultimately present a new draft bylaw to the Board of Directors for enactment.

Asbestos Exposure Control Safe Work Procedure Implementation

Another goal identified in the 2017 departmental work plan was the implementation of the new Asbestos Exposure Control Safe Work Procedure developed in late 2016. A new safe work procedure was established through the RDKB's Occupational Health and Safety Committee in late 2016 which has impacted upon the operation of the service. Based on a September 2016 WorkSafe BC inspection and a subsequent requirement imposed by WorkSafe BC, the RDKB has developed a new Asbestos Exposure Control Plan and some safe work procedures associated with that plan. One of the safe work procedures relates directly to the work of Building and Plumbing Officials. The new procedure applies to renovation and demolition work on pre-1990 buildings. It requires owners or contractors to retain a qualified person to perform a hazardous materials survey prior to conducting work where hazardous materials may be disturbed. The inspection report and any abatement requirements must be posted at the site. Any required abatement must be undertaken by qualified hazardous materials abatement workers. Written confirmation that any required abatement has been completed must be provided before any work on the building commences. While these are generally considered to be WorkSafe BC regulatory requirements, the RDKB Building Inspection Department has been enforcing these requirements through the new safe work procedure to protect RDKB inspection staff from potential exposure to hazardous materials in the course of their inspection work. There have been a number of impacts associated with the new safe work procedure. For those owners and contractors who previously had not been retaining qualified persons to perform hazardous materials surveys, this additional requirement has added to the cost of projects. Based upon staff's discussions with prospective applicants about the newly imposed requirements, the new requirements had an impact on property-owners decisions as to whether they will begin a new project. The new requirements have very likely resulted in an increase in the number of projects that proceed without a required building permit, to avoid the additional costs associated with having a hazardous materials survey completed and any subsequent abatement work. The ultimate benefit of the new procedure is greater assurance that RDKB inspection staff, construction workers, and others workers that may be

exposed to hazardous materials downstream (eg. landfill site workers) are better protected from exposure to hazardous materials.

Enforcement

"Continued enforcement of the various building bylaws administered by the department throughout the RDKB" was also a goal of the 2017 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration.

Significant Issues and Trends:

Staffing

The department faced a couple of challenging staffing issues during 2017. First, in January the full-time Clerk/Secretary/Receptionist from the department's Grand Forks office was forced to go on long-term leave and continues to be on long-term leave. Fortunately, the casual Clerk/Secretary/Receptionist that usually provides occasional vacation relief to the department's Grand Forks office has been able to work on a full-time basis since January to cover the vacancy.

The second staffing issue faced in 2017 points to a longer term issue that will face the department moving forward. The department lost a Level 3 Building and Plumbing Official in 2017 due to retirement. The department was able to recruit a replacement, but was unable to attract any candidates with qualifications higher than Level 1. This underscores the importance of training and retention of staff within the department, as it will be extremely important Level 2 and 3 Building and Plumbing Officials working within the department. With the new statutory regime that has been enacted by the Provincial government relating to Building Inspection, there will be mandatory qualification requirements applying to local government building inspection staff which will take effect within four years. It will be necessary at that time for any work undertaken by a local government on complex buildings (commercial, industrial, multi-family residential, etc.) to be processed by a building inspector that has achieved Level 3 status. Currently, the RDKB has three building and Plumbing Officials with Level 3 status, however two of those are approaching retirement. The challenges faced by local governments across the province recruiting qualified building officials will become significant over the next few years in light of the new regulatory requirements.

Building Activity

It appears, from the increased building activity over the past couple of years, economic projections, and local anecdotal information, that building activity in 2018 will continue to be strong.

2018 /2019 Projects:

Project: Building Bylaw Review

Project Description:

Draft a new Building Bylaw to regulate building and plumbing inspection in the electoral areas, based upon the proposed "Revised Core Building Bylaw" which is to be produced by the Municipal Insurance Association following the enactment of the *Building Act* and associated regulations.

Project Timelines and Milestones:

Dependent upon release of "Revised Core Building Bylaw" by Municipal Insurance Association.

Project Risk Factors:

Timeline dependent upon release of "Revised Core Building Bylaw" by Municipal Insurance Association.

Internal Resource Requirements: The project will be administered by the Building Inspection Department without resource requirements from other departments.

Estimated Cost and Identified Financial Sources: Minimal. Approximately \$2,000 for legal review.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance"

Project: Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2018.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements: The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: Replacement of Building Inspection Department Property Management Software System

Project Description:

The Building Inspection Department continues to utilize and outdated, unsupported version of CityView software to manage its building permitting system and documentation. The software needs to be replaced to avoid a future software failure that could have a significant impact upon the department's productive capacity.

Project Timelines and Milestones:

Dependant upon budget approval.

Project Risk Factors:

There is a significant risk to the operation if the software platform is not replaced.

The major risk moving forward is the high cost associated with the purchase of new software.

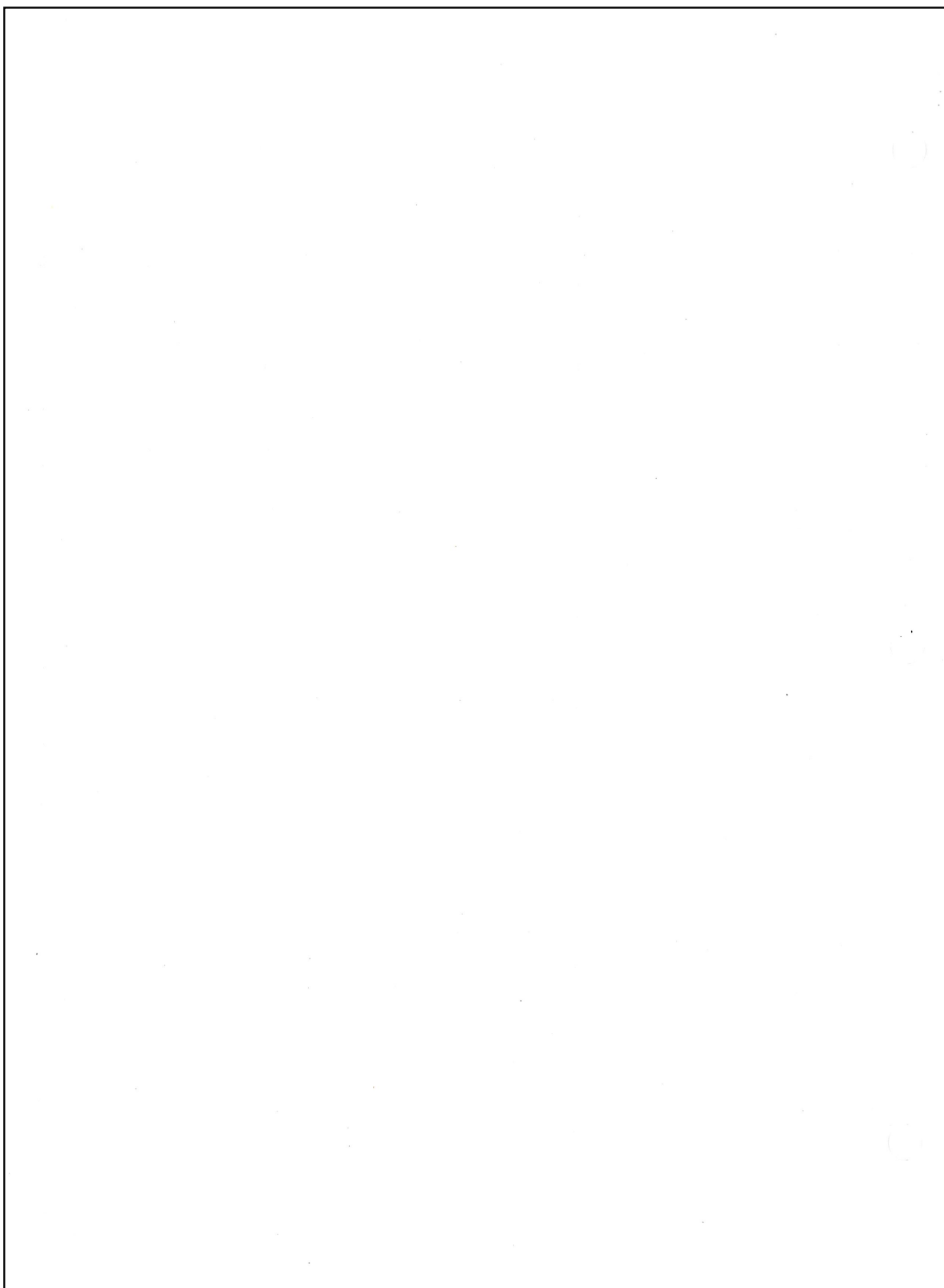
Internal Resource Requirements: The project requires considerable support from the Information Services Department both in relation to acquisition and implementation of the new software system.

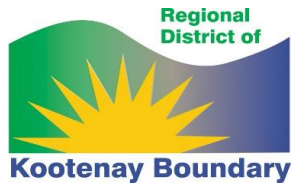
Estimated Cost and Identified Financial Sources: Estimated cost is ?.The primary source of funding would be the annual tax requisition.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

**COMPARISON BUILDING REPORT FOR 2016 AND 2017 (TO THE END OF
SEPTEMBER, 2017)**

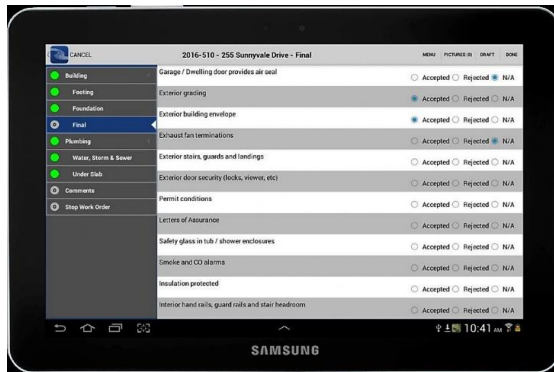
AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2017	20	3	\$773,380
Year Ending 2016	23	4	\$1,162,170
GREENWOOD			
Year Ending 2017	6	1	\$319,500
Year Ending 2016	12	1	\$194,400
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AREA 'B'			
Year Ending 2017	12	2	\$313,950
Year Ending 2016	17	3	\$1,909,712
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Year Ending 2016	48	9	\$4,564,000
AREA 'D'			
Year Ending 2017	44	9	\$2,707,900
Year Ending 2016	38	4	\$2,106,800
AREA 'E'			
Year Ending 2017	25	8	\$2,314,300
Year Ending 2016	35	15	\$3,992,500
AREA 'BIG WHITE'			
Year Ending 2017	23	51	\$10,899,800
Year Ending 2016	18	5	\$4,465,000
TOTAL YEAR ENDING 2017	389	98	\$37,200,305
TOTAL YEAR ENDING 2016	415	47	\$33,048,901





Building Inspection Services

2019 Work Plan



RDKB BUILDING INSPECTION DEPARTMENT

Brian Champlin, Manager of Building Inspection Services



Building Inspection Services

2019 Work Plan

Service Name: Building Inspection Services

Service Number: 004

Committee Having Jurisdiction: Committee of the Whole – Finance

General Manager/Manager Responsible:

J. Chandler, General Manager, Operations/DCAO / B. Champlin, Manager of Building Inspection Services

Description of Service:

Building Inspection Services provides building and plumbing inspection throughout all electoral areas. The service also provides building and plumbing inspection services to six municipalities on a contract basis.

Structure of Building Inspection Services

RDKB Building Inspection Services is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, 1985 and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the

termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008; but has since approached the Regional District to engage in a new contract to provide vacation relief services for the City of Rossland's Building and Plumbing Official. Discussions are underway, but the details of the contract have not been finalized. The City of Grand Forks terminated its contract in 2013.

The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

The contract outlines the elements of the building inspection service for which each party is responsible. Each participating municipality contributes to the costs of operating the service based upon a formula that is contained within the contract. The formula for determining each participant's financial contribution to the service utilizes three methods of apportionment:

1. Each participating member municipality and electoral area contributes a basic service fee determined by apportioning the costs of the Manager of Building Inspection Services salary plus a 40% administration fee among the participants, on the basis of population;
2. Based upon the actual value of permits issued two years previous, each member municipality and electoral area pays an additional fee as follows:
 - i. \$5.00/\$1,000 of residential permit value;
 - ii. \$2.00/\$1,000 of commercial permit value;
 - iii. \$1.00/\$1,000 of industrial permit value;
 - iv. \$1.00/\$1,000 of institutional permit value;
3. Additional funding requirements for the operation of the service after the above-described fees have been allocated are apportioned among the participating municipalities and electoral areas on the basis of Hospital District Assessment.

Under the terms of the contract, all building permit fees generated from within a municipality are returned to that municipality.

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2017 is based upon each participant's respective construction values in 2015), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)
Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

Requisition Limit: No requisition limit

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$883,361 / 960,477 /889,710

Regulatory or Administrative Bylaws:

RDKB Building and Plumbing Amendment Bylaw No. 449, 1985, and amendments thereto

Service Area / Participants:

Throughout all electoral areas; and the following municipalities, on a contract basis:

- City of Trail
- City of Greenwood
- Village of Fruitvale
- Village of Montrose
- Village of Warfield
- Village of Midway

Human Resources:

The Manager of Building Inspection Services is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is currently staffed with eight employees and 'one additional employee is being proposed'¹ for the Vacation Relief Clerk/Secretary/Receptionist position in the Trail office in the fall of 2018, to ensure we are meeting our strategic service goals within our regional building community. All employees report directly to the Manager of Building Inspection Services.

Staffing for the department is composed of:

- Three Level 3 Building and Plumbing Officials;
- Two Level 1 Building and Plumbing Officials;
- Two Clerk/Secretary/Receptionists; and
- Two Vacation Relief Clerk/Secretary/Receptionists¹

The Building Inspection Department's staff contingent is split between two work sites. In the Trail office, there are two Level 1 Building and Plumbing Officials, one Level 3 Building and Plumbing Official, one full time Clerk/Secretary/Receptionist, and one Vacation Relief Clerk/Secretary/Receptionist¹ that serve all of the Lower Columbia communities in Electoral areas A and B, except Rossland.

In the Grand Forks office there are two Level 3 Building and Plumbing Officials, one full-time Clerk/Secretary/Receptionist, and one Vacation Relief Clerk/Secretary/Receptionist serving Electoral Areas 'C' - Christina Lake, 'D' - Rural Grand Forks and 'E' - West Boundary.

2018 Accomplishments:

Building Permit Applications

The primary goal of the Building Inspection Service is to provide the most effective and efficient building inspection service possible on a day-to-day, operational basis to the communities and clients that the department serves, given the resources available. Accordingly, one of the goals of the 2018 departmental work plan was to: *"Continue to provide prompt and effective building and plumbing inspection services to property-owners and contractors throughout the RDKB."* Comments from our industry stakeholders regarding our customer service, promptness of inspections and issuance of building permits has been very positive, as our building department staff are very conscious about customer service and meeting the needs of homeowners, contractor and other industry shareholders in the building community. Inspections are conducted on the day they are requested, unless the day is full, then they are conducted on the following day. Building Permits are issued within 10 working days once all the information has been submitted by the homeowner or contractor.

The operations of the department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and required documentation.

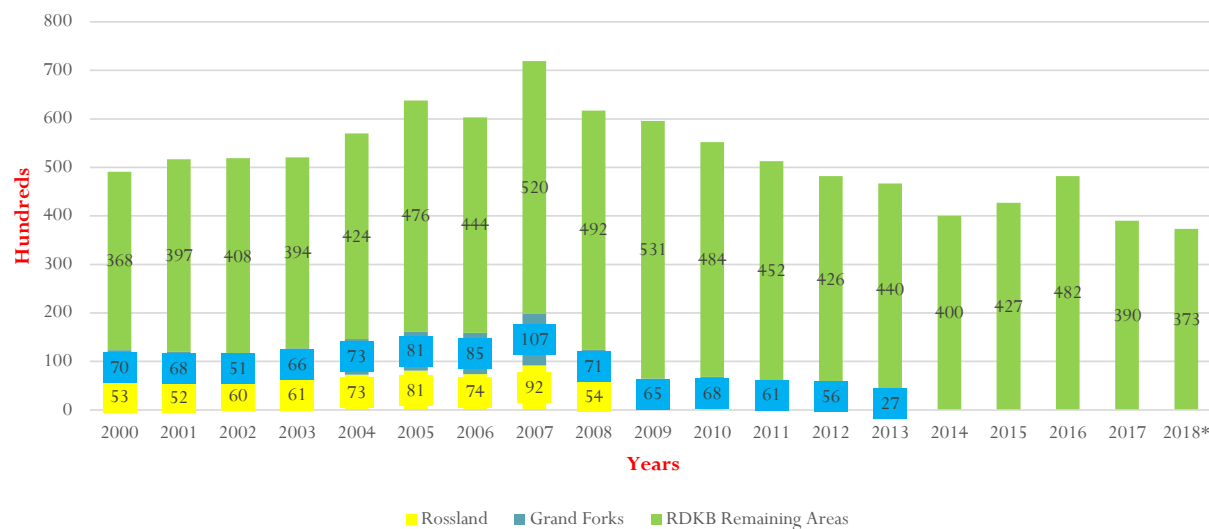
For 2018, the number of building permit applications processed by the department over the year was similar to the 2017 numbers. The total number of building permits issued by September 2018 decreased slightly by 0.9% to 373, from a total of 390 in 2017. While the number of building permits is down for 2018, the value of construction exceeded 2017 by approximately \$11,000,000. The detailed statistics, with building permit numbers and values to September 2017, broken down by electoral area and municipality, are shown in the tables at the end of this report.

Also included in this report are the following Bar Graphs showing the total combined number of Building Permits issued and the total combined Value of Construction for all the municipalities in all areas of the regional district, between the years 2000 to 2018.

The final year end numbers are in, as follows: **Total Permits in 2018 = 503** verses 520 in 2017.

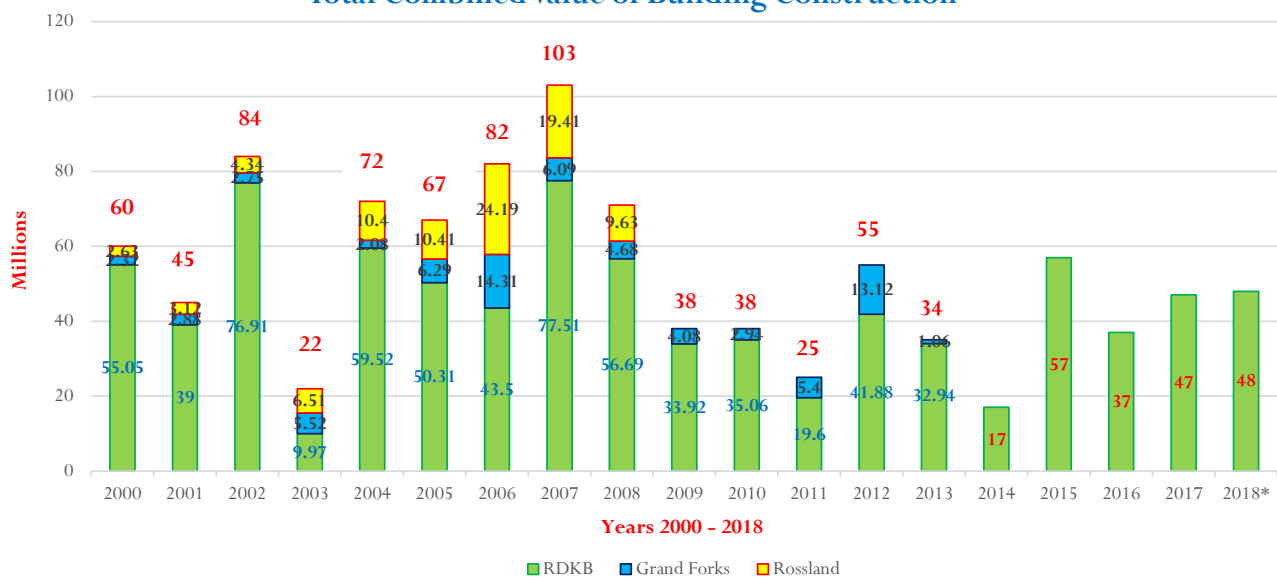
Revenue in 2018 = 57,840,286 verses 47,286,812 in 2017.

Number of Building Permits Issued by the Regional District of Kootenay Boundary 2000 to 2018



* Actual at the end of September

Total Combined Value of Building Construction



* End of September only

Property Management Software System

The Building Inspection Department was using outdated, unsupported version of CityView software to manage its building permitting system and documentation. The software has been replaced with a new version to avoid an inevitable software failure that could have a significant impact upon the department's productive capacity. Staff will be trained on this version in the second quarter of this year, once the final logistics have been worked out.

New Inspection Checklist Procedures

During 2017, the Building Inspection Department developed a series of detailed inspection checklists, as recommended by the Municipal Insurance Association, to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws.

One of the goals identified in the 2018 department work plan was to ensure that all building officials were consistently using the new building inspection checklist form that was developed in late 2017 for all inspections.

This process of conducting inspections using the checklist for each and every inspection was monitored during 2018 in order to assess whether or not compliance with this new procedure was taking place. During the course of the year it was identified that the inspection checklist was not being consistently used by all inspectors and this requirement was discussed with staff regarding the need for consistency which is imperative to reduce our risk of liability. Moving forward, our goal for 2019 is 100% compliance which is achievable once we move to an electronic inspection software program, such as Cityview mobile, which includes a checklist that each building inspector must complete in full before they can file the inspection report.

The benefits of electronic inspection software in addition to being simple and easy to use, is the consistency that is automatically achieved when a user enters data into the inspection program; leaving no room for complacency. In addition to this, once the report is filed, a copy of the inspection is automatically sent to the Contractor, Owner or both, and Building Department along with any photographs of deficiencies that were taken during the inspection.

Building Bylaw Review

Another goal identified in the 2018 departmental work plan was to review and develop a new building bylaw as the next phase of the new building Act regulations were implemented in December 2017 thus opening the door for the Municipal Insurance Association of BC to develop a new core building bylaw to correspond to the new provincial Building Act requirements. In addition to these new regulations, some additional limited components of the regulation are being implemented in a graduated manner as they come into force.

The Building Inspection Department is in the process of reviewing the current building bylaw that applies to the electoral areas (Bylaw 449, 1985) as the Municipal Insurance Association of BC has now produced an updated "Core Building Bylaw" for local governments to use as a model bylaw to minimize their liability exposures. It was expected that the new building bylaw would be ready for adoption by the Board in late

February or early March of 2019; however, we have chosen to delay adoption of this bylaw until the province has introduced some additional legislation into the to the BC Building Code that may affect our proposed building bylaw.

Asbestos Exposure Control Safe Work Procedure Implementation

Another goal identified in the 2018 departmental work plan was to monitor the process for the recent implementation of the new Asbestos Exposure Control Safe Work Procedures program, developed in late 2016 to ensure that all workers were following these regulations on a day to day basis to ensure employee safety. A new safe work procedure was established through the RDKB's Occupational Health and Safety Committee in late 2016 which has impacted upon the operation of the service. Based on a September 2016 WorkSafe BC inspection and a subsequent requirement imposed by WorkSafe BC, the RDKB has developed a new Asbestos Exposure Control Plan and some safe work procedures associated with that plan. One of the safe work procedures relates directly to the work of Building and Plumbing Officials. The new procedure applies to renovation and demolition work on pre-1990 buildings. It requires owners or contractors to retain a qualified person to perform a hazardous materials survey prior to conducting work where hazardous materials may be disturbed. The inspection report and any abatement requirements must be posted at the site. Any required abatement must be undertaken by qualified hazardous materials abatement workers. Witten confirmation that any required abatement has been completed must be provided before any work on the building commences. While these are generally considered to be WorkSafe BC regulatory requirements, the RDKB Building Inspection Department has been enforcing these requirements through the new safe work procedure to protect RDKB inspection staff from potential exposure to hazardous materials in the course of their inspection work. There have been a number of impacts associated with the new safe work procedure. For those owners and contractors who previously had not been retaining qualified persons to perform hazardous materials surveys, this additional requirement has added to the cost of projects. Based upon staff's discussions with prospective applicants about the newly imposed requirements, the new requirements had an impact on property-owners decisions as to whether they will begin a new project. The new requirements have very likely resulted in an increase in the number of projects that proceed without a required building permit, to avoid the additional costs associated with having a hazardous materials survey completed and any subsequent abatement work. The ultimate benefit of the new procedure is greater assurance that RDKB inspection staff, construction workers, and others workers that may be exposed to hazardous materials downstream (eg: landfill site workers) are better protected from exposure to hazardous materials. Our review throughout the year has revealed that all of our employees are in compliance with the hazardous materials regulations.

Enforcement

"Continued enforcement of the various building bylaws administered by the department throughout the RDKB" was also a goal of the 2018 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports

were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration. Our ultimate goal for 2019 and future years is 100% voluntary compliance.

Significant Issues and Trends:

Staffing

The Building Inspection Services department faced a major staffing issue in 2017 that points to a longer term issue that will initially impact the department moving forward for the next couple of years, as the department lost a Level 3 Building and Plumbing Official due to retirement and the department was only able to recruit a Level 1 replacement. In addition to this, at the end of December 2018 our Senior Level 3 Building and Plumbing Official in the Grand Forks office retired and his position is currently being filled on an interim basis by one of our other Level 3 Building Officials. His responsibilities will be split between Area E and Big white and the Trail office as and when required.

It is important to note, that all of our Level 3 Building and Plumbing Officials currently live in Grand Forks.

With the new statutory regime that has been enacted by the provincial government relating to Building Inspection, there will be mandatory qualification requirements applying to local government building inspection staff which takes effect on February 28, 2021. It will be necessary at that time for any work undertaken by a local government on complex buildings (commercial, industrial, multi-family residential, etc.) to be processed by a building inspector that has achieved Level 3 status.

The challenges faced by local governments across the province recruiting qualified building officials will become significant over the next few years in light of the new regulatory requirements.

Building Activity

It appears, from the increased building activity over the past couple of years, economic projections, and local anecdotal information, that building activity in 2019 will continue to be strong.

2019 Projects:

Project: Building Bylaw Implementation

Project Description:

Develop a new Building Bylaw to regulate building and plumbing inspection in the electoral areas, based upon the proposed "Revised Core Building Bylaw" which has been produced by the Municipal Insurance Association following the enactment of the *Building Act* and associated regulations.

Project Timelines and Milestones:

The proposed new Building Bylaw is currently underway, as a new version of the "Core Building Bylaw" was

recently released by Municipal Insurance Association of BC in the fall of 2018 and Board Adoption is expected in June of 2019.

Project Risk Factors:

Timeline dependent upon review and updating the new core bylaw to address specific requirements within the RDKB, prior to adoption by the board.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department without resource requirements from other departments.

Estimated Cost and Identified Financial Sources:

Minimal. Approximately \$2,000 for legal review.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance".

Project: **Develop a Mentorship Program for RDKB Building Officials to achieve Level 3 Certification**

Project Description:

This program is for all RDKB Building Officials who currently do not meet all of the requirements for Provincial Qualification or BOABC Certification; as the new statutory requirements enacted by the provincial government related to building inspection come into force on February 28, 2021. After this date, Building Officials will only be able to conduct plan reviews and building inspections for the level of inspection they have qualified for, such as level 1 – "Houses and Duplexes", level 2 – "Small Commercial Buildings, plus level 1 buildings" or level 3 – All buildings.

The program consists of in house Building Inspection Training Modules and inter-departmental work experience in the planning and mapping, environmental services, administration and Public Safety departments, supplemented by online Building Code courses from BCIT and examinations from ICC/BOABC and has a program duration of one year.

Project Timelines and Milestones:

Beginning in mid February 2019 with completion in March of 2020.

Project Risk Factors:

There is a significant risk to the ability of the department to conduct plan reviews and building inspection after February 28, 2021 if these goals are not achieved.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department and an interdepartmental training component of shared work experience resources will be the only requirement from other departments. No monetary resources will be required from other departments.

Estimated Cost and Identified Financial Sources:

The primary source of funding would be the annual tax requisition; however, it is anticipated that less than \$7,100 of additional revenue will be required over and above those resources previously allocated in 2018, as much of this training will be in-house. This training allowance is taken from Budget tab #10 "Travel Expenses" and includes Technical Seminars, Technical Conferences, and Training and Examinations.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: **Asset Management Planning**

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2018/2019.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: Point of Sale System Research and Integration for the Grand Forks Office

Project Description: Research and implement an electronic “Point of Sale System” in the Grand Forks office for processing sales and accepting payments, tracking inventory and reducing labor costs.

Project Timelines and Milestones:

A realistic timeline to conduct research with other municipalities that have both iCity (Vadim accounting software) and CityView building department software platforms will be during the second quarter of 2019.

Risk Factors:

The Building Inspection Department in Grand Forks is currently operating a manual point of sale system where all business transactions for payment of goods and services are processed manually and receipts written by hand for cash payments and interact is used for digital payments. Once the payment has been received, all transactions are recorded in a log book and manually entered onto a spreadsheet in the computer, which is then emailed to the finance department in the Trail Head Office where this data is once again manually entered; only this time by our Finance Analyst into iCity (Vadim) our current financial software database.

Manually transferring information from many handwritten sources onto a computer spreadsheet leaves the door open for mistakes, which can lead to many hours of extra work trying to find the source of the mistakes with manual entry processes. Alternately, once data is entered onto a computer spreadsheet the first time it doesn't have to be handled again which in the long run reduces mistakes and saves both time and money by reducing labor costs. This is the goal we are trying to achieve for the Grand Forks Building Department in 2019.

Internal Resource Requirements:

The finance department will take the lead on conducting research with other municipalities using both Cityview and iCity software programs to develop the Matrix for integration between the two software systems. It is believed that the necessary infrastructure to support data transmission is currently in place in the Grand Forks office to support this proposed system, along with a cash drawer, debit machine, printer and computer to support the software program.

Estimated Cost and Identified Financial Sources:

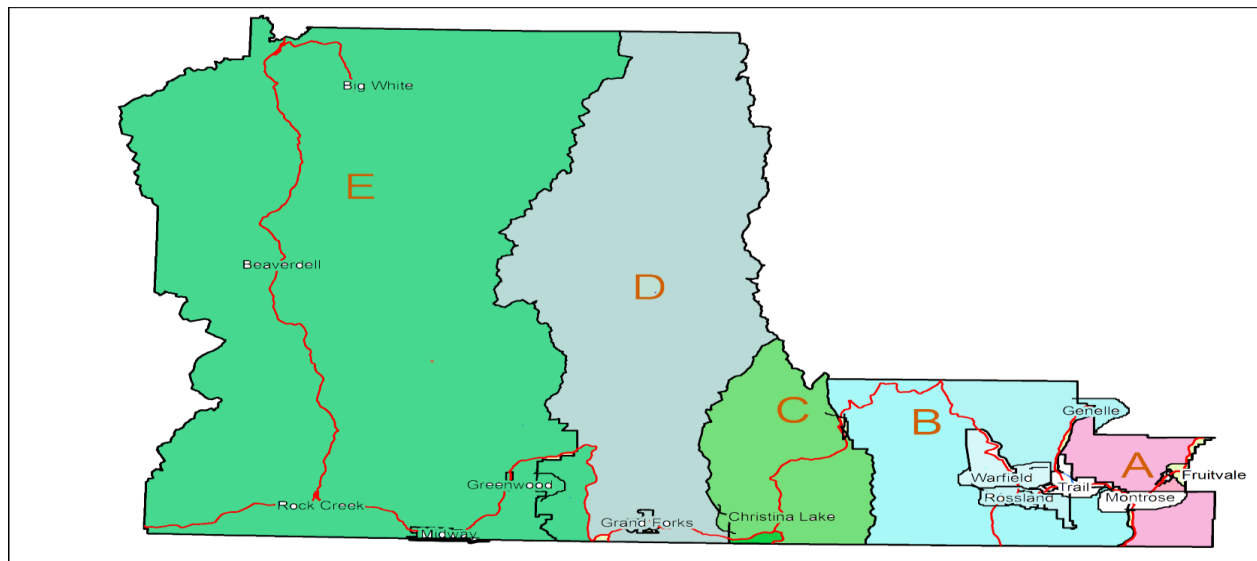
A Point of Sale System typically includes software, a tablet or touchscreen, a card reader, a cash drawer and a receipt printer. Actual cost of this system is unknown at this time; however, as most of the basic infrastructure is currently in place, actual expenses for this system may only require an additional “Licence from ‘iCity’ - Vadim” and purchasing the additional software module.

The primary source of funding would be the annual tax requisition; however, it is estimated that the actual cost of the licensing and equipment will be less than \$10,000.

It is also important to note that this is a one time purchase, apart from the annual licencing and additional technical support fees.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".



COMPARISON BUILDING REPORT FOR 2017 AND 2018 (TO THE END OF SEPTEMBER, 2018)

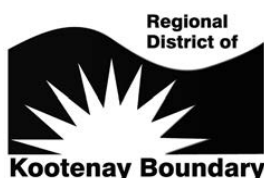
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Year Ending 2018	55	5	\$3,278,400
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Year Ending 2018	23	5	\$1,759,200
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AREA 'BIG WHITE'			
Year Ending 2018	17	13	\$15,555,000
Year Ending 2017	23	51	\$10,899,800
TOTAL YEAR ENDING 2018	373	51	\$48,468,487
TOTAL YEAR ENDING 2017	390	98	\$37,202,305



Thank you for the opportunity to submit this work plan for 2019

004 Service - Regional Building Inspection Services Projects for 2019

	A	B	C
1	PROJECT	BUDGET	STATUS
2			
3	Building Bylaw Implementation	\$,2000	In Progress - Second viewing by Staff completed
4			Final Viewing by Staff second week of June
5			Legal Review 3rd week of June
6			
7			
8	Mentorship Program for Building Officials	\$2,000	In Progress - Training Documents completed
9	To achieve Level 3 Certification		Training underway
10			Current Level 1 Mentees - Brian Zanussi & Kevin Santori
11			Our new Hire - Kevin Santori Passed both Level 2 Exams
12			He is now working on the Level 3 Study Material
13			
14	Asset Management Plan	N/A	Ongoing
15			
16	Point of Sale System Rearch and Integration	\$10,000	Not Initiated - Finance will initiate in 2nd quarter of fiscal yr.
17	for the Grand Forks Office		
18			
19	Replacement of Building Inspection Property	68,000	In Progress - two online meetings completed
20	Management Software System	Initial Costs	Review and Implementation 1 to 3 months
21		Paid by Service 001	Training 2 Days, Support 2 Days
22			
23			
24			
25			
26			
27			e



Staff Report

RE:	Front Counter Referral – License of Occupation – City of Grand Forks		
Date:	May 23, 2019	File #:	G-11
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received a Front Counter BC referral regarding a proposed License of Occupation in Electoral Area 'D'/Rural Grand Forks, in Grand Forks (see Attachments).

Property Information	
Owner(s):	Crown
Applicant	City of Grand Forks
Location:	Kettle River, South Ruckle
Legal Description:	Unsurveyed Crown Land in Grand Forks
Area:	0.2 ha
Current Use(s):	Rip Rap
Land Use Bylaws	
OCP Bylaw No.	NA
DP Area	NA
Zoning Bylaw No.	NA
Other	
ALR:	NA
Waterfront / Floodplain	Entirely

History / Background Information

In 2018, the neighbourhood of South Ruckle in Grand Forks experienced extensive flooding. The flood waters stressed the existing river bank and caused severe erosion between 64th Ave and 66th Ave. This caused damage to private properties along this stretch of the river and threatened the integrity of a city owned water line, see Figure 1 and Figure 2 below, photos provided by the applicant.



Figure 1 Structure undermined by eroded river bank, December 22, 2018 (photo from Applicant)



Figure 2 Structure moved by eroded river bank, December 22, 2018 (photo from applicant)

Proposal

The City of Grand Forks is applying for a license of occupation in the South Ruckle area, on the Kettle River, in Grand Forks to be held for 30 years. This application is to provide legal occupation status for rip rap armouring of the riverbank that the city has undertaken to provide erosion protection. This project, referred to as the Kettle River Revetment, spans approximately 250 m on the bank of the Kettle River between 64th Avenue and 66th Avenue, between previously existing rip rap armouring.

Implications

An Environmental Management Plan for this project was completed in 2018, assessing the environmental impact of this project on the Kettle River, including reviewing potential impacts on species at risk in the vicinity. Risks to habitat disturbance were mitigated by performing work (outside of breeding season, i.e. fall/winter) and through maintaining key habitat features, such as mature cottonwoods.

This project reinforced the river bank in Grand Forks. It was designed to protect a water main that provides service to the South Ruckle neighbourhood and fire flow to the Interfor Sawmill. The reinforcement is designed to slow future erosion and provide greater security in future flooding events to the riverside structures that were impacted and undermined by the flood in 2018.



Figure 3 River Bank following rip-rap installation, looking north at 64th Ave April 17, 2019 (photo Planning Dept.)

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Figure 4 Looking south at 64th Ave, April 17, 2019 (Photo Planning Dept.)

Advisory Planning Commission (APC)

This referral was supported by the Electoral Area 'D'/Rural Grand Forks APC at their meeting held on May 7, 2019. For the discussion of this referral, the Chair recused himself citing a conflict of interest and member Brian Noble assumed the role for the remainder of the meeting. With the loss of one member, quorum was lost but a discussion still took place. The remaining members questioned:

- Why was this application in front of the Board if the project was complete?
- Why just 30 years?
- There looked like there was lack of some details in the report.
- Were the affected public informed of this application?

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Planning and Development Comments

Given the short window of time in which the works could be completed prior to freshet, the licensing is being finalized after the works were completed. A thirty (30) year license of occupation is the maximum that can be applied for, but can subsequently be renewed. Extensive public consultation took place prior to the start of this project.

Recommendation

That the staff report regarding the referral for a license of occupation for rip rap armouring of the riverbank on the Kettle River in the South Ruckle area in Grand Forks, Electoral Area 'D'/Rural Grand Forks, be received.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

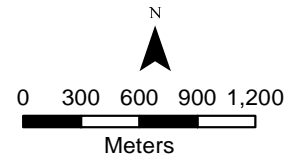


Regional District of
Kootenay Boundary

Date: 16/04/2019

Site Location Map

Unsurveyed Crown Land in Grand Forks



1:33,980



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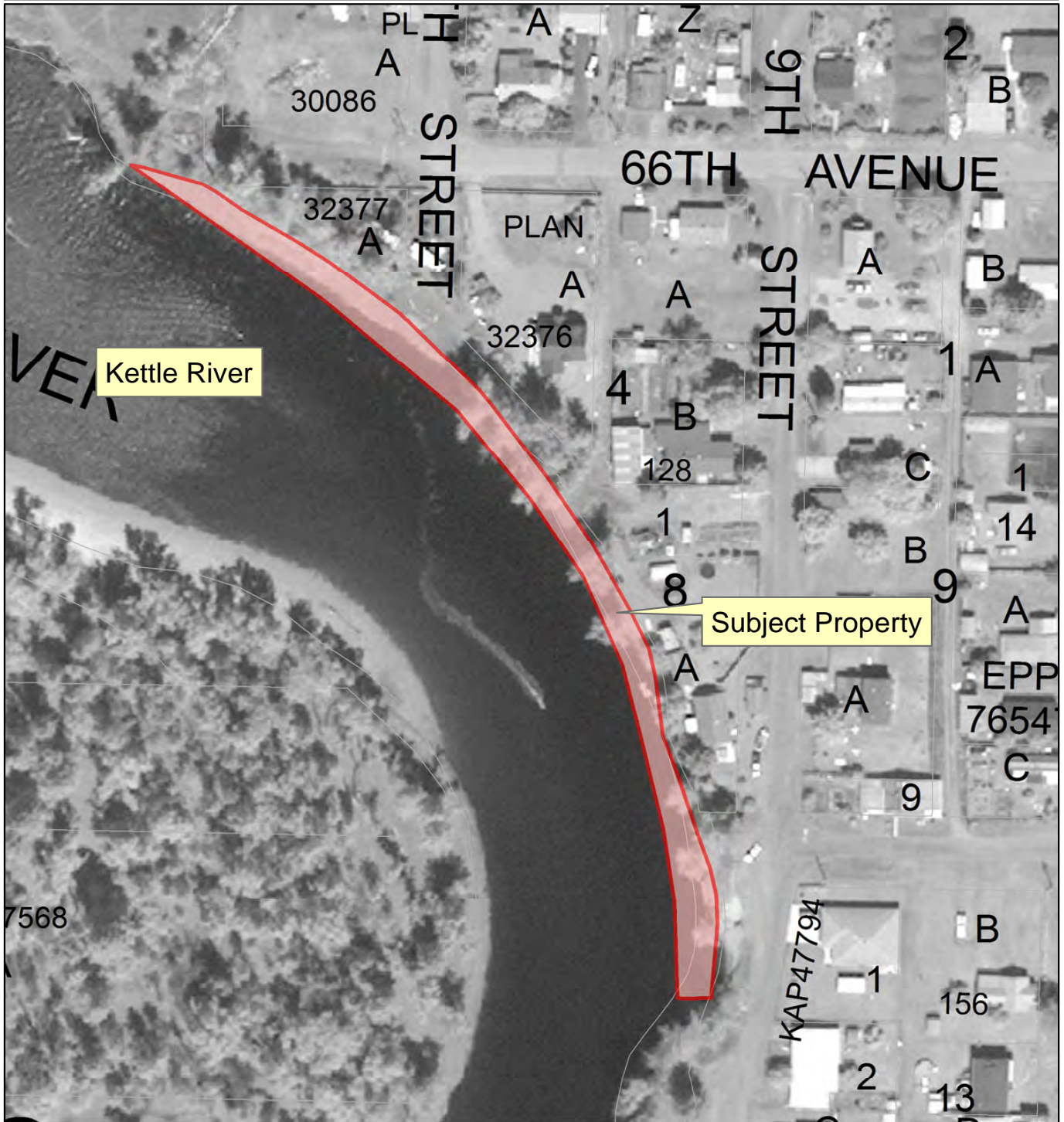
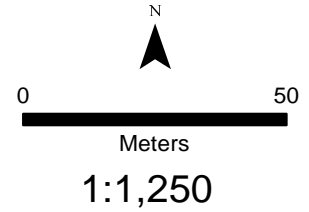


Regional District of
Kootenay Boundary

Date: 16/04/2019

Site Location Map

Unsurveyed Crown Land in Grand Forks



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Applicant Submission

REPORT

URBAN
systems



City of Grand Forks *Kettle River Revetment Environmental Management Plan*

February 2019

File: 0788.0056.01

Contact: Darren Filipic

dfilipic@urbansystems.ca

Telephone: 250-374-8311

200 – 286 St. Paul Street

Kamloops, BC V2C 6G4

Applicant Submission

City of Grand Forks Environmental Management Plan

Client: City of Grand Forks
Box 220 – 6350 2nd Street
Grand Forks, BC V0H 1H0
Attention: David Reid, Operations Manager

Prepared by: Urban Systems Ltd.
200-286 St. Paul Street
Kamloops, BC V2C 6G4



Darren Filipic, RPBio



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Reviewed By Rhonda Maskewich, RPP, RPBio, PAg

Date issued: February 1, 2019

Project No.: 0788.0056.01

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Applicant Submission
City of Grand Forks
Kettle River Revetment
Environmental Management Plan

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1.0 Introduction

The dikes and revetments on the Kettle River within the City of Grand Forks provide vital year-round flood protection to the City and its residents. In May 2018, a severe rain on snow-melt weather event occurred in British Columbia causing flooding in rivers and creeks throughout the Boundary Region. Storm totals for the multi day event were reported as higher than a 1:200-year storm event with the highest values near the confluence of the Kettle and Granby Rivers. The most severe flooding occurred on May 10th, 2018, in Grand Forks, BC when the Kettle and Granby Rivers peaked and caused catastrophic flooding to Johnson Flats, South Ruckle and North Ruckle neighborhoods and the downtown core.

Specific to the South Ruckle area, the flood waters in the Kettle River stressed the existing bank and caused damage between approximately 64 Avenue and 66 Avenue. This Environmental Management Plan (EMP) has been prepared in support of engineering services related to the design and construction of a revetment at the above location. It is intended that this EMP will provide a high-level plan for protection of the environment during the streambank revetment works. Once a contract is secured for the works, the contractor will be required to prepare a specific construction environmental management plan (CEMP) that will meet the requirements outlined in this EMP as well as any conditions that are required by regulatory agencies.

2.0 Project Summary and Location

The Kettle River Revetment Improvement project includes the construction of approximately 250 lineal m of bank armoring of the east bank of the Kettle River, within the South Ruckle neighbourhood of Grand Forks, BC. Figure 1 on the following page shows the relative location of the works.

2.1 Aquatic Habitat and Fisheries Values

The Kettle River is a 6th order stream that originates in Holmes Lake, within the Monashee Mountain range. The river has a length of approximately 281 km before it confluences with the Granby River approximately 1,900 m downstream of the project area, prior to draining into the Columbia River in Washington State. The Kettle River has documented occurrences of eastern brook trout, brown trout, chiselmouth, westslope cutthroat trout, floater mussel (general), kokanee, lakescale sucker, mottled sculpin, mountain whitefish, northern pikeminnow, rainbow trout, redbelt shiner, sculpin (general), shorthead sculpin, smallmouth bass, speckled dace, sucker (general) Umatilla dace, walleye and western pearlshell mussel¹. The speckled dace (*Rhinichthys osculus*) is designated as endangered by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). This river historically was home to anadromous Pacific salmon species; however, the construction of hydroelectric dams on the Columbia River has blocked fish migration, resulting in the extirpation of Pacific salmon from the system.

¹ BC Ministry of Environment (2018). Habitat Wizard Web Application. Available: <http://maps.gov.bc.ca/ess/hm/habwiz/>. Accessed: January 30, 2019.

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Last printed by akhleskova on Monday, September 25, 2017 11:46 AM



U:\Projects_KEL\0560056\GIS\Projects\Pro_0788\0056\01.aprx Location Map Riprap

Applicant Submission

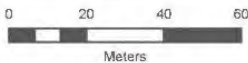


City of Grand Forks
Kettle River Revetment
Environmental Management Plan
Location Map

Legend

- Riprap
- Existing
 - Proposed

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.



Coordinate System: WGS 1984 UTM Zone 11N
Scale: 1:1,700
(When plotted at 11"x17")

Data Sources:
- Data provided by ESRI Basemaps, NRCAN

Project #: 0788.0056.01
Author: AK
Checked: DP
Status:
Revision: A
Date: 2019 / 2 / 20

URBAN
systems

FIGURE 1

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City of Grand Forks
**Kettle River Revetment
Environmental Management Plan**

Riparian vegetation is limited along the existing revetment. Vegetated areas contain ponderosa pine, black cottonwood, red-osier dogwood, rose, willow, common snowberry, Douglas maple, tall Oregon-grape and various grasses. Channel morphology within the project area is a run with minimal pool habitat. There is minimal stable instream woody debris cover. Generally, small and large cobble is the most abundant substratum, followed by gravel and boulder.

2.1.1 Speckled Dace

The following information is cited from the Recovery Strategy for the Speckled Dace (*Rhinichthys osculus*) in Canada². The speckled dace is confined in Canada to the West Kettle, Kettle, and Granby Rivers. The geographic extent of the critical habitat that has been identified includes a 2.4 kilometre-long section in each of these three rivers, sited in the uppermost areas where speckled dace have been captured. These three areas of critical habitat are all upstream of the revetment works (over 100 km upstream on the West Kettle and Kettle Rivers and over 45 km upstream on the Granby River).

Based on the location of the critical habitat, the proposed revetment works will not impact it. However, impacts to any potential speckled dace individuals and/or habitat in the Kettle River in the vicinity of the project require consideration. The Recovery Strategy provides examples of activities/threats that are likely to result in the destruction of critical habitat. The first one is “reduced flows in summer and autumn due to irrigation and other consumptive uses.” This activity does not apply to the proposed revetment works. The second threat is “increased siltation and substrate embeddedness from agricultural land-clearing and forestry activities.” This activity, while not directly applicable to the proposed works, may result from the proposed construction activities. However, the intent of the revetment works is to prevent further erosion and siltation of the Kettle River. Mitigation will be implemented to avoid or reduce potential impacts.

Work within the wetted perimeter will require site isolation and fish salvage by qualified environmental professionals. Refer to Section 7.4 Aquatic Habitat Protection for additional mitigation measure information.

2.2 Other Environmental Values

Critical habitat for Lewis’s woodpecker and Great Basin spadefoot toad is also mapped in the project area. There are two locations in the project footprint that have black cottonwood trees that could potentially host nesting cavities for the Lewis’s woodpecker. These trees will be left in place and the revetment works will be constructed around them.

The project area is located in identified “connectivity” habitat for the Great Basin spadefoot toad. The revetment works are not expected to change the ability for this toad to utilize the connectivity habitat once it is completed.

² Fisheries and Oceans Canada. 2018. Recovery Strategy for the Speckled Dace (*Rhinichthys osculus*) in Canada. Species at Risk Act Recovery Strategy Series. Fisheries and Oceans Canada, Ottawa. V + 31 pp. https://www.registrelep-sararegistry.gc.ca/virtual_sara/files/plans/Rs-NaseauxMoucheteSpeckledDace-v00-2018Mai-Eng.pdf

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City of Grand Forks
Kettle River Revetment
Environmental Management Plan

In addition to the critical habitat that is identified for the project area, there are other known species at risk occurrences for Grand Forks. These species are outlined in **Table 2.0**.

Table 2.0: Documented Occurrences of Species at Risk in Grand Forks

Species Common Name	Preferred Habitat	Comments
American badger	Most commonly occur in grasslands, fields or open-canopied forests. Require friable soils with low coarse fragments for digging.	Denning in streambank area is highly unlikely.
Blotched tiger salamander	Breeds in permanent or semi-permanent lakes, ponds or wetlands that are fish-free	No preferred habitat in project area
Boblink	Breeds in large open areas of grass and broad-leafed forbs	No preferred habitat in project area
Immaculate green hairstreak	Dry gullies in association with larval food plant (<i>Eriogonum</i> spp.)	No preferred habitat in project area
North American racer	Nest sites occur on sparsely vegetated slopes and talus slopes	No preferred habitat in project area
Painted turtle (Intermountain - Rocky Mountain population)	Found in mud-bottomed lakes, ponds and lowland streams with basking sites and aquatic vegetation	No preferred habitat in project area
Sweet-marsh butterweed	Wet to moist meadows	No preferred habitat in project area
Western rattlesnake	Dens in rock outcrops and talus slopes	No preferred habitat in project area

3.0 Proposed Infrastructure

3.1 Project Activities

This Environmental Management Plan is based on the project activities that will be required to construct the bank armouring along the Kettle River.

- Clearing, stripping and grading of the existing slope;
- Grading of the riverbank to a 2:1 slope;
- Placement of a 30 cm base layer of granular material;
- Placement of 250 kg (600 mm diameter) class rip-rap to a thickness of 1 m over 260 lineal m of riverbank;
- Disposal of surplus material from the excavation of the revetment; and
- Construction/installation of landscape features along the corridor.

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It is expected that the following equipment will be required for construction:

- Excavator
- Backhoe
- Dump truck
- Compactor (roller and plate)
- Water truck and pumps

3.2 Access

Access for construction activities will be from existing roads within the South Ruckle community.

4.0 Regulatory Submissions

The following regulatory submissions have been made for the proposed works and are pending:

- BC Water Sustainability Act Section 11 Change Notification/Approval for Instream Works
- Federal Fisheries Act Request for Review

In addition, a fish salvage permit may be required if stream isolation is needed for construction.

The Contractor is required to follow letters of advice and the terms and conditions for the aforementioned approvals as well as any other permits obtained for this project.

5.0 Potential Impacts

Construction activities for the revetment project requires the use of heavy machinery for clearing and grubbing, material removal and disposal, site grading, and rock placement. Excavation within the wetted perimeter of the stream is not expected to be required.

Site isolation techniques will be required when working within the wetted perimeter of the Kettle River. Potential impacts resulting from these activities include:

- Disturbance to native vegetation and ecosystems.
- Erosion and sediment control issues.
- Spills of deleterious substances such as fuels and hydraulic fluids to land or water.
- Disturbance of wildlife.
- Introduction and spread of invasive plants.

6.0 General Environmental Management

6.1 Start-up and Environmental Briefing

An Environmental Monitor (EM) will be engaged for the proposed works and must be an Appropriately Qualified Professional. The Contractor will be required to adhere to this Environmental Management Plan.

Applicant Submission
City of Grand Forks
Kettle River Revetment
Environmental Management Plan

The Contractor and EM will arrange meetings with City representatives and other key project personnel, as requested. The Contractor shall arrange and conduct regular meetings during construction. The following conditions shall be applied to these meetings:

- Meetings shall be held on a weekly basis when construction activities are to proceed outside of a reduced risk Environmental Timing Window and/or during a period when work is occurring within the wetted perimeter of the Kettle River.
- During periods other than specified above, regular environmental meetings shall be held every two weeks, or as otherwise required by the City and/or regulatory agencies.
- In the event that the EM or the City's Representative deem the Contractor's compliance regarding environmental requirements to be inadequate, the frequency of the bi-weekly meetings shall be increased accordingly until the EM and the City's Representative are satisfied with the compliance rate.
- The EM will record highlights from the meetings (i.e. summary of major discussion items and key action items) and forward a copy to the City. This information will also be included in the final Environmental Monitoring Report.

6.2 Planning and Scheduling

The preliminary schedule is set to commence construction in the late winter of 2019 with completion by April 2, 2019.

The following timing windows are identified to avoid adverse impacts to nesting birds and fisheries resources in the Kettle River:

- Vegetation clearing and grubbing should be conducted between August 20th and April 1st which is outside of the active bird nesting window. Detailed information on bird nesting surveys is provided in Section 8.3 below.
- Ideally, any works within the wetted perimeter of the Kettle River would be conducted during the reduced risk instream work window (September 1st to Sept 30th). However, as the work is recommended to be completed prior to the 2019 spring freshet, the best alternative is to construct the revetment during the low water period to minimize the work within the wetted perimeter.

7.0 Environmental Management Plan

The Contractor will provide copies of this EMP to all personnel on-site.

7.1 General Environmental Measures

The majority of the project area is located between two existing areas of bank armoring, in an area that was impacted during the 2018 flood. The potential for wildlife, native vegetation communities and species at risk to be present within the project area is low to moderate. The following specific recommendations are provided to identify the specific work procedures and mitigation measures that will be utilized to avoid, minimize or control potential environmental impacts during the construction of the project.

7.2 Clearing and Grubbing

Clearing and grubbing activities are expected to be minimal for the project. No trees are to be removed from the project site without written authorization from City of Grand Forks staff.

The face of the revetment slope will also require grading, the addition of granular materials and rip-rap armouring, which may include minor vegetation removal/management. Surplus material from the excavations may require disposal. In addition, the following must be considered and implemented:

- The amount of disturbance should be limited to the project footprint to maintain as much surrounding native vegetation as possible.
- Vegetation clearing and grubbing should be conducted between August 20th and April 1st which is outside of the active bird nesting window. More information on bird nesting surveys is provided in Section 7.3 below.

7.3 Wildlife Management

The following is required to maintain compliance with the federal Migratory Birds Convention Act, the provincial Wildlife Act and the Species at Risk Act:

- Retain cottonwood trees within the project area to maintain critical Lewis's woodpecker habitat.
- If construction, including clearing and grubbing, is to commence outside to the reduced risk timeframe of August 20th to April 1st, then an active nesting survey must be completed by an Appropriately Qualified Professional to ensure no active nests are disturbed during construction. A work program to conduct a nesting survey must be prepared by the Appropriately Qualified Professional and include the entire project area. The work program must be submitted to the City and/or the City's representative for review and approval prior to initiation of the nesting survey. After the nesting survey is complete, and the results indicate the area is free of active nesting, the clearing and grubbing work must be commenced within 2 days of the survey.
- If any stick nests are encountered, the Contractor must call the EM for guidance.
- If any wildlife including amphibians, reptiles or badgers are encountered during construction, works will be temporarily halted in the immediate area until the EM provides guidance.
- To avoid attracting wildlife, all food wastes (i.e. food packaging waste) will be placed in animal-proof containers and regularly removed from the site.

7.4 Aquatic Habitat Protection

The Kettle River is the dominant aquatic habitat feature immediately adjacent to the project area. The following recommendations are provided when conducting works adjacent to the Kettle River:

- All equipment/vehicles used during the proposed works will be free of silt and any other substance which may negatively impact fish health and aquatic habitat.
- Vehicles and equipment will be power-washed and inspected upon arrival at the worksite.

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Kettle River Revetment
Environmental Management Plan

- All mechanical equipment will be in a state of good repair and free of leaks and will be operated in a manner which will prevent any deleterious substances from entering any stormwater drain or the Kettle River.
- All vehicle and equipment refuelling will not be conducted within 30 m of any stormwater drain or the Kettle River.
- Secondary containment must be provided for any refuelling and/or fuel storage within 30 m of any stormwater drain or the Kettle River.
- Minimize the removal or disturbance of riparian vegetation.
- Excavated material will be stored in an area where it will not migrate into any stormwater drain or the Kettle River.
- Excavated material will not be deposited on native vegetation.
- Work will be suspended if weather conditions are likely to contribute to sediment production in the project area.
- Rip-rap will be placed using an excavator and not end-dumped via truck.
- Any rip-rap placement/excavation within the wetted perimeter will be contained within a floating turbidity curtain. Any such areas will be salvaged of fish prior to rock placement.
- Any water from de-watering of excavations, if required, will not be permitted to directly enter any stormwater drain or the Kettle River.
- The contractor is not permitted to draw water from any surface water resource including the Kettle River.
- A spill containment kit will be kept on site during the proposed works and key construction personnel will be educated as to its appropriate use. In addition, any spill of a reportable quantity of a listed substance will be reported to the Provincial Emergency Program (PEP) at 1-800-663-3456 and to the DFO conservation and protection violation report hotline (1-800-465-4336).

7.5 Sediment and Erosion Control

The Contractor will provide an erosion and sediment control plan (ESC) for the project in accordance with this Environmental Management Plan. In general, the ESC plan will contain measures to avoid or minimize erosion problems and the mobilization of sediment, or other deleterious substances, into any stormwater drain or the Kettle River. These measures must also prevent soil from being tracked onto City of Grand Forks streets. ESC measures may include, but are not limited to:

- Sediment fences including stakes installed to a depth of 30 to 60 cm with stakes on the downslope side of the fence. A 150 mm by 150 mm trench to be excavated to bury the filter fabric. Trench must be filled with compacted backfill material.
- Erosion and sediment control measures will be inspected regularly during the construction period and removed upon completion of construction.
- A floating turbidity curtain will be installed for any rip-rap placement within the wetted perimeter of the Kettle River.
- The EM will monitor the effectiveness of the Contractor's erosion and sediment control (ESC) plan. However, sand bags, sediment fencing and other erosion and sediment control measures will be kept on-site during the construction period if additional supplies are needed.

7.6 Air Quality, Dust Control and Noise

All activities, equipment, processes and work operated or performed by the Contractor during construction shall be in strict accordance with Federal, Provincial and local regulations governing noise levels and air emission standards. The City of Grand Forks Noise Control Bylaw Number 1963 must be adhered to. Emissions from construction equipment and machinery will be the primary air quality concern during the construction period. As such, unnecessary idling of vehicles, equipment and machinery will not be permitted.

During construction activities, the Contractor may implement appropriate dust control measures to help minimize potential dust plumes and particulate matter in order to maintain safe working conditions and prevent impacts to adjacent lands. Such measures may include:

- Stabilize exposed surfaces with straw mulch, poly, geotextile, etc.
- Limit speeds of machinery travelling over exposed areas.

7.7 Construction and Waste Management Plan

The revetment project is not expected to generate a large volume of waste. However, any wastes generated must be dealt with accordingly.

The Contractor shall be responsible for the regular collection, storage, and disposal of all waste material generated by employees and subcontractors. The Contractor shall take the necessary precautions to prevent the loss of waste materials during transport on public highways and roads. The contractor shall also be responsible for cleanup of all waste materials and all litter deposited by employees and subcontractors along access routes during construction related activities. Construction debris shall not be allowed to accumulate on the construction site but shall be collected promptly, placed and stored in suitable animal-proof containers, and disposed of at an approved waste disposal site.

Waste asphalt pavement or concrete shall be stockpiled for recycling in a specified location or disposed of at an approved disposal site/facility.

The following recommendations are provided for the other types of waste that may be generated on-site:

- A portable toilet will be on-site at all times during construction and pumped out regularly by a licensed hauler.
- Fluid wastes from equipment and machinery will be collected, sealed and removed from the site for recycling or disposal at any appropriate facility.

7.8 Invasive and Noxious Plant Management

To protect from invasive species establishment and spread, the Contractor must comply with the BC Weed Control Regulation and implement the following best management practices:

- Ensure equipment and machinery is power washed and free of soils, seeds and plant parts prior to mobilizing to the project site.

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Kettle River Revetment
Environmental Management Plan

- Minimize the creation of bare soils.
- Re-seed bare soils as soon as possible, where appropriate.
- Ensure that specified seed mixes are guaranteed weed-free, and do not contain invasive species or species not suited to revegetation of riparian areas.
- Remove and carefully dispose of invasive species in the project area during construction and the establishment period of the restored area.

7.9 Environmental Monitoring

An EM, who is an independent Appropriately Qualified Professional with applicable and suitable experience, is required to ensure that the prescribed environmental mitigation measures are adhered to for the duration of the project. The EM will evaluate the compliance of the Contractor with specified work practices and procedures to avoid and/or minimize environmental impacts. The EM will have the authority to stop work if there is potential for harm to the environment and/or the activity is not in compliance with the regulatory requirements and/or the EMP. As required, the EM will converse with the Contractor concerning incident response, remediation procedures and methods to resolve non-conformances. The Contractor will be obligated to inform the EM of any incidents and near misses that occur while the EM is not on-site.

7.9.1 Documentation and Records

The EM will maintain documentation and records of all relevant information pertaining to applicable environmental practices and mitigation measures, including incidence response. Relevant and/or significant information to be documented includes, but is not limited to:

- Accidents, spills, leaks, and releases and the reporting and clean-up procedures used.
- Reviews, improvements and adjustments to environmental mitigation measures.
- Records of monitoring activities, including equipment inspection and maintenance.
- Contingency measures utilized, if any.

All environmental incidents will be immediately reported to the site supervisor and the City and summarized within one day of occurring. The EM will prepare monthly reports during construction, as well as a post-construction completion summary outlining the compliance of the project with the prescribed mitigation measures and regulatory requirements. In addition to the above information, the summary will describe the overall effectiveness of mitigation measures employed and any corrective actions undertaken to address deficiencies.

7.10 Spill Contingency and Response Plan

The Contractor will be required to prepare a Spill Contingency and Response Plan. An example of the contents of a Spill Contingency and Response Plan follows.

7.10.1 Contingency Plan

The most likely source of any contaminant is from equipment used on-site or during works that require fuel. In order to minimize the likelihood and impact of a spill, the Contractor will ensure that:

Applicant Submission
 City of Grand Forks
Kettle River Revetment
Environmental Management Plan

- Equipment used during the project activities is thoroughly cleaned before being brought to the site;
- All equipment is inspected for leaks prior to the commencement of the work. Any leaking equipment will be immediately removed from the site and repaired;
- Re-fuelling of equipment and machinery is conducted at a pre-determined staging area which is located a minimum of 30 m away from surface drainage points and the Kettle River;
- Repairs or maintenance are not undertaken on-site. Equipment requiring repairs or maintenance will be moved to an appropriate facility;
- Spill kits are kept on-site at all times and that all on-site staff are trained in its proper usage;
- Any spills that occur at the work site, regardless of size and/or type, are reported to the appropriate contact;
- All equipment units are supplied with spill kits and each operator is knowledgeable in its use;
- The Provincial Emergency Response Program (PEP) is contacted for spills of a reportable quantity to ground and all spills to water at 1-800-663-3456; and
- If a fuel spill occurs, it is cleaned up immediately. The spill must be covered immediately with absorbent material such as an industrial standard oil absorbing material. Sawdust or straw are not recommended and will not be used. The material will then be removed from the work site and disposed of, along with the contaminated soils, at an appropriate location.

7.10.2 Emergency Spill Response Procedure

All construction personnel will be familiar with the following spill response procedure. An incident report sheet will be developed for the project and filled out for any incident that occurs.

7.10.3 Initial Assessment

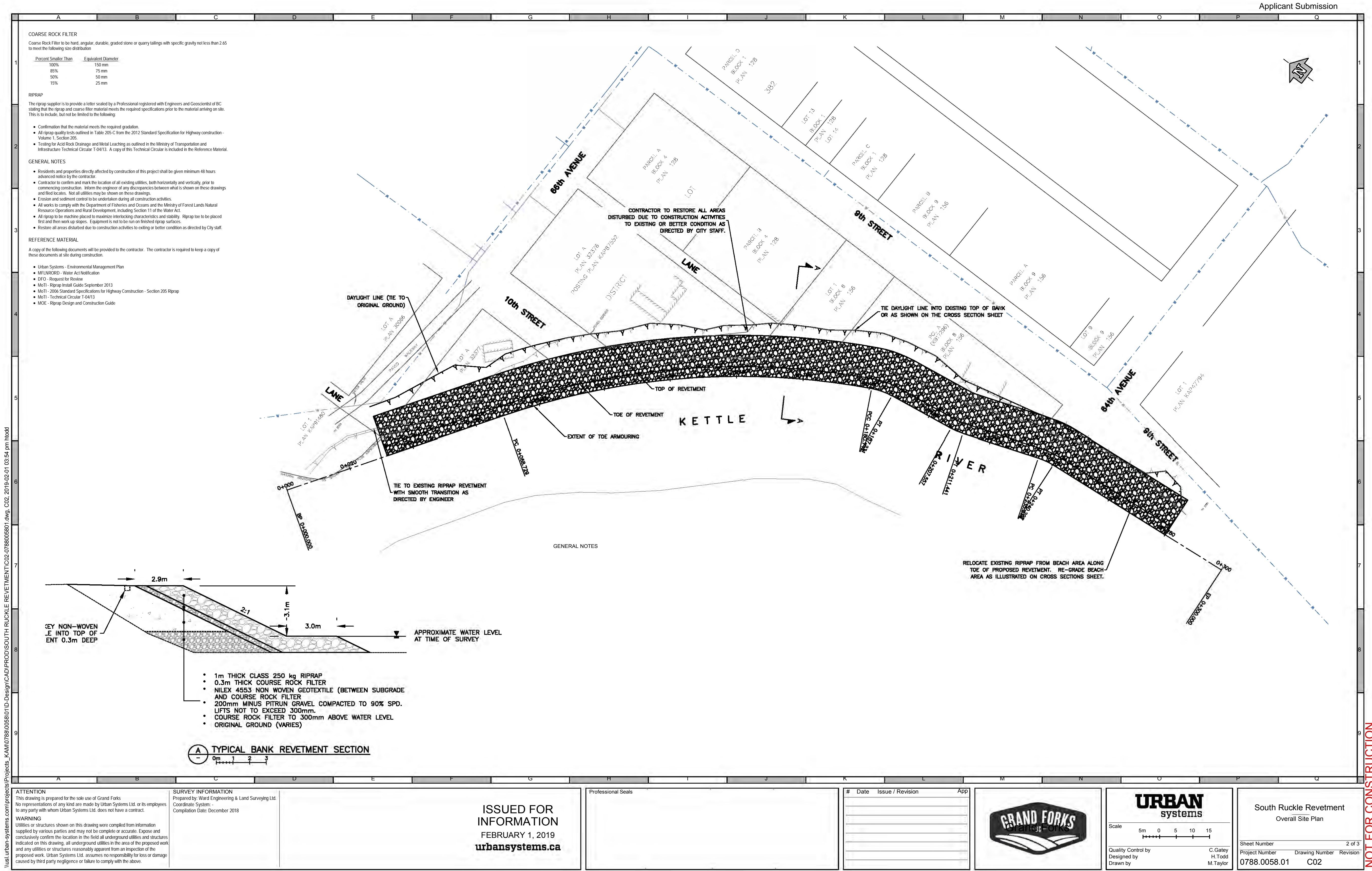
Step 1

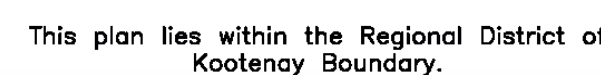
- Identify product and extent of contamination;
- Identify any safety concerns; and
- Notify Project Superintendent.

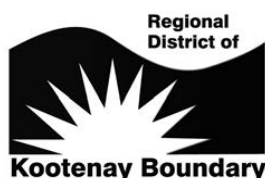
Step 2

- Eliminate the source of the spill;
- Contain the spill and mark the extent of the spill;
- Pick up spill using pads, booms, pillows or granular absorbent;
- For spills to water, isolate the contamination, if possible;
- Dispose of contaminated spill cleaning equipment at suitable locations; and
- Contaminated soils must not be removed from the site without prior approval from the Ministry of Environment.

All spills must be reported to the environmental monitor, the Site Superintendent, the City and/or the Provincial Emergency Program (PEP).







Staff Report

RE:	Front Counter Referral – <i>Mines Act</i> Permit – Lime Creek Logging		
Date:	May 23, 2019	File #:	D-496-02968.000
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received a Front Counter BC referral regarding a proposed *Mines Act* Permit for a quarry operation in Electoral Area 'D'/Rural Grand Forks, east of Grand Forks (see Attachments).

Property Information	
Owner(s):	Lime Creek Logging Ltd., Western Rocky Mountain Industries, and Crown
Applicant:	Shawn McIver, Lime Creek Logging Ltd.
Agent:	Louis Moroni, Tracker GPS Survey and Mapping Ltd.
Location:	1155 and 805 Highway 3 and a southern portion of DL 2700, rural Grand Forks
Legal Description:	DL 496, DL 492 and DL 2700, SDYD
Area:	60.68 ha
Current Use(s):	Mining
Land Use Bylaws	
OCP Bylaw No. 1555	Rural Resource 1
DP Area	NA
Zoning Bylaw No. 1299	Rural Resource 1 (RUR 1)
Other	
ALR:	NA
Waterfront / Floodplain	NA

History/Background Information

The subject lands are approximately 3 km east of Grand Forks and are defined by the mineral tenure boundary shown in the Subject Property Map. The lands include portions of three parcels including a large portion of DL 496, and smaller portions of DL 492 and DL 2700. DL 496 and 492 were subdivided in 2010, when owned by Albrit Minerals and Materials Corp. The parcel at 805 Highway 3 was part of that subdivision.

Permitting for aggregate pits/quarries is done under the *Mines Act* as a Notice of Work Permit. These permits are reviewed by the Ministry of Energy, Mines & Petroleum

Page 1 of 2

P:\PD\EA_'D'\D-496-02968.000 Lime Crk Logging\May-FrontCounter\Board\2019-04-12_MMD_Board.docx

regional offices. There are existing extraction areas within the mineral tenure, including some piles of gravel from previous extraction and processing.

In the Official Community Plan (OCP) for Electoral Area 'D'/Rural Grand Forks the subject lands are designated as Rural Resource 1. The current Zoning Bylaw for Electoral Area 'D'/Rural Grand Forks has the area zoned as Rural Resource 1.

Proposal

Lime Creek Logging Ltd. is applying for an amendment to their Notice of Work Permit for the purposes of blasting and for sand, gravel and quarry operations. There will be four (4) areas of extraction, three (3) of which there are plans for blasting. Blasting will occur in two (2) areas for dolomite extraction and one (1) area for quartz extraction. The area of disturbance is 1.30 ha.

Implications

Section 309 in the *Electoral Area 'D' Zoning Bylaw 1299, 2005* concerns Mineral, Coal and Gravel Extraction and states that provincial acts concerning resource extraction activities supersede the authority of local governments over both Crown and private lands. Thus mineral, gravel and coal extraction cannot be restricted by this Zoning Bylaw.

Advisory Planning Commission (APC)

This referral was supported by the Electoral Area 'D'/Rural Grand Forks APC at their meeting held on May 7, 2019. They included the following comments for consideration:

- The APC had a discussion and it was unclear if whether the application was more for information or conditions could be added.
- The visual aesthetics could be improved with screening from the public traveling on the highway.
- Comments in the application stating that the OPC is in draft and the project is not in a watershed concerned the Board.
- There were comments over the blasting and whether or not the neighbors will be notified and the effect of the blasting on the big horn sheep or area water wells.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report Front Counter Referral – *Mines Act* Permit – Lime Creek Logging, which includes the comments and recommendations of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission to Front Counter BC for consideration.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

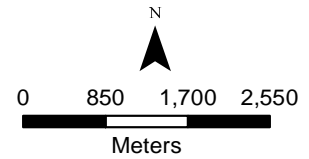


Regional District of
Kootenay Boundary

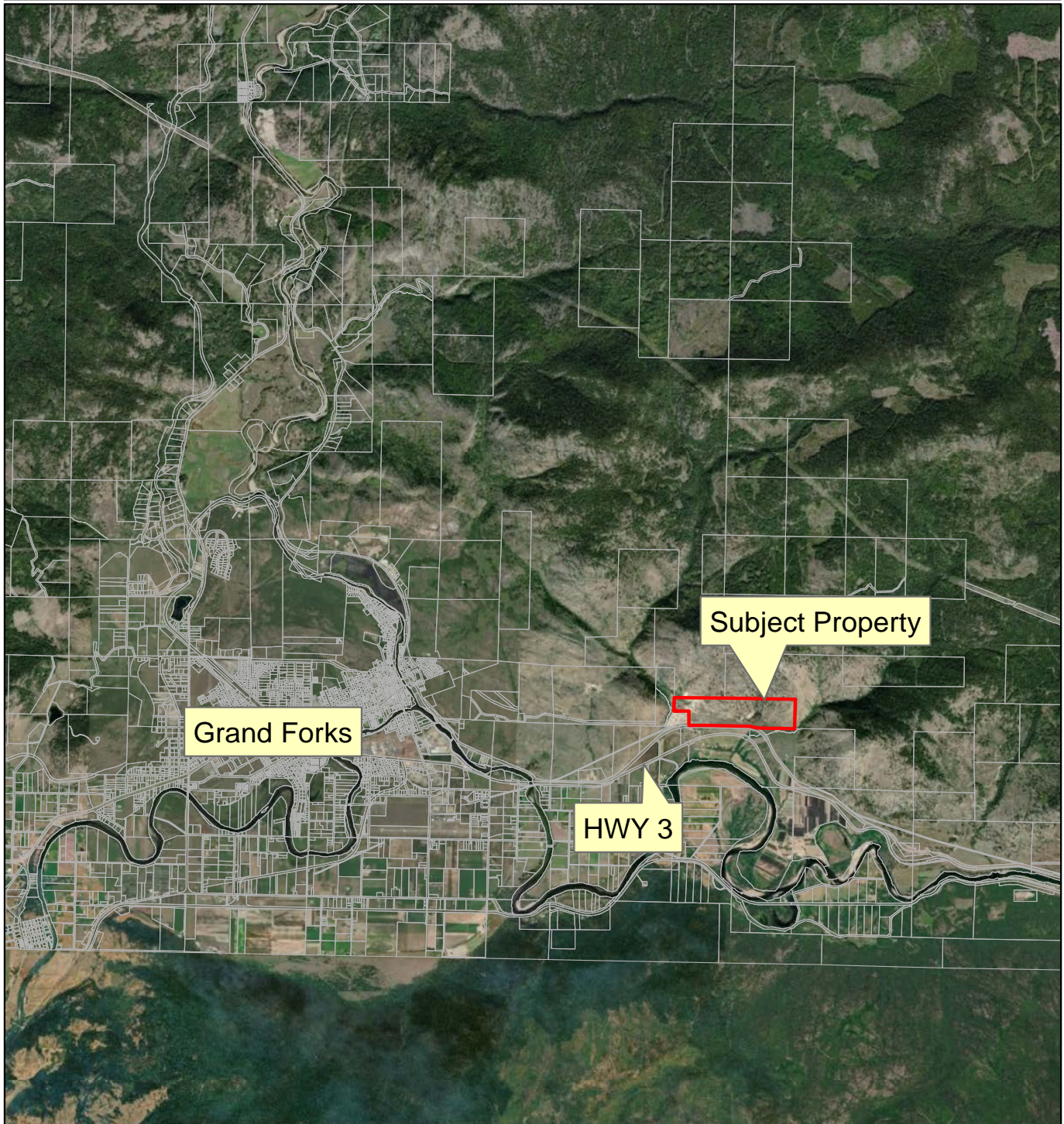
Date: 16/05/2019

Site Location Map

DL 496, DL 492 & DL 2700, SDYD



1:67,960



Document Path: H:\2019-04-15_SLM_MOTI_MMD.mxd

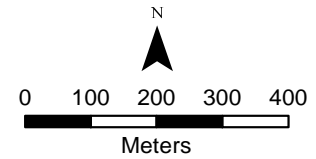


Regional District of
Kootenay Boundary

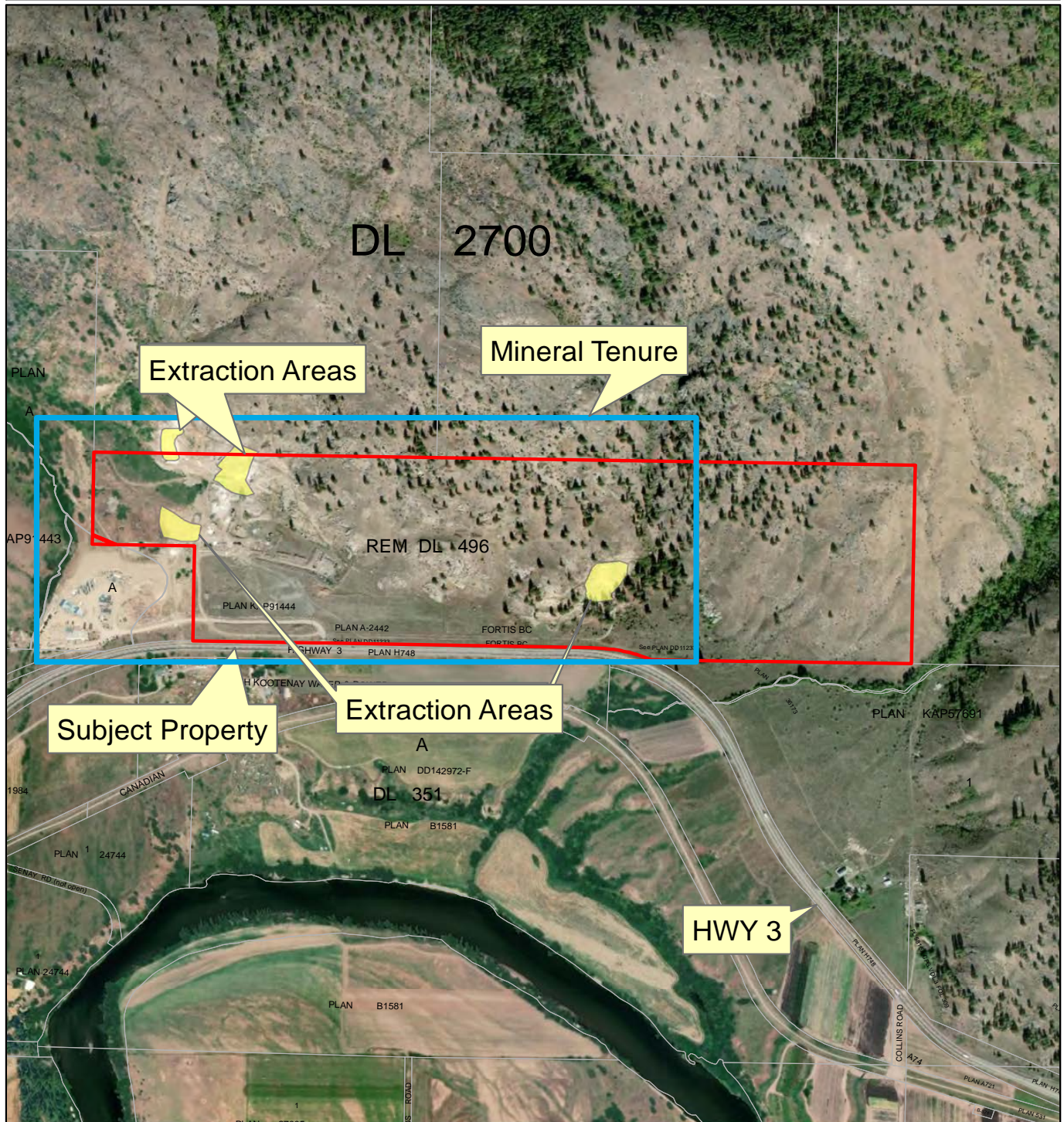
Date: 15/04/2019

Subject Property Map

DL 496, DL 492 & DL 2700, SDYD



1:10,000



Document Path: H:\2019-04-12_Lime_Log_SPM.mxd

Applicant Submission



Notice of Work

0501229 - Lime Creek Logging

Tracking Number: 100264733

Applicant Information

If approved, will the authorization be issued to
an Individual or Company/Organization? Company/Organization

What is your relationship to the
company/organization? Agent

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit / Tenure / Licence will be issued, if approved.

Name: LIME CREEK LOGGING LTD.

Doing Business As:

Phone: 250-442-5536

Fax:

Email: lcl.shawn@outlook.com

BC Incorporation Number: BC1003714

Extra Provincial Inc. No:

Society Number:

GST Registration Number:

Contact Name: Shawn McIver

Mailing Address: PO BOX 158
Grand Forks BC V0H 1H0

AGENT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: MORONI, LOUIS M

Doing Business As: Tracker GPS Survey and Mapping Ltd

Phone: 250-747-8302

Fax: 250-747-8302

Email: mikemoroni@gmail.com

BC Incorporation Number: BC0605709

Extra Provincial Inc. No:

Society Number:

GST Registration Number: 869702126

Contact Name: Louis Michael Moroni

Mailing Address: 2926 Belcarra Road
Quesnel BC V2J 5A9

Letter(s) Attached: Yes (Authorize for Quarry pdf.pdf)

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: mikemoroni@gmail.com

Contact Name: Mike Moroni

TECHNICAL INFORMATION**APPLICATION INFORMATION**

Type of Notice of Work: Quarry - Construction Aggregate

Is this a New Permit or an Amendment to an
existing permit for this property? Amendment

MINE INFORMATION

Applicant Submission

Do you have an existing mine number? Yes **Mine Number:** 0501229
Name of the property: Lime Creek Logging
Tenure Numbers: 842625
Crown Grant / District Lot Numbers: DL 496
Directions to site from nearest municipality: From Grand Forks, travel east on Hwy 3 for 3km, turning left onto frontage road.
Geographic Coordinates of Mine: **Latitude:** 49.0302900 **Longitude:** -118.3726100
Maximum Annual Tonnage Extracted: 10000 tonnes

INFORMATION ABOUT PROPOSED ACTIVITIES

Activities to be undertaken: Blasting
 Sand & Gravel / Quarry Operations

FIRST AID

Proposed First Aid equipment on site: Level II First Aid Kit with stretcher and EPI Pen
Level of First Aid Certificate held by attendant: Occupational First Aid Level 1

DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:
 See Attached Mining Plan

TIME OF PROPOSED ACTIVITIES

Proposed start and end date: Feb 1, 2019 to Feb 1, 2025

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

ACCESS

Access presently gated: No

PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

Present condition of the land: Existing mining area, some piles of existing rock, sloping to the north.
Type of vegetation: Desert vegetation
Physiography: See Figure two for elevations
Current means of access: Existing Roads
Old equipment: Old trommel, jaw crusher, piles of scrap steel
Recreational trails / use: None

ACCESS TO TENURE

Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure? No

Applicant Submission

LAND OWNERSHIP**Application area in a community watershed:** No**Proposed activities on private land:** Yes

Please note that under Section 19 of the Mineral Tenure Act and Section 2.1 of the Mineral Tenure Act Regulation you must not begin any mining activities until 8 days after giving notice to every owner of the surface area on which the recorded holder intends to carry out that activity.

Please attach a copy of the letter of authorization signed by the landowner. The document can be uploaded at the "Document Upload" step later in the application process.

Legal description of land: DL 496 PID 014-780-518**Proposed activities on Crown land:** No**Activities in a park:** No**CULTURAL HERITAGE RESOURCES**

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

Are you aware of any protected archaeological sites that may be affected by the proposed project? No

FIRST NATIONS ENGAGEMENT

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://maps.gov.bc.ca/ess/sv/cadb/>.

Have you shared information and engaged with First Nations in the area of the proposed activity? No

BLASTING

Applicant Submission

MAPS

Please mark the location(s) of the proposed magazine(s) on the map. Unless this is an area based application also mark the proposed locations of the blast site(s) on the map. The maps will be uploaded at the document upload step later in the application process.

ACTIVITIES WHERE BLASTING WILL TAKE PLACE

Please select the activities to which blasting is related: Sand & Gravel / Quarry Operations

ON SITE STORAGE OF EXPLOSIVES

Are you proposing to store explosives on site? No
Describe how you will get the explosives to the site: We will employ a certified contractor to do the blasting. He will be responsible for the blasting permit and the permits for the temporary storage of explosives.

ADDITIONAL INFORMATION

Only a person with a valid certificate granted under Section 8.2.1 of the Code is permitted to conduct a blasting operation.

SAND & GRAVEL / QUARRY OPERATIONS**MAPS**

All plans and sections must indicate the scale and orientation of the drawing and must include:

1) Plan View of Proposed Development illustrating:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainage (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in the Notice of Work
- Access roads, including development roads within the pit and access to the public roads
- All proposed and existing stockpiles (topsoil, overburden, product etc.)
- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- Sediment control structures and the location of any point discharges from the property
- Fencing, berms and/or vegetative buffers.

2) Cross and longitudinal sections of Proposed Development illustrating:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations
- Proposed configuration on completion of reclamation

3) A copy of the land title/crown land tenure map must be provided.

SOIL CONSERVATION

Average depth of overburden:	0.33 m
Average depth of topsoil:	0.33 m
Measures to stabilize soil overburden stockpiles and control noxious weeds:	All topsoil available will be stripped and stockpiled to be used in the final reclamation. Topsoil piles will be seeded with an area specific erosion control mixture to control noxious weeds.

LAND USE

Applicant Submission

Is the site within the Agricultural Land Reserve? No
 Does the local government have a Soil Removal Bylaw? No
 Official Community Plan for the site: Draft
 Current land use zoning for the site: Rural Resource Zone 1
 Proposed end land use is: Rural Resource zone 1,
 Estimate total minable reserves over the life of the mine: 25,000 tonnes
 Estimate annual extraction from site: 5,000 tonnes/year

Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/year or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/year for quarried product.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the tonnes, the total disturbed area and the total merchantable timber volume.

Please note that you must notify the Inspector at least two weeks before if you are planning to bring a crusher on site.

Activity	Total Disturbed Area (ha)	Merchantable timber volume (m ³)
Crushing	0.90	0.00
Excavation of Pit Run	0.25	0.00
Mechanical Screening	0.15	0.00
Total:	1.30	0.00

Is the work year round or only seasonal? Seasonal
 Brief description of operation, including proposed work schedule: Operations will include stockpiling material and shipping as there is demand. It may be necessary to use a jaw crusher. Work usually would be between Monday to Friday, 8:00 Am to 5:00 Pm, with occasional weekends. A screener may be used to classify the material. Screener and crusher are on trailers and moved from location to location as needed.

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity: At completion of the extraction of the rock, the disturbed area will be contoured and leveled, and any stockpiled topsoil spread over the disturbed area and then seeded with an area specific erosion control mixture.
 If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, details of materials to be used and placement procedures: Pit slopes will be filled as possible with the overcast rock unsuitable for shipping. This would be done before the topsoil placement.
 Estimated cost of reclamation activities described above: \$10,000.00
 Will progressive reclamation be carried out? No

GROUNDWATER PROTECTION

Average depth to the high groundwater table at the proposed excavation: 132.0 m
 Elevation of the groundwater table was determined from: ☒ Existing area wells
☐ Test pits
☐ Test wells drilled for this purpose
☐ Other:
 Measures proposed to protect groundwater from potential impacts of the proposed mining activity: Machines will be refueled in a designated area, > 50m from any wells. Spill kits will be onsite and available where the fueling is accomplished.

IMPACT MINIMIZATION

Tracking Number: 100264733 | Version 1.6 | Submitted Date: Jan 22, 2019

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Applicant Submission

Shortest distance between proposed excavation to nearest residence: 300 m

Shortest distance between proposed excavation to nearest residential water source: 300 m

Measures proposed to prevent inadvertent access of unauthorized persons to the mine site: There is existing vegetative barriers in the easterly pit area, barriers or gates will be installed to prevent unauthorized access.

Measures proposed to minimize noise impacts of the operation: Hours for operation will be within usual daylight hours, screen and jaw crusher will be positioned to minimize noise to the surrounding area.

Measures proposed to minimize the dust impacts of the operation: If dust becomes a problem, area and roads can be sprayed down to limit the dust.

Measures proposed to minimize visual impacts of the operation: Due to the terrain for the westerly area, little can be done to minimize the visual impact, The westerly area is >225m from Hwy 3. For the easterly pit, There is trees that provide a visual buffer.

TIMBER CUTTING

Total merchantable timber volume: 0.00 m3

No Timber You have indicated that there is no merchantable timber that will be cut. Therefore a Free Use Permit or a Licence to Cut is not required. If this is not accurate, please correct your entries.

EQUIPMENT

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Crusher	Metso LT96 23x37 in C Series
1	Excavator	Hyundai 210
1	Loader	950 Cat
1	Other: Screener	Metso ST2.8 5x16 Double Deck
1	Truck	12 yd dump Trucks

SUMMARY OF RECLAMATION

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Sand & Gravel / Quarry	1.30	10,000.00
Subtotal:	1.30	10,000.00
Unreclaimed disturbance from previous year:	1.00	
Disturbance planned for reclamation this year:	0.00	
Total:	2.30	10,000.00

OTHER CONTACTS

Please enter the contacts that are applicable to your application.

Contact Info	Type of Contact
Name: Shawn McIver	Tenure Holder
Phone: 250-442-5536	
Daytime Phone:	
Fax:	
Email: lcl.shawn@outlook.com	
Mailing Address: PO BOX 158 Grand Forks BC V0H 1H0	

Applicant Submission

Name:	Shawn Mclver	Mine manager
Phone:	250-442-5536	
Daytime Phone:		
Fax:		
Email:	lcl.shawn@outlook.com	
Mailing Address:	PO BOX 158 Grand Forks BC V0H 1H0	

Contact Info	Type of Contact
Name:	Lime Creek Logging Ltd
Doing Business As:	
Phone:	250-442-5536
Fax:	
Email:	lcl.shawn@outlook.com
BC Inc. Number:	BC 1003714
Extra Provincial Number:	
Society Number:	
GST Registration Number:	
Contact Name:	Shawn Mclver
Mailing Address:	PO BOX 158 Grand Forks BC V0H 1H0

Name:	Lime Creek Logging Ltd	Permittee
Doing Business As:		
Phone:	250-442-5536	
Fax:		
Email:	lcl.shawn@outlook.com	
BC Inc. Number:	BC 1003714	
Extra Provincial Number:		
Society Number:		
GST Registration Number:		
Contact Name:	Shawn Mclver	
Mailing Address:	PO BOX 158 Grand Forks BC V0H 1H0	

LOCATION INFORMATION**LAND DETAILS**

Do you have the legal description of the land or the civic address then click on 'Add Land Information'.

DRAWINGS

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;

Applicant Submission

- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

☒ I have one or more files (PDF, JPG, PNG etc.) with my maps

MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
Figure 1 Location Map	Figure 1 Location Map.pdf
Figure 2 Tenure Outline and Topography	Figure 2 Tenure Outline an...
Figure 3 Work Detail Map West	Figure 3 Work Detail Map.pdf
Figure 3A Work Detail Map East	Figure 3A Work Detail Ma...
Figure 3B Work Detail Map Overview	Figure 3B Work Detail Map...
Figure 4 Area 1 Profile Line Locations	Figure 4 Area 1 Profile Loc...
Figure 5 Area 2 Profile Line Locations	Figure 5 Area 2 Profile Loc...
Figure 6 Area 3 Profile Line Locations	Figure 6 Area 3 Profile L...
Figure 7 Area 4 Profile Line Locations	Figure 7 Area 4 Profile L...

ATTACHED DOCUMENTS

Document Type	Description	Filename
Archaeological Chance Find Procedure	Archaeological Chance Find Procedure	Archaeological Chance Find ...
Mine Emergency Response Plan	2019 MERP Lime Creek Logging	Safety Plan.pdf
Other	Area 1 Cross Section Map	Area 1 Cross Section Map.pdf
Other	Area 1 Profiles	Area 1 Profiles.pdf
Other	Area 2 Cross Section Map	Area 2 Cross Section Map.pdf
Other	Area 2 Profiles	Area 2 Profiles.pdf
Other	Area 3 Profiles	Area 3 Profiles.pdf
Other	Area 3 Cross Section Map	Area 3 Cross Section Map.pdf

Applicant Submission		
Other	Area 4 Cross Section Map	Area 4 Cross Section Map.pdf
Other	Area 4 Profiles	Area 4 Profiles.pdf
Other	Mining Plan for Lime Creek Quarry	Mining Plan for Lime Creek ...
Tenure Authorization Letter	Mclver Authorization to Mine	Mclver Authorization to Min...

PRIVACY DECLARATION

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director
FrontCounter BC, Provincial Operation
441 Columbia Street
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization: Lime Creek Logging Ltd
Contact Name: Shawn Mclver
Contact Address: PO Box 158, Grand Forks BC
VOH 1H0
Contact Phone: 250-442-5536
Contact Email: lcl.shawn@outlook.com

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Mines Notice of Work Application	\$3,000.00		\$3,000.00	\$0.00

Fee	Applicant Submission
OFFICE	

Office to submit application to: Cranbrook

PROJECT INFORMATION

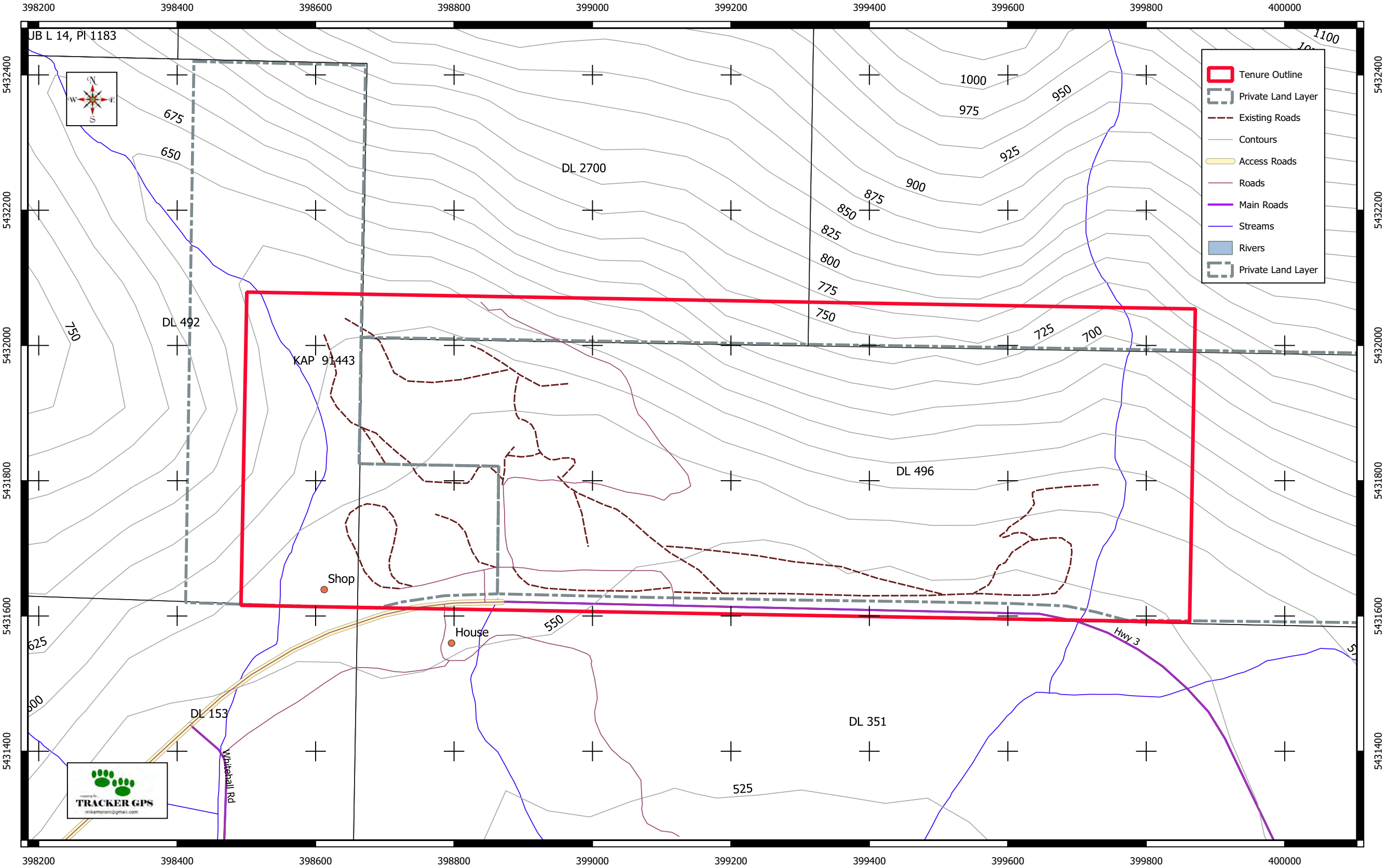
Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

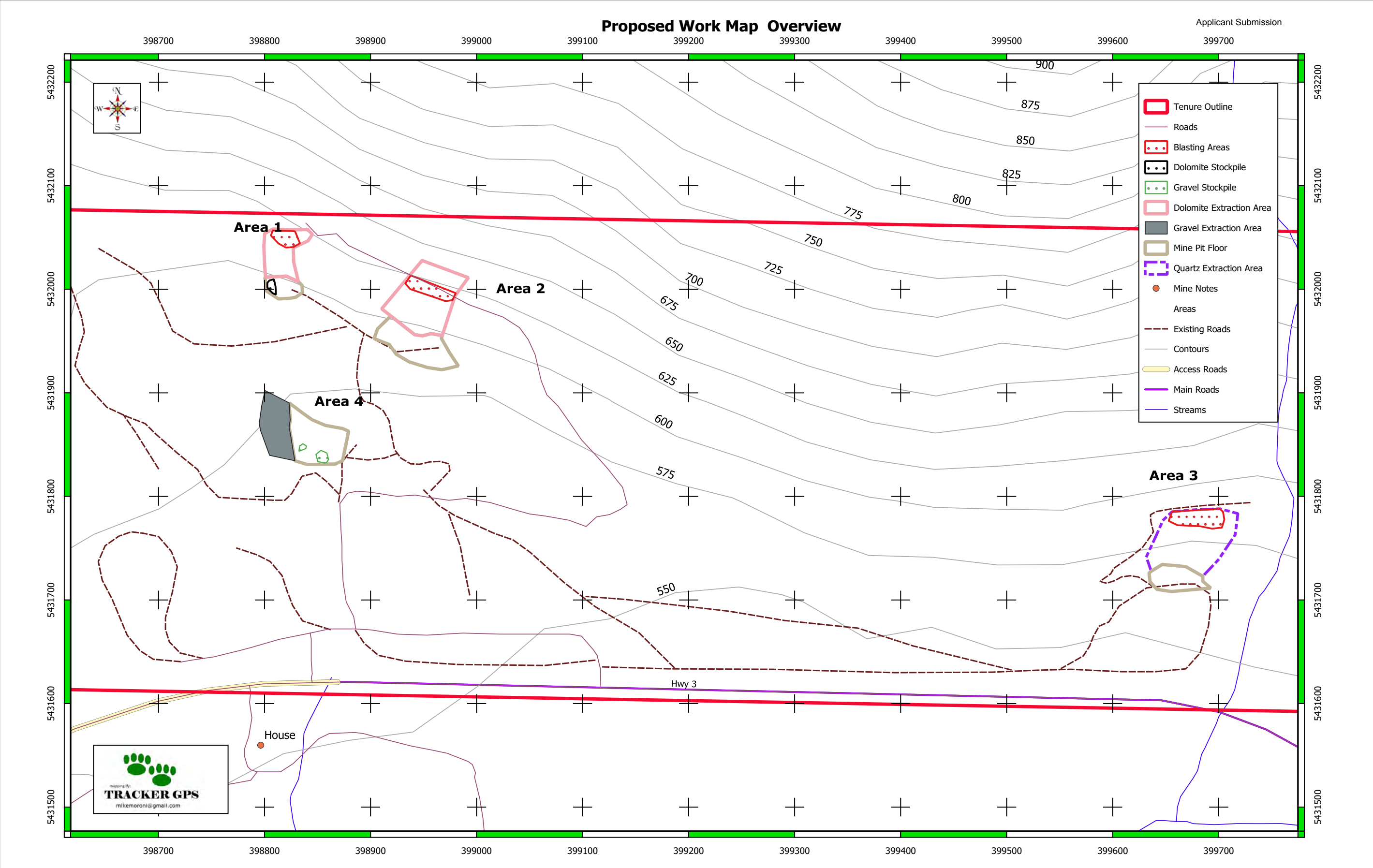
APPLICANT SIGNATURE	
Applicant Signature	Date

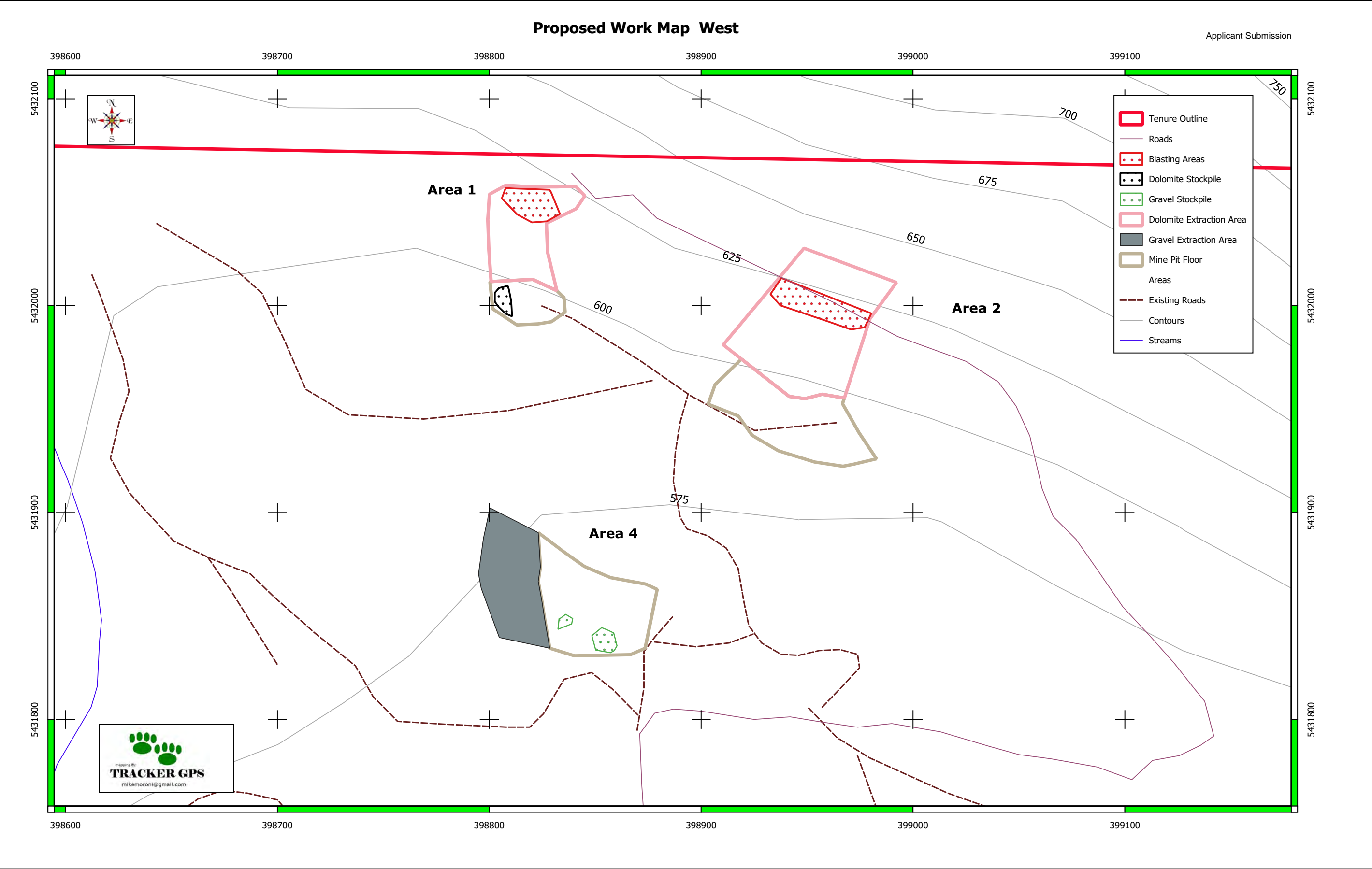
OFFICE USE ONLY		
Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number

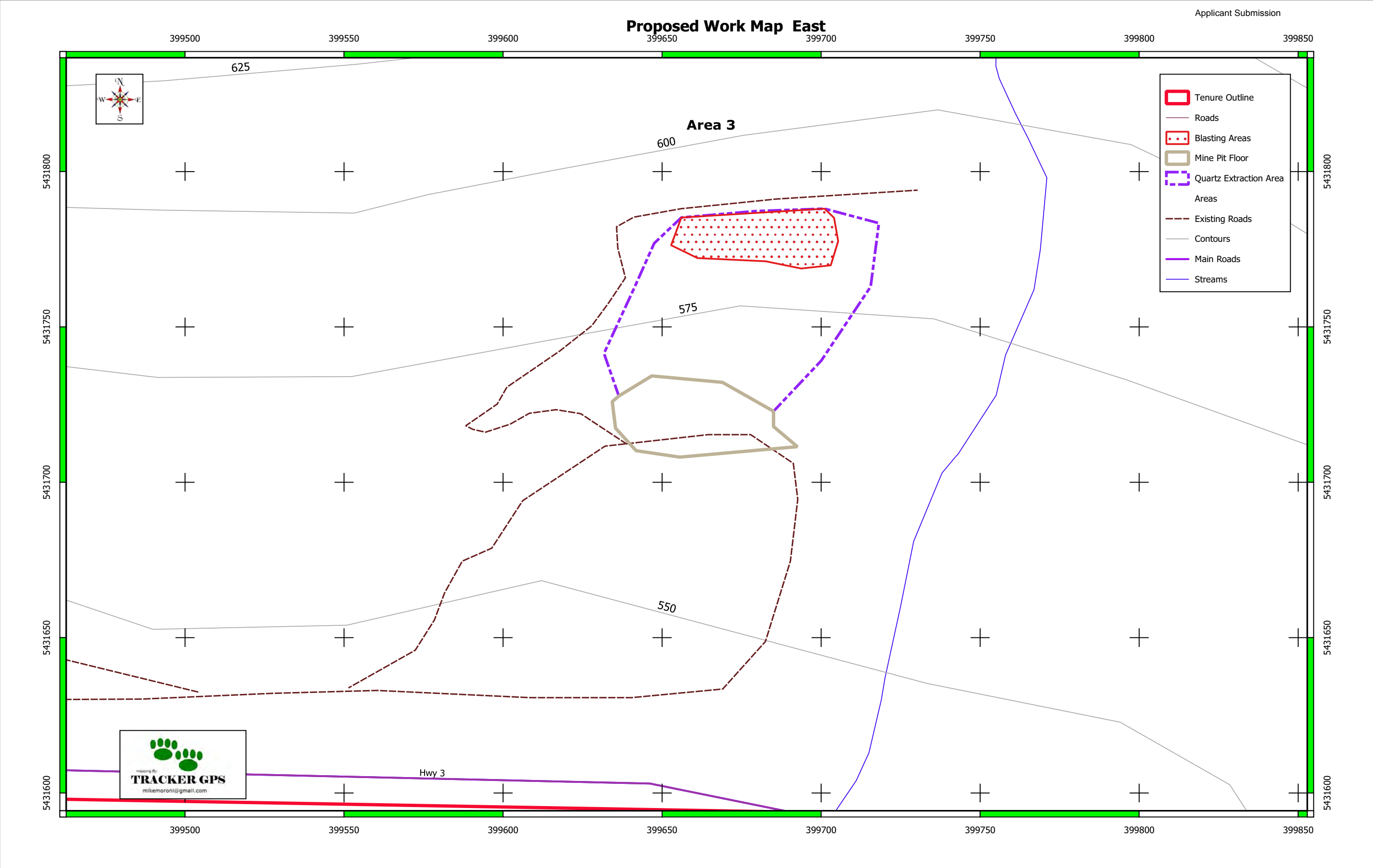
TENURE OUTLINE AND TOPOGRAPHY

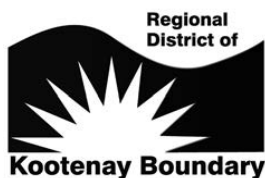
Applicant Submission











Staff Report

RE:	Front Counter Referral – License of Occupation – Broken Goat Race		
Date:	May 23, 2019	File #:	B-24
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received a Front Counter BC referral regarding a proposed License of Occupation in Electoral Area 'B'/Lower Columbia-Old Glory (see Attachments).

Property Information	
Owner(s):	Crown
Applicant	Rene Unser, PACE Sports Fitness
Location:	Seven Summits Trail and Red Mountain Resort
Legal Description:	Unsurveyed Crown Land
Area:	Approximately 5.7 ha
Current Use(s):	Hiking/Biking trail
Land Use Bylaws	
OCP Bylaw No. 1470	Rural Resources 3
DP Area	NA
Zoning Bylaw No. 1540	Rural Resources 3
Other	
ALR:	NA
Waterfront / Floodplain	NA
Planning Area	NA

History / Background Information

The Broken Goat Race is a Trail Running event, which started in 2014, and spans two days. Previous referrals for a license of occupation for this race event were received in February 2016 and January 2017 and were supported by the RDKB Board of Directors. This year, the event is planned to occur on July 19-20.

The race has four categories, including a 1.5 km vertical climb, and 12 km, 25 km, and 50 km distances. The courses vary based upon distance and utilize mountain bike trails. The vertical climb and the 12 km distance use a system of trails on Red Mountain, while the 25 km and 50 km distances primarily use a portion of the Seven Summits Trail. The Seven Summits Trail is a hiking and mountain biking trail that traverses the Rossland

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Range, from Nancy Green Pass to Paterson. The northern and southern portions of the trail are in RDKB, while the middle portion is located within the City of Rossland. The Broken Goat Race will use the portion of the trail from Nancy Green Pass to Red Mountain Resort and then will connect into mountain bike trails on the resort.

Authorization for this license of occupation is pursuant to the Forest Range Practices Act, Forest Recreation Regulation Section 16(a), administered by the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development.

Proposal

PACE Sports Fitness is applying for a 5-year license of occupation to use recreation trails located on Crown land to host an annual 2-day foot race event.

Implications

The Electoral Area 'B'/Lower Columbia-Old Glory OCP and Zoning Bylaws have the race area in the RDKB designated and zoned as Rural Resource 3. Passive recreation areas (which includes facilities for non-motorized forms of recreation, including walking, biking and canoeing) are permitted throughout Electoral Area 'B'. Within the OCP, policies 9.5 and 9.16, describe the Board's intent for recreation resources in Electoral Area 'B'.

Policy 9.5 describes how the Board supports, "*low-impact use of Crown Land in the Plan Area for recreational purposes, such as hiking, fishing, equestrian trails/riding areas and mountain biking.*" Policy 9.16 encourages, "*recreation groups to legalize use of Crown land for recreational purposes.*" This application is consistent with both of these policies.

An Event Management Plan has been submitted. It details race course routes, acknowledges limited parking and remoteness of the 25km and 50 km race start and mentions that a shuttle is planned to accommodate this. The course routes will be marked and race participants are required to follow certain safety guidelines. The plan also details locations of aid stations on the race courses and outlines some contingency considerations for bears, fire and storms. The plan mentions, but does not detail fire evacuation protocols.

The applicant states that the following stakeholders support the use of lands for the race: KCTS (Kootenay Columbia Trail Society), Selkirk Mountain Forest, Red Mountain Resorts, Ted Morton (BC Enduro Series, Inc.), Friends of the South Slopes (FOSS), and Sacred Rides.

Event insurance has been obtained by race organizers from Western Financial, with a minimum of \$5 million liability. The following are listed under additional insureds:

- Red Resort Ltd. Partnership
- Record Ridge, Selkirk Mountain Forest
- Ministry of Forest BC
- KCTS

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- Rossland Range - the Seven Summits, Old Glory, and Record Ridge Trails

Advisory Planning Commission (APC)

This referral was supported by the Electoral Area 'B'/Lower Columbia-Old Glory APC at their meeting held on May 6, 2019, with a recommendation that the proponent be given the opportunity to attend the EAS meeting. The following comments were included:

- This has come before us in the past. We appreciate the fact that they are trying to plan long range. They seem to have gained support from several local partners, which is great. We feel 5 years is a long time when you consider the potential impact this will have on the native fauna and wildlife. We feel a shorter time might be a better choice to make sure all the recommendations have been met.
- We are curious as to who will be monitoring this endeavor? Would it be the Minister of the Environment?
- The applicant be given an opportunity to attend the EAS Meeting on May 16, 2019 at 4:30 p.m.
- We feel this is a great event, but we must protect our area for all.

Planning and Development Comments

This referral has not gone to the Electoral Area Services Committee as FrontCounter BC referrals are not considered Part 14 (Planning and Land Use Management) applications/referrals. These referrals go directly to the Board of Directors after being considered by the APC.

An email has been sent to the referral contact, as contact information for the proponent was not provided. This email was intended to inform the proponent of their option to submit a request to be a delegate at the Board of Directors meeting on May 23, 2019.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward this staff report, Front Counter Referral – License of Occupation – Broken Goat Race, which includes recommendations of the Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission to Front Counter BC for consideration.

Attachments

Site Location Map
Applicant Submission

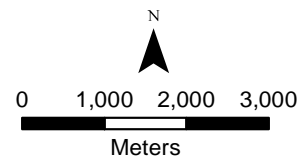


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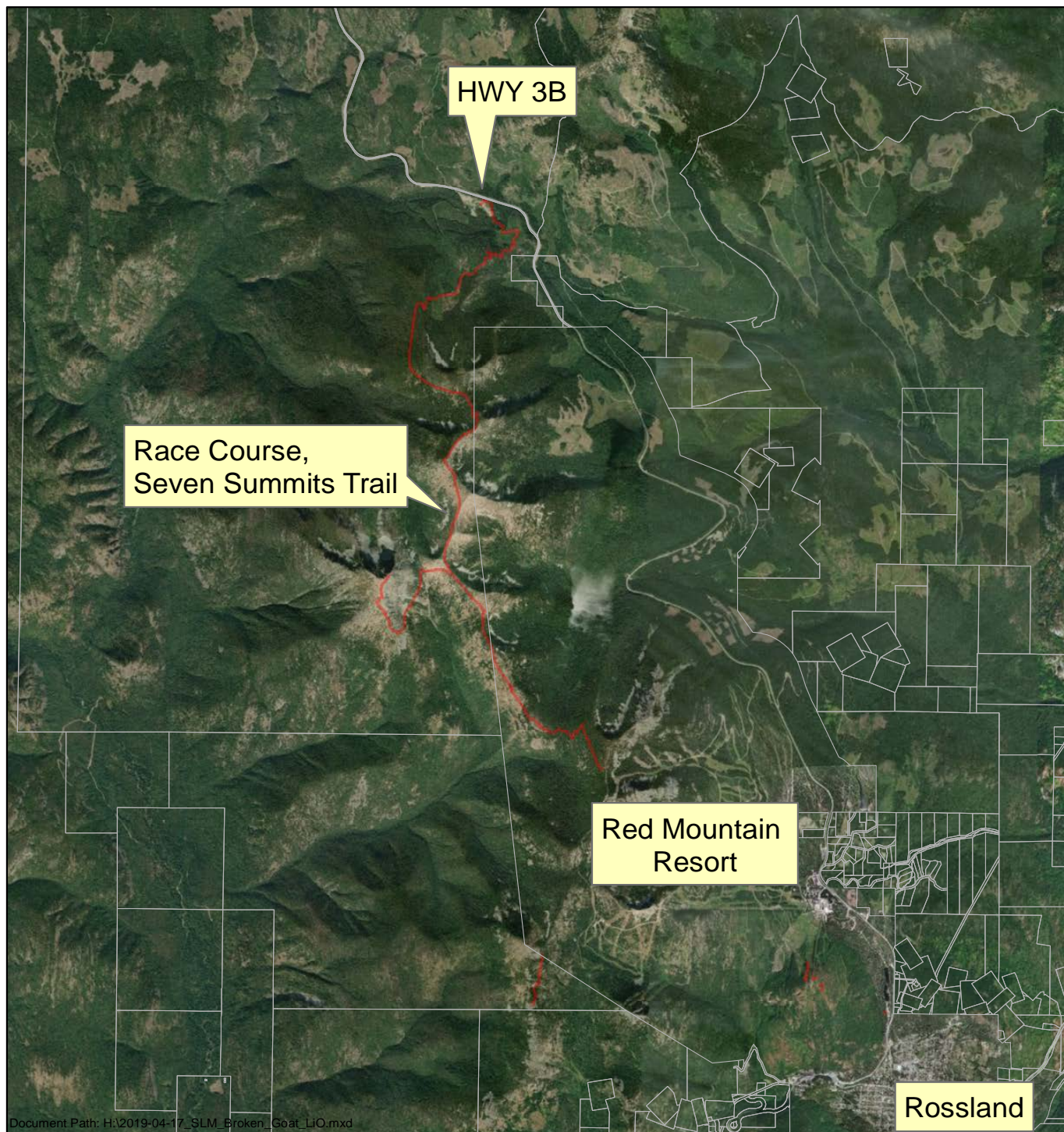
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Site Location Map

Unsurveyed Crown Land, KD



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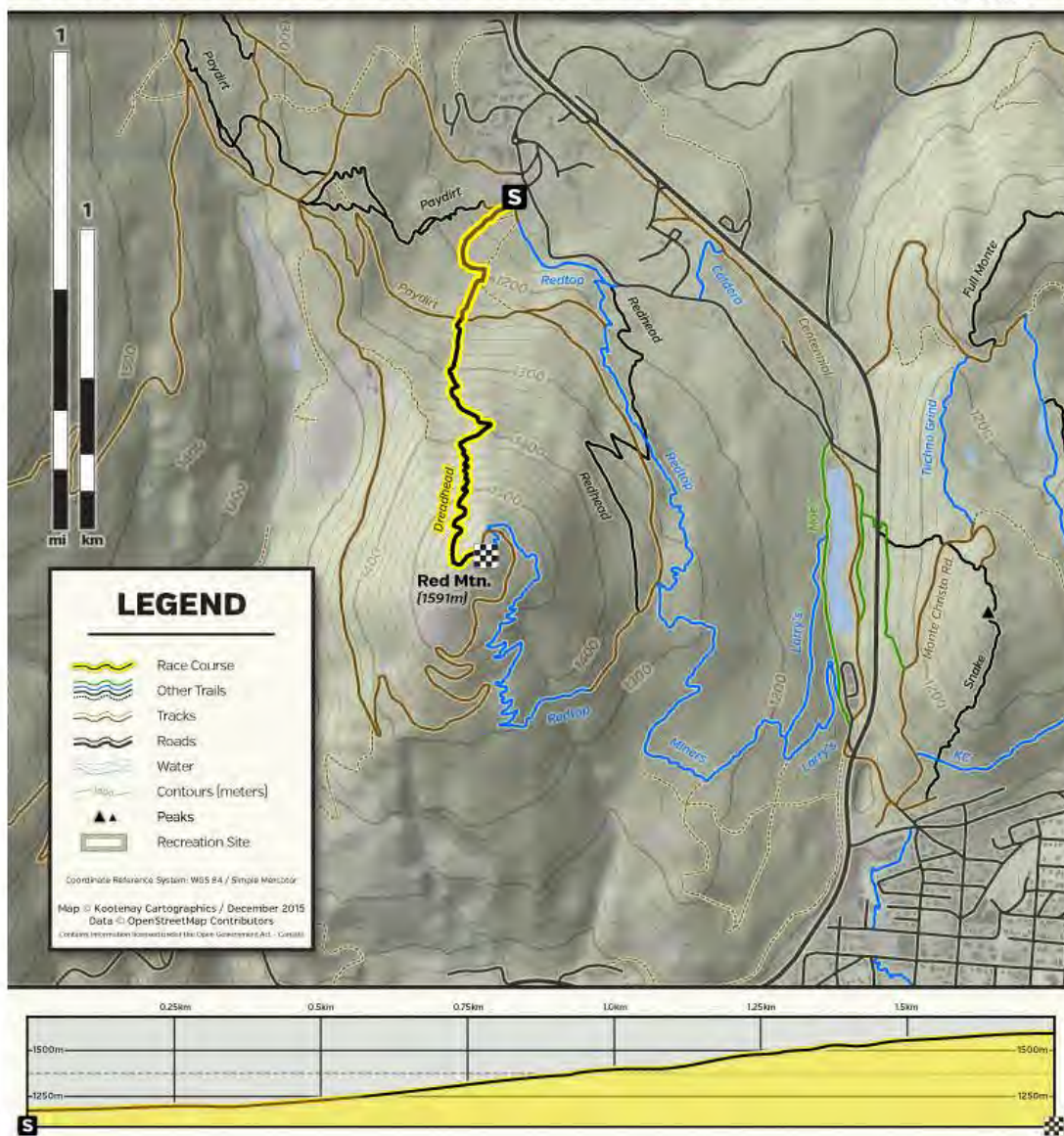
Applicant Submission

Rene Unser
P.A.C.E. Sports Fitness
Event Management Plan
Broken Goat 50k / 25k / 12k / Vertical
Trail Running Race
Rossland Range & Red Mountain Resort
July 19th & 20th 2019

Event Date: July 19, 2019 – Vertical Challenge
July 20, 2019 - 12k/25k/50k
Event Location: Rossland, British Columbia
Event Time: July 19th 4:30pm to 6:00pm
July 20th 6:00am to 5:00pm
Event Options: 1.5k, 12k, 25k, 50k
Number of Participants: Maximum 600 runners, broken down into the following:
1.5k – 150 participants
12k – 100 participants
25k – 150 participants
50k – 200 participants

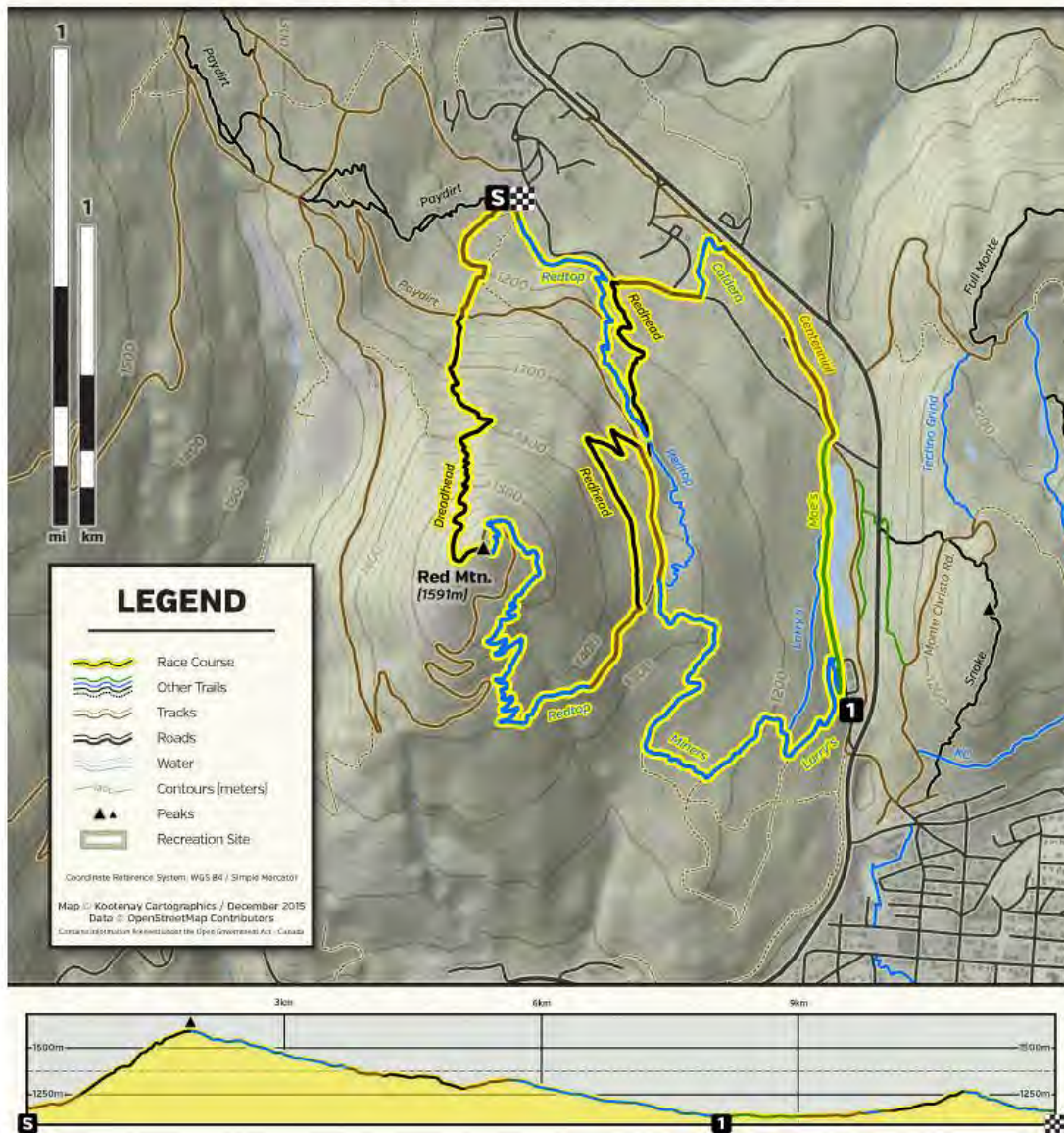
Broken Goat 50k/25k/12k/vertical will take place in the Rossland Range & at Red Mountain Resort on July 19th & 20th, 2019, however **this is an Event Management Plan for a 5 year license event term from June 15th to August 15th.**

Applicant Submission

Friday July 19th : 1.5k Route Description**Broken Goat Vertical Climb Course****Ascent: 425m / 1395ft**
Descent: ---

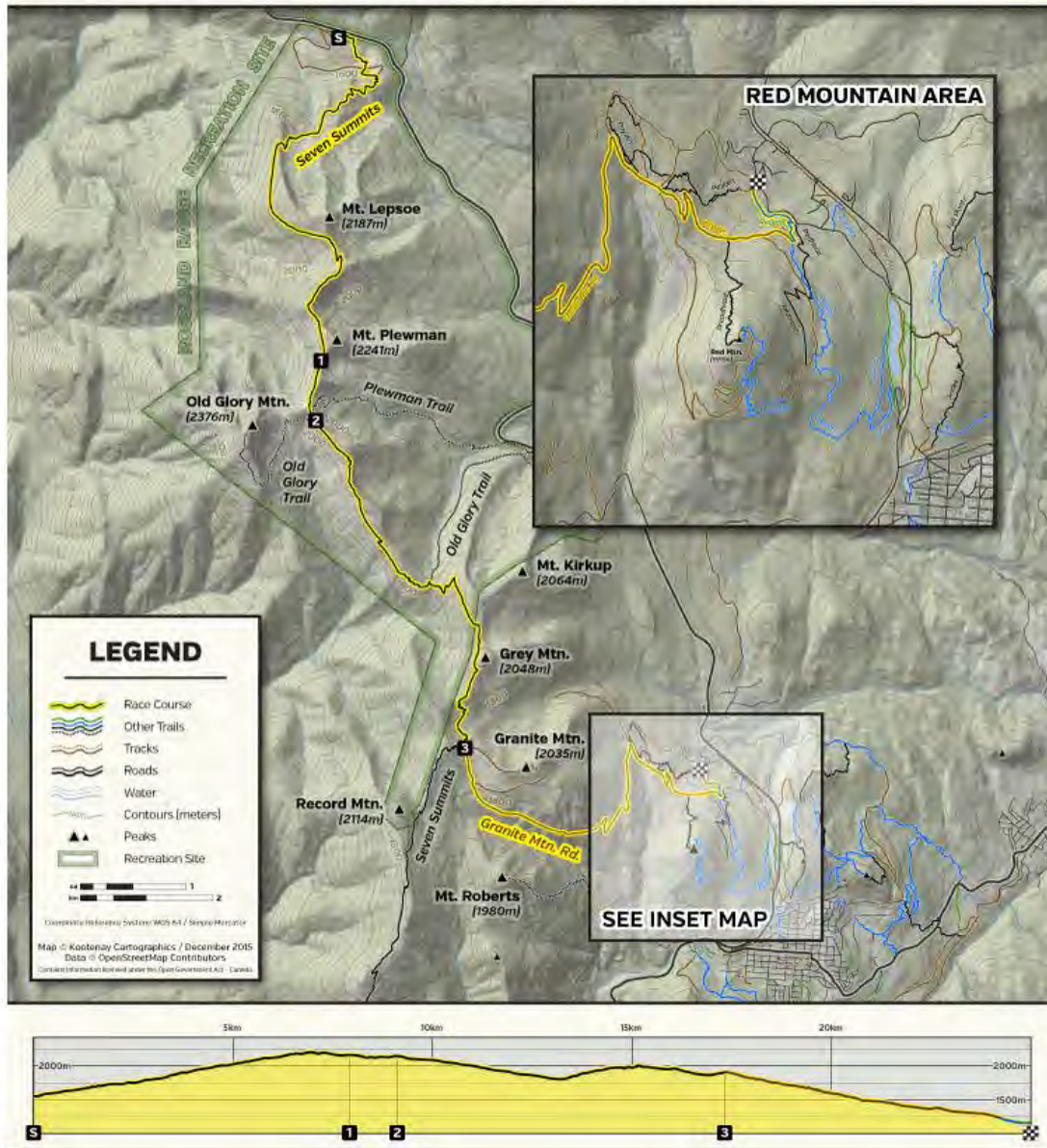
The Broken Goat 1.5k vertical climb course starts off at the base of Red Mountain Resort and takes dread head trail to the summit.

Applicant Submission

Saturday July 20th : 12k Route Description**Broken Goat 12k Course**

The Broken Goat 12km course starts off at the base of Red Mountain Resort and takes dread head trail to the summit. From the summit of Red Mountain, the course follows a series of designated trails on Red Mountain including Redhead, Redtop, Miners, Larrys, Centennial trail & Caldera.

Applicant Submission

Saturday July 20th: 25k Route Description**Broken Goat 25k Course**

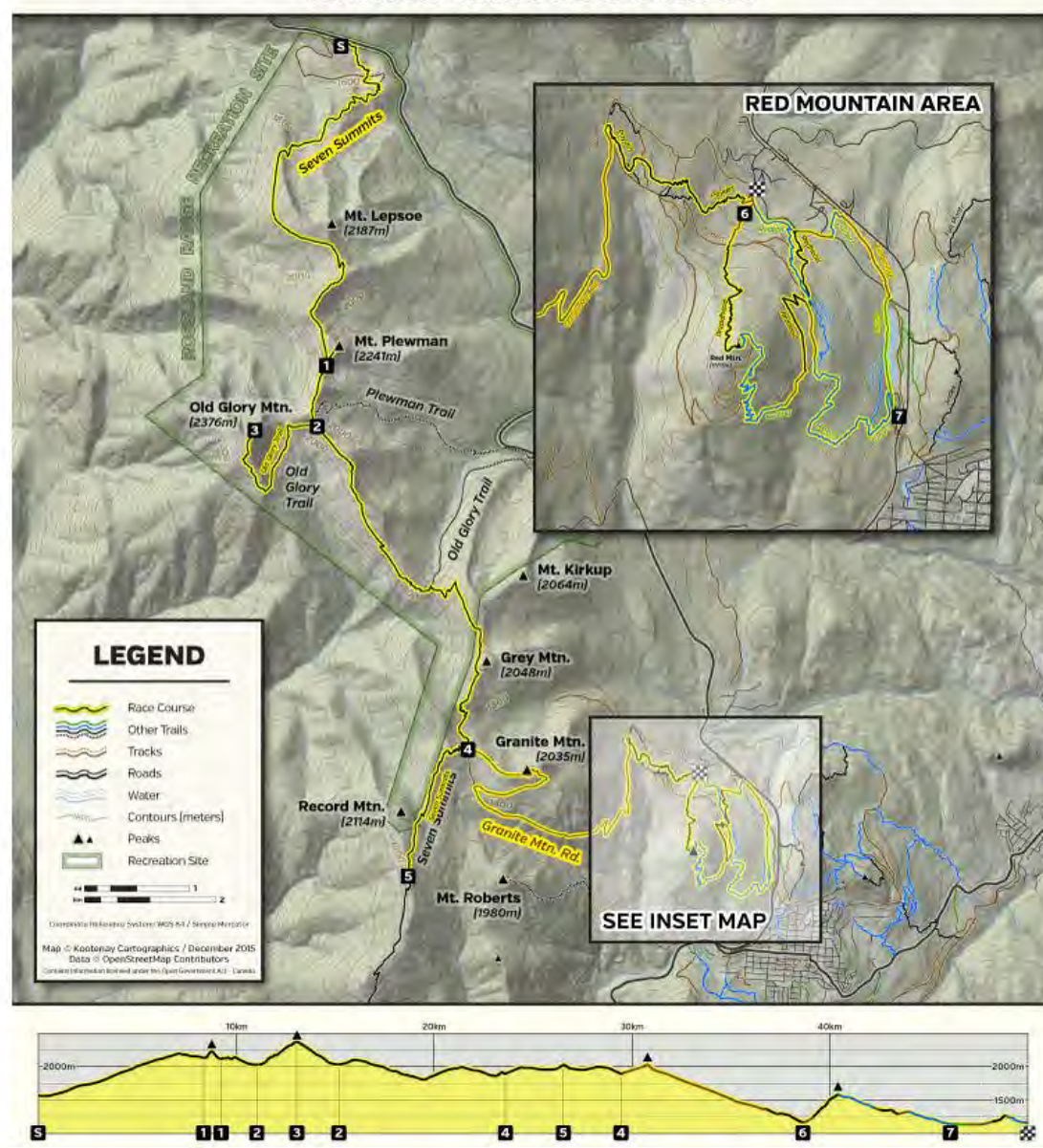
Applicant Submission

The start line for the event will be staged at the Nancy Greene Summit. Runners will be shuttled from Red Resort and dropped off. The race course will begin on the 7summits trail, travel up and over Mount Plewman, continuing on the 7summits trail to aid station #1. Runners do a 2km loop behind Granite mountain and descend down Molly's FSR, paydirt trail and finishing at the base of Red Mountain Resort.

The race starts at 1500m above sea level and finishes at 1,185m. The 25k course climbs 1000 meters and descends almost 1400 metres. The highest elevation along the course will be located on Mount Plewman at 2,241 meters.

The trails remain open to the public and signs will inform visitors about the race. The race will begin at 8 am and all event activities including tear-down and clean-up will be complete by 5 pm.

Applicant Submission

Saturday July 20th 50km Route Description**Broken Goat 50k Course**

The start line for the event will be staged at the Nancy Greene Summit. Runners will be shuttled from Red Resort and dropped off at the parking lot where they will be greeted by the race director and volunteers. The race course will begin on the 7summits trail, travel up and over Mount Plewman, then continuing on the 7summits trail, along Unnecessary Ridge and up and down Old Glory Mountain before

Applicant Submission

merging back onto the 7summits trail to aid station #1. From here runners do an out and back to Record Ridge, down Southside FSR and loop around Granite Mountain before descending Molly's FSR, paydirt trail and finishing the last 12km on a variety of trails on Red Mountain before arriving at the finish at the base of Red Mountain Resort.

The race starts at 1500m above sea level and finishes at 1,185m. The 50k course climbs 2300 meters and descends almost 2900 metres. The highest elevation along the course will be located at the summit of Old Glory, 2376 meters.

The trails remain open to the public and signs will inform visitors about the race. The race will begin at 6 am and all event activities including tear-down and clean-up will be complete by 5 pm.

Contingency Plans

1. Red Mountain Property

25km course: we may remove the 2km loop after aid station number one, behind Granite Mountain and send runners on lower paydirt trail, Red Top Lower, Red Head and/or Red Top on Red MTN property instead, in an attempt to improve the flow and direction of our finish area. In 2018 there was a new trail built called Blue Elephant which we may want to incorporate into our event over time to improve the flow of our 12km, 25km and/or 50km, as well.

2. Bears / Threat of fire or storms

If bears are frequenting any part of the race course in the days preceding the race, or if there is a threat of fire, storms or wind danger, then the course may need to be altered. Some possible scenarios and contingencies include bypassing specific areas of the course, or rerouting the course.

Possible reroutes could utilize Southside Road on Red Mountain property as an alternate access point to Record Ridge, Granite Mountain and possibly use Grey Mountain.

3. Closures or Evacuations

If the threat of fire weather or wind danger is such that the Rossland Range is considered unsafe, a determination on the best approach to continuing the event will be made that morning (based on the trail contingency plans above). All runners will need to be below Old Glory Mountain by 11:00 am. If a wildfire were to occur during the race, we would initiate fire evacuation protocols as necessary.

4. Event Cancellation

If the Rossland Range Area will be closed because of fire or wind/tree falls, the event will not be held. An actual wildfire on any portion of the race course in the days leading up to the event result in race cancellation.

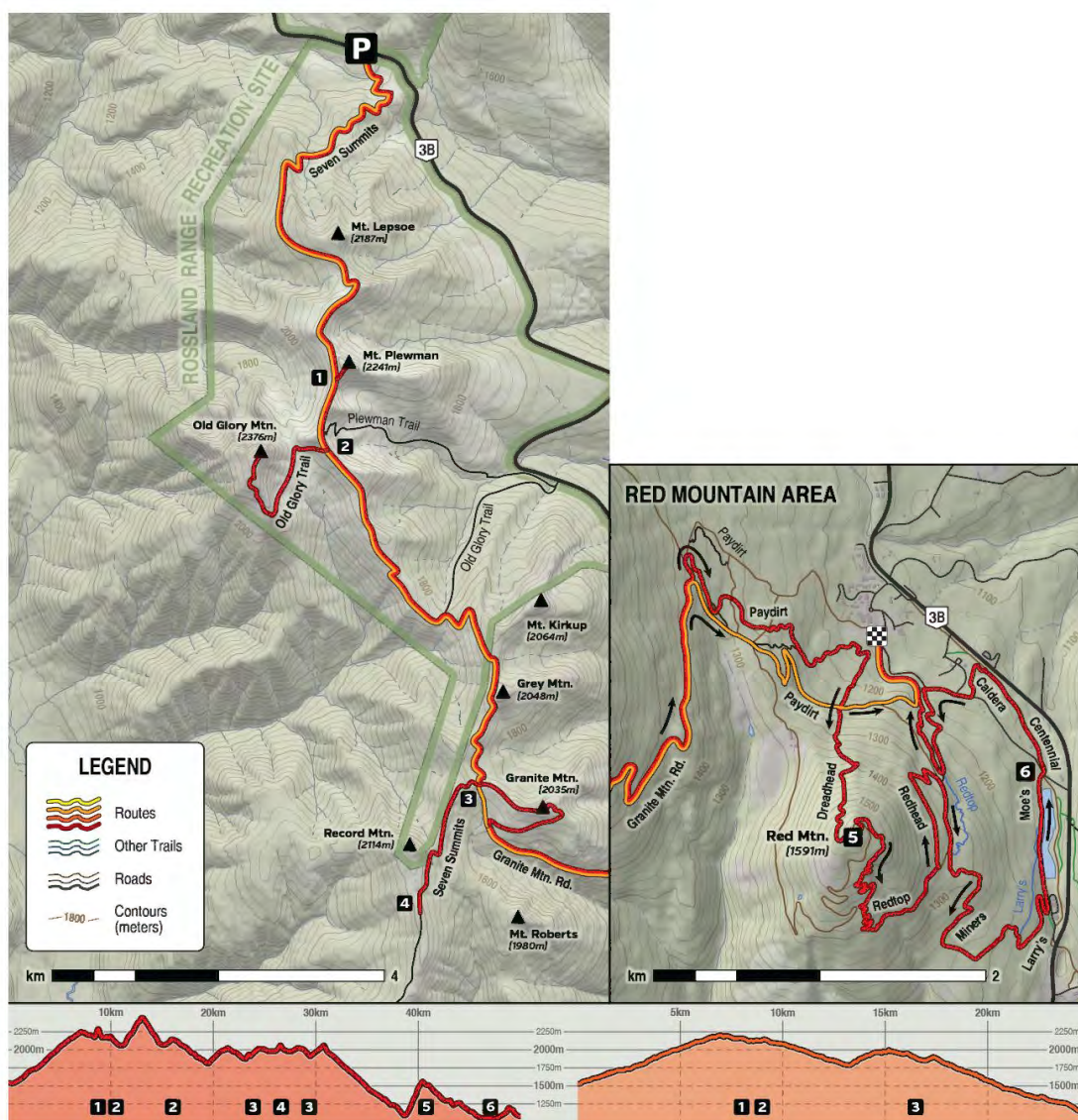
Contingency Map Below

Southside Road is referenced as "Granite Road".

Lower paydirt Climb is the yellow paydirt trail.

Blue Elephant trail links Larrys Trail to Red Top trail (new trail not on this map)

Applicant Submission



Staging Area

The staging area is from Red Mountain Resorts. Although the 25k & 50k runners are shuttled to Nancy Green Summit where they are dropped off at the start area. The 12k & vertical climb start & finish at Red Mountain.

Washrooms

Red Mountain Resorts facilities are open for racers during the weekend.

We also have porta potties available at the start areas for racers and additional at the finish area.

Most guests stay at the resort which is within a short walking distance to the staging area.

Applicant Submission

Shuttles

Due to limited parking and remoteness of the start, we provide shuttles for the 25k & 50k racers and take them to the start area from Red Mountain Resort.

First Aid & Evacuation Plan

We have a course director who also works for the RCMP and is responsible for communications with SAR (Search & Rescue), aid station volunteers, first aid attendants and course marshals.

First aid attendants will each carry a basic trauma kit. Search and rescue attendants will also have evacuation supplies. SAR & First aid attendants will handle all basic first aid needs and will be provided radios for the duration of the event. There is limited cell service on the course, so we have course marshals in place to communicate with our communications coordinator and course director / SAR and First aid attendants. Our course director will call 911 in the event of a medical emergency.

We have radios at the following locations:

1. Race HQ w/ our Course director & Communications director.
2. Mount Plewman.
3. Unnecessary Ridge.
4. Old Glory Summit.
5. Granite Mountain
6. Record Ridge.

Our aid stations & course marshals also have a list of all runners' names & bib numbers. They check off all racers as they come through and communicate any with race HQ at the start/finish.

We have volunteers that check in racers the morning of the run and a mandatory gear check with a list of items that racers must carry with them during the race. Failure to produce items off the list results in denial of starting the race.

We have a sweep team that leaves with the last runner. Part of our safety protocol is to ask racers to leave their pack at the side of the trails should they have to leave the course to use the washroom. It is an extra precautionary measure to keep track of everyone on course.

We have an online waiver that is mandatory for all race participants to complete before proceeding with their registration. We also have individual waivers & PAR-Q forms that our racers must complete prior to picking up their race bibs and checking in race morning.

Mandatory Gear

Runners participating in the Broken Goat 25k & 50k races must carry the following gear with them at all times:

Applicant Submission

- Lightweight jacket, toque, gloves for variable weather and cold temperatures.
- Emergency blanket.
- Course map (race organizers will provide a copy in your package pick up).

All 50k & 25k runners must *start* the race with the following fuel & hydration requirements:

- Hydration pack or 2 large handheld water bottles equaling a minimum of 1.5 liters.
- Minimum 400 calories.

Mandatory Race Briefing

The night prior to the event there is a mandatory race briefing which goes over the rules, regulations, wildlife safety, mandatory gear, leave no trace policy and any current course/trail updates.

Key Messages to Participants

The key messages are disseminated through the pre-event athlete meeting, website, and emails directly to the participants. There are at least two emails sent to each participant in advance of the race. Each message includes important race information and updates.

Trail Marking

We have branded trail markers with PACE Sports Fitness on the arrows. We use irrigation flags to pin the arrows in place. We add a pin flag every 200m as a confidence marker for our racers. At key junctions (and only where necessary) we will spray biodegradable chalk spray on the ground only, avoiding any natural wood or rocks and keeping this to a minimum.

The pin flags, arrows and chalk is all cleaned by a sweep crew, who leave with the last runner and clear all course markings same day. This team also cleans up any garbage or debris that may have been accidentally dropped on course. We have a very firm "leave no trace" policy in our race.

Permitting & Permissions

The follow is a list of land owners and/or managers that have provided us with land use permissions. These letters of permissions, along with a copy of my insurance and S16 will be sent annually, 30days prior to the event:

1. Red Mountain Resorts/Property (PO Box 670 4300 Mountain Road Rossland, V0G 1Y0)
2. Record Ridge, Selkirk Mountain Forest (PO Box 758 Fruitvale, BC V0G 1L0)
3. KCTS (Kootenay Columbia Trail Society) PO Box 1179, Rossland, BC, V0G 1Y0
4. Ted Morton | BC Enduro Series Inc. ted@bcenduro.com | 1-250-899-0096
5. Friends of the South Slopes (F.O.S.S.) Les Carter, Director
6. Sacred Rides - Ryan Kikauka - Lead Guide/Ride Director

We put posters at the trail entrances to the park so locals and trail users are aware of the event and the dates the events are happening. We post these 3 days before the event date.

Applicant Submission

Insurance

We obtain event insurance from Western Financial with a minimum of \$5 million liability. We list the following under additional insured's and provide a certificate of insurance within 30 days from the event.

Red Resort Limited Partnership (PO BOX 670 4300 Mountain Rd, Rossland, BC V0G 1Y0), Record Ridge, Selkirk Mountain Forest (PO BOX 758, Fruitvale, BC V0G 1L0), Ministry Of Forest British Columbia, Kootenay Columbia Trail Society KCTS (PO BOX 1179, Rossland, BC V0G 1Y0), Rossland range (REC20321) Including 7 Summits Trail, (REC16200) Old Glory Trail, (REC203218) and Record Ridge Trail(REC2433) Authorization is pursuant to Forest Range Practices Act (FRPA) Forest Recreation Regulation Sec 16 (a)

Race Rules

We have the rules our race on our website [HERE](#). The rules are also gone over in full detail at a mandatory race briefing that all racers must attend.

Volunteer Communication

The volunteer communication is completed mostly through email and includes, position descriptions, maps, volunteer meeting location and times, the volunteer manual and important information (what to bring, etc).

Volunteer Manual

The volunteer manual includes information about the race course, wildlife protocols, aid station set up, course marshal duties and safety information.

Phone Lists/Contact Cards

Each volunteer, staff member and stakeholder is provided with a list of emergency contact numbers in advance of the race.

Radios

Each checkpoint, aid station and marshal is provided with a radio and radio protocol information.

Sustainability Messaging

The sustainability messaging includes green initiatives, information on the leave no trace program and information on the 'no cups' mandate.

Parking Plan

Participants will park at Red Mountain Resort Parking area and 25k & 50k runners are shuttled to the start.

Website

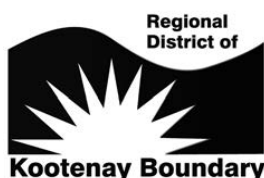
The website is used to promote the event, highlight any event changes, sell race spots and merchandise and provide tourism based information on the local area, campgrounds and hotels as well as promote

Applicant Submission

any local attractions. The website is also used to attract volunteers and provides a forum to register as a volunteer or find out more information.

Social Media

The **PACE Trail Series / Broken Goat** Facebook/Instagram sites are very active promoting the event leading up to and during the race. They are a great source of last minute information and visual engagement pieces.



Staff Report

RE:	ALR Exclusion - Hinchcliffe		
Date:	May 23, 2019	File #:	B-9A-TWP-10936.080
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received a referral from the Agricultural Land Commission (ALC) for an exclusion from the Agricultural Land Reserve (ALR) in Electoral Area 'B'/Lower Columbia-Old Glory (see Attachments).

Property Information	
Owner(s):	David and Margit Hinchcliffe
Location:	665 Highway 22
Electoral Area:	Electoral Area 'B'/Lower Columbia-Old Glory
Legal Description(s):	Parcel A, Plan NEPX63, Sublot 161, TWP 9A, KD
Area:	15.6 ha (38.6 ac)
Current Use(s):	Single family dwelling, agriculture
Land Use Bylaws	
Official Community Plan Bylaw No. 1470	Agricultural Resource 1
Service Area	NA
Development Permit Area	NA
Zoning Bylaw No. 1540	Agricultural Resource 1 (AGR1)
Minimum parcel size	10 hectares
Other	
ALR:	Entirely within
Soil Capability	5TM (5TM); 5MP (4PM); 7:7TC-3:6T
Waterfront / Floodplain	NA
Planning Agreement Area	Rossland

History / Background Information

The subject property is approximately 3.6 km south and 1.5 km west from the boundaries of Rossland. The property is located on the west side of Highway 22.

A number of agricultural activities are occurring on the property. There are approximately 2 hectares of horse grazing in a pasture and mountainside meadows; approximately 1 hectare of horse paddock; an outbuilding and a fenced pen dedicated

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to laying hens; fruit trees; and gardening areas. The applicants describe their land as mostly sloped deciduous forest. It does not appear that the land is assessed for farm purposes.

In 1981, the parcel was excluded from the ALR. Prior to 1981, the ALR covered approximately half of the present day parcel (see Historic ALR Map). In 1995, the property owners requested that the parcel be included again in the ALR, at which point the entire parcel was placed in the ALR.

The parcel has three agricultural capability types. The 5MP (4MP) classification is Class 5 land with moisture and stoniness limitations, that can be improved to a Class 4. The 5TM (5TM) capability is Class 5 land with topography and moisture limitations, which cannot be improved. The 7:7TC-3:6T classification indicates that there is 70% Class 7 soil limited by topography and adverse climate and there is 30% Class 6 soil limited by topography.

In February 2019, the Agricultural Land Commission made changes to Agricultural Land Reserve (ALR) regulations. This included a number of changes to residential uses in the ALR. One such change was removing provisions that allowed construction of additional dwellings, in the form of manufactured homes for an immediate family member, in the ALR.

Proposal

The applicants would like to exclude an area of the parcel from the ALR with the intent of building a secondary suite on that portion of the subject property (see Applicant Submission). They wish to construct a secondary suite where they themselves would live, with the intent of providing the single family dwelling on the property to their daughter and her family. They indicate that the new building would not conflict with the use of their land for agricultural activities.

Their original submission was to exclude a small area slightly larger than the proposed building footprint. It is estimated by planning staff as being approximately 30 m by 40 m, or 1200 m². They describe the piece as a rocky outcrop that is unusable for agriculture. An aerial image has the area for exclusion outlined (see Applicant Submission). This site sits on the boundary between the 7:7TC-3:6T and 5MP (4PM) agricultural capabilities (see Agricultural Capability Map).

Following the APC meeting and discussions with planning staff, the applicants are considering expanding their proposed area for exclusion to the building site plus the steep hillside on the west side of the parcel. They have communicated their desire to amend their application to the ALC Planner. They have expressed interest in excluding the portion of the property which lies within the 7:7TC-3:6T agricultural capability, along with the portion of the proposed building site in the 5MP (4PM) capability. The area of this proposed exclusion is approximately 8.4 ha.

Alternatively, the applicants would be willing to exclude the entire parcel, if the ALC prefer to exclude full parcels.

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Implications

The application includes proof of notifications to the public, including 2 hand delivered notices to neighbouring properties in March 2019 and a sign posted on the property's gate by the highway (see Applicant Submission).

Currently, the Official Community Plan (OCP) designation and zoning of the subject property, state that a secondary suite is a permitted secondary use and can be in a separate structure. However, RDKB zoning bylaw cannot supersede provincial regulations, such as those that come from the Agricultural Land Commission with regard to the ALR. To remain in compliance with ALR regulations, the Regional District must amend the zoning bylaw to remove secondary suites in separate structures from the Agricultural Resource Zones.

In the Electoral Area B OCP, one of the objectives for the Agricultural Resource 1 and 2 designations is to strive to protect the integrity of the agricultural land base and prevent the intrusion of incompatible land uses including higher density residential development. While this application is to remove land from the ALR, the portions proposed for exclusion are not considered viable for improvement beyond Class 6 and Class 7 agricultural capability. From this we can conclude that this exclusion would not compromise the integrity of the agricultural land base.

If this exclusion application is successful, the RDKB Board may consider Policy 19.11.1.6 of *RDKB Electoral Area 'B' Official Community Plan Bylaw No. 1470, 2012*, wherein if land is excluded from the ALR, the Regional District may consider rezoning such lands for other land uses and parcel sizes to ensure compliance of the exclusion with the RDKB zoning bylaw.

Recent hardships with regard to removing the ability of landowners to build a detached secondary suite, in the form of a manufactured home, has been brought to the Regional District's attention. RDKB has been made aware of instances where landowners' retirement and family succession plans have been affected by these recent changes made by the ALC.

In response, a letter has been drafted by the RDKB Board of Directors to the Agricultural Land Commission in support of RDKB residents who have had their plans disrupted by the changes in the legislation and regulations. The letter proposes that the Commission and the RDKB work towards solutions to support residents in these circumstances.

Advisory Planning Commission (APC)

This referral was supported by the Electoral Area 'B'/Lower Columbia-Old Glory APC at their meeting held on May 6, 2019, with a recommendation that this parcel be removed from the ALR. The following comments were included:

Some of this is a result of recent changes made to the A.L.R. (February 2019). Previously secondary homes were allowed. This is a family that would like to build

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a secondary home on the property. The land will continue to be used as it has been in the past, they have horses and chickens at present. We support this application as the land is really not suitable for agricultural use. The area that they are hoping to exclude is a large area that appears to be rocky.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the Agricultural Land Commission application for exclusion of the westerly portion of the subject parcel with an Agricultural Capability of 7:7TC-3:6T including the rocky outcrop proposed for the secondary suite from the Agricultural Land Reserve submitted by David and Margit Hinchcliffe for the property legally described as Parcel A, Plan NEPX63, Sublot 161, TWP 9A, KD, Electoral Area 'B'/Lower Columbia-Old Glory.

Attachments

Site Location Map
Subject Property Map
Agricultural Capability Map
Historic ALR Map
Applicant Submission

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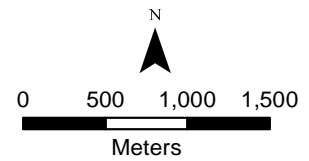


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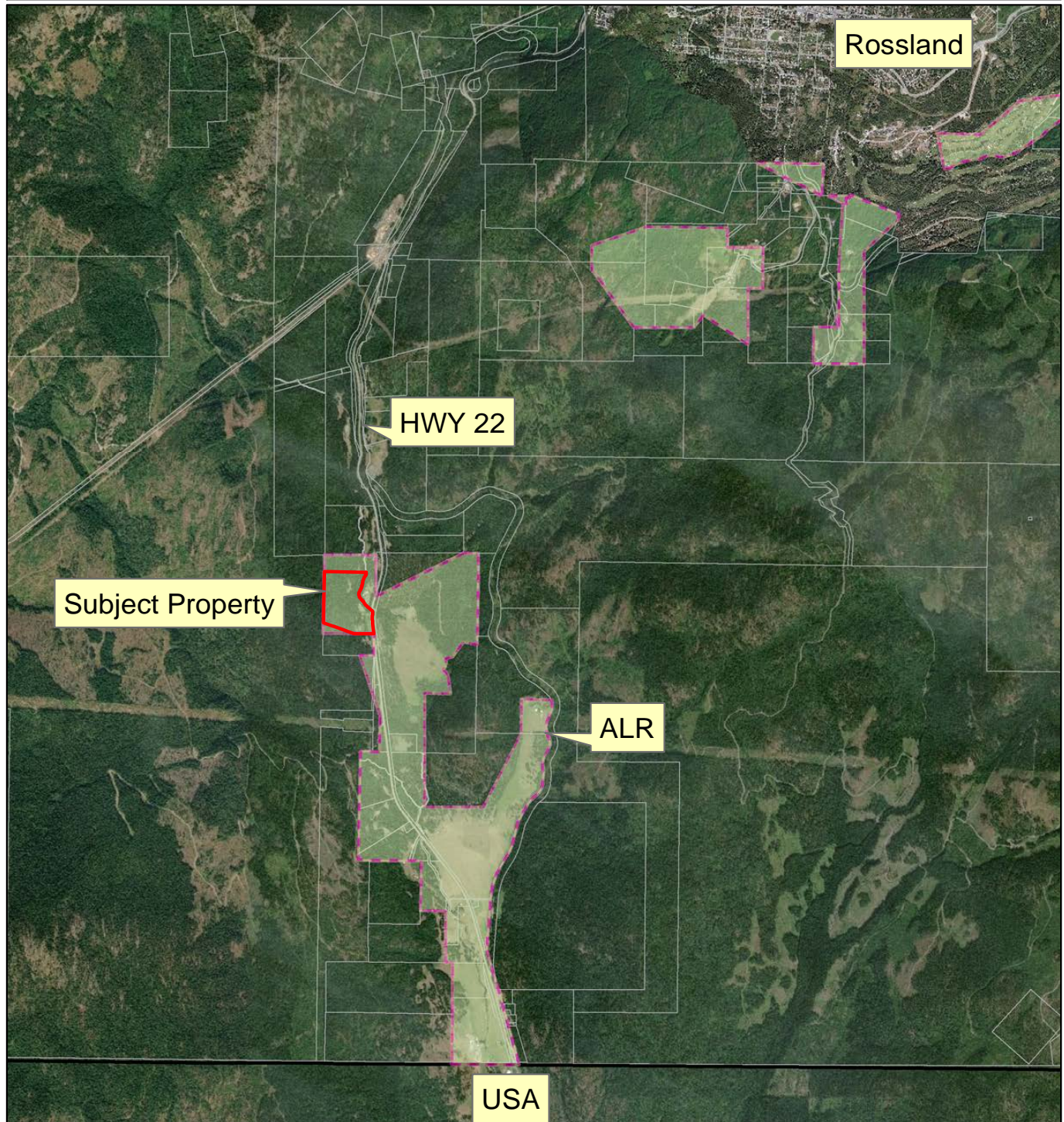
Date: 23/04/2019

Site Location Map

Parcel A, Plan NEPX63, Sublot 161,
Township 9A, KD



1:40,000



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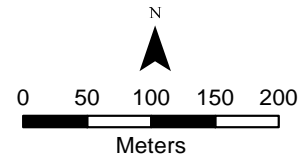


Regional District of
Kootenay Boundary

Date: 17/04/2019

Subject Property Map

Plan NEPX63, Sublot 161, Township 9A, KD



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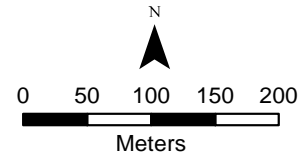


Regional District of
Kootenay Boundary


Date: 16/05/2019

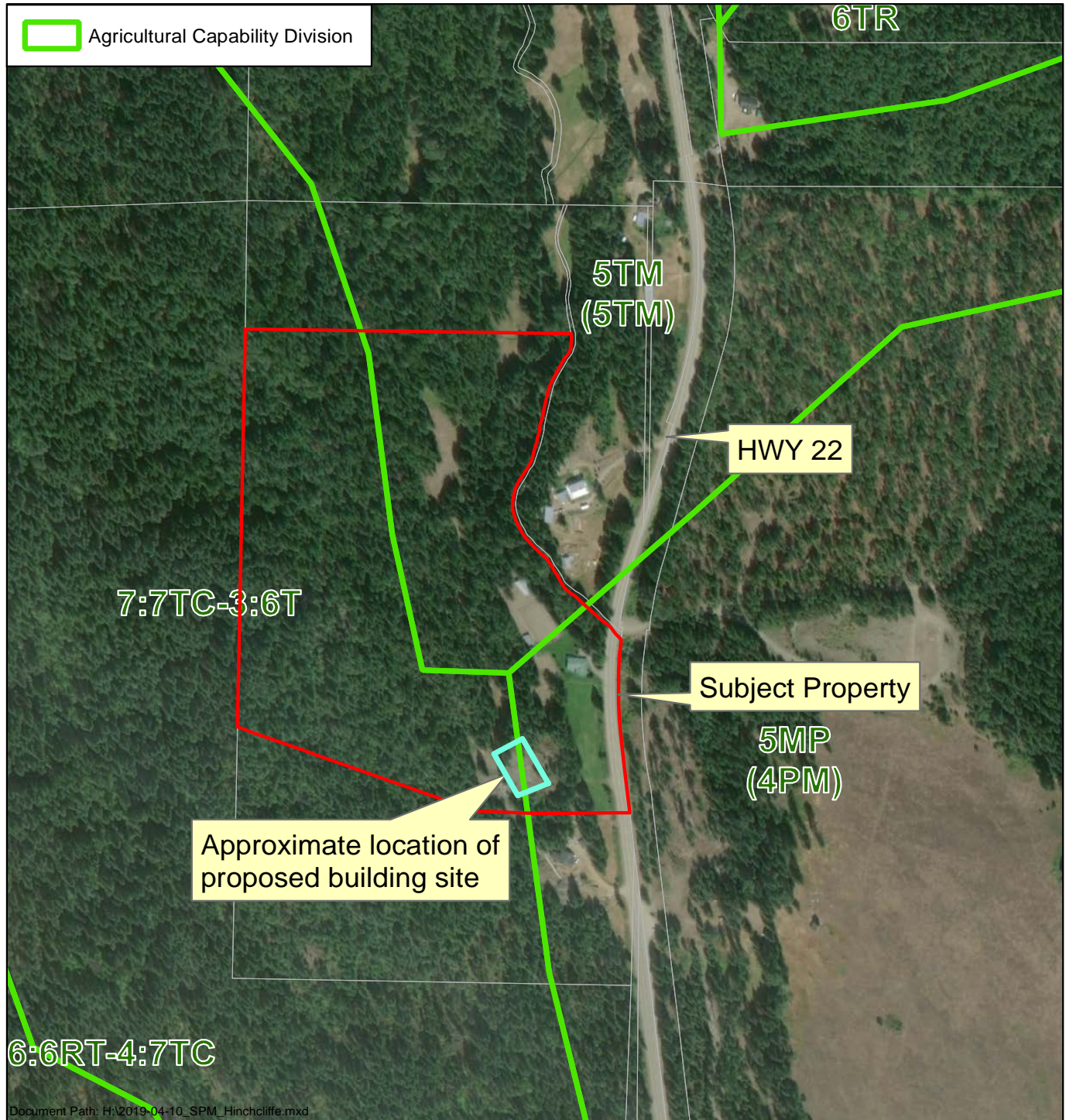
Agricultural Capability Map

Plan NEPX63, Sublot 161, Township 9A, KD



1:5,143

 Agricultural Capability Division



Document Path: H:\2019-04-10_SPM_Hinchcliffe.mxd

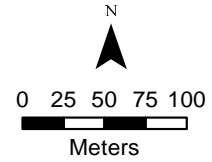


Regional District of Kootenay Boundary

Date: 2019-05-16

Historic ALR Map

Parcel A, Plan NEPX63, Sublot 161
Township 9A, KD



1:4,000

Subject Property

Historic ALR Boundary

Applicant Submission



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 58161

Application Status: Under LG Review

Applicant: David M Hinchcliffe , Margit C Hinchcliffe

Local Government: Kootenay Boundary Regional District

Local Government Date of Receipt: 04/01/2019

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Exclusion

Proposal: The purpose of this proposal is remove a small portion of our property from the ALC to build a secondary suite. We would propose to construct an energy efficient secondary suite on a site on the property that would not conflict with the use of our farm land.

Mailing Address:

Box 533

Rossland, BC

V0G 1Y0

Canada

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 012-799-785

Legal Description: Parcel: A Sublot: 161 Township: 9A Kootenay District EXCEPT: Plans 6603, 15201, NEP20662

Parcel Area: 15.6 ha

Civic Address: Box 533

Date of Purchase: 09/02/1993

Farm Classification: No

Owners

1. **Name:** David M Hinchcliffe

Address:

665 Highway 22

Rossland, BC

V0G 1Y0

Canada

Phone: [REDACTED]

Email: [REDACTED]

2. **Name:** Margit C Hinchcliffe

Address:

Applicant: David M Hinchcliffe , Margit C Hinchcliffe

Applicant Submission

665 Highway 22
 Rossland, BC
 V0G 1Y0
 Canada

Phone: [REDACTED]

Email: [REDACTED]

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

Our Farm has approximately 2 hectares of horse grazing in a small pasture and some mountainside meadows, a small flock of laying hens confined to one outbuilding and a fenced pen. Approximately 1 hectare of fenced horse paddock. 5 fruit trees, and a small fruit and vegetable garden. The majority of our land is sloped deciduous forest.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

Perimeter fencing, 1 hectare fenced pasture, irrigation provided by underground pipe, bio-solid soil amendment last applied to pasture approximately 2013. Annual application of composted manure and soil amendments, mowing as required and ongoing control of noxious weeds through pulling and spot spraying over the property. Livestock does not have access to the forested areas to allow for regrowth of forest last harvested approximately 1990.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

No non-agricultural uses

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: residential hobby farm

East

Land Use Type: Agricultural/Farm

Specify Activity: ? Forestry

South

Land Use Type: Residential

Specify Activity: residential

West

Land Use Type: Other

Specify Activity: Forest

Applicant: David M Hinchcliffe , Margit C Hinchcliffe

Applicant Submission

Proposal

1. How many hectares are you proposing to exclude?

0.5 ha

2. What is the purpose of the proposal?

The purpose of this proposal is remove a small portion of our property from the ALC to build a secondary suite. We would propose to construct an energy efficient secondary suite on a site on the property that would not conflict with the use of our farm land.

3. Explain why you believe that the parcel(s) should be excluded from the ALR.

The area is unusable as agricultural land as it consists only of a rocky outcrop where no crops could be sown or harvested, or livestock or poultry could reasonably be housed. It does provide a suitable site for a building that could accommodate a secondary suite for our expanding family.

4. Describe any economic values you believe are applicable to the application.

A secondary suite would contribute to the value of the property

5. Describe any cultural values you believe are applicable to the application.

. Keeping families together supports strong caring relationships and bonds and allows a positive environment where the values we hold as a family will be passed on to the next generation along with the skills and general knowledge of living a rural lifestyle. Living in close proximity will allow the extended family to share in the responsibility of the management of the property and livestock.

6. Describe any social values you believe are applicable to the application.

The second residence will allow the members of our family to reside nearby but semi-independently and to be involved with our family in a meaningful way. Our daughter and her husband would reside in the primary residence. We would reside close by helping with their young family and to maintain the farm. Addition to the primary residence is not feasible and present outbuildings would not be suitable for renovation for residential accommodation to allow this.

7. Describe any regional and community planning objectives you believe are applicable to the application.

The RDKB Official Community Plan Bylaw No. 1470

Electoral Area B Lower Columbia/Old Glory Guiding Principles states:

"11. Encourage an affordable, energy efficient mix of housing options to meet the varied needs of the areas population, with options so individuals can stay in the community their entire life;"
and

Land Use Designations section 19.11 Agricultural Resource 1 and 2

"19.11.1.3 In addition to uses otherwise permitted in all designations, permitted uses in the Agricultural Resource 1 designation may include, but not necessarily be limited to agriculture; forestry; one single family dwelling, which could be in the form of a single wide mobile home; one secondary suite; equestrian facilities; sale of agricultural products; bed and breakfast; home-based business; and accessory buildings and structures;"

Applicant Attachments

- Proposal Sketch - 58161
- Proof of Advertising - 58161
- Proof of Serving Notice - 58161
- Site Photo - google earth image

Applicant: David M Hinchcliffe , Margit C Hinchcliffe

Applicant Submission

- Proof of Signage - 58161
- Certificate of Title - 012-799-785

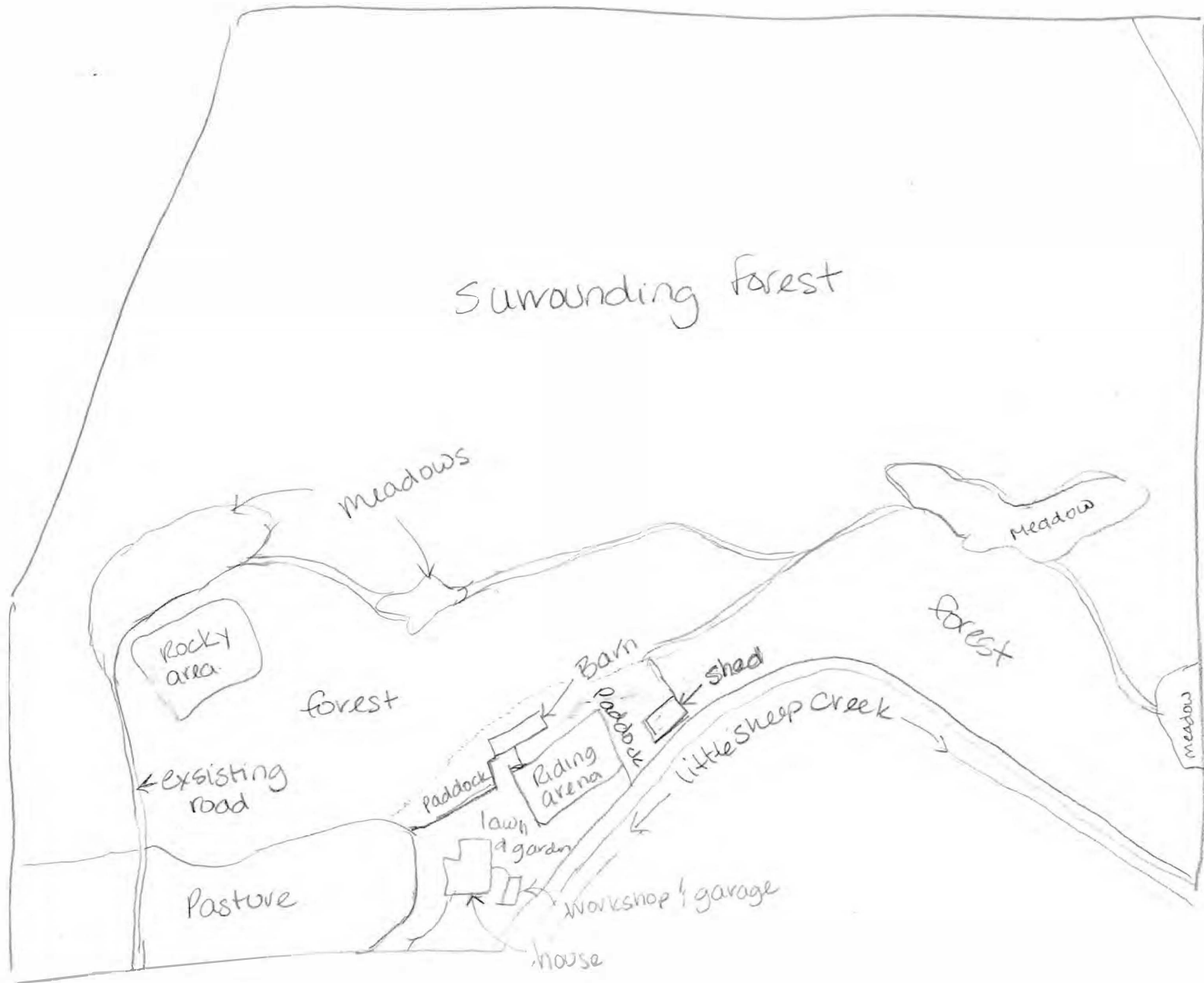
ALC Attachments

None.

Decisions

None.

Applicant: David M Hinchcliffe , Margit C Hinchcliffe





Applicant Submission

EXCLUSION PROOF OF SERVING NOTICE

AS REQUIRED BY SECTION 16 OF THE AGRICULTURAL LAND RESERVE USE, SUBDIVISION AND PROCEDURE REGULATION

Michael D. and Margit C. Hinchcliffe

I (full name of declarant)

Box 533 Rossland BC V0G 1Y0

of (mailing address)

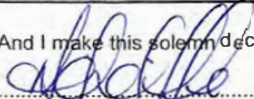
do solemnly declare that a copy of the notice of application and a copy of the signed application as required by Section 16 of the *Agricultural Land Reserve Procedure Regulation* for land legally described as

Parcel: A Sublot: 161 Township: 9A Kootenay District EXCEPT: Plans 6603, 15201, NEP20662

was served to the following owners of land:

NAME AND ADDRESS	LEGAL DESCRIPTION OF LAND	DATE OF SERVICE	HOW SERVED (Registered mail or delivered)
Devon and Cindy Palmer	Lot 1 Plan NEP15201 Township 9A Land District 26	March 29, 2019	Hand Delivered
Selkirk Mountain Forest Ltd 5080 Hwy 3, Erie BC	District Lot 4664 Land District 26 EXC (1) PCL A (REF PL 89972I) (2) PL 5396 8767 Managed Forest 0483	March 29, 2019	Hand Delivered

And I make this solemn declaration believing it to be true and correct to the best of my knowledge.


.....
(Signature of declarant)

March 29, 2019

.....
(Date)

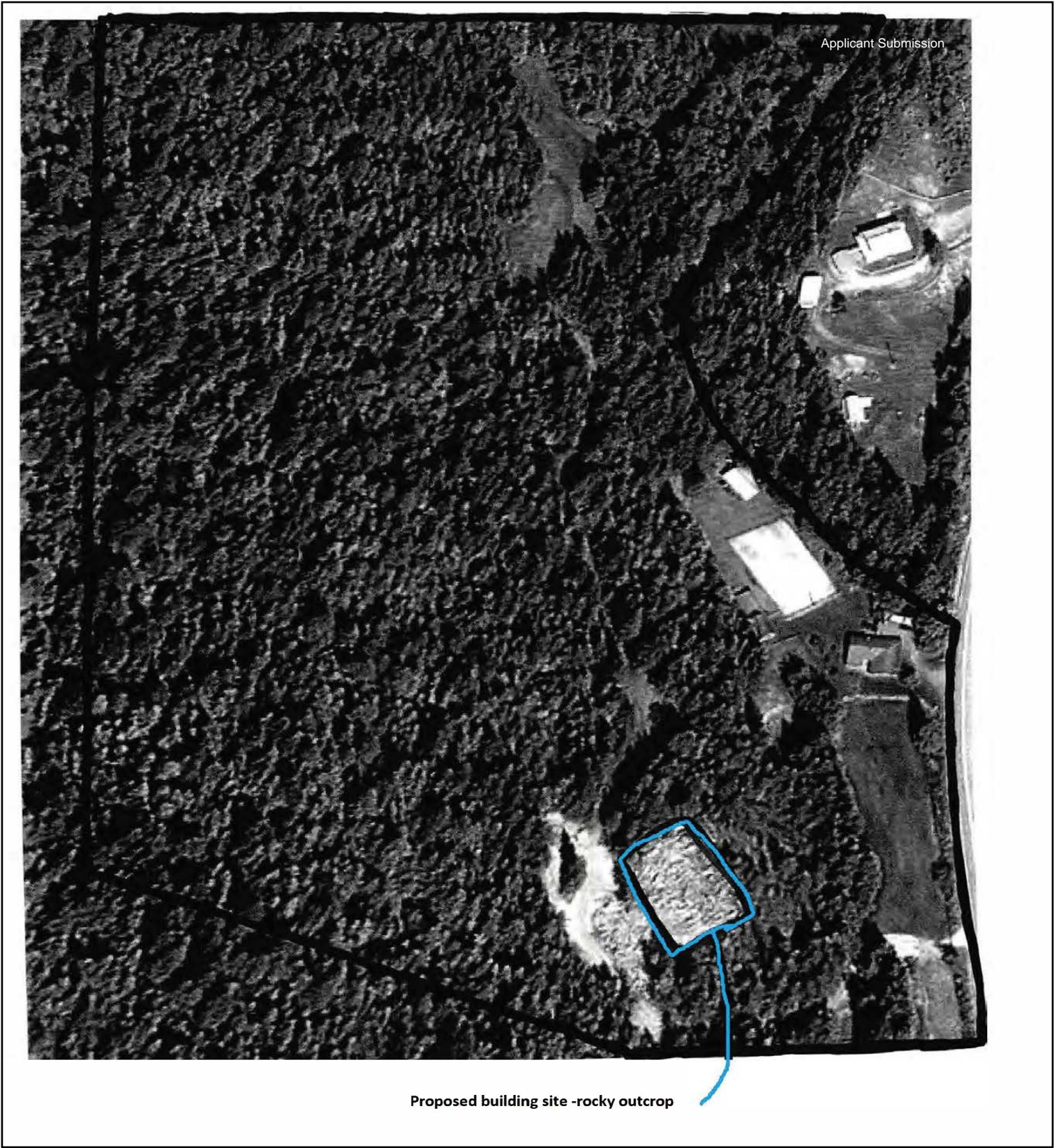
IMPORTANT - AN APPLICATION FILED UNDER SECTION 30 OF THE AGRICULTURAL LAND COMMISSION ACT MUST INCLUDE A COPY OF THIS STATEMENT COMPLETED IN FULL, AND SIGNED AND DATED BY THE PERSON WHO SERVED THE NOTICE. Please complete as many copies of this page as necessary.

4/1/2019

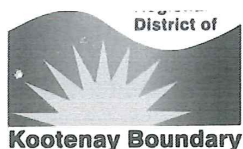
mail.xplornet.com (480×640)

Applicant Submission





Proposed building site -rocky outcrop



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
--	--	--	---	--

Applicant:	* BEAVER VALLEY GOLF & RECREATION SOCIETY				
FULL Mailing Address: Including Postal Code	* PO Box 158 FRUITVALE BC V0G 1L0				
Phone:	* 250-367-7001	Fax:	250-367-6699	E-Mail:	* staff@golfchampionlakes.com
Representative:	* KEVIN NESBITT				
Make Cheque Payable To:	* BEAVER VALLEY GOLF & RECREATION 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? \$210 What amount are you requesting from this RDKB Director(s)? \$210

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

RENEWAL FOR TEE BOX ADVERTISING SIGN AT FACILITY	
REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FEB 25 2019	

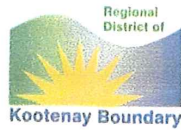
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	CC:
Amount Requested: \$	Amount Secured: \$
Name of Organization	
Amount Requested: \$	Amount Secured: \$
Name of Organization	
Amount Requested: \$	Amount Secured: \$
Date: FEB 22 / 19	Applicant Signature: <i>[Signature]</i> Print Name: KEVIN NESBITT

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

<input checked="" type="checkbox"/> Electoral Area A Director Ali Grieve	<input type="checkbox"/> Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area C/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area D/ Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	KATHY GREGORY		
Address:	2640 5 th AVENUE CASTLEGAR B.C. V1N 3L2		
Phone:	250 365 1802	Fax:	
Email:	macgregory@telus.net		
Representative:	CORRESPONDING SECRETARY ZONE 6 55 ⁺ GAMES		
Make cheque payable to:	ZONE 6 B.C. 55 ⁺ GAMES		

****GIA Requests of \$5,000.00 or more may require official receipt****

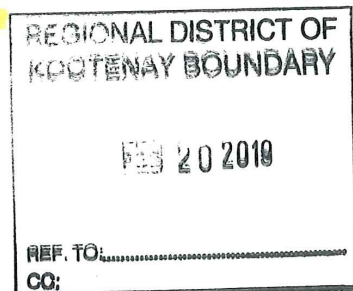
What is the Grant-in-Aid for:

To provide opportunity for seniors, 55⁺ to maintain and improve physical, mental and social well being. And to assist these seniors to prepare for and participate in 4th 2019 Games.

Amount Requested: ~~\$750.00~~ \$500 Approved Director Grieve mpy 14, 2019

Date: JANUARY 30, 2019
 Signature: Kathy Gregory
 Print name: KATHY GREGORY

SUBMIT



Office Use Only

Grant approved by Director: _____

Approved by Board: _____



B.C. Seniors Games 55 Plus, Zone 6
Kathy Gregory, Corresponding Secretary
2640 5th. Avenue
Castlegar, B.C. V1N 3L2 Phone 250 365 1802

February, 2019

To whom it may concern:

We thank you for your past assistance and hope you will continue to support our efforts to encourage our 55+ Seniors to get out and be active.

The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual five-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

Zone 6, West Kootenay-Boundary, holds monthly organizational meetings and participants are busy with their preparation for their events in the 2019 BC Seniors Games throughout the year. The 2019 Games will be located in Kelowna from September 10 – 14.

Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel and from Nakusp, south to the US border. We are trying to encourage an increase in the number of participants in the games. This last year we had 212 participants.

The West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures.

I thank you for your support in the past and hope we can count on your support and generosity this year. We thank you for your consideration of this request.

DONATIONS CAN BE MADE OUT TO: Zone 6 B.C. Seniors Games and mailed to Kathy Gregory at the address below.

Sincerely

A handwritten signature in black ink that reads "Kathy Gregory".

Kathy Gregory Corresponding Secretary, Zone 6
250 365 1802 macgregory@telus.net
2640 5th. Avenue, Castlegar, B.C., V1N 3L2

Jennifer Kuhn

From: is@rdkb.com
Sent: May-14-19 7:16 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by West Kootenay Smoke n Steel Car Club, email address - gram2002@telus.net

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: West Kootenay Smoke n Steel Car Club

Address: 254 2nd. Ave., Trail, B.C.

Phone: 250-368-3127

Fax:

Email: gram2002@telus.net

Representative: Bev Edwards

Make Cheque Payable To: West Kootenay Smoke n Steel Car Club

Other Expenses:

Total Cost of Project: \$\$6,240.59

Amount Requested from
RDKB Director(s):

\$2,343.79

*Approved Director Worley
May 15, 2019*

What is the Grant-in-Aid for?

Audio system and public announcement system

List of Other Organizations Applied to for Funding

Name of Organization Columbia Basin Trust Community Initiatives Program

Amount Requested \$6,240.59

Amount Secured \$3,896.80

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: May-15-19 8:18 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Boundary Woodlot Association, email address - mchldrkwtr@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'E'/West Boundary Director Vicki Gee

Applicant Information:

Applicant: Boundary Woodlot Association
 Address: PO Box 126, Procter BC, V0G1V0
 Phone: 2505053206
 Fax:
 Email: mchldrkwtr@gmail.com
 Representative: Michael Drinkwater

Make Cheque Payable To: Boundary Woodlot Association

Other Expenses:

Total Cost of Project: \$1691.21

Amount Requested from
RDKB Director(s):

\$1691.21

*Approved Director Gee
May 15, 2019*

What is the Grant-in-Aid for?

2nd Annual Community Emergency Preparedness Fair in Rock Creek March 31, 2019

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

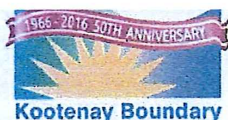
Amount Requested

Amount Secured

Documents uploaded with Submission?

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Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* Kettle Valley Golf Club				
Address:	* 3280 Hwy 3 Rock Creek BC V0H 1Y0				
Phone:	* 446-2826	Fax:		E-Mail:	* kjl58@nethop.net
Representative:	* Aaron Rexin				
Make Cheque Payable To:	* Kettle Valley Golf Club				

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$672.00 What amount are you requesting from this RDKB Director(s)? \$ 672.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Replacement Electrode pads and battery for Heart & Stroke AED unit.
AED unit is shared with Curling Club in winter

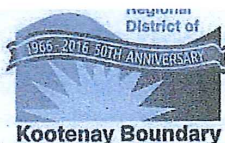
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Date: May 7, 2019	Applicant Signature <u>AAR</u>	Print Name <u>Aaron Rexin</u>

Office Use Only

Grant approved by Electoral Area Director:

V. Gee



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* West Boundary Community Services Co-operative Association		
Address:	* Box 193, 3990 Highway #3, Rock Creek, BC V0H 1Y0		
Phone:	* 778-969-0003	Fax:	E-Mail: * sandymark1044@gmail.com
Representative:	* Pat Henley, Director		
Make Cheque Payable To:	* West Boundary Community Services Co-operative 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? \$ 119.00 What amount are you requesting from this RDKB Director(s)? \$ 119.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Start up costs for Annual membership in the BC Co-op Association to receive information and resources to assist our work.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

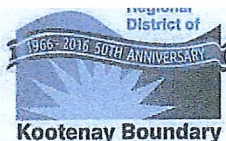
Date: May 15, 2019 Applicant Signature: Patricia Henley Print Name: PATRICIA HENLEY

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* West Boundary Community Services Co-operative Association		
Address:	* Box 193, 3990 Highway #3, Rock Creek, BC V0H 1Y0		
Phone:	* 778-969-0003	Fax:	E-Mail: * sandymark1044@gmail.com
Representative:	* Pat Henley		
Make Cheque Payable To:	* West Boundary Community Services Co-operative 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? \$ 3595.20 What amount are you requesting from this RDKB Director(s)? \$ 3595.20

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Start-up costs to cover legal fees for preparation of Land Lease for the Riverside Holdings Property on behalf of the West Boundary Community Services Co-operative Association.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: May 15, 2017 Applicant Signature: Patricia Henley Print Name: PATRICIA HENLEY

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1674**

A Bylaw to amend Electoral Area 'D'/Rural Grand Forks Official Community Plan
Bylaw No. 1555, 2016 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plans pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors believe it to be in the public interest to amend the Electoral Area 'D'/Rural Grand Forks Official Community Plan;

AND WHEREAS the Regional District of Kootenay Boundary has considered the requirements under Section 475 of the *Local Government Act* with respect to early and ongoing consultation;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1674, 2019.
2. Replace the definition of 'Agritourism' with the following: "AGRI-TOURISM means an activity defined in the Agricultural Land Reserve Regulation;"
3. Remove the definition of Immediate Family.
4. Replace bullet d) in Policy #19.4.9 with the following:
d) the provision of a guarantee (for example covenant undertaking with security), by the owner that may include, but not necessarily be limited to the requirement that the structure will be removed or decommissioned should it no longer be required for agricultural purposes, may be considered.
5. Add the following bullet to Policy #19.4.9:
e) approval from the Agricultural Land Commission for a non-adhering residential use.
6. Replace Policy #19.4.10 with the following:
Notwithstanding the above, consideration may be given to permitting a second dwelling upon an application for a zoning bylaw amendment. Such applications will be evaluated on criteria that includes, but is not necessarily limited to the following:
a) the size and location of the subject property;
b) the provision of a guarantee (for example a covenant, housing agreement), that may include, but not necessarily be limited to a description of who may occupy the residence and what would trigger removal or decommissioning of the residence in the future, may be considered.
c) the submission of supporting information that demonstrates that the second dwelling

is required to support a farm operation

d) approval from the Agricultural Land Commission for a non-adhering residential use.

8. Map 1 (Land Use Designations) of the Electoral Area 'D'/Rural Grand Forks Official Community Plan, Bylaw No. 1555, 2016 is amended to re-designate the following property, from the current 'Rural Resource 2' to 'Rural Resource 1':

District Lot 860s, SDYD.

as shown outlined in red on the **Schedule X** attached hereto and forming part of this Bylaw.

READ A FIRST AND SECOND TIME this day of , 2019.

PUBLIC HEARING held on this day of , 2019.

READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2019.

Manager of Corporate Administration

Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1674, cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1674, 2019".

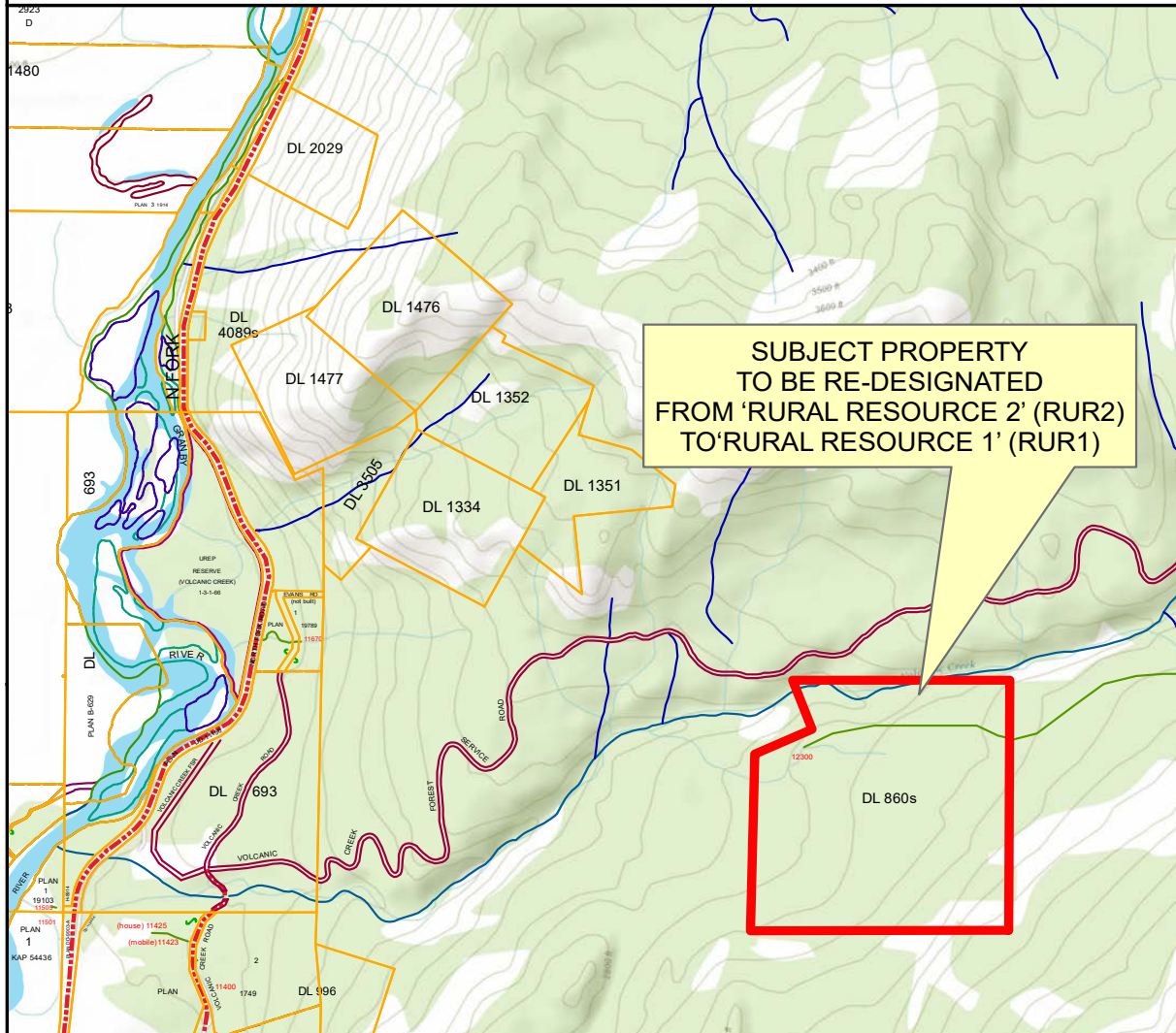
Manager of Corporate Administration



Date: 05/07/2018

Schedule X

0 200 400
Meters
Scale 1:20,000



I hereby certify this Schedule X to be a true and correct copy and that this Schedule X correctly outlines the property to be redesignated by "Regional District of Kootenay Boundary Bylaw No. 1674."

Manager of Corporate Administration

Date



Regional District of
Kootenay Boundary

Electoral Area 'D'/Rural Grand Forks

Zoning Bylaw No. 1675

Regional District of Kootenay Boundary
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Adopted by
The Regional District of Kootenay Boundary Board of Directors
()

Draft #9 Prepared for May 2019 Electoral Area Services meeting

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Electoral Area 'D' / Rural Grand Forks Zoning Bylaw No. 1675,
passed on the __ day of ____, 2019

Draft #9

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1675

The Regional District of Kootenay Boundary Board of Directors in open meeting assembled enacts as follows:

Draft #9

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Part 1: Interpretation

101. Title

This Bylaw may be cited as “Regional District of Kootenay Boundary Electoral Area ‘D’/Rural Grand Forks Zoning Bylaw No. 1675, 2019” or “Rural Grand Forks Zoning Bylaw”.

102. Application

This Bylaw applies to all lands, including the surface of water and all uses, **buildings** and **structures** located within Electoral Area ‘D’/Rural Grand Forks, whose boundaries are described in the letters patent of the Regional District of Kootenay Boundary.

103. Definitions

In this Bylaw, all words and phrases have their normal or common meaning with the exception of those that have been changed, modified or expanded by the definitions below. Note that terms for which a definition has been provided are in **bold italic** text throughout the Bylaw, as a convenience only.

ACCESSORY BUILDING AND STRUCTURE means a **building** or **structure** which is customarily incidental to and clearly subordinate to a principal permitted use situated on the same **parcel**;

ACCESSORY USE means the use of land which is customarily incidental to and clearly subordinate to a principal permitted use situated on the same **parcel**;

AGRICULTURE means farm use as defined in the Agricultural Land Commission Act, but excludes **intensive agriculture**;

AGRI-TOURISM means an activity defined in the Agricultural Land Reserve Regulation;

ANIMAL SHELTER means a **building**, **structure**, compound or group of pens or cages where dogs, cats, other domestic pets or exotic pets are, or are intended to be, cared for;

BED AND BREAKFAST means the **accessory use** of a **single family dwelling** primarily used as a home and used incidentally by the home’s residents to provide, for compensation, **temporary accommodation** and morning meals to the travelling public;

BEDROOM means a room used for sleeping, and for the purposes of this bylaw includes other rooms such as a den or living room which have been approved for sleeping purposes by the Building Official in an occupancy permit;

BOARDING USE means the **accessory use** of a **single family dwelling** for rental of sleeping accommodation without individual cooking facilities, and excluding **temporary accommodation** of the travelling public;

BUILDING means a **structure** wholly or partly enclosed by a roof or roofs supported by air, walls, or columns and used for the shelter or accommodation of persons, animals, chattels or things; excluding: tents, trailers, and **recreational vehicles**;

CAMPGROUND means any land where sites are provided for the **temporary accommodation** of the travelling public in tents or **recreational vehicles** and includes, as accessory to campsites:

- (a) recreational and amusement facilities intended for the use of overnight guests only;
- (b) one eating establishment for overnight guests only;
- (c) common washrooms and laundry facilities;
- (d) one **office**; and
- (d) **accessory buildings and structures**.

COMMUNITY CARE FACILITY means one residential dwelling in which room, board and continuous supervision is provided for six or more **people with special needs**, but does not include **boarding use, hotels, motels** or halfway houses;

COMMUNITY WATER SYSTEM means a water supply system within the meaning of the *Drinking Water Protection Act* that is owned, operated and maintained by local government, improvement district, irrigation district, utility or an incorporated entity, where the owner is responsible to manage and monitor to current best water management practices and has the ability to set rates, invoice or has taxation ability to collect fees or revenue to ensure the viability of the water supply system to provide potable water;

CONCEALED means located within the footprint of a **building**, underground or wholly enclosed by a **solid screen**, stone or brick wall, or a dense **landscape screen**, a minimum of 1.5 metres in **height**;

CONVENIENCE STORE means a retail business no greater than 200 m² in **gross floor area**, excluding storage area, which sells groceries and household items and caters to the day-to-day needs of the local neighbourhood; Excluding the retail or other sale of cannabis, and similar plants, products, or derivatives.

DERELICT VEHICLE means any vehicle which has not been licensed for a period of one (1) year and which is not **concealed**, excluding farm machinery in working condition;

DISTRIBUTION FACILITY means a warehouse or **storage** facility, including both indoor and **outdoor storage yard**, where the emphasis is on processing and moving goods;

DWELLING UNIT means one or more rooms used or capable of being used for the residential accommodation of an individual or one **family** and contains sleeping, cooking and washroom facilities;

DWELLING, SINGLE FAMILY means any detached **building** consisting of one **dwelling unit**, except where a **secondary suite** is permitted as a secondary use under this bylaw;

FAMILY means two or more persons related by blood, marriage, adoption or foster parenthood, or five or fewer unrelated persons;

GOLF COURSE means the use of land, **buildings** or **structures** for the purpose of playing golf and includes, as **accessory uses**, a clubhouse, eating and drinking establishment, facilities for the sale, repair and storage of golf equipment and similar **accessory uses**;

GROSS FLOOR AREA means the sum of the areas of each **storey** in each **building** on a **parcel** measured between the exterior of the exterior walls of such **buildings**;

GUEST CABIN means a **building** with a maximum floor area of 50 m² containing sleeping, and washroom facilities for a maximum of six (6) individuals, but not containing kitchen or cooking facilities;

GUEST RANCH means the **accessory use** of land, **buildings** and **structures**, for attached **sleeping units** or detached **guest cabins**, or combination, providing **temporary accommodation** for the travelling public in conjunction with a principal agricultural use;

HEIGHT of a **building** or **structure** means the vertical distance measured from the finished grade at the exterior perimeter of the **building** or **structure** to its highest point, determined by averaging the height of each exterior face of the **building**, with each exterior face height being the average of the heights at each corner of the face;

HIGHWAY includes a street, road, **lane**, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property or a private or public recreational trail;

HOTEL means a **building** or part thereof used to provide **temporary accommodation** for the

travelling public in which the **building** entrance and exit ways are shared and may include: public areas such as a lobby, eating and drinking establishment, assembly, entertainment and recreation facilities, and individual cooking facilities;

IMMEDIATE FAMILY means, with respect to an owner, the owner's (a) parents, grandparents and great grandparents, (b) spouse, parents of spouse and stepparents of spouse, (c) brothers and sisters, and (d) children or stepchildren, grandchildren, and great grandchildren;

INSTITUTIONAL USE includes the use of land for: day care centres, customs houses, art galleries, religious institutions, schools, government offices, community halls, libraries and similar uses;

INTENSIVE AGRICULTURE means feedlots, fur farms, **poultry farms**, pig farms and mushroom farms;

INTERPRETIVE CENTRE means the use of land and **buildings** for the purpose of educating the public about the natural environment and cultural history, or either, of the local area;

KENNEL means a **building, structure**, compound or group of pens or cages where dogs, cats, other domestic pets, or exotic pets are, or are intended to be, trained, cared for, bred, boarded or kept for commercial purposes;

LANDSCAPE SCREEN means a continuous evergreen hedge or other compact plant material that may only be broken for access driveways and walkways;

LANE means a **highway** not less than 3 metres nor more than 8 metres in width which provides secondary access to any abutting **parcel**;

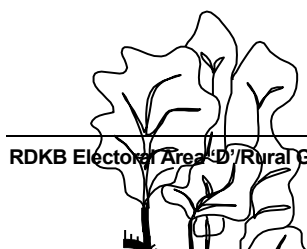
LIGHT MANUFACTURING means processing, fabricating, assembly, or disassembly of items that takes place entirely within an wholly enclosed **building**, and includes, but not limited to, manufacturing of: apparel, home accessories, clothing accessories, jewellery, instruments, computers, and electronic devices; cannabis processing, food processing, meat processing limited to pre-dressed and government inspected meats and eviscerated poultry and excluding fish processing and other meat processing; and excluding forging, casting, punch presses or drop forges;

MANUFACTURED HOME means a factory built dwelling, intended to be occupied in a place other than its place of manufacture and conforming to the CSA Z240 or CSA A277 certified standard, but does not include travel or tourist trailers, campers or other vehicles exempt from the definition of "manufactured home" under the *Manufactured Home Act* and its regulations;

MANUFACTURED HOME PARK means a **parcel** used for the purpose of providing spaces for the accommodation of **manufactured homes** on land zoned for **manufactured home park** use, with not more than one **single family dwelling** that is not a **manufactured home**;

MOTEL means a **building** or group of **buildings** used to provide **temporary accommodation** for the travelling public with each unit having its own individual outside access and parking space conveniently located on the **parcel** and each unit being self-contained, with or without cooking facilities, but having its own washroom;

NATURAL BOUNDARY means the visible high water mark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself, and also includes the best estimate of the edge of dormant or old side channels and marsh areas;



OFFICE means the occupancy or use of a **building** or portion of a **building** for the purpose of carrying out business or professional activities;

OPEN FENCING means fencing which is constructed of chain linking, or other material which is transparent;

OUTDOOR RECREATION FACILITIES means the use of land, building, or other structures, which are available to the public at large for sports and active recreation conducted outdoors and includes playing fields, running tracks, and bicycle tracks, but excludes **campgrounds** and motor sports;

OUTDOOR STORAGE YARD means the **storage** of equipment, goods, and materials in the open air or partially concealed, and does not include the **storage of derelict vehicles**;

PARCEL means any lot, block, or other area in which land is held, or into which land is subdivided but does not include a **highway**;

PARCEL AREA means the total horizontal area within the **parcel lines** of a **parcel**;

PARCEL COVERAGE means the horizontal area of all the **buildings** and **structures** on a **parcel**, expressed as a percentage of the **parcel area**;

PARCEL LINE, EXTERIOR SIDE means the **parcel** line(s) not being the front or **rear parcel line** and common to the **parcel** and a **highway**;

PARCEL LINE, FRONT means the **parcel** line(s) common to the **parcel** and a fronting **highway**, or where there is more than one fronting **highway**, the **parcel** line common to the **parcel** and the fronting **highway** towards which the majority of the **buildings** on adjacent **parcels** are faced;

PARCEL LINE, INTERIOR SIDE means the **parcel** line(s), not being the front, rear or **exterior side parcel** line;

PARCEL LINE, REAR means the **parcel** line opposite to and most distant from the **front parcel line**, but where the rear portion of the **parcel** is bounded by intersecting side **parcel** lines, means the point of such intersection;

PASSENGER TERMINAL means a station or depot to load or unload passengers, where **accessory uses** may include ticket offices, luggage checking facilities, eating and drinking establishments, parcel services and similar uses;

PASSIVE RECREATION means non-motorized recreation not requiring facilities and may include but not be limited to wildlife observation, picnicking, walking, biking and canoeing;

PEOPLE WITH SPECIAL NEEDS means people who require additional or specialized services or accommodations by reason of one or more difficulties such as physical, emotional, behavioural, developmental, or otherwise, as evidenced in writing by the appropriate Federal or Provincial ministry or agency

PIT PRIVY means a small **structure** containing one or more toilets with no plumbing;

POULTRY FARM means a commercial poultry rearing or egg production enterprise of a scale requiring a quota from the applicable marketing board;

PRINCIPAL BUILDING means the main **building** on a **parcel** where at least 75% of the **gross floor area** is used for a permitted principal use;

PUBLIC UTILITY USE means a use which provides services such as water, sewer, electrical, telephone, and similar services where such use is established by a government body, or by a company operating under the *Utilities Commission Act*;

RECREATIONAL VEHICLE means a vehicle intended as a **temporary accommodation** for travel, vacation, or recreational use and includes travel trailers, motorized homes, slide-in campers, chassis-mounted campers, and tent trailers;

RECYCLING DEPOT means a use that entails the buying, collecting, sorting and temporary storage of bottles, cans, newspapers, and similar household goods for reuse and recycling;

RESOURCE USE means a use providing for the conservation, and management of natural resources and extraction and processing of primary forest materials, and the extraction, grading, crushing, and processing of mineral resource;

RETREAT CAMP means a use that provides for a group camping experience with the participants sleeping in tents, **recreational vehicles**, **guest cabins**, or dormitories for periods of less than three (3) months per calendar year and includes accessory facilities for the preparation and consumption of food, first aid, accommodation of camp councillors, accommodation of a caretaker, recreation, washrooms, study, and worship if used in conjunction with camping;

SEASONAL FARM LABOUR DWELLING means a detached dwelling unit located on a **parcel** classified as "farm" under the *Assessment Act*, which is used for the **temporary accommodation** of seasonal farm workers who are employed by the owner of the **parcel** to work in the owner's agricultural operation.

SECONDARY SUITE means a second dwelling unit located within a single family dwelling in accordance with the provisions of this Bylaw;

SERVICE STATION means a use providing for the sale of motor fuels and minor automobile repairs and service, or either;

SKI LODGE includes ski ticket sales, ski school, ski equipment and ski accessory sales and rentals, change areas and lockers, administration offices, first aid stations, day care, meeting rooms, and eating and drinking establishments;

SLEEPING UNIT means one or more rooms used for the accommodation of one **family** when such unit contains no cooking facilities;

SOLID SCREEN means a continuous opaque fence, wall, or combination made of wood or vinyl or similar materials but not plywood, corrugated metal, or **open fencing**, and includes gates on all access points made of similar materials;

STORAGE means the action of storing or laying up a thing or things in reserve, where reserve means that there are no immediate plans to move it to another location, or display it for sale;

STORAGE SHED means an accessory detached non-residential **building** no greater than 10 m² in **gross floor area** and not higher than 3m;

STOREY means that portion of a **building** which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it;

STRUCTURE means any construction fixed to, supported by, or sunk into land or water;

TEMPORARY ACCOMMODATION means occupancy of a **building** or **structure**, tent, or **recreational vehicle** for a period not exceeding 90 continuous days;

TRADESPERSON means a person who is skilled in and follows a trade or skilled handicraft, an artisan, a craftsman, and may include carpenters, electricians, bricklayers, mechanics, painters, printers, glaziers, plumbers, wall coverers, flooring installers, convention and trade show decorators, sign and display workers, drywall finishers and other similar professions;

WATERCOURSE means any natural or man-made depression with well-defined banks and a bed zero point six (0.6) metres or more below the surrounding land serving to give direction to a current of water at least six (6) months of the year or having a drainage area of two (2) square kilometres or more up stream of the point of consideration;

104. Interpretation

The Regional District of Kootenay Boundary is comprised of multiple Electoral Areas, and the Board of Directors have adopted several zoning bylaws, each at different times and of varying detail. This Electoral Area 'D'/Rural Grand Forks Zoning Bylaw, as all Regional District of Kootenay Boundary zoning bylaws, is intended to be interpreted in its entirety, but solely within its provisions and not in reference to the zoning bylaws of other Electoral Areas.

105. Provincial and Federal Jurisdiction

This Zoning Bylaw is not intended to be inconsistent with any matter under exclusive Provincial or Federal jurisdiction (see Section 1.4 of the Electoral Area 'D'/Rural Grand Forks Official Community Plan).

Part 2: Administration

201. Enforcement

1. The Manager of Planning and Development, Senior Planner, Planner, and Building and Plumbing Official, or other such person that may be appointed by the **Board of Directors**, may enforce this Bylaw.
2. Persons appointed under subsection (1) above are authorized to enter on or into property pursuant to Section 16 of the *Community Charter* and Sections 284 and 419 of the *Local Government Act*.

202. Prohibition

1. Land must not be used contrary to the provisions of this Bylaw.
2. **Buildings** or **structures** must not be used, constructed, reconstructed, altered, moved, placed or extended contrary to the provisions of this Bylaw.
3. No subdivision may be approved contrary to the provisions of this Bylaw, in particular to create **parcels** less than the minimum permissible **parcel area**, and other regulations as identified in this Bylaw.
4. Every use of land, **building** and **structure** permitted in each zone must conform to all the regulations of the applicable zone and all other regulations of this Bylaw.
5. No land, **building** or **structure** may be used or occupied, or left with no use, except in conformity with this Bylaw.

203. Violation

A person is deemed to have committed an offence who:

- a) Violates any of the provisions of this Bylaw;
- b) Causes or permits, any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;
- c) Neglects or omits to do anything required under this Bylaw;
- d) Carries out, causes or permits to be carried out any use, construction or subdivision in a manner prohibited by or contrary to any of the provisions of this Bylaw;
- e) Fails to comply with an order, direction or notice given under this Bylaw; or
- f) Prevents, obstructs or attempts to prevent or obstruct the authorized entry on property of a person authorized to enforce this Bylaw under Section 201.

204. Penalty

Any person who violates any of the provisions of this Bylaw is, upon summary conviction, liable to the maximum fine provided in the *Offence Act*, plus the cost of prosecution for each offence.

205. Severability

If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion is severed and the remaining portions of this Bylaw continue with full force and effect.

206. Effective Date and Repeal

1. This Bylaw is effective upon adoption.
2. Regional District of Kootenay Boundary Electoral Area 'D' Zoning Bylaw No. 1299, 2005 inclusive of all amendments thereto, is hereby repealed.

Part 3: General Regulations

301. Permitted and Prohibited Uses

1. No land, **building** or **structure** may be used for a use that is not specifically listed under the heading “Permitted Principal Uses” or “Permitted Secondary Uses” in the Zone that the land, **building** or **structure** is located, and no **building** or **structure** may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged for any use other than a specifically permitted use in that Zone. Furthermore,
 - a) A use listed under “Permitted Secondary Uses” is only permitted if a use under “Permitted Principal Uses” is lawfully established and ongoing.
 - b) A use is only permitted if lawfully established and ongoing in accordance with:
 - (i) The applicable regulations and conditions of use as identified in each Zone; and
 - (ii) Such further general regulations applicable to the use, as identified throughout this Bylaw.
 - c) A use not specifically permitted in a Zone is prohibited from that Zone.
 - d) A use not specifically permitted in this Bylaw is prohibited from the Electoral Area.
 - e) Except where specifically permitted within a zone established by this Bylaw, no **parcel** may be used for the **storage** of **derelict vehicles(s)**.
 - f) Residential occupancy for a period exceeding 180 days per calendar year of **accessory buildings**, tents, **recreational vehicles**, and similar shelters is prohibited in the following zones: Residential 1, Residential 2, Residential 3, Residential 4, Agricultural Resource 1, Agricultural Resource 2, Agricultural Resource 3, Agricultural Resource 4, Industrial 1, Industrial 2 and Industrial 3 Zones except where:
 - (i) The residential occupancy of an **accessory building** conforms with the **secondary suite** provisions of this Bylaw;
 - (ii) The occupancy has been approved under Section 301.2(h) of this Bylaw.
 - g) The unloading, **storage** and loading of special wastes (as defined in the *Environmental Management Act* and regulations thereto) and other similar hazardous products are specifically prohibited.
2. Except as otherwise stated in this Bylaw, the following uses are permitted in all zones:
 - a) **Highways**;
 - b) **Landscape screens** and fences;
 - c) Parks, playgrounds, and similar active or **passive recreation** areas including **buildings** and **structures**;
 - d) Churches, cemeteries, libraries, museums, community halls, fire halls, police and ambulance stations, schools and similar uses;
 - e) Utility uses and **structures** and **buildings** associated therewith, excluding **offices**, maintenance garages and **storage** areas;
 - f) Railroad tracks, except private sidings;
 - g) **Storage buildings**, including garages, may be located on a **parcel** that does not have a principal use or **principal building** provided they are only to be used for the non-commercial/industrial **storage** of goods or vehicles belonging to the owner. Such **buildings** are be subject to the regulations for **accessory buildings** in the zone within which they are located and must not exceed 60 m² in floor area;
 - h) Residential occupancy (maximum of two years) in a **manufactured home** or

recreational vehicle for the property owner while a **dwelling unit** is under construction, provided the owner first signs a notarized statement of intent to cease occupying and remove the **manufactured home** within 30 days after the **dwelling unit** has been completed;

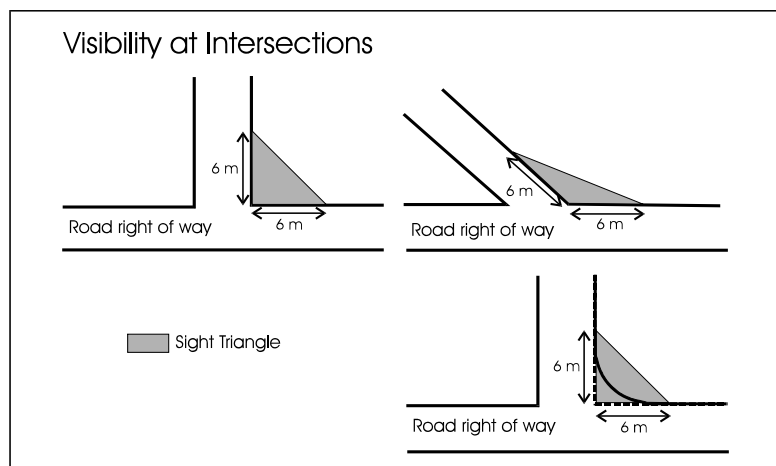
- i) Temporary **buildings, structures** and **storage** of materials required for an approved construction project on the same **parcel** provided such temporary **buildings, structures** and **storage** are removed within 30 days of completion of the approved construction;
- j) A facility for composting of organic waste operated by or with the consent of the Regional District of Kootenay Boundary pursuant to an approved Solid Waste Management Plan;
- k) A **recycling depot** pursuant to an approved Stewardship Plan under the *Environmental Management Act* and associated Recycling Regulation.

302. Siting Requirements and Exceptions

Where a Zone includes a regulation entitled "Setbacks", or where this Bylaw otherwise makes reference to a minimum setback, no **building** or **structure** may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged nearer to the **parcel** line, natural boundary or the other point of reference than the distance so specified, and for certainty:

1. Setbacks may vary according to any combination of use, **building, structure** or location within a Zone or adjacent Zone, or by **parcel** dimensions, or to a specific **highway, natural boundary** or other point of reference, and the provisions of this Bylaw must be interpreted accordingly;
2. Any portion of a **building** or **structure** located below finished grade is subject to all setbacks for the Zone in which the **building** or **structure** is located or that are otherwise applicable;
3. The minimum setback distance for a **pit privy** is 30m from the **natural boundary** of any **watercourse**.
4. Selected **structures** are excluded from the setback requirements of this Bylaw however, a separate approval from the Ministry of Transportation and Infrastructure may be required where the setback is adjacent to a **highway**. The exceptions are regulated as follows:
 - a) Unenclosed steps, eaves, sunlight control projections, canopies, chimneys, bay windows, balconies, porches and other similar projections may project:
 - i) 2 metres within a required **front parcel line, rear parcel line, or exterior side parcel line** setback; and
 - ii) 0.6 metres within a required **interior side parcel line** setback.
 - b) An underground **structure** may be sited on any portion of a **parcel** provided that the top surface of such **structure** at no point extends more than 0.5 metres above the average finished ground elevation within the relevant setback area of the zone in which it is located.
 - c) Free standing lighting poles, warning devices, antennas, masts, utility poles, wires, flag poles, **signs** and **sign structures**, except as otherwise limited in this or other bylaws may be sited on any portion of a **parcel** at the sole responsibility of the owner and utility company.
5. No person being the owner, occupier or lessee of any **parcel** located at the intersection of any two **highways**, may, without the consent of the Ministry of Transportation and

Infrastructure or his designate, place or permit to be placed or grow any tree, shrub, plant, fence or other **structure** with a horizontal dimension exceeding 0.6m within the sight triangle an elevation such that an eye 0.9m above the surface elevation of one **highway** cannot see an object 0.9m above the surface elevation of the other **highway**.



303. Height and Width

1. Where a Zone includes a regulation entitled "Height", or where this Bylaw otherwise makes reference to a maximum **height**, no **building** or **structure** may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged in a manner that exceeds the **height** specified for the Zone in which the **building** or **structure** is located. For certainty, maximum **height** in a Zone may vary according to the use or location of the **building** or **structure**.
2. The following exceptions to the **height** regulations apply:
 - a) **Height** restrictions do not apply to the following, except in accordance with subsection (b): industrial cranes; grain elevators; silos; windmills; solar panels; towers; tanks; radio and television antennas; church spires, belfries and domes; monuments; chimney and smoke stacks; flag poles; lighting poles; and elevator shafts.
 - b) Where such **structures** are located on top of a **building** they must not occupy more than 10% of the horizontal plane of the roof area.

304. Density

1. Where a Zone includes a density regulation expressed as an absolute number of parcels, units, buildings, use or similar figure, no **parcel** may be subdivided and no **parcel** may be developed with more than the number identified for the Zone in which the **parcel** is located.
2. Where a Zone includes a density regulation expressed as a per hectare figure, no parcel may be subdivided and no parcel may be developed with more than the number of parcels, units, sites or other figure(s), per hectare as determined by applying the figure for the Zone in which the parcel is located to the area of the parcel.

3. For certainty, where more than one of the above density regulations apply to any particular **parcel**, the most restrictive governs but all remain applicable.

305. Subdivision Regulations

1. Where a Zone includes a regulation entitled "Parcel Area", or this Bylaw otherwise refers to a minimum **parcel area**, then no **parcel** may be created by subdivision that has an area less than the figure specified for the Zone in which the **parcel** is located.
2. A **parcel** which is reduced in size by the dedication of land to a public body in order to accommodate a necessary public service, utility, facility or **highway**, subsequent to the approval date of this Bylaw is deemed to be in conformity with the minimum **parcel area** requirements of this Bylaw.
3. Where as a result of land acquisition for a public use after this Bylaw comes into force by:
 - a) The Regional District;
 - b) A municipality;
 - c) The Provincial Government;
 - d) The Federal Government;
 - e) An Improvement District;
 - f) The Board of School Trustees; or
 - g) A Public Utility,
 - i) The **parcel** of land that could have been subdivided into two or more **parcels** under this Bylaw when the land was acquired, and
 - ii) The **parcel**, as a result of the acquisition, can no longer be subdivided into the same number of **parcels**,

the **parcel** is deemed to conform to this Bylaw for the purposes of subdivision as though the land acquisition had not occurred, but only to the extent that none of the **parcels** that would be created by the subdivision would be less than 90% of the area that would otherwise be permitted by this Bylaw.
4. The minimum **parcel area** requirements of this Bylaw do not apply to the consolidation of existing **parcels** or the addition of closed **highways** to an existing **parcel**, except that where a consolidation of existing **parcels** would include lands located within the Rail Corridor 1 (RC1) Zone the minimum **parcel area** requirement under this bylaw shall apply.
5. The alteration of one or more **interior parcel lines** between two or more **parcels** is permitted provided that:
 - a) no additional **parcels** are created upon completion of the alteration;
 - b) the alteration does not infringe within the required setbacks for an existing **building** or **structure** located on the **parcel**;
 - c) the alteration does not reduce the site area required for a sewage disposal system on any **parcel** being altered; and
 - d) if the alteration applies to land within the 'Rail/Trail Corridor 1 (RTC1) Zone', a corridor must be maintained within that zone that is a minimum of 30 metres wide and is suitable for the possible reestablishment of a railway.
6. The minimum size for a **parcel** of land that may be subdivided pursuant to Section 514 (Subdivision for a relative) of the *Local Government Act* is 20 hectares. This regulation does not apply within the **Agricultural Land Reserve**.

7. New **parcels** created after the adoption of this bylaw must not be separated by an existing **highway** or railway right of way unless each portion of the **parcel** separated by a **highway** or railway right of way meets the minimum **parcel** area requirement of the zone.
8. The minimum **parcel** area at subdivision in any zone established under this bylaw does not apply where all of the following conditions are satisfied:
 - a) the **parcel** being created is to be used solely for the unattended equipment necessary for operation of
 - i) **public utility uses** with no exterior **storage** of any kind;
 - ii) radio or television broadcasting antennae, or other similar communications infrastructure;
 - iii) air or marine navigation aids;
 - b) no sewage is generated, and
 - c) the owner agrees in writing to registering a covenant pursuant to section 219 of the *Land Title Act* in favour of the Regional District of Kootenay Boundary at the time the subdivision is registered, and such covenant shall be satisfactory to the approving officer and shall restrict the use of the **parcel** in accordance with the applicable exception under this provision.
9. **Parcels** that are split into more than one zone may be subdivided along the zone boundary provided:
 - a) the minimum **parcel** area requirement for new **parcels** created by subdivision can be achieved in at least one of the zones; and
 - b) no **parcel** created pursuant to this section may be less than:
 - i) 2000m² when connected to a **community water system**,
 - ii) 1 hectare when not connected to a **community water system**.

Part 4: Supplemental Regulations for Certain Uses and Circumstances

401. Home-Based Businesses

Where the home-based business use is expressly permitted, the following regulations apply:

1.
 - a) the home-based business may only be carried out by the property owner solely as an **accessory use** within the **single family dwelling** or wholly enclosed **accessory building**;
 - b) the maximum number of non-resident employees is two;
 - c) off-street parking must be provided in accordance with parking regulations as shown in Part 5 of this bylaw, with the most similar use to the home-based business being the applicable parking requirements for the home-based business;
 - d) the home-based business use must not involve salvage and **storage of derelict vehicles** and equipment, nor a **kennel**;
 - e) the home-based business use must not give an exterior indication that the **building** is being used for any purpose other than that of a residential use;
 - f) the home-based business use must not produce any odorous, toxic or noxious matter, noise, vibration, smoke, heat, dust, litter, glare or radiation other than that normally associated with the dwelling and must not create or cause any fire hazard, electrical interference or traffic congestion on the **highway**;
 - g) the only external display or advertisement permitted is one non-illuminated sign no larger than 1 m²;
 - h) all **storage** of materials, equipment, containers or finished products must be **concealed**;
 - i) the home-based business use, including all **storage sheds and areas**, must not exceed:
 - i) 60 m², if located in the Residential 1, Residential 2, or Residential 4 Zones,
 - ii) 100 m² if located in the Agricultural Resource 1, Agricultural Resource 2, Agricultural Resource 3, Agricultural Resource 4, Agricultural Resource 5, Rural Resource 1, or Rural Resource 2 Zones.

regardless of the number of home-based businesses on the **parcel**.
2. Except for the use and density provisions of Subsection 401.1(a) and 401.1(b), it is the Board's intent that the provisions of Section 401.1 are integral to the definition of the Home-Based Business use and therefore cannot be varied except through an amendment to this Zoning Bylaw.

402. Secondary Suites

1. Where a **secondary suite** is expressly permitted as a secondary use within a zone, the following regulations apply:
 - a) The floor area of the **secondary suite** must not exceed 90m² or 40% of the floor area of the **single family dwelling building**, whichever is less;

- b) Prior approval of the authority responsible for liquid waste disposal, pursuant to the relevant Provincial legislation, must be obtained before issuance of building permit;
 - c) For **parcels** located within an area served by a **community water system**, prior approval of the water purveyor must be obtained before issuance of a building permit;
 - d) No **secondary suite** may be stratified, subdivided, or otherwise legally separated from the principal **single family dwelling** use to which it is considered a secondary use, except where the subdivision is in conformity with the minimum **parcel area** requirements of this bylaw; and
 - e) A new **secondary suite** must not be connected to a **community water system** which is subject to a Drinking Water Notification pursuant to the *Drinking Water Protection Act* under an order of the Drinking Water Protection Officer.
2. Except for the floor area provisions of Subsection 402.1(a), it is the Board's intent that the provisions of Section 402.1 are integral to the definition of the Secondary Suite use and therefore cannot be varied except through an amendment to this Zoning Bylaw.

403. Bed and Breakfasts and Boarding Use

- 1. For zones in which **bed and breakfast** or **boarding use** are a permitted use, not more than three (3) **bedrooms** or **sleeping units** inside a **dwelling unit** on a single **parcel** of land may be used, at the same time, for the accommodation of the travelling public; and
- 2. All **bedrooms** or **sleeping units** must be contained inside a **single family dwelling**.
- 3. The accessory use must be operated by the permanent resident(s) of the single family dwelling.
- 4. Except for the use and density provisions of Subsection 403.1(1), it is the Board's intent that the provisions of Section 403.1 are integral to the definition of the Bed and Breakfasts and Boarding Use use and therefore cannot be varied except through an amendment to this Zoning Bylaw.

404 Campgrounds

In addition to other density regulations of this Bylaw, a **campground** must not exceed 50 campsites per hectare of **parcel area**.

405. Guest Ranch Density

In addition to other density regulations of this Bylaw, a **guest ranch** must not exceed, whichever is less:

- (a) one (1) **sleeping unit** or detached **guest cabin** or combination per hectare of **parcel area**, or
- (b) ten (10) attached **sleeping units** or detached **guest cabins** or combination, per parcel.

406. Seasonal Farm Labour Dwelling

- 1. Where a **Seasonal Farm Labour Dwelling** is expressly permitted as a secondary use within a zone, the following regulations apply:

- a) The **seasonal farm labour dwelling** shall have a floor area that does not exceed 50m²;
 - b) Prior approval of the authority responsible for liquid waste disposal, pursuant to the relevant Provincial legislation, shall be obtained before issuance of a building permit; and
 - c) For **parcels** located within an area serviced by a **community water system**, confirmation from the water purveyor that the water service has sufficient capacity to serve the **seasonal farm labour dwelling** shall be obtained before issuance of a building permit.
2. Except for the floor area provisions of Subsection 406.1(a), it is the Board's intent that the provisions of Section 406.1 are integral to the definition of **seasonal farm labour dwelling** and therefore cannot be varied except through an amendment to this Zoning Bylaw.

407. Screening and Fencing

Except where provided otherwise in this Bylaw:

- a) **Solid screens** 1.3 m or less in **height** may be sited on any portion of a **parcel**;
- b) **Solid screens** 2 m or less in **height** may be sited on any portion of a **parcel** provided that they are located to the rear of the front face of a **principal building** on a **parcel**;
- c) **Solid screens** greater than 2 metres in **height** must be sited in accordance with the required setbacks from a **parcel** line for a **principal building** located within the same zone;
- d) **Open fencing** is not restricted as to **height** or location;
- e) The use of barbed wire for fencing in or abutting on the following zones is prohibited: Residential 1, Residential 2, Manufactured Home Park Residential 3, Residential 4, Commercial 1, Commercial 2, Recreational Resource 1, Recreational Resource 2, Parks 1, Conservation 1, and Institutional and Community Facilities 1.

408. Sign Regulations

1. With the exception of regulations to the contrary within any particular zone or in the **home-based business** regulations under this Bylaw, no **parcel** may be used for the display of any exterior **signs** on a permanent basis other than:
 - a) Those advertising a permitted use on a **parcel** of land;
 - b) Those for a **building** or facility permitted pursuant to Section 301 of this Bylaw;
 - c) Temporary **signs** such as election; 'For Sale'; and 'For Rent' **signs**;
 - d) Advisory **signs** such as 'No Trespassing', 'No Hunting', and 'Beware of Dog', not limited as to number, provided each sign does not exceed 0.3 m² in size on any one side.
2. Unless otherwise permitted or restricted elsewhere in this bylaw, the maximum visible surface area of a **sign** is 3 m² per side.
3. Unless otherwise permitted or restricted elsewhere in this bylaw, not more than two **signs** may be located on a **parcel** of land.
4. No **sign** may be equipped with motion or flashing lights or a mechanical device which causes the **sign** to move.

5. When a sign remains in place after the activity, business, product or service the sign advertises is no longer conducted or available on the premises on which the sign is located, such sign and any supporting sign structure is considered to have been abandoned, and the owner of the premises in question shall remove the sign within ninety (90) days from the date that the activity, business, product or service is no longer conducted or available or within thirty (30) days from the date written notice from the Regional District to remove the sign or sign structure has been received.

Part 5: Parking and Loading

1. Minimum off-street parking spaces, design standards and facilities must be provided in accordance with the following:

TYPE	USE	REQUIREMENT
Residential	Single family dwelling	2 spaces per dwelling unit . A maximum of two spaces may be in tandem
	Manufactured Home Park	1.5 spaces per dwelling unit
	Bed and Breakfast and Boarding Use	In addition to the parking requirement for the principal residential use, one space per bedroom used for bed and breakfast /boarding use purposes must also be provided
	Secondary Suite	In addition to the parking requirement for the principal residential use, 1 space per secondary suite
Commercial	Retail stores, including convenience stores ; service stations ; passenger terminals	1 space per 20 m ² of gross floor area
	Animal shelters, kennels , veterinary clinic, offices	1 space per 30 m ² of gross floor area
	Building and contracting supply establishment; rental, sales and associated service facilities for vehicles and light equipment	1 space per 90 m ² of covered sales & storage area
	Eating and drinking establishment	1 space per 3 seats (at capacity)
	Hotels and Motels	1 space per unit
	Greenhouse	1 space per 14 m ² of gross floor area used for display and sales
	Produce stand, farm stand or similar roadside display stand	1 space per 20m ² of floor area
Industrial	Light manufacturing, tradespersons shop	1 space per 3 employees on a maximum working shift but not less than 5 spaces per establishment
	All industrial uses unless listed elsewhere	1 space per 3 employees on a maximum working shift but not fewer than 5 spaces per establishment

TYPE	USE	REQUIREMENT
Institutional	Community hall; church and church hall; lodge and similar fraternal organizations, library, art gallery; museum and similar facility	1 space per 4 seats or 1 space per 35 m ² available for patrons, whichever is greater
	Schools where the student body is entirely younger than the legal driving age	10 spaces plus 1 additional space per employee
	Other schools	10 spaces plus 1 space per employee, plus 1 space per 10 students, plus 1 space per 3 beds in an associated dormitory or residential facility
	Utility uses and maintenance facilities	1 space per 3 employees on a maximum working shift
Recreational	Arena, rink; swimming pool; tennis court; bowling green; ski area; stadium; golf course and driving range; rodeo and gymkhana ground	1 space per 4 seats plus 1 space per 4 players or participants
	Playing field; campground and day camp; fairgrounds and amusement parks; park; trail and similar land extensive recreational uses	Off-street parking spaces will be provided at the discretion of the owner

2. Where a **building** or **parcel** contains more than one use, the required number of parking spaces is the sum of the requirements of each use.
3. Where a use is not specifically mentioned, the parking requirement will be the same as for a similar use mentioned in this Section.
4. Required spaces must be provided on the same **parcel** as the **building** or use for which they are required.
5. Each parking space must be at least 2.5 metres wide, 5.5 metres long and 2.5 metres high and the width of each parking space must be increased to 3 metres where such a space is adjacent to any side wall, post, pillar or other such obstruction.
6. Each parking space must be so located as to permit unobstructed access to and egress from that space to a **highway** at all times.
7. Required off-street parking areas to accommodate three or more vehicles must have a surface which is continually dust free. Individual parking spaces, maneuvering aisles, entrances and exits must be clearly marked.
8. The number of access points from each parking area to a **highway** must not exceed two.
9. The parking requirements established in Part 5 of this Bylaw do not apply to a **building** or use existing prior to the adoption date of this Bylaw provided the building or use complied with parking standards then applicable. However, if there is an expansion or addition to an existing use or **building**, the provisions of Part 5 will apply to such expansion or addition.
10. Off-street loading facilities for commercial or industrial uses involving the receipt and delivery of goods or materials by vehicles must include 1 space for the first 12,000 m² of **gross floor area** or fraction thereof, plus 1 additional space for each additional 2,000 m² of **gross floor area** or fraction thereof.

11. Off-street loading facilities must:

- a) be provided on the same **parcel** as the use it serves;
- b) be set back a minimum of 6 metres from the designated fronting **highway**;
- c) have a minimum of 30 m² area, at least 3 metres in width and 4 metres in **height** for each space;
- d) not project into any **highway**;
- e) have unobstructed vehicular access to a **highway**;
- f) have a durable dust free surface.

Part 6: Zones

601. General Information on Zones

1. For the purpose of this Bylaw, Electoral Area 'D'/Rural Grand Forks is classified and divided into the following zones:

Zone Names	Short Form
Residential 1	R1
Residential 2	R2
Manufactured Home Park Residential 3	R3
Residential 4	R4
Agricultural Resource 1	AGR1
Agricultural Resource 2	AGR2
Agricultural Resource 3	AGR3
Agricultural Resource 4	AGR4
Agricultural Resource 5	AGR5
Rural Resource 1	RUR1
Rural Resource 2	RUR2
Rural Resource 3	RUR3
Drinking Water Resource	DWR
Commercial 1	C1
Commercial 2	C2
Industrial 1	IN1
Industrial 2	IN2
Industrial 3	IN3
Recreational Resource 1	REC1
Recreational Resource 2	REC2
Conservation	CONS
Parks	P
Rail Corridor	RC
Institutional and Community Facilities	ICF

2. The extent and boundary of each zone is shown on the Zoning Map (Map 1), which is attached to and forms part of this Bylaw.
3. When a zone boundary is shown as following a **highway** (*but not a railway*), or **watercourse**, the centre-line of such feature is the zone boundary.
4. Where a zone boundary does not follow a legally defined line, the location of the zone boundary is determined by scaling from the Zoning Map (Map 1).

602. Residential 1 Zone**R1**

The following provisions apply to lands in the Residential 1 Zone:

1. Permitted Principal Uses

Only the following **principal uses** are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 602.1 above:

- a) **Accessory buildings and structures;**
- b) **Bed and breakfast**, subject to Section 403;
- c) **Boarding use**, subject to Section 403;
- d) Home-based business, subject to Section 401; and
- e) **Secondary suite** on **parcels** one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 4000 m² when connected to a **community water system**;
- b) 1 hectare when not connected to a **community water system**.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	1.5	0.6
Rear	4.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 30%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height**;
- b) **Accessory buildings and structures** must not exceed 5 metres in **height**.

8. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

603. Residential 2 Zone**R2**

The following provisions apply to lands in the Residential 2 Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) *Single family dwelling.*

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 603.1 above:

- a) *Accessory buildings and structures;*
- b) *Bed and breakfast*, subject to Section 403;
- c) *Boarding use*, subject to Section 403;
- d) Home-based business; subject to Section 401; and
- e) *Secondary suite* on *parcels* one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 2000 m² when connected to a *community water system*;
- b) 1 hectare when not connected to a *community water system*.

4. Density

Maximum one *single family dwelling* and one *secondary suite* per *parcel*.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>	<i>Storage sheds</i>
<i>Front</i>	7.5	7.5
<i>Exterior side</i>	4.5	0.6
<i>Interior side</i>	1.5	0.6
<i>Rear</i>	4.5	0.6

6. Parcel Coverage

Maximum *parcel coverage* is 30%.

7. Height

- a) *Principal buildings* must not exceed 10 metres in *height*;
- b) *Accessory buildings and structures* must not exceed 5 metres in *height*.

8. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

604. Manufactured Home Park Residential 3 Zone**R3**

The following provisions apply to lands in the Manufactured Home Park Residential 3 Zone:

1. The provisions outlined in the applicable Regional District of Kootenay Boundary Mobile Home Park Bylaw apply to all **buildings, structures, manufactured homes** and uses, and where a regulation overlaps with this Bylaw, the more restrictive provision applies.
2. **Permitted Principal Uses**
Only the following principal uses are permitted:
 - a) **Manufactured home park.**
3. **Permitted Secondary Uses**
Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 604.2 above:
 - a) **Accessory buildings and structures;**
 - b) **Single family dwelling.**
4. **Parcel Area**
Parcels to be created by subdivision must not be less than 3 acres.
5. **Parcel Area for New Parcels Created by Subdivision**
Parcels to be created by subdivision must not be less than 1.2 hectares.
6. **Dwelling Units**
Not more than one **single family dwelling** that is not a **manufactured home** may be located within a **manufactured home park**.
7. **Setbacks**
 - a) twenty five (25) feet from the **natural boundary** of a lake;
 - b) one hundred (100) feet from the **natural boundary** of any other natural water course or source of water but not including wells;
 - c) thirty-five (35) feet from provincial highways; and
 - d) twenty-five (25) feet from all parcel lines;
8. **Parking**
Off-street parking must be provided in accordance with Part 5 of this Bylaw.

605. Residential 4 Zone**R4**

The following provisions apply to lands in the Residential 4 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 605.1 above:

- a) **Accessory buildings and structures;**
- b) **Agriculture**, subject to Section 605.8;
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 1 hectare.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	3.0	0.6
Rear	7.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 25%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height**;
- b) **Accessory buildings and structures** must not exceed 5 metres in **height**.

8. Agricultural and Animal Restrictions

- a) No **intensive agriculture** is permitted;
- b) Animal density must not exceed 2.0 Animal Units (AU) per hectare of land, where:
 - (i) the table below contains Animal Unit equivalencies for a variety of typical farm

- animals;
- (ii) the 2.0 AU per hectare limit is the sum of all species kept on the land; and
 - (iii) where an animal is not specifically mentioned in the table, the Animal Unit equivalency is deemed to be that of the most similar animal listed in the table, based on species, then size.

Animal	AU	Animal	AU	Animal	AU
Ewe	0.14	Gilt	0.33	Turkeys, breeding	0.02
Yearling ewe	0.10	Bred gilt	0.33	Goose	0.02
Lamb ewe	0.07	Weaner pig (<18 kg)	0.10	Duck	0.015
Ram	0.14	Feeder pig (18-90 kg)	0.20	Horse	1
Yearling ram	0.10	Suckling pig	0.01	Foal, 1-2 years old	0.5
Lamb ram	0.07	Cow & calf	1	Pony	0.5
Nursing ram	0.05	2 yr. old cow/bull/steer	1	Llama	0.5
Feeder lamb	0.10	Yearling ox	0.67	Donkey	0.5
Breeding lamb	0.10	Calf	0.25	Goat	0.14
Sow	0.33	Bull	1	Mink	0.025
Boar 18-90 kg	0.20	Chicken	0.015	Rabbit	0.025
Boar >90 kg	0.33	Turkeys, raised	0.015		

9. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

606. Agricultural Resource 1 Zone**AGR1**

The following provisions apply to lands in the Agricultural Resource 1 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) **Agriculture;**
- b) **Intensive agriculture;**
- c) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 606.1 above:

- a) **Accessory buildings and structures;**
- b) **Agri-tourism;**
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 3 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (c) Notwithstanding anything to the contrary in this Bylaw, the minimum required setback for **buildings** and **structures** from the north side of Jasper Avenue must be 15 metres.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

607. Agricultural Resource 2 Zone**AGR2**

The following provisions apply to lands in the Agricultural Resource 2 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) ***Agriculture;***
- b) ***Intensive agriculture;***
- c) ***Single family dwelling.***

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 607.1 above:

- a) ***Accessory buildings and structures;***
- b) ***Agri-tourism;***
- c) ***Bed and breakfast,*** subject to Section 403;
- d) ***Boarding use,*** subject to Section 403;
- e) Home-based business, Subject to Section 401;
- f) ***Kenel;***
- g) ***Secondary Suite,*** on ***parcels*** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one ***single family dwelling*** and one ***secondary suite*** per ***parcel***.

5. Setbacks

Minimum setbacks for ***buildings*** and ***structures***:

- (a) for ***parcels*** less than 1 hectare in area:
 - (i) 7.5 m from a ***front parcel line***;
 - (ii) 1.5 m from an ***interior side parcel line***;
 - (iii) 4.5 m from an ***exterior side parcel line***;
 - (iv) 4.5 m from a ***rear parcel line***.
- (b) for ***parcels*** 1 hectare or greater in area:
 - (i) 7.5 m from a ***front parcel line***;
 - (ii) 3 m from an ***interior side parcel line***;
 - (iii) 4.5 m from an ***exterior side parcel line***;
 - (iv) 4.5 m from a ***rear parcel line***.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

608. Agricultural Resource 3 Zone**AGR3**

The following provisions apply to lands in the Agricultural Resource 3 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) ***Agriculture;***
- b) ***Intensive agriculture;***
- c) ***Single family dwelling.***

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 608.1 above:

- a) ***Accessory buildings and structures;***
- b) ***Agri-tourism;***
- c) ***Bed and breakfast,*** subject to Section 403;
- d) ***Boarding use,*** subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) ***Manufactured home*** up to 9m in width for a member of the owners ***immediate family;***
- g) ***Secondary Suite,*** on ***parcels*** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one ***single family dwelling,*** one ***secondary suite*** and one ***manufactured home*** for a member of the owner's ***immediate family*** per ***parcel.***

5. Setbacks

Minimum setbacks for ***buildings*** and ***structures:***

- (a) for ***parcels*** less than 1 hectare in area:
 - (i) 7.5 m from a ***front parcel line;***
 - (ii) 1.5 m from an ***interior side parcel line;***
 - (iii) 4.5 m from an ***exterior side parcel line;***
 - (iv) 4.5 m from a ***rear parcel line.***
- (b) for ***parcels*** 1 hectare or greater in area:
 - (i) 7.5 m from a ***front parcel line;***
 - (ii) 3 m from an ***interior side parcel line;***
 - (iii) 4.5 m from an ***exterior side parcel line;***
 - (iv) 4.5 m from a ***rear parcel line.***

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

609. Agricultural Resource 4 Zone**AGR4**

The following provisions shall apply in the Agricultural Resource 4 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) **Agriculture;**
- b) **Intensive agriculture;**
- c) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 609.1 above:

- a) **Accessory buildings and structures;**
- b) **Agri-tourism;**
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Seasonal farm labour dwelling**, subject to Section 406;
- g) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling**, one **secondary suite**, and one **seasonal farm labour dwelling** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5m from a **front parcel line**;
 - (ii) 1.5m from an **interior side parcel line**;
 - (iii) 4.5m from an **exterior side parcel line**;
 - (iv) 4.5m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area:
 - (i) 7.5m from a **front parcel line**;
 - (ii) 3m from an **interior side parcel line**;
 - (iii) 4.5m from an **exterior side parcel line**;
 - (iv) 4.5m from a **rear parcel line**.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

610. Agricultural Resource 5 Zone**AGR5**

The following provisions apply to lands in the Agricultural Resource 5 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Golf courses**, but if in the ALR, then only if approved by the Agricultural Land Commission;
- c) **Intensive agriculture**;
- d) **Single family dwelling**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 610.1 above:

- a) **Accessory buildings and structures**;
- b) **Agri-tourism**;
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) **Campground**, subject to Section 404, and if in the ALR may require approval by the Agricultural Land Commission;
- f) **Guest ranch**, subject to Section 405, and if in the ALR may require approval of the Agricultural Land Commission;
- g) Home-based business, subject to Section 401;
- h) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 20 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings and structures**:

- (a) For **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) For **parcels** 1 hectare or greater in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 3 m from an **interior side parcel line**;

- (iii) 4.5 m from an ***exterior side parcel line***;
- (iv) 4.5 m from a ***rear parcel line***.

6. Parcel Coverage

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

611. Rural Resource 1 Zone**RUR1**

The following provisions apply to lands in the Rural Resource 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Campground**, subject to Section 404;
- c) **Golf courses**;
- d) Conservation areas, ecological reserves, wildlife sanctuaries;
- e) **Interpretive centres**;
- f) Log home manufacturing;
- g) Portable shake, shingle and sawmills;
- h) Post and tie operations;
- i) **Resource Use**;
- j) **Single family dwelling**;
- k) Veterinary clinics excluding **kennels/animal shelters**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 611.1 above:

- a) **Accessory buildings and structures**;
- b) **Bed and breakfast**, subject to Section 403;
- c) **Boarding use**, subject to Section 403;
- d) **Guest ranch**, Subject to Section 405;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings and structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;

- (iii) 4.5 m from an **exterior side parcel line**;
- (iv) 4.5 m from a **rear parcel line**.

- (b) for **parcels** 1 hectare or greater in area minimum setback must not be less than 7.5 m from any **parcel** line.

6. Parcel Coverage

Maximum parcel coverage	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

7. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

612. Rural Resource 2 Zone**RUR2**

The following provisions apply to lands in the Rural Resource 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) ***Agriculture***;
- b) ***Campground***, subject to Section 404;
- c) ***Golf courses***;
- d) Conservation areas, ecological reserves, wildlife sanctuaries;
- e) ***Interpretive centres***;
- f) Log home manufacturing;
- g) Portable shake, shingle and sawmills;
- h) Post and tie operations;
- i) ***Resource Use***;
- j) ***Single family dwelling***;
- k) Veterinary clinics excluding ***animal shelters***.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 612.1 above:

- a) ***Accessory buildings and structures***;
- b) ***Bed and breakfast***, subject to Section 403;
- c) ***Boarding use***, subject to Section 403;
- d) ***Guest ranch***, Subject to Section 405;
- e) Home-based business, subject to Section 401;
- f) ***Kennel***;
- g) ***Secondary Suite***, on ***parcels*** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one ***single family dwelling*** and one ***secondary suite*** per ***parcel***.

5. Setbacks

Minimum setbacks for ***buildings*** and ***structures***:

- (a) for ***parcels*** less than 1 hectare in area:

- (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area minimum setback must not be less than 7.5 m from any **parcel** line.

6. Parcel Coverage

Maximum parcel coverage	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

7. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

613. Rural Resource 3 Zone**RUR3**

The following provisions apply to lands in the Rural Resource 3 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Campground**, subject to Section 404;
- c) Conservation areas, ecological reserves, wildlife sanctuaries;
- d) **Interpretive centres**;
- e) Log home manufacturing;
- f) Portable shake, shingle and sawmills;
- g) Post and tie operations;
- h) **Resource Use**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 613.1 above:

- a) **Accessory buildings and structures**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 20 hectares.

4. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area minimum setback must not be less than 7.5m from any **parcel** line.

5. Parcel Coverage

Maximum parcel coverage	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

6. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

614. Drinking Water Resource Zone**DWR**

The following provisions apply to lands in the Drinking Water Resource Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) *Resource use*, excluding processing.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 614.1 above:

- a) *Accessory buildings* and *structures*.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 25 hectares.

4. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings</i> and <i>structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

In addition, *buildings* and *structures* must be setback a minimum of 30 metres from the *natural boundary* of any *watercourse*.

615. Commercial 1 Zone**C1**

The following provisions apply to lands in the Commercial 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Agricultural product and farm machinery sales and service;
- b) Building supplies;
- c) **Campgrounds**, subject to Section 404;
- d) Eating and drinking establishments;
- e) Equipment sales, service and rentals;
- f) **Hotel**;
- g) Manufactured homes sales and service;
- h) **Motels**;
- i) Motor vehicle sales, service and rentals;
- j) **Offices**;
- k) **Passenger terminal**;
- l) **Recreational vehicle** sales and service;
- m) Retail stores;
- n) **Service Stations**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 615.1 above:

- a) **Accessory Buildings** and **structures**;
- b) Warehousing;
- c) **Dwelling Unit**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 4000 m² when connected to a **community water system**;
- b) 1 hectare when not connected to a **community water system**.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	4.5
<i>Interior side</i>	3.0
<i>Rear</i>	3.0

6. Parcel Coverage

Maximum ***parcel coverage***:

- a) 50% of the ***parcel area*** for ***parcels*** 5000 m² and less in area;
- b) 33% of the ***parcel area*** for ***parcels*** exceeding 5000 m² in area.

7. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

616. Commercial 2 Zone**C2**

The following provisions apply to lands in the Commercial 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) ***Agriculture***;
- b) ***Campground***, subject to Section 404;
- c) ***Intensive Agriculture***;
- d) ***Single family dwelling***.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a uses listed in subsection 616.1 above:

- a) ***Accessory buildings and structures*** ;
- b) ***Convenience store*** in conjunction with a ***campground***;
- c) ***Secondary Suite***, on ***parcels*** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels created by subdivision must not be less than 1 hectare.

4. Density

Maximum one ***single family dwelling***, one ***secondary suite*** and one ***convenience store*** per ***parcel***.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel Line</i>	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

6. Parcel Coverage

Maximum ***parcel coverage*** is 10%.

7. Screening

Where a parcel in this zone with a ***campground*** abuts any Agricultural Resource Zone, the owner of the Commercial 2-zoned land must, along that entire portion of the common property line that is being utilised for a recreational commercial use, install either:

- a) a ***solid screen*** not less than 1.8 metres in ***height***,
- b) a continuous evergreen hedge not less than 1 metre in ***height*** when planted, or

- c) a combination of the above.

8. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

617. Industrial 1 Zone**IN1**

The following provisions apply to lands in the Industrial 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Abrasives manufacturing and processing;
- b) Auction marts;
- c) Automobile and truck washes;
- d) Building supply and lumber yards;
- e) Contractors offices, shops and yards;
- f) ***Distribution facility***;
- g) Laundries, cleaners, dry cleaners;
- h) ***Light manufacturing***;
- i) Log home manufacturing;
- j) ***Passenger terminal***;
- k) ***Outdoor storage yards***, excluding land fill sites;
- l) Rental, repair, sales and servicing of vehicles, machinery and equipment including autobody repairs;
- m) Steel/metal fabricating and welding;
- n) Tire and wheel sales and repairs;
- o) ***Tradesperson Shop***;
- p) Warehouses and wholesale supplies.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 617.1 above:

- a) ***Accessory buildings and structures***;
- b) ***Dwelling Unit***;
- c) Sales ancillary to a permitted principal use.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 4,000 m².

4. Density

Maximum one ***dwelling unit*** per ***parcel***.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	<i>Buildings and structures</i>
Front	7.5
Exterior side	7.5
Interior side	7.5
Rear	7.5

6. Parcel Coverage

Maximum **parcel coverage** is 40%.

7. Storage

Outdoor **storage** is not permitted within 7.5 metres of a **front parcel line** or an **exterior side parcel line**.

8. Screening

All **outdoor storage yards** must be wholly enclosed by a **solid screen** not less than 1.8 metres in **height**.

9. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

618. Industrial 2 Zone**IN2**

The following provisions apply to lands in the Industrial 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Freight terminal.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 618.1 above:

- a) **Accessory buildings and structures;**
- b) **Dwelling unit,**
- c) Storage of fuel, not exceeding 2,000 litres.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 2 hectares.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Parcel Coverage

Maximum **parcel coverage** is 40%.

6. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	7.5
Exterior side	7.5
Interior side	7.5
Rear	7.5

Notwithstanding anything to the contrary in this Bylaw, the minimum setback for **buildings and structures** adjacent to the railway right of way is 0 m.

7. Screening

- (a) A **solid screen** not less than 2.5 metres high, must be located adjacent to, but not more than 3 metres from, the north-westerly boundary of the Industrial 2 Zone, commencing at the south-western corner of Lot A, Plan 32930, D.L. 362, S.D.Y.D. and continuing along the north-westerly lot line for a distance of 100 metres.
- (b) A maximum of two swinging or sliding gates may be incorporated into the **solid screen**, but only if constructed of the same or a similar material to the remainder of the **solid screen**, and neither is more than 12 metres wide.

8. Parking and Loading

- (a) Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

- (b) In addition, the entire surface of any areas used for loading, parking, **storage** and manoeuvring of vehicles must be surfaced with clean gravel.

619. Industrial 3 Zone**IN3**

The following provisions apply to lands in the Industrial 3 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Concrete plants;
- b) Crushing/screening facilities;
- c) Gravel washing;
- d) Storage of gravel, sand and similar materials.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 619.1 above:

- a) **Accessory buildings and structures;**
- b) **Dwelling unit.**

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 2 hectares.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Parcel Coverage

Maximum **parcel coverage** is 40%.

6. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	7.5
Exterior side	7.5
Interior side	7.5
Rear	7.5

7. Screening

A **solid screen** not less than 1.8 metres in height, must be provided where a **parcel** is:

- being used for sand and gravel extraction, sorting, screening; or the manufacturing of concrete; and
- is adjacent to a **parcel** in the Residential 4 (R4) Zone, Agricultural Resource 1 (AGR1) Zone, or a **highway**.

8. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

620. Recreational Resource 1 Zone**REC1**

The following provisions apply to lands in the Recreational Resource 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Interpretive centre;**
- b) **Recreation facilities (indoor and outdoor);**
- c) **Retreat camp**, subject to Section 404 and 620;
- d) Ski lifts and tows;
- e) **Ski lodge.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 620.1 above:

- a) **Accessory buildings and structures;**
- b) Eating and drinking establishment;
- c) **Guest cabins;**
- d) Property maintenance facilities;
- e) **Dwelling unit.**

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 2 hectares.

4. Density

Maximum one **dwelling unit** and six **guest cabins** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	5
Exterior side	5
Interior side	5
Rear	5

6. Parcel Coverage

Maximum **parcel coverage** is 20%.

7. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

621. Recreational Resource 2 Zone**REC2**

The following provisions apply to lands in the Recreational Resource 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Campground**, subject to Section 404;
- b) Downhill and Cross-country ski areas;
- c) **Outdoor recreation facilities**;
- d) Picnic sites;
- e) **Retreat camp**, subject to Section 404;
- f) Rodeo grounds and equestrian facilities;
- g) Ski lifts and tows.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 621.1 above:

- a) **Accessory buildings** and **structures**;
- b) **Dwelling unit**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 20 hectares.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

622. Conservation Zone**CONS**

The following provisions apply to lands in the Conservation Zone.

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Conservation areas, ecological reserves, wildlife sanctuaries;
- b) Observation points.

2. Permitted Secondary Uses

Only the following secondary uses are permitted and only in conjunction with a use listed in subsection 622.1 above:

- a) ***Accessory buildings and structures.***

3. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

623. Parks Zone**P**

The following provisions apply to lands in the Parks Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) ***Agriculture***;
- b) Conservation areas, ecological reserves, wildlife sanctuaries;
- c) ***Passive recreation***;
- d) ***Single family dwelling***.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 623.1 above:

- a) ***Accessory buildings*** and ***structures***.

3. Dwelling Unit

Maximum one single family *dwelling* per *parcel*.

4. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 25 hectares.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings</i> and <i>structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

6. Parking and Loading

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

624. Rail Corridor Zone**RC**

The following provisions apply to lands in the Rail Corridor Zone.

1. Permitted Uses

The following uses only shall be permitted in the Rail Corridor Zone:

- a) Railways;
- b) Recreational trails and similar transportation corridors.

2. Permitted Secondary Uses

Only the following secondary uses are permitted and only in conjunction with a use listed in subsection 624.1 above:

- a) **Accessory buildings and structures.**

3. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	4.5
Exterior side	4.5
Interior side	4.5
Rear	4.5

4. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 100 hectares.

5. Height

Maximum 4.5 metres for **buildings** and **structures**.

6. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

625. Institutional and Community Facilities Zone**ICF**

The following provisions apply to lands in the Institutional and Community Facilities Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) ***Agriculture***;
- b) Cemeteries and crematoriums;
- c) Clubs and lodges;
- d) ***Community Care Facility***;
- e) Cultural facilities;
- f) Emergency services;
- g) Hospitals, personal care homes, and intermediate care homes;
- h) ***Institutional use***;
- i) ***Intensive Agriculture***, provided the land is in the Agricultural Land Reserve;
- j) Museum;
- k) Nurseries, kindergarten and day care centres;
- l) Post offices;
- m) Tourist offices.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 625.1 above:

- a) ***Accessory buildings*** and ***structures***;
- b) ***Campground***, as a secondary use to a museum;
- c) Manse, as a secondary use to a religious institution.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 2000 m² if connected to ***community water system***;
- b) 1 hectare if not connected to ***community water system***.

4. Density

Maximum of 40 units per hectare may be located on a ***parcel*** used for accommodation of residents in a ***community care facility***.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel Line</i>	<i>Buildings and structures</i>
<i>Front</i>	7.5

<i>Exterior side</i>	4.5
<i>Interior side</i>	3
<i>Rear</i>	3

6. Parcel Coverage

Maximum ***parcel coverage*** is 30%.

7. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

Introduced this day of .

Read a First and Second Time this day of .

Public Hearing held on this day of .

Read a Third Time this day of .

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1675, cited as "Regional District of Kootenay Boundary Electoral Area 'D'/Rural Grand Forks Zoning No. 1675" as read a third time by the Regional District of Kootenay Boundary Board of Directors this day of 2019.

Manager of Corporate Administration

Approved by the Ministry of Transportation and Infrastructure Approving Officer this day of 2019.

Approving Officer

Reconsidered and Finally Adopted the day of 2019.

Manager of Corporate Administration

Chair

I, Theresa Lenardon, Manager of Corporate Administration, of the Regional District of Kootenay Boundary certify that this is a true and correct copy of Bylaw No. 1675 cited as "Regional District of Kootenay Boundary Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1675, 2019".

Manager of Corporate Administration

**Map 1. Electoral Area 'D' / Rural Grand Forks
Zoning Map (Bylaw No. 1675, 2019)**

**Draft Version
10 May 19**

Legend

- Residential 1
- Residential 2
- Manufactured Home Park Residential 3
- Rural Residential 4
- Agricultural Resource 1
- Agricultural Resource 2
- Agricultural Resource 3
- Agricultural Resource 4
- Agricultural Resource 5
- Rural Resource 1
- Rural Resource 2
- Rural Resource 3
- Drinking Water Resource
- Commercial 1
- Commercial 2
- Industrial 1
- Industrial 2
- Industrial 3
- Recreational Resource 1
- Recreational Resource 2
- Conservation
- Parks
- Rail Corridor
- Institutional and Community Facilities

- Electoral Area Boundary
- ALR Boundary

*The paper copy of this map is the official version.
When a land use designation is shown following
a highway or watercourse, the center-line of such
feature is the designation boundary.*

Cadastral Date: April 2018

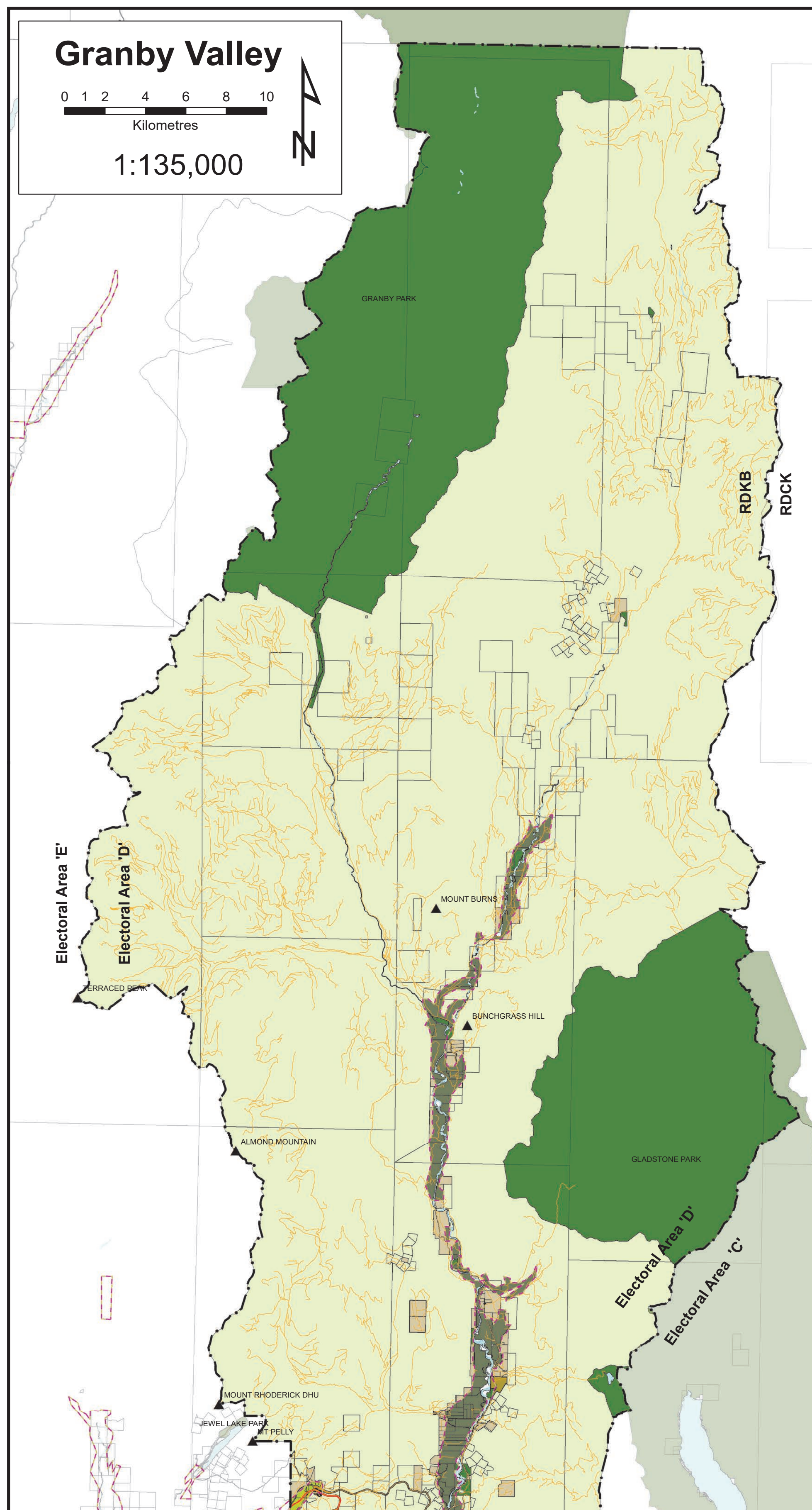
Plot Date: 23 February, 2018

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Granby Valley

0 1 2 4 6 8 10
Kilometres

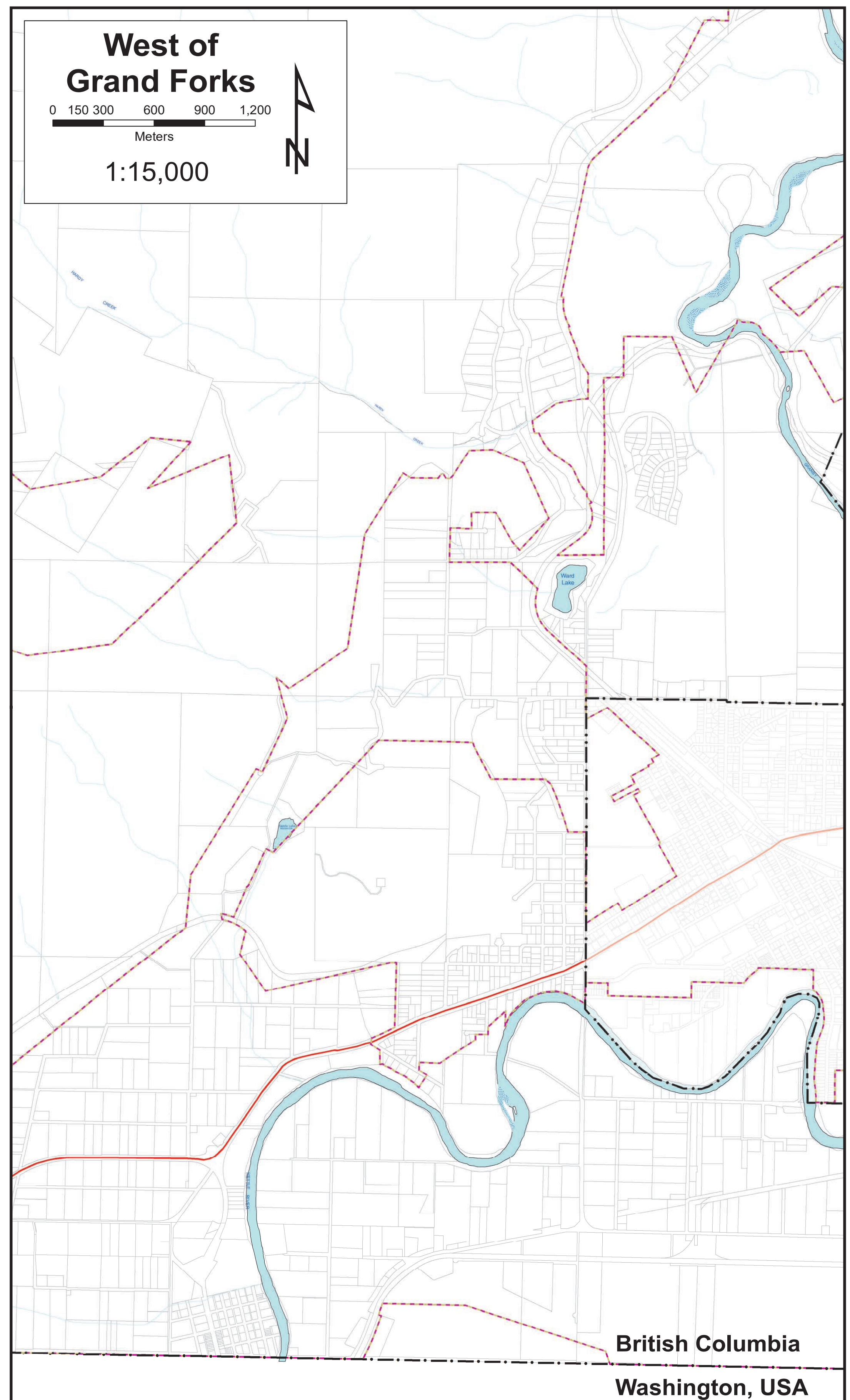
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**West of
Grand Forks**

0 150 300 600 900 1,200
Meters

1:15,000

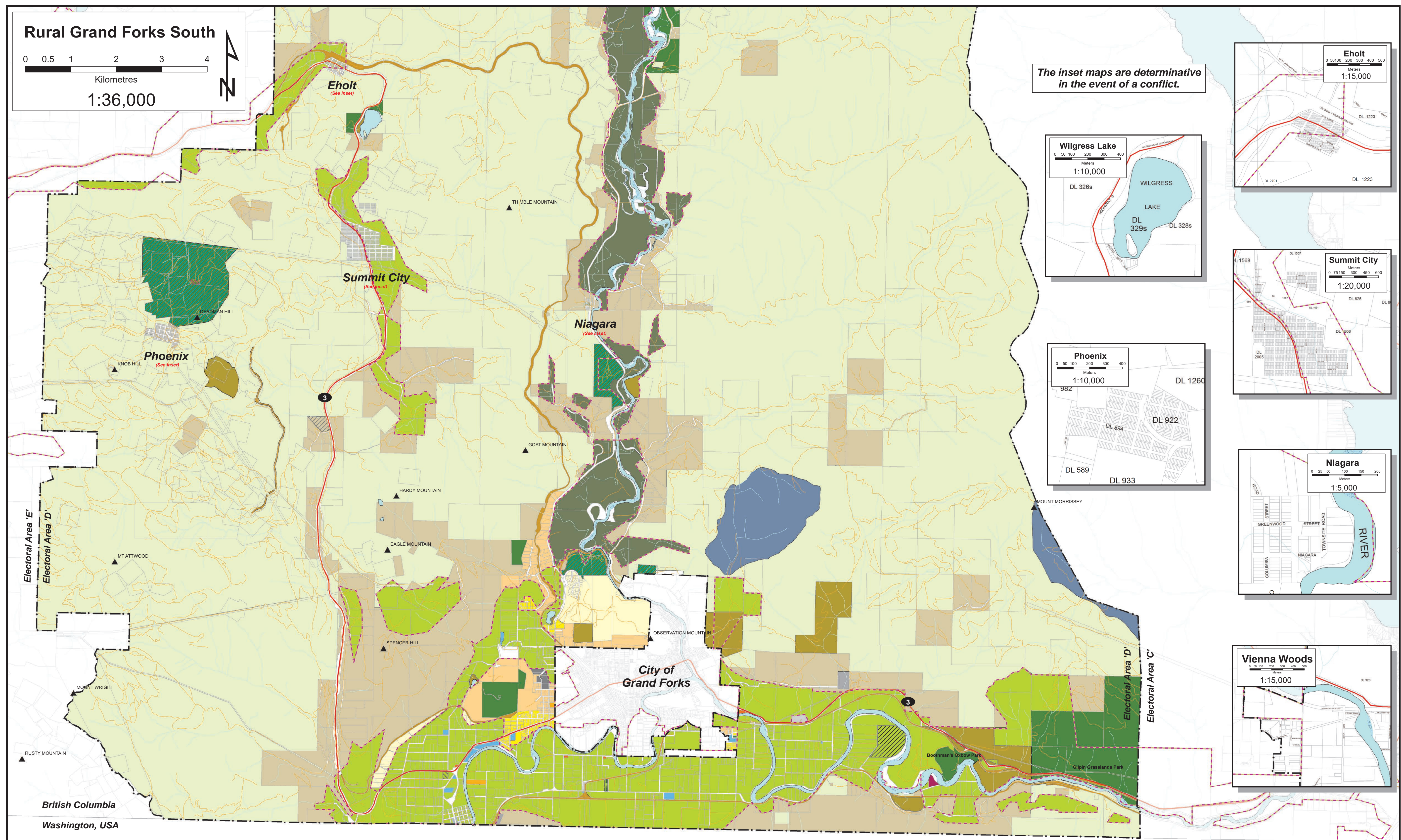


**British Columbia
Washington, USA**

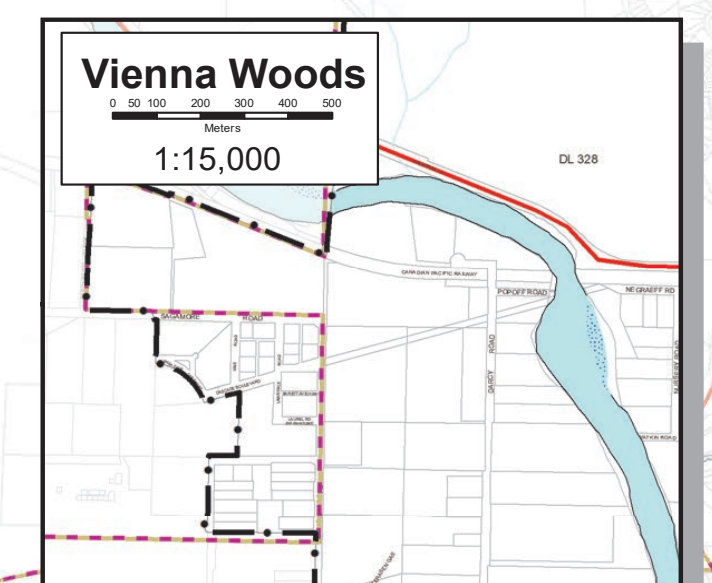
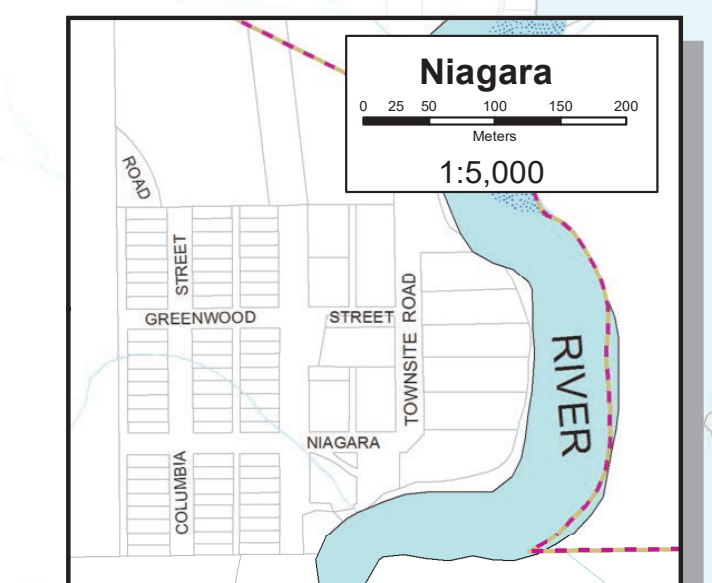
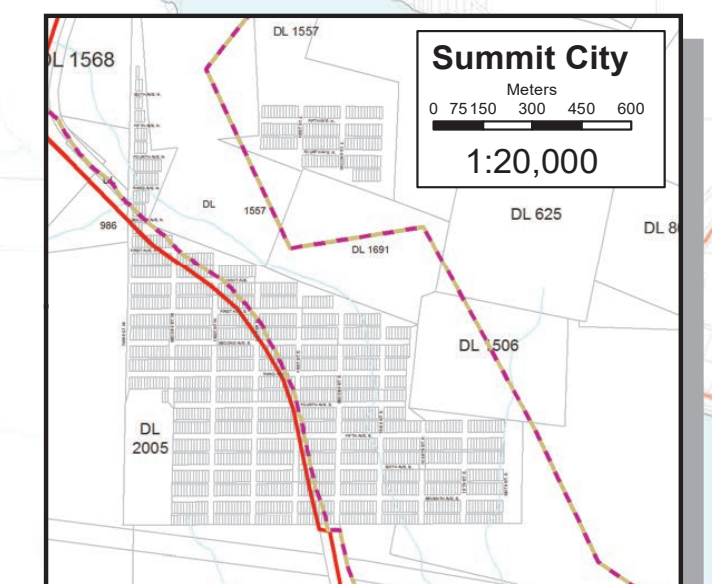
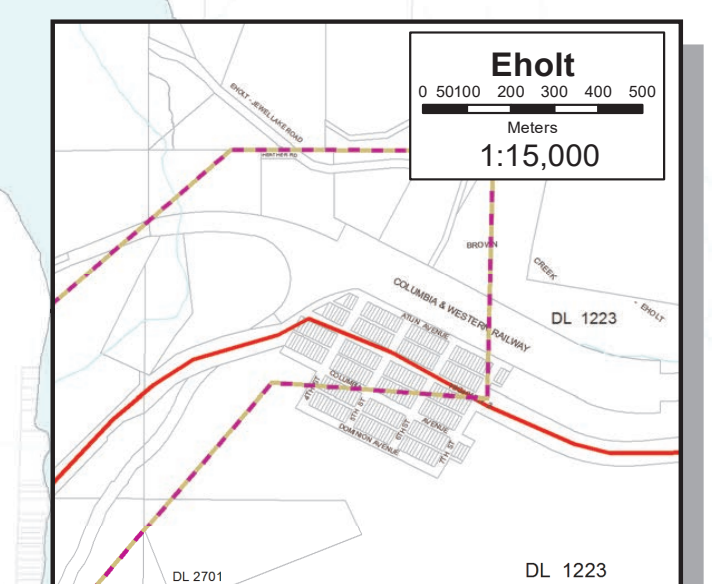
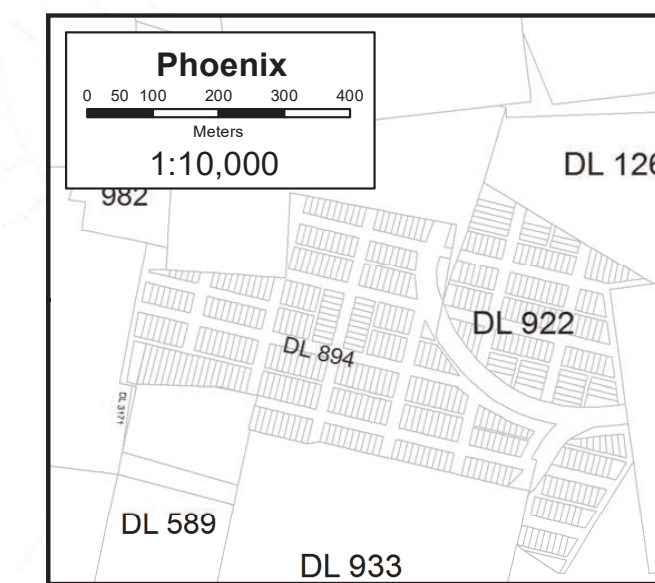
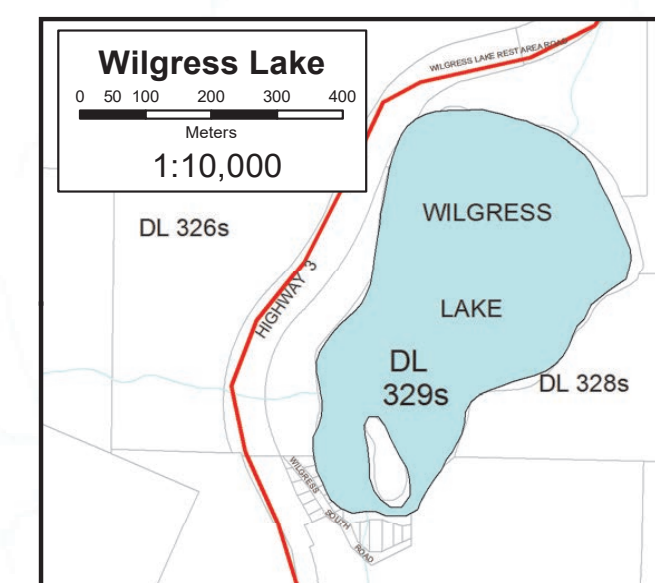
Rural Grand Forks South

0 0.5 1 2 3 4
Kilometres

1:36,000



*The inset maps are determinative
in the event of a conflict.*



**British Columbia
Washington, USA**