

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

**Thursday, August 29, 2019  
6:00 pm**

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

### **A G E N D A**

**1. Call to Order**

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

- 2a)** The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 29, 2019 is presented.

**Recommendation: Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 29, 2019 be adopted presented.

**3. Minutes**

- 3a)** The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 25, 2019 are presented.

[Minutes-Board of Directors - 25 Jul 19 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 25, 2019 be adopted as presented.

**4. Delegation(s)**

- 4a) Lilly and Dean Bryant**

**Re: On Behalf of Residents Living in the Volcanic Creek Area**

[Delegation-Bryant-Volcanic Creek-BoD Aug 29 19](#)

**5. Unfinished Business**

- 5a)** There is no unfinished business to discuss.

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

**6a) F. Maika, Corporate Communications Officer**

**Re: Communications Plan and Verbal Update**

A staff report and verbal update from Frances Maika, Corporate Communications Officer regarding the draft RDKB Communications Plan is presented.

[Staff Report-Comm Plan-BoD Aug 29 19](#)

[RDKB Communications Plan-BoD Aug 29 19](#)

[Summary Report JoinTheConversation.rdkb.com 19 Sept 18 To 21 Aug 19](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the draft 2019-2020 Communications Plan.

**7. Communications (Information Only)**

**7a) Agricultural Land Commission (ALC)-July 19/19**

**Re: Subdivision Brown Creek Road-Electoral Area D/Rural Grand Forks (Whitetail Farm)**

[ALC Decision- \(Whitetail Farm\)-Board - August 29 2019](#)

**7b) Agricultural Land Commission (ALC)-July 23/19**

**Re: Subdivision Fiva Creek Road-Electoral Area E/West Boundary-Big White (Rosegarden Holdings Ltd.)**

[ALC Decision-\(Rosegarden Holdings\) - August 29 2019](#)

**7c) Agricultural Land Commission (ALC)-Aug. 21/19**

**Re: Reconsideration Request-Almond Gardens Road-Electoral Area D/Rural Grand Forks**

[ALC Ltr-Darbyshire-Board-August 29 2019](#)

**7d) Agricultural Land Commission (ALC)-Aug. 21/19**

**Re: Subdivision Cancellation Request-Sidney Meadow Road & Sidley Mountain Road-Electoral Area E/West Boundary**

[ALC Ltr-Culligan-Board-August 29 2019](#)

**7e) UBCM-July 15/19**

**Re: 2019 Housing Needs Reports Program-Approval Agreement**

[UBCM-RDKB Housing Needs Report Prgrm-Approval Agreement-BoD Aug 29 19](#)



**Recommendation: Corporate Vote Unweighted**

That Communications (Information Only) Items 7a) - 7f) be received and direction at the discretion of the Board.

**7f) Farm Credit Canada-July 23/19**

**Re: Rock Creek Farmer's Institute-AgriSpirit Application**

On March 20, 2019, the RDKB Board of Directors approved assuming the role of Host Agency on behalf of the West Boundary Community Service Co-op for the submission of a grant application for \$25,000 for Fibre Optic Internet connection, storage and display units at the Rock Creek Community Hub. Farm Credit Canada has advised that the application has been denied.

[FarmCredit Canada AgriSpirit-WBoundary Community Services Co-op-Application Response -BoD Aug 29 19](#)

[Farm Credit Canada AgriSpirit Grant-WBoundary Community Services-Proposal](#)

**8. Reports**

**8a) Monthly Cheque Register Summary-July 2019**

*Director Cacchioni, Finance Liaison*

The Cheque Register Summary for the month of July 2019 is presented.

[July AP Summary-BoD Aug 29 19](#)

**Recommendation: Corporate Vote Unweighted**

That the Cheque Register Summary for the month of July 2019 in the amount of \$749, 611.72 be received.

**8b) Adopted RDKB Committee Minutes**

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

Boundary Community Development Committee (July 3/19) and Beaver Valley Regional Parks and Regional Trails Committee (June 11/19).

[Minutes-BCDC-03 Jul-BoD Aug 29 19 Pdf](#)

[Minutes-BV Rec Parks & Trails Committee - 11 Jun 2019-BoD Aug 29 19-Pdf](#)

**Recommendation: Corporate Vote Unweighted**

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

Boundary Community Development Committee (July 3/19) and Beaver Valley Regional Parks and Regional Trails Committee (June 11/19).

**8c) Draft Electoral Area Advisory Planning Commission Minutes**

The following draft minutes of the RDKB Advisory Planning Commission meetings held during August 2019 are presented:

Electoral Area A (Aug. 6/19), Electoral Area C/Christina Lake (Aug. 6/19) and Electoral Area E/West Boundary-Big White (Aug.6/19).

[APC Minutes-Area A-Board-August 29 2019](#)

[APC Minutes - Area C - Board - August 29 2019](#)

[APC Minutes - Area E - Board - August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the following draft minutes of the RDKB Advisory Planning Commission meetings held during August 2019 be received:

Electoral Area A (Aug. 6/19), Electoral Area B/Lower Columbia-Old Glory (Aug. 6/19) and Electoral Area C/Christina Lake (Aug. 6/19).

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

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

**9a) East End Services Committee - July 16/19**

**Re: BC Transit Annual Operating Agreement**

*Director Grieve, Committee Chair / Director Cacchioni, Committee Vice-Chair*

*BC Transit Annual Operating Agreement*

[BC Transit-AOA-EES July 16-BoD Aug 29 19](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Annual Operating Agreement with British Columbia Transit commencing April 1, 2019 and expiring March 31, 2020 in the amounts of \$1,037,358 for Conventional Transit Service, \$118,636 Custom Transit Service and \$71,595 Boundary Para Transit for a total annual cost of \$1,227,589. **FURTHER** that the Board of Directors approves the authorized RDKB signatories to execute the Agreement.

**9b) Boundary Community Development Committee - Aug. 7/19**

*Director McGregor Committee Chair / Director Russell, Committee Vice-Chair*

*Boundary Integrated Watershed Governance Structure-TOR*

[Staff Report-2019-08-29 KRWAC TOR BoD Aug 29 19](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to amend the Community Advisory Committees Terms of Reference approved on February 14, 2018 by removing references and sections pertaining to the Kettle River Watershed Authority Committee. **FURTHER** that the Board approve the *Kettle River Watershed Advisory Council Terms of Reference* as presented on August 29, 2019.

## **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

## **11. New Business**

- 11a) D. Derby, Regional Fire Chief**  
**Re: UBCM CEPF-Volunteer & Composite Fire Departments Equipment & Training**  
A staff report from Dan Derby, Regional Fire Chief regarding a UBCM Community Emergency Preparedness Fund (CEPF) Volunteer and Composite Fire Departments Equipment and Training grant application is presented.  
[Application for UBCM CEPF Volunteer&Composite Depts-Equip&Training Grant](#)  
[Staff Report-UBCM-CEPF Volunteer & Composite Depts-Equip&Training Grant-Aug 29 19](#)  
[UBCM CEPF-Volunteer&Composite Depts-Equipment Budget-BoD Aug 29 19](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the submission of an application for the UBCM Community Emergency Preparedness Fund (CEPF) Volunteer and Composite Fire Departments Equipment and Training grant that would assist with costs for projects at Kootenay Boundary Regional Fire Rescue, Christina Lake Fire Rescue, Big White Fire Department and the Beaverdell Volunteer Fire Department with willingness to provide overall grant management by the Regional Fire Chief.

**11b) J. Dougall, General Manager of Environmental Services  
Re: ICI Packaging and Printed Paper Material**

A staff report from Janine Dougall, General Manager of Environmental Services presenting a request received from the Thompson-Nicola Regional District for the RDKB to consider being a signatory to a letter to Minister Heyman requesting Packaging and Printed Paper (PPP) from the Industrial, Commercial and Institutional (ICI) sector be added to the Recycling Regulation. The objective of the letter is to convince the Province to amend the regulation to create a single recycling program in the province for all PPP.

[Staff Report-ICI PPP-Board-August 29, 2019 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary support the Thompson-Nicola Regional District and authorize the Chair, Roly Russell, to be a signatory to a letter to The Honourable George Heyman, Minister of Environment and Climate Change Strategy that requests an amendment to the Recycling Regulation to include Packaging and Printed Paper from the Industrial, Commercial, and Institutional sector.

**11c) B. Champlin, Manager of Building Inspection Services  
Re: Energy Step Code Discussion Paper**

A staff report from Brian Champlin, Manager of Building Inspection Services regarding the Energy Step Code Discussion Paper is presented.

[Staff Report-Energy Step Code-Discussion Paper-BoD Aug 29 19](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report from Brian Champlin, Manager of Building Inspection Services regarding the Energy Step Code Discussion Paper be received. **FURTHER** that the Board of Directors discuss possible next steps and provide direction to staff.

**11d) J. Chandler, General Manager of Operations/Deputy CAO  
Re: Big White Security Services Contract Extension**

A staff report from James Chandler, General Manager of Operations/Deputy CAO seeking approval from the Board of Directors for a short-term extension to the Paladin Security contract for the provision of security services at Big White is presented.

[Staff Report-Paladin Security-BW SecurityContract Extns- BoD Aug 29 19](#)

[Budget-Paladin Security-BW Security Contract Extns-BoD Aug 29 19](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve a temporary extension to the Paladin Security services contract to the end of December 2019, maintained within the existing 2019 annual budget, as per the staff report titled, *Big White Security Services - Paladin Contract Extension*, presented on August 29, 2019.

**11e) 2018 and 2019 Applications for Gas Tax Funding - Boundary Transit Service (950) - Electoral Area 'D'/Rural Grand Forks**

An application for the disbursement of Electoral Area 'D'/Rural Grand Forks Gas Tax funds to the RDKB Boundary Transit Service (950) is presented.

[Gas Tax Application-2018 Boundary Transit Service](#)

[Gas Tax Application-2019 Boundary Transit Service](#)

**Recommendation: Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the 2018 and 2019 Gas Tax applications submitted by Staff on behalf of the Boundary Transit Service (950) and the allocation of Gas Tax funding in the amount of \$9,965 in 2018 and \$10,086 in 2019 from Electoral Area 'D'/Rural Grand Forks for the costs associated leasing transit vehicles.

**11f) G. Denkovski, Manager of Infrastructure and Sustainability  
Re: Application for Gas Tax Funding- Disc Golf Course -  
Electoral Area 'D'/Rural Grand Forks**

An application for the disbursement of Electoral Area 'D'/Rural Grand Forks Gas Tax funds to the Champion Lakes Golf and Country Club is presented.

[Grand Forks Disc Golf Society Gas Tax Application](#)

**Recommendation: Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Boundary Area Disc Athletic Sports Society and the allocation of Gas Tax funding in the amount of \$10,583 from Electoral Area 'D'/Rural Grand Forks for the costs associated with supplying signs and baskets for a new disc golf course. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

**11g) L. Moore, Senior Planner**

**Re: Front Counter BC Referral - License of Occupation- Electoral Area D/Rural Grand Forks-Northfork Road**

A staff report from Liz Moore, Senior Planner regarding a Front Counter BC referral for a proposed license of occupation for a sand and gravel quarry in Electoral Area 'D'/Rural Grand Forks, north of Grand Forks. This referral was deferred at the July 25, 2019 Board of Directors meeting to the August 29, 2019 meeting to allow more input from the public to be included in this report (a petition and several letters from property owners are attached).

[Staff Report Interoute Board-August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'Front Counter Referral – Interoute Construction Ltd - License of Occupation – Aggregate and Quarry Materials,' dated August 29, 2019, which includes the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission comments and concerns as well as a petition to the Ministry Of Energy, Mines & Petroleum Resources, and letters from property owners, to Front Counter BC for consideration.

**11h) E. Moore, Senior Planner**

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision - Electoral Area C/Christina Lake**

A staff report from Elizabeth Moore, Senior Planner presenting a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area C/Christina Lake is presented.

[Staff Report Hicks MOTI Board-August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally

described as Lot 5, Plan KAP2164, DL 750, SDYD, Electoral Area 'C'/Christina Lake, be received.

- 11i) E. Moore, Senior Planner**  
**Re: Ministry of Transportation and Infrastructure (MOTI)**  
**Subdivision - Electoral Area E/West Boundary**  
A staff report from Elizabeth Moore, Senior Planner presenting a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area E/West Boundary is presented.  
[Staff Report Walker MOTI Board-August 29 2019](#)
- Recommendation: Corporate Vote Unweighted**  
That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 1, Plan KAP33058, DL 1052, SDYD, Electoral Area 'E'/West Boundary, be received.
- 11j) E. Moore, Senior Planner**  
**Re: Ministry of Transportation and Infrastructure (MOTI)**  
**Subdivision - Electoral Area A**  
A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MOTI) for a proposed subdivision application in Electoral Area A is presented.  
[Staff Report MacNeil MOTI Board-August 29 2019](#)
- Recommendation: Corporate Vote Unweighted**  
That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 107 & 108, Plan NEP785B, DL 1236, KD, Electoral Area 'A', be received.
- 11k) E. Moore, Senior Planner**  
**Re: Ministry of Transportation and Infrastructure (MOTI)**  
**Subdivision - Electoral Area C/Christina Lake**  
A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MOTI) for a proposed subdivision application in Electoral Area C/Christina Lake is presented.  
[Staff Report Combs MOTI Board-August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 2, Plan KAP51313 & Lot 11, KAP31906, DL 4037s, SDYD, Electoral Area 'C'/Christina Lake, be received.

**11l) E. Moore, Senior Planner**

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision - Electoral Area E/West Boundary**

A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MOTI) for a proposed subdivision application in Electoral Area E/West Boundary is presented.

[Staff Report Ferguson MOTI Board-August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors recommends to the Ministry of Transportation and Infrastructure that the proposed subdivision of Lots 61 and 61A, Plan KAP378, DL 683, SDYD, Electoral Area E/West Boundary, require approval of the Agricultural Land Commission prior to proceeding.

**11m) E. Moore, Senior Planner**

**Re: Agricultural Land Commission (ALC) Subdivision - Electoral Area A**

A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Agricultural Land Commission (ALC) for a proposed subdivision application in Electoral Area A is presented.

[Staff Report DeJager ALC Board-August 29 2019](#)

**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 subdivision submitted by Peter Muirhead, Muirhead Land Development Solutions Ltd., on behalf of Ben and Tersia De Jager for the properties legally described as Plan NEPX66, Sublot 17 & Lot A, Plan NEP7089, Twp 7A, KD, Electoral Area 'A'.

**11n) E. Moore, Senior Planner**

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

A staff report from Elizabeth Moore, Senior Planner regarding an application for a Development Permit to construct a single family



dwelling in Mount Baldy, Electoral Area E/West Boundary is presented.

[Staff Report Fletcher-Sparrow DP Board-August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding the Development Permit application submitted by Joanne Sparrow and Jeff Fletcher to construct a single family dwelling on the parcel legally described as Lot 9, Plan KAP82817, DL 100s, SDYD, Electoral Area 'E'/West Boundary, be received.

**11o) E. Moore, Senior Planner**

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

A staff report from Elizabeth Moore, Senior Planner regarding an application for a Development Permit to construct a single family dwelling on waterfront property at Electoral Area C/Christina Lake is presented.

[Staff Report DP Lauriente Board-August 29 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding the Development Permit application submitted by James Laurient and Lori Laurient to construct a single family dwelling in the Environmentally Sensitive Waterfront Development Permit area, on the parcel legally described as Lot 1, Plan KAP7440, DL 1021s, SDYD, Electoral Area 'C'/Christina Lake, be received.

**11p) E. Moore, Senior Planner**

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

A staff report from Elizabeth Moore, Senior Planner regarding an application for a Development Variance Permit for the construction of a single family dwelling, including a variance to the rear parcel line setback in Electoral Area C/Christina Lake is presented.

[Staff Report DVP Shaw-Jensen Board](#)

**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 Wendy Jenson and Patrick Shaw to allow for a variance of the rear parcel line setback from 7.5 m to 6.5 m – a variance of 1 m to

construct a single family dwelling on the parcel legally described Parcel A, Block 8, Plan KAP8, DL 268, SDYD, Electoral Area C/Christina Lake.

**11q) GIA-as of Aug. 22/19**

[GIA-As at Aug 22-BoD Aug 29 19](#)

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

That the following grants-in-aid be approved:

1. Rally in the Beaver Valley 2019 – Sanctuary for Kids – Electoral Area 'A' - \$250
2. Rally in the Beaver Valley 2019 – Wins Transition House – Electoral Area 'A' - \$250
3. Rally in the Beaver Valley 2019 – Sanctuary for Kids – Electoral Area 'B'/Lower Columbia-Old Glory - \$250
4. Rally in the Beaver Valley 2019 – Wins Transition House – Electoral Area 'B'/Lower Columbia-Old Glory - \$250
5. Christina Gateway Community Development Association -Christina Lake Pickleball Club Picklepalooza – Electoral Area 'C'/Christina Lake - \$2,725
6. Christina Lake Arts and Artisans Society – Concerts, Classes and Workshops – Electoral Area 'C'/Christina Lake - \$1,000
7. Christina Lake Community Association – Christina Lake Community Hall Non-Profit Group Rentals – Electoral Area 'C'/Christina Lake - \$1,500
8. Christina Lake Tourism Society – Hiring Students – Electoral Area 'C'/Christina Lake - \$1,662
9. Cops for Kids – Electoral Area 'C'/Christina Lake - \$1,000
10. Grand Forks Search & Rescue – Training – Electoral Area 'C'/Christina Lake - \$500
11. Boundary Peace Initiative - Seed Funds (Rent, Equipment, etc...) - Electoral Area 'D'/Rural Grand Forks - \$1,000
12. Grand Forks Curling Club – Building Security Enhancement - Electoral Area 'D'/Rural Grand Forks - \$3,100
13. Grand Forks Senior Society Branch 68 – Replace Inventory (Stacking Chairs) - Electoral Area 'D'/Rural Grand Forks - \$1,000
14. Kettle Valley Food Co-op – Harvest Festival – Electoral Area 'D'/Rural Grand Forks - \$500
15. Big White Mountain Community Development Association – Meet Your Neighbours Event - Electoral Area 'E'/West Boundary-Big White-\$2,000

**12. Bylaws**

There are no bylaws to consider.

- 13. Late (Emergent) Items**
- 14. Discussion of Items for Future Meetings**
- 15. Question Period for Public and Media**
- 16. Closed Meeting**
- 17. Adjournment**



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

**Thursday, July 25, 2019**

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

**6:00 p.m.**

### **Minutes**

#### **Present:**

Director R. Russell, Chair  
Director G. McGregor, Vice-Chair  
Director A. Grieve, via teleconference  
Director L. Worley  
Director V. Gee  
Director S. Morissette  
Director M. Walsh  
Director R. Cacchioni, via teleconference  
Director D. Langman  
Director A. Morel  
Director B. Taylor  
Director G. Shaw  
Director R. Dunsdon

#### **Staff:**

M. Andison, Chief Administrative Officer  
J. Kuhn, Clerk/Secretary/Recording Secretary  
B. Burget, General Manager – Finance  
J. Dougall, General Manager - Environmental Services  
J. Chandler, General Manager - Operations/Deputy CAO  
G. Denkovski, Manager of Infrastructure and Sustainability  
F. Maika, Corporate Communications Officer

#### **Others Attending:**

Rachael Roussin, Kootenay & Boundary Farm Advisors  
Patricia Dehnel, Community Energy Association  
Alternate Director Bill Edwards

**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 held July 25, 2019 was presented.

The CAO, Mark Andison noted the following late emergent items:

- 13a) Staff Report from Donna Dean, Manager of Planning and Development, regarding Bylaw Enforcement update on 9175 and 9385 Granby Road, Electoral Area 'D'/Rural Grand Forks
- 13b) Discussion Item – Request for Meeting with Teck and IRM to discuss future communications protocols for Hazardous Materials Spills
- 13c) Report from Donna Dean Application for Permit to Construct In and Use a Portion of the Lavalley Road end – Kootenay Robusters Society, Electoral Area 'C'/Christina Lake
- 11c) Additional information related to item 11 c), West Boundary Community Service Co-operative Assoc. request to Sponsor Application to BC Rural Dividend Funding Program, and it was;

**313-19** Moved: Director McGregor Seconded: Director Dunsdon

**Corporate Vote Unweighted**

That the agenda for the July 25, 2019 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as amended.

Carried.

Director Cacchioni joined the meeting at 6:02 pm by telephone.

**Minutes**

The minutes of the RDKB Board of Directors meeting held June 27, 2019 were presented.

**314-19** Moved: Director Langman Seconded: Director Taylor

**Corporate Vote Unweighted**

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 27, 2019 be adopted as presented.

Carried.

**Delegations**

The Chair welcomed the delegates to the meeting.

**Rachael Roussin, Coordinator, Kootenay and Boundary Farm Advisors (KBFA)**

Rachael Roussin presented the Directors with an update on the activities of the Kootenay and Boundary Farm Advisors (KBFA). She covered various topics such as:

1. KBFA is a three-year pilot program to bring back agricultural extension services
2. Funding by three Regional Districts (including RDKB) and CBT
3. Services and highlights include:
  - Providing services to various agricultural sectors
  - One-on-one support including farm visits and connections to experts
  - Coordination of farmer to farmer networking
  - Leveraging resources
  - On Farm Research
4. Communications via newsletter and social media
5. Data Management – PAT (Producer Advisor Tracking)

Next Steps: More events planned this year. The Steering Committee is looking at ways to lobby the Ministry of Agriculture to cost-share the program.

The Chair thanked Ms. Roussin for the presentation.

**Patricia Dehnel, Community Relations Manager,  
Community Energy Association (CEA)**

Patricia Dehnel presented the Directors with an Update on Climate Action Initiatives. The Update included:

1. Community Energy Association are the Regional Advisors for FCM-ICLEI Partners for Climate Protection Program
2. Community Energy Association Members
3. Climate Action Charter:
  - Climate commitments for Corporate Emissions, Community Emissions and Complete Communities

4. RDKB Community Energy Cost
5. Corporate – worked with RDKB to create a draft reduction plan:
  - Carbon Neutral Kootenays
6. Community Energy Planning – three areas local government can work on:
  - Buildings – BC Energy Step Code
  - Transportation:
    - Accelerate Kootenays – Clean Transportation Network
    - Clean BC – 2040 Zero Emissions Vehicles
  - Waste

The Chair thanked Ms. Dehnel for the presentation.

After answering questions from the Directors Ms. Roussin and Ms. Dehnel left the meeting at 6:38 pm.

### **Unfinished Business**

#### **G. Denkovski, Manager of Infrastructure and Sustainability**

#### **Re: Funding Climate Adaptation Project - Electoral Area 'A'**

*Director McGregor, Environmental Services Liaison*

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding funding the Climate Adaptation Project for RDKB Electoral Area 'A' was presented, and it was;

**315-19**      Moved: Director McGregor      Seconded: Director Grieve

#### **Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Collaborative Research Agreement with Selkirk College for \$5,000 for the Electoral Area A Climate Adaptation Project commencing May 1, 2019 and expiring March 1, 2021. **FURTHER** that \$5,000 be allocated from the Carbon Neutral Initiatives Reserve Fund in General Government (001) Service, as the RDKB's portion. **FURTHER** that the Board approve the RDKB's authorized signatories to execute the Agreement.

Carried.

### **Communications-RDKB Corporate Communications Officer**

#### **F. Maika, Corporate Communications Officer**

Frances Maika answered questions regarding Social Media from Director Cacchioni.

**Communications (Information Only)**

There were no communications (information only) to review.

**Reports**

**Monthly Cheque Register Summary – June 2019**

The Cheque Register Summary for the month of June 2019 was presented.

**316-19** Moved: Director Shaw Seconded: Director Cacchioni

**Corporate Vote Unweighted**

That the Cheque Register Summary for the month of June 2019 in the amount of \$827,796.69 be received.

Carried.

**Adopted RDKB Committee Minutes**

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

Boundary Community Development Committee (June 5/19) and East End Services Committee (June 17/19 and June 18/19).

**317-19** Moved: Director Grieve Seconded: Director Walsh

**Corporate Vote Unweighted**

That the following minutes of RDKB Committee meetings be received:

Boundary Community Development Committee (June 5/19) and East End Services Committee (June 17/19 and June 18/19).

Carried.

**RDKB Recreation Commission Minutes**

The minutes of the Electoral Area C/Christina Lake Recreation Commission and the minutes of the Grand Forks and District Recreation Commission meetings will be presented at a future meeting.



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

The following draft minutes of the Electoral Area Advisory Planning Commission meetings held on July 2, 2019 were presented:

Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks and Electoral Area 'E'/West Boundary-Big White.

**318-19** Moved: Director Morel Seconded: Director McGregor

#### **Corporate Vote Unweighted**

That the following draft minutes of the Electoral Area Advisory Planning Commission meetings held July 2, 2019 be received:

Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks and Electoral Area 'E'/West Boundary-Big White.

Carried.

#### **B. Burget, General Manager of Finance**

##### **Re: Second Quarter Financial Results**

*Director Cacchioni, Finance Liaison*

A staff report from Beth Burget regarding the financial results for the year-to-date ending June 30, 2019 was presented.

**319-19** Moved: Director Langman Seconded: Director Cacchioni

#### **Corporate Vote Unweighted**

That the staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparison – 2019 Second Quarter be received.

Carried.

### **Committee Recommendations to Board of Directors**

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

**Boundary Community Development Committee – June 5/19**

*Director McGregor, Committee Chair / Director Russell,  
Committee Vice-Chair / Riparian Restoration Project*

Moved: Director Gee    Seconded: Director McGregor

**Stakeholder Vote (Electoral Areas C, D and E, Grand Forks, Greenwood and Midway) Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$10,000 from the Operating Contract of the Boundary Integrated Watershed Service 170 to the Granby Wilderness Society on behalf of the Boundary Habitat Stewards for the Riparian Restoration Project.

Carried.

**East End Services Committee - July 16/19**

*Director Grieve, Committee Chair / Director Cacchioni, Committee Vice-Chair  
BC Transit MoU-Investment Plan for Conventional Transit*

**320-19**      Moved: Director Worley    Seconded: Director Cacchioni

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Memorandum of Understanding with BC Transit for a three-year term commencing 2020 through to 2023 for a total cost of \$163,414 in matching funds to the province for expansion initiatives and investments into the conventional Transit System. **FURTHER** that the Board of Directors approves the authorized RDKB signatories to execute the Memorandum of Understanding.

Carried.

*Trail Transit Exchange-Infrastructure Exploration Agreement*

**321-19**      Moved: Director Worley    Seconded: Director Langman

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Infrastructure Exploration Agreement with BC Transit for \$20,000 as the RDKB's contribution for the provision of the planning and design services for the Trail Transit Exchange project. **FURTHER** that the Board of Directors approves an amendment to the 2019 Five Year Financial Plan with the allocation of \$20,000 from the East End Transit Service #900 reserves.

**FURTHER** that the Board of Directors approves the authorized RDKB signatories to execute the agreement.

**322-19** Moved: Director Langman Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to request that the City of Trail provide confirmation in writing for the provision of appropriate resources to support the design and development of the Transit Exchange project, per the requirements as advised by BC Transit.

Carried.

**Board Appointments Reports**

The Board Appointment Reports will be presented at the next meeting.

**New Business**

**M. Andison, CAO**

**Re: Nomination to CBT Board of Directors**

A staff report from Mark Andison, CAO regarding the Columbia Basin Trust's request for a nomination to its Board of Directors was presented.

**323-19** Moved: Director Grieve Seconded: Director Worley

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors provide confirmation to the Columbia Basin Trust that Murray McConnachie is the Regional District of Kootenay Boundary nominee to its Board of Directors for a recommended term of two years, commencing January 1, 2020 and expiring December 31, 2021.

Carried.

After further discussion, it was;

**324-19** Moved: Director Russell Seconded: Director Cacchioni

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors request the Columbia Basin Trust Appointee to provide the Board with quarterly updates.

Carried.

Director Cacchioni exited the meeting at 7:25 pm.

**M. Andison, CAO****Re: RDI for Local Government Program Update**

A staff report from Mark Andison, Chief Administrative Officer, providing information to update the Board on the status of the Rural Development Institute (RDI) for Local Government Program, which has been funded through a combination of Rural Dividend Program grant funds and local government contributions, was presented.

The CAO and Director Worley provided an update on the RDI for Local Government Program; and it was

**325-19** Moved: Director Morel Seconded: Director Langman

**Corporate Vote Unweighted**

That the staff report from Mark Andison, CAO, providing information to update the Board on the status of the Rural Development Institute (RDI) for Local Government Program be received.

Carried.

**Director Gee-West Boundary Community Service Co-operative Association - Request to Sponsor Application to BC Rural Dividend Funding Program**

The CAO provided a summary of the considerations staff reviewed in recommending that the Regional District of Kootenay Boundary apply for Rural Dividend funding in partnership with the West Boundary Community Service Co-operative Association. Director Gee provided a detailed summary of the proposal; and it was

**326-19** Moved: Director Gee Seconded: Director Worley

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors, in cooperation with the West Boundary Community Service Co-operative Association as a partner, sponsor an application to the BC Rural Dividend Funding Program for a \$500,000 grant for the

construction of a Meat Processing and value-adding facility in Rock Creek, BC and associated planning and marketing activities for the Boundary meat industry.

Carried.

**E. Moore, Senior Planner**

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

A staff report from Elizabeth Moore regarding an application for a development permit from Dean and Olga Terry to construct a single family dwelling on a waterfront property on West Lake Drive in Electoral Area 'C'/Christina Lake was presented.

**327-19** Moved: Director McGregor Seconded: Director Shaw

**Corporate Vote Unweighted**

That the staff report regarding the Development Permit application submitted by Dean and Olga Terry to construct a single family dwelling on the parcel legally described as Lot 1, Plan KAP13676, DL 1021s, SDYD, Electoral Area 'C'/Christina Lake, be received.

Carried.

**E. Moore, Senior Planner**

**Re: Forestry Referral-BC Timber Sales Arrow Timber Supply Area-Plan 19**

A staff report from Elizabeth Moore regarding an invitation from BC Timber Sales to the RDKB to provide comments with respect to salvage harvesting plans for the Arrow Timber Supply Area in Electoral Area B/Lower Columbia-Old Glory was presented.

The Board discussed concerns regarding the decommissioning of new access roads once they are no longer necessary; and it was

**328-19** Moved: Director Worley Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'Forestry Referral – BC Timber Sales: Arrow Timber Supply Area – Plan 19' dated July 25, 2019, which includes the comments of the Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission to BC Timber Sales for consideration, and direct staff to note to BC Timber Sales the RDKB Board of Directors' concerns that BC Timber Sales ensures attention to decommissioning new roads built once they are no longer necessary.

Carried.

**E. Moore, Senior Planner****Re: Big White Sewer Utility Ltd.-Crown Referral-Statutory Right of Way Application  
Electoral Area E/West Boundary-Big White**

A staff report from Elizabeth Moore regarding a Crown Referral for an application, from the Big White Sewer Utility Ltd., for a Statutory Right of Way for a Fortis BC power transmission line and gravity sewer line to service wastewater treatment facilities at Big White Ski Resort was presented.

**329-19** Moved: Director Gee Seconded: Director McGregor

**Corporate Vote Unweighted**

That the staff report regarding the statutory right of way proposed for a transmission line and gravity sewer line to service the wastewater facilities at Big White Ski Resort on that part of DL 2713 lying adjacent to DL 4242, SDYD in Big White, Electoral Area 'E'/West Boundary be received.

Carried.

**E. Moore, Senior Planner****Re: Application for Development Permit-Electoral Area E/West Boundary-Big White**

A staff report from Elizabeth Moore regarding an application for a development permit from Mark and Laura Heatherington and Craig and Jodi Cochrane to construct a single-family dwelling on Feathertop Way at Big White Ski Resort, Electoral Area 'E'/West Boundary-Big White was presented.

**330-19** Moved: Director McGregor Seconded: Director Dunsdon

**Corporate Vote Unweighted**

That the staff report regarding the Development Permit application submitted by Shauna Wizinsky, of Weninger Construction, on behalf of Mark and Laura Heatherington & Craig and Jodi Cochrane, to construct a single family dwelling on the parcel legally described as Strata Lot 50, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**E. Moore, Senior Planner****Re: Interoute Construction Ltd. - Crown Referral - License of Occupation - Electoral Area D/Rural Grand Forks**

A staff report from Elizabeth Moore, regarding an application for a license of occupation, from Interoute Construction Ltd., for a sand and gravel quarry in Electoral Area D/Rural Grand Forks was presented. After discussion, it was;

**331-19** Moved: Director McGregor Seconded: Director Taylor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff that this staff report 'Front Counter Referral – Interoute Construction Ltd - License of Occupation – Aggregate and Quarry Materials,' dated July 25, 2019, which includes the questions, comments and recommendations of the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission to Front Counter BC be deferred, and brought to the August Board meeting for consideration at that time.

Carried.

**E. Moore, Senior Planner****Re: Notification of Subdivision Revision-Monashee Ridge-Electoral Area E/West Boundary-Big White**

A staff report from Elizabeth Moore, with respect to notification from the Ministry of Transportation and Infrastructure regarding revisions to a subdivision plan in Electoral Area E/West Boundary-Big White Ski Resort was presented.

**332-19** Moved: Director McGregor Seconded: Director Worley

**Corporate Vote Unweighted**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Block A, DL 4247, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**E. Moore, Senior Planner****Re: Application for Renewal of Temporary Use Permit-Little Lakers-Electoral Area C/Christina Lake**

A staff report from Elizabeth Moore, regarding a renewal of a temporary use permit from Annie Rioux and Thomas Renolds to continue operating the Little Lakers Learning Centre in Electoral Area C/Christina Lake was presented.

**333-19** Moved: Director McGregor Seconded: Director Worley

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the application to renew the Temporary Use Permit submitted by Annie Rioux and Thomas Renolds, of 1059302 BC Ltd., to allow for the continued operation of the Little Lakers Learning Centre on the property legally described as Lot 8, Plan KAP46442, DL 498, SDYD, Electoral Area C/Christina Lake.

Carried.

**G. Denkovski, Manager of Infrastructure and Sustainability****Re: Saddle Lake Dam Spillway Upgrade**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the construction of a spillway at Saddle Lake Dam was presented; and it was

**334-19** Moved: Director McGregor Seconded: Director Taylor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves entering into a contract with Arise Contracting Inc. in the amount of \$173,825 (not including GST) for the construction of a spillway at Saddle Lake, RDKB Electoral Area D/Rural Grand Forks.

**FURTHER** that the Board approves the RDKB's authorized signatories to execute the contract.

Carried.

**Grants in Aid - as of July 18, 2019:**

**335-19** Moved: Director Worley Seconded: Director Gee

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

That the following grants-in-aid be approved:



1. Oasis Recreation Society – Oasis Pickle Ball Court Grand Opening – Electoral Area 'B'/Lower Columbia-Old Glory - \$1,276.34
2. Midway Public Library – Area E Residents Library Memberships – Electoral Area 'E'/West Boundary - \$4,000

Carried.

### **Bylaws**

#### **T. Lenardon, Manager of Corporate Administration**

#### **Re: RDKB Security Issuing Bylaw No. 1722, 2019**

#### **City of Grand Forks**

First, Second and Third Readings  
Reconsideration and Adoption

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and draft Bylaw No. 1722 regarding the City of Grand Forks Security Issuing for emergency water supply was presented; and it was

**336-19** Moved: Director McGregor Seconded: Director Taylor

#### **Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (Grand Forks Emergency Water Supply for Fire Protection) Bylaw No. 1722, 2019 be read a First, Second and Third Time.

Carried.

**337-19** Moved: Director Taylor Seconded: Director McGregor

#### **Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (Grand Forks Emergency Water Supply for Fire Protection) Bylaw No. 1722, 2019 be Reconsidered and Adopted.

Carried.

#### **T. Lenardon, Manager of Corporate Administration**

#### **Re: RDKB Security Issuing Bylaw No. 1723, 2019**

#### **City of Grand Forks**

First, Second and Third Readings, Reconsideration and Adoption

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and draft Bylaw No. 1723 regarding the City of Grand Forks Security Issuing for capital renewal multi-utility projects was presented; and it was

**338-19** Moved: Director Taylor Seconded: Director McGregor

**Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (Grand Forks Capital Renewal Multi-Utility Projects) Bylaw No. 1723, 2019 be read a First, Second and Third Time.

Carried.

**339-19** Moved: Director Taylor Seconded: Director McGregor

**Corporate Vote Weighted**

That Regional District of Kootenay Boundary Security Issuing (Grand Forks Capital Renewal Multi-Utility Projects) Bylaw No. 1723, 2019 be Reconsidered and Adopted.

Carried.

**Public Hearing Minutes**

**Re: RDKB Amending Bylaw No. 1674 and RDKB Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675**

The minutes of the Public Hearing for RDKB Bylaws 1674 and 1675 held on July 8, 2019 were presented.

**340-19** Moved: Director McGregor Seconded: Director Walsh

**Corporate Vote Unweighted**

That the minutes of the Public Hearing for RDKB Official Community Plan Amendment Bylaw No. 1674 and RDKB Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675, held on July 8, 2019 be received.

Carried.

**RDKB Bylaw No. 1674-Amending Area D/Rural Grand Forks Official Community Plan Bylaw No. 1555**

Third Reading, Reconsideration and Adoption

**341-19** Moved: Director Worley Seconded: Director McGregor

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

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

Carried.

**342-19** Moved: Director McGregor Seconded: Director Worley

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1674, 2019 be Reconsidered and Adopted.

Carried.

**RDKB Bylaw No. 1675-Electoral Area D/Rural Grand Forks Zoning Bylaw -  
Replacing RDKB Zoning Bylaw No. 1299**

Third Reading

**343-19** Moved: Director Worley Seconded Director McGregor

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

That Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675, 2019 be read a Third time.

Carried.

**Late (Emergent) Items**

**D. Dean, Manager of Planning and Development**

**Re: Bylaw Enforcement Update-9175 and 9385 Granby Road, Electoral Area  
D/Rural Grand Forks**

A staff report from Donna Dean, providing an update to the status of bylaw enforcement for the subject properties located at 9175 and 9385 Granby Road was presented.

**344-19** Moved: Director McGregor Seconded: Director Taylor

**Corporate Vote Unweighted**

That the report titled 'Bylaw Enforcement Update for 9175 and 9385 Granby Road – July 25, 2019' be received.

Carried.

**Discussion Item**

**Re: Request for Meeting with Teck and IRM to Discuss Future Communications Protocols for Hazardous Materials Spills.**

*Director Langman*

Director Langman noted that she had been requested to attend a meeting by IRM and feels that the companies should be meeting with Regional elected officials as a group rather than individually; and it was

**345-19** Moved: Director Langman Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors directs staff to request a joint meeting in September with IRM, Teck and elected officials regarding transportation of sulphuric acid in the region.

Carried.

**D. Dean, Manager of Planning and Development**

**Re: Application for Permit to Construct In and use a Portion of the Lavalley Road End – Kootenay Robusters Society, Electoral Area 'C'/Christina Lake**

A staff report from Donna Dean regarding an application for a permit to construct in and use a portion of the Lavalley Road End by the Kootenay Robusters Society, Electoral Area 'C'/Christina Lake was presented; and it was

**346-19** Moved: Director McGregor Seconded: Director Worley

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors instruct staff to obtain written confirmation from BC Parks regarding the use of Christina Lake Provincial Park for parking and use of the washroom facilities and once that is in place enter into an agreement with the Ministry of Transportation and Infrastructure for a licence of occupation for 10 years for an area of approximately 180m<sup>2</sup> of the lakefront portion of Lavalley Road End, Electoral

Area 'C'/Christina Lake as shown in the Staff Report "Application for Permit to Construct In and Use a Portion of the Lavalley Road End – Kootenay Robusters Society, July 25, 2019".

Carried.

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

Director Gee updated the Board on the status of the Aboriginal Head Start Program and informed the Board of the Big White Fire Department's assistance with putting trusses on the new building at the Westbridge Community Hall grounds.

Director Taylor updated the Board on low-income housing initiatives in Grand Forks.

Director Worley informed the Board that CBRAC is seeking a representative from the Lower Columbia area.

Chair Russell suggested that a section on "Information Sharing" be added to the agenda as part of the Procedure Bylaw review.

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

A question period was not required.

#### **Closed Meeting**

A closed meeting was not necessary.

#### **Adjournment**

There being no further business to discuss, the meeting was adjourned (time: 8:05 pm).

JK



## Committee/Board Delegation and Presentation Form

|  |                     |   |  |
|--|---------------------|---|--|
| Names of all persons who will be speaking & position titles (if relevant) must be included.<br>Name of organization you are representing is also required.   |                     | Name(s):<br><u>Lilly Bryant, Decun Bryant</u>   |  |
| Subject of delegation<br>(What information will be presented?) ~ letter of concerns<br>Petition ~ results  |                     | <u>Volcanic Creek Gravel Pit #1631059</u><br><u>Residence concerns about the</u><br><u>development of Pit in the proposed</u><br><u>site.</u> |  |
| What is the purpose of delegation?<br>(Please check where appropriate):  |                     | Information Only <input checked="" type="checkbox"/>  |  |
|  |                     | Letter of Support Request <input type="checkbox"/>  |  |
|  |                     | Funding Request <input type="checkbox"/>  |  |
|  |                     | Other (please provide details):<br><br><br>   |  |
| Contact Person   |                     | <u>Lilly Bryant</u>   |  |
| Telephone:   | <u>250-442-2672</u> | Email:  | <u>dlbryant@nethop.net</u>   |
| Meeting Date Requested:  |                     | <u>Aug 29, 2019</u>   |  |
| Technical Requirements:<br>Will you be using a power-point presentation?   |                     | YES <input type="checkbox"/>  | NO <input checked="" type="checkbox"/> If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick. |
| The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements. |                     |   |  |
| <p><b>For more information, please contact:</b></p> <p>Manager of Corporate Administration<br/>202-843 Rossland Avenue<br/>Trail, BC V1R 4S8</p> <p>Phone: 250-368-9148      Toll Free: 1-800-355-7352<br/>Fax: 250-368-3990      Email: <a href="mailto:tlennardon@rdkb.com">tlennardon@rdkb.com</a></p>  |                     |   |  |
| To facilitate effective delegations:   |                     |   |  |

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

**Board & Committee Delegation Request**  
(Excerpt from Board Presentation Policy) Page 1 of 2

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

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

Lilly Bryant, Dean Bryant  
Name of Delegate/Group Representative

Aug 22, 2019  
Date

Lilly Bryant  
Signature

For Office Use Only

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

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

Referred to Chair:

Date

Approved

Declined

If declined provide explanation:

Date of delegation (if applicable):

Applicant informed of decision:

Manager of Corporate Administration

Date

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

Board & Committee Delegation Request  
(Excerpt from Board Presentation Policy) Page 2 of 2



**Regional District of  
Kootenay Boundary**

## ***Staff Report***

|              |   |                |  |
|--------------|---|----------------|--|
| <b>Date:</b> | August 22, 2019   | <b>File #:</b> |  |
| <b>To:</b>   | Chair Russell and Members of the Board                        |                |  |
| <b>From:</b> | Frances Maika, Corporate Communications Officer               |                |  |
| <b>RE:</b>   | Final 2019-2020 Communications Plan and Communications Update |                |  |

### **ISSUE INTRODUCTION**

The RDKB Corporate Communications Officer presents the draft 2019-2020 Communications Plan to the Board of Directors for final approval. The Corporate Communications Officer also updates the Board on communications projects previously approved by the Board. These projects are all part of plan implementation for the coming months and year.

### **HISTORY / BACKGROUND FACTORS**

#### **1. Corporate Communications Plan**

A key deliverable of the Corporate Communications Officer is to develop and implement a Corporate Communications Plan to improve and enhance communication with those people we serve across the region. At the same time, important work on specific projects and activities has been progressing while the plan was developed, and so some projects presented to the Board for approval within previous draft versions of the plan are already underway or nearing completion. These projects are all included in the 2019-2020 Communications Plan now before the Board for approval.

The plan includes four focus areas with corresponding strategic objectives, goals and sub-goals for the remainder of 2019 into the third quarter of 2020.

The plan guides the Regional District of Kootenay Boundary's communications priorities over the next year, and the the Corporate Communications Officer will assess the plan each quarter and report to the Board on progress toward achieving each strategic objective and supporting goals.

The plan is a living document and tracked through an online platform called [Cascade Strategy](#). This allows the plan to serve as both a day to day work plan and a strategic plan, making it much more of an active guide than most plans that are often written, then left on a shelf and revisited infrequently despite the best intentions. This online



version of the plan also means updates to the plan and reporting on progress are quick and easy to share with other staff and the Board, and that projects can be modified or their priority changed based on what else is going on inside or outside the RDKB.

## **2. Emergency Communications Plan**

RDKB Communications has been working closely with the Interim Emergency Program Manager and Regional Fire Chief to support them in finalizing the Emergency Communications Plan for presentation to the Policy and Personnel Committee and the Board by the Interim Emergency Program Manager. The plan is very close to completion.

## **3. Online Engagement Platform**

The RDKB's online engagement platform [jointheconversation.rdkb.com](http://jointheconversation.rdkb.com) has recorded over 1200 individual visits from regional residents to date, and 139 people have registered to receive ongoing project updates. About 185 people have completed surveys on the site since early 2019 and 13 staff and one consultant are now project administrators, managing their individual projects with support from Corporate Communications. The site continues to add projects monthly and more people register weekly. RDKB Communications aims to boost site registration to over 1000 by mid-2020.

## **4. RDKB Brand Refresh Project**

The project is in the last steps of completion and the following items are ready for or already in use by staff and the Board:

- Logo refresh
- Departmental and Electoral Area logo treatment
- Graphic Standards
- Photo Guidelines
- Business Cards
- Letterhead
- Board Highlights
- Ad templates
- Mail-able postcard
- Vehicle decals
- Email signatures
- Website graphic design support

Still in progress:

- Banners and backdrop (awaiting photos)
- PowerPoint template

RDKB Communications plans to hold a number of brief, brand familiarization sessions in fall 2019 to ensure all staff know how to use the new items, where to find them, and can ask any questions they may have.

### **Website Redesign Project**

The website home page and secondary templates are completed and staff are working with RDKB Communications to ensure sub-pages are correctly set up for their departments. Information Technology will begin adding page content in early fall once the design phase is completed and content has been edited to fit with the new templates.

The beta site ready for public feedback is targeted for launch in mid-fall, 2019. The launch and public engagement with the new site will take place through [jointheconversation.rdkb.com](http://jointheconversation.rdkb.com), supported by outreach through media and social media.

RDKB Communications will provide the Board with a live preview of the design templates as part of this report.

### **PROPOSAL**

That the Board of Directors approve the draft 2019-2020 Communications Plan and receive this staff report.

### **IMPLICATIONS**

Finalization and implementation of the 2019-2020 Communications Plan

### **RECOMMENDATION**

That the Board of Directors approve the draft 2019-2020 Communications Plan and receive this staff report.

### **ATTACHMENTS:**

*RDKB\_CommunicationsPlan\_190822.pdf*

*Summary\_Report\_jointheconversation.rdkb.com\_19\_September\_18\_To\_21\_August\_19.pdf*



## **Regional District of Kootenay Boundary**

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

COMMUNICATIONS PLAN

22/08/2019

Powered by  
**CASCADE**

## OUR PLAN

| Vision   |  |            |            |           |              |         |             |            |            |
|--|--|------------|------------|-----------|--------------|---------|-------------|------------|------------|
| "We shall be recognized as an essential level of government offering services in an effective, accountable and responsive manner." |  |            |            |           |              |         |             |            |            |
| Values   |  |            |            |           |              |         |             |            |            |
| Professional   | Transparent  | Responsive | Innovative | Efficient | Approachable | Ethical | Sustainable | Consistent | Passionate |
| Focus Area   | Organizational Goal  |            |            |           | 2019         | 2020    | 2021        |            |            |
| Clear Brand  | Create and implement a refreshed RDKB brand that external audiences report is consistent and recognizable.: 100% by 31st Oct 2020  |            |            |           | <div></div>  |         |             |            |            |
|  | Foster development of brand ambassadors among staff and board: 50 people by 31st Dec 2020  |            |            |           | <div></div>  |         |             |            |            |
| Digital Presence   | Create and plan for an increased use of digital communications and engagement tools so that the RDKB is a leader among local governments in use of digital in addition to analog tools for communications and public engagement in southeastern BC.: 1 unit to 3 unit by 31st Oct 2021 |            |            |           | <div></div>  |         |             |            |            |
| Internal Expertise   | Support improvement of staff skills in communications and engagement: 48.8474% to 100% by 31st Dec 2020  |            |            |           | <div></div>  |         |             |            |            |
| Engagement   | Develop & support development of departmental communications & engagement plans: 50% to 100% by 31st Dec 2019  |            |            |           | <div></div>  |         |             |            |            |
|  | Create and plan for an increased use of digital communications and engagement tools so that the RDKB is a leader among local governments in use of digital in addition to analog tools for communications and public engagement in southeastern BC.: 1 unit to 3 unit by 31st Oct 2021 |            |            |           | <div></div>  |         |             |            |            |

## OUR VISION

"WE SHALL BE RECOGNIZED AS AN ESSENTIAL LEVEL OF  
GOVERNMENT OFFERING SERVICES IN AN EFFECTIVE,  
ACCOUNTABLE AND RESPONSIVE MANNER."

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

OUR VALUES

Professional

Transparent

Responsive

Innovative

Efficient

Approachable

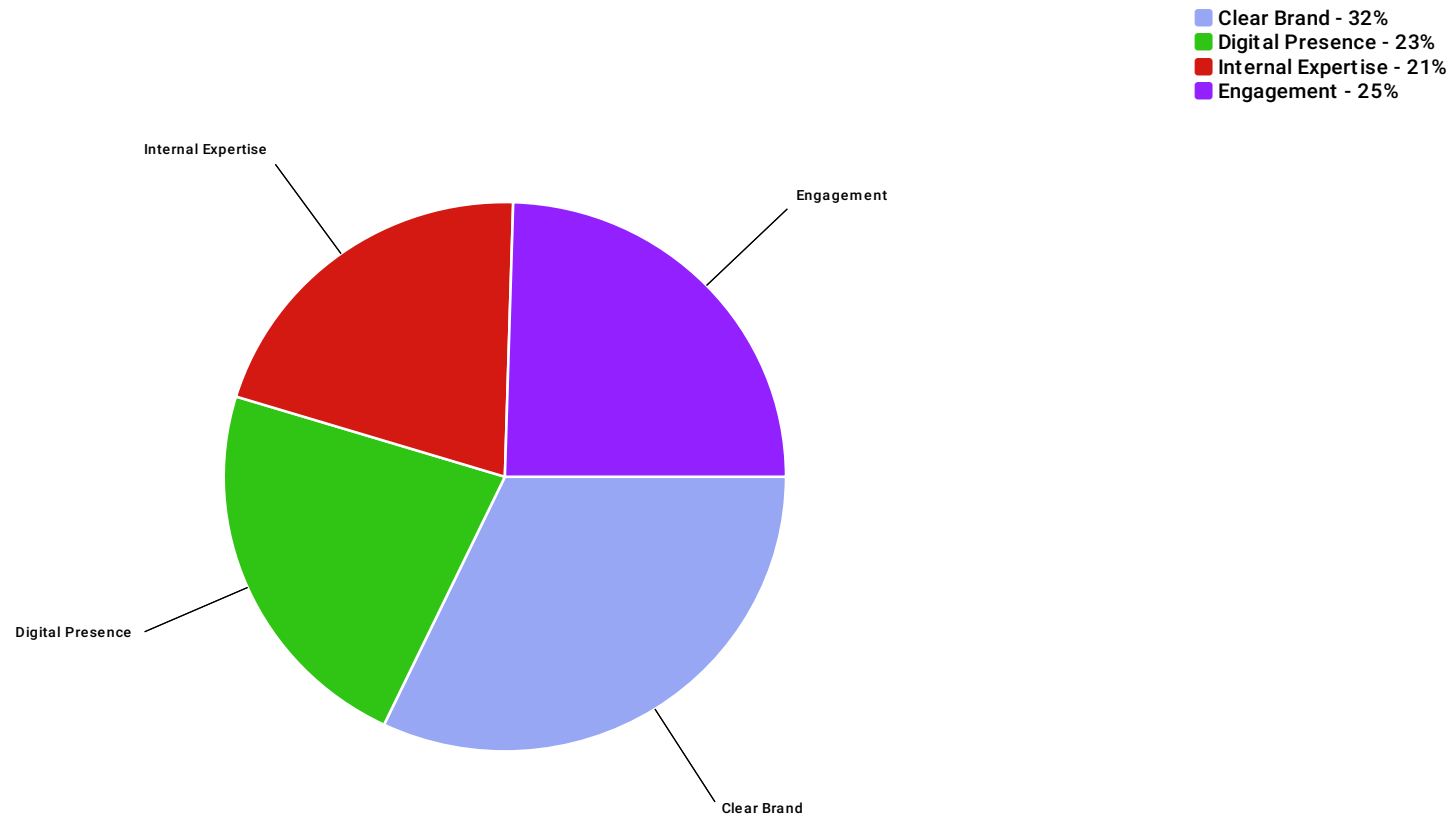
Ethical

Sustainable

Consistent  
**No additional details.**

Passionate  
**No additional details.**

## FOCUS AREAS





## FOCUS AREAS



32%

### CLEAR BRAND

- When anyone in the region sees our print materials, digital presence, vehicles, or when they meet any of our staff or directors face to face or interact with us by phone or email, they will know immediately that they are interacting with the RDKB - their local government.
- Our brand will reflect our values and embody the narrative of who the RDKB is, what we do and why we do it.
- The RDKB will communicate so that all our audiences can understand us.
  - A communication is in **plain language** if its wording, structure, and design are so clear that the intended audience can easily find what they need, understand what they find, and use that information.



23%

### DIGITAL PRESENCE

The RDKB will use a variety of digital communications and engagement tools and channels so that our internal and external audiences can conveniently and at any time or place interact with us and and us with them.



21%

### INTERNAL EXPERTISE

- Staff and board serve as communications ambassadors for the RDKB.
- We are a lean organization with few staff dedicated to the communications function so we will provide opportunities within our organization to develop communications knowledge and skills.
- We will provide the right tools to staff and to the board so they can engage in productive conversations with our audiences, both internal and external.



25%

### ENGAGEMENT

- The RDKB relies on engaging with many audiences to fulfill its mission: to provide a professional level of governance that is both responsive and accountable to the needs of our regional community.
- Becoming more efficient, responsive, innovative and transparent in our engagement practices is core to serving communities and retaining and attracting the right staff and potential board members to achieve organizational excellence.
- Communications and engagement are inextricably linked and developing one includes developing the other.

## ORGANIZATIONAL GOALS

CREATE AND IMPLEMENT A REFRESHED RDKB BRAND THAT EXTERNAL AUDIENCES REPORT IS CONSISTENT AND RECOGNIZABLE.: 100% BY 31ST OCT 2020 - FRANCES MAIKA

### Focus Area Alignment

Clear Brand

The majority of residents polled twice over the course of 2020 will report that the RDKB brand is consistent and recognizable.

### Scorecard

Process

### Strategic horizon

Horizon 1

Priority: Top Priority

### Contributing Goals

Complete RDKB Brand Refresh Project: 20% to 100% by 31st Aug 2019 - Frances Maika

Audit & Report on RDKB Ads: 40% to 100% by 31st Dec 2019 - Frances Maika

Develop and Implement an online RDKB newsletter for external audiences: 25% to 100% by 31st Dec 2019 - Frances Maika

Coordinate clear branding on all external-facing RDKB collateral/communication materials.: 25% to 100% by 31st Dec 2019 - Frances Maika

Develop and support development of content for online engagement: 4 people to 25 people by 31st Oct 2021 - Frances Maika

FOSTER DEVELOPMENT OF BRAND AMBASSADORS AMONG STAFF AND BOARD: 50 PEOPLE BY 31ST DEC 2020 - FRANCES MAIKA

Focus Area Alignment

Clear Brand

Help staff and board members to communicate RDKB brand. RDKB Communications to develop training and opportunities for interaction with brand materials as well as engage in internal RDKB conversations to better articulate the RDKB brand story: who we are, what we stand for, where we're going.

Scorecard

People

Strategic horizon

Horizon 2

Priority: Important

Contributing Goals

Develop Brand Story: 80% to 100% by 31st Oct 2019 - Frances Maika

Audit & Report on RDKB Ads: 40% to 100% by 31st Dec 2019 - Frances Maika

CREATE AND PLAN FOR AN INCREASED USE OF DIGITAL COMMUNICATIONS AND ENGAGEMENT TOOLS SO THAT THE RDKB IS A LEADER AMONG LOCAL GOVERNMENTS IN USE OF DIGITAL IN ADDITION TO ANALOG TOOLS FOR COMMUNICATIONS AND PUBLIC ENGAGEMENT IN SOUTHEASTERN BC.: 1 UNIT TO 3 UNIT BY 31ST OCT 2021 - FRANCES MAIKA

#### Focus Area Alignment

Digital Presence  
Engagement

The RDKB will aim to lead in digital presence among similar-sized neighbouring local governments and regional districts including the RDKB, RDCK, RDEK and CSRD. We will do so in addition to using face to face tactics and some print tactics to address all our audiences' needs. We will be the first to develop and successfully implement an online engagement platform, the first to launch a fully redesigned, modern website and be on par with our neighbours in effective use of digital tools for emergency communications and effective use of social media for better communication and engagement with our communities. We will explore other digital assets that will make it easier for residents and visitors to be served by us. We will assess and track our digital maturity as an organization.

#### Scorecard

Process

#### Strategic horizon

Horizon 1

#### Priority: Top Priority

#### Contributing Goals

Implement Online Engagement Platform - jointtheconversation.rdkb.com: 100% to 100% by 28th Feb 2019 - Frances Maika  
Plan, Deliver and Measure Audience Response System and Content for 2019/20 Town Hall Meetings: 1 unit by 31st Mar 2019 - Frances Maika  
Develop and Implement an online RDKB newsletter for external audiences: 25% to 100% by 31st Dec 2019 - Frances Maika  
Develop and support development of content for online engagement: 4 people to 25 people by 31st Oct 2021 - Frances Maika

SUPPORT IMPROVEMENT OF STAFF SKILLS IN COMMUNICATIONS AND ENGAGEMENT: 48.8474% TO 100% BY 31ST DEC 2020 - FRANCES MAIKA

Focus Area Alignment

Internal Expertise

RDKB Communications is one staff person supporting and helping to communicate for all staff and the Board of Directors. A role of the Corporate Communications officer is to facilitate and provide training and mentorship in communications and engagement so that the communications capacity and expertise of the RDKB is expanded beyond the one staff role dedicated to this function. The Corporate Communications Officer will ensure that training and mentorship opportunities are available to staff and the Board so that everyone's skill level in Communications and Engagement is improved.

Scorecard

Process

Strategic horizon

Horizon 2

Priority: Important

Contributing Goals

Complete Emergency Communications Plan: 95% to 100% by 31st Oct 2019 - Frances Maika

Develop Internal Communication Plan: 100% by 30th Apr 2020 - Frances Maika

## DEVELOP & SUPPORT DEVELOPMENT OF DEPARTMENTAL COMMUNICATIONS & ENGAGEMENT PLANS: 50% TO 100% BY 31ST DEC 2019

### Focus Area Alignment

Engagement  
Clear Brand  
Digital Presence  
Internal Expertise

- Support each department by providing a communication plan template that staff can populate, and Corporate Communications can edit and finalize with managers. Schedule monthly review meetings of the plan and deliverables that need Corporate Comm. support.
- Develop and share a media release calendar based on departmental cycles and upcoming projects or issues.
- Develop and share a social media posting calendar based on departmental cycles and upcoming projects or issues.
- Develop and share an internal engagement calendar that staff can populate with projects, events on behalf of their departments or for the Board. This calendar will assist in planning staff and Board time commitments and ensuring the RDKB coordinates its engagement efforts so residents are not consulted too infrequently, too frequently or concurrently on separate issues. This calendar will include a public version on [jointheconversation.rdkb.com](http://jointheconversation.rdkb.com) so residents can subscribe to receive information about projects that interest them.

### Scorecard

None

### Strategic horizon

None

### Priority: Top Priority

### Contributing Goals

Plan, Deliver and Measure Audience Response System and Content for 2019/20 Town Hall Meetings: 1 unit by 31st Mar 2019 - Frances Maika  
Develop and Implement an online RDKB newsletter for external audiences: 25% to 100% by 31st Dec 2019 - Frances Maika

CREATE AND PLAN FOR AN INCREASED USE OF DIGITAL COMMUNICATIONS AND ENGAGEMENT TOOLS SO THAT THE RDKB IS A LEADER AMONG LOCAL GOVERNMENTS IN USE OF DIGITAL IN ADDITION TO ANALOG TOOLS FOR COMMUNICATIONS AND PUBLIC ENGAGEMENT IN SOUTHEASTERN BC.: 1 UNIT TO 3 UNIT BY 31ST OCT 2021 - FRANCES MAIKA

#### Focus Area Alignment

Digital Presence  
Engagement

The RDKB will aim to lead in digital presence among similar-sized neighbouring local governments and regional districts including the RDKB, RDCK, RDEK and CSRD. We will do so in addition to using face to face tactics and some print tactics to address all our audiences' needs. We will be the first to develop and successfully implement an online engagement platform, the first to launch a fully redesigned, modern website and be on par with our neighbours in effective use of digital tools for emergency communications and effective use of social media for better communication and engagement with our communities. We will explore other digital assets that will make it easier for residents and visitors to be served by us. We will assess and track our digital maturity as an organization.

#### Scorecard

Process

#### Strategic horizon

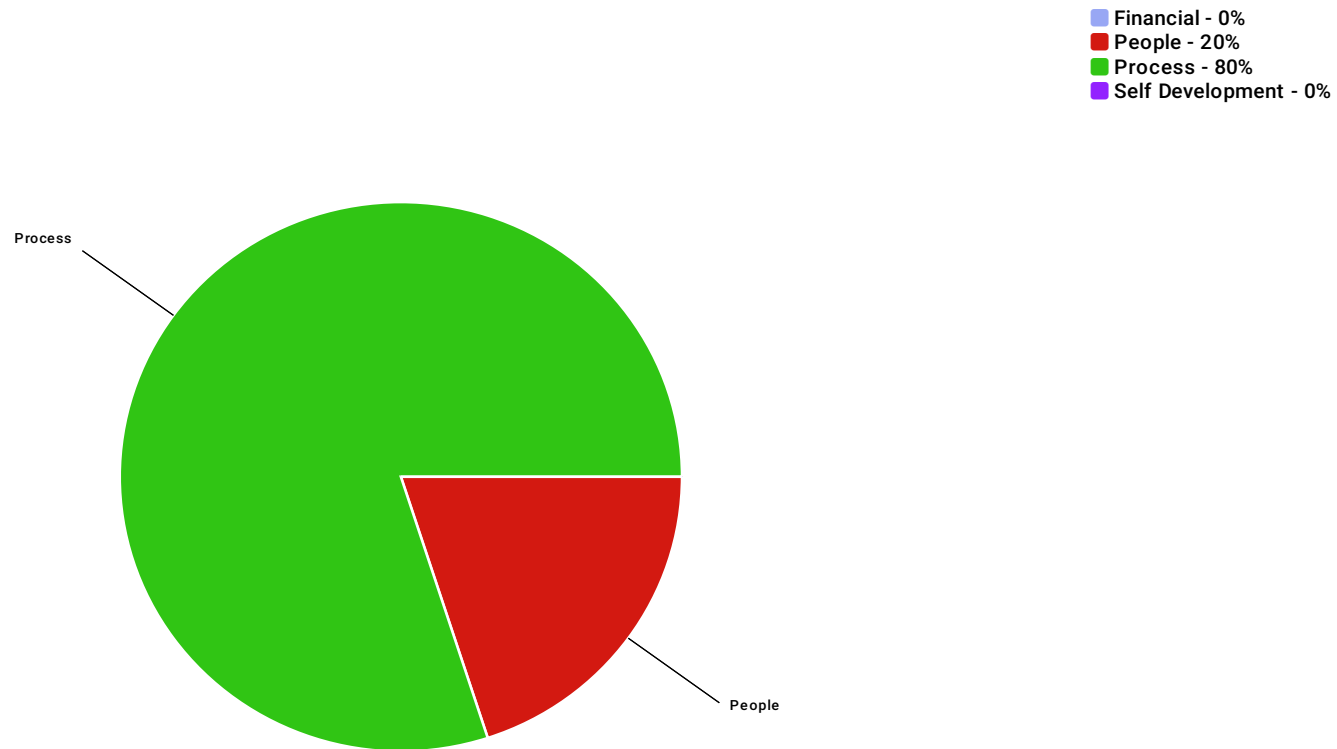
Horizon 1

#### Priority: Top Priority

#### Contributing Goals

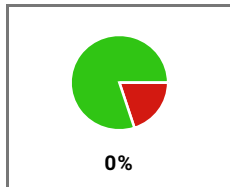
Implement Online Engagement Platform - jointheconversation.rdkb.com: 100% to 100% by 28th Feb 2019 - Frances Maika  
Plan, Deliver and Measure Audience Response System and Content for 2019/20 Town Hall Meetings: 1 unit by 31st Mar 2019 - Frances Maika  
Develop and Implement an online RDKB newsletter for external audiences: 25% to 100% by 31st Dec 2019 - Frances Maika  
Develop and support development of content for online engagement: 4 people to 25 people by 31st Oct 2021 - Frances Maika

## SCORECARD



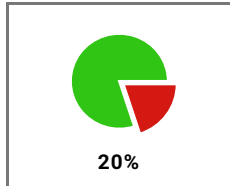


## SCORECARD



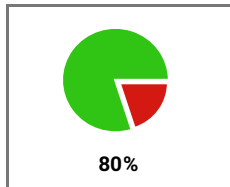
### FINANCIAL

Directly or indirectly impacts income, cost or ultimate profit.



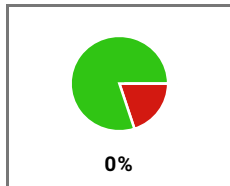
### PEOPLE

Impacts upon the people of the organisation, including managers, peers or subordinates.



### PROCESS

Enhances, changes or adds to the processes in place throughout the organisation.

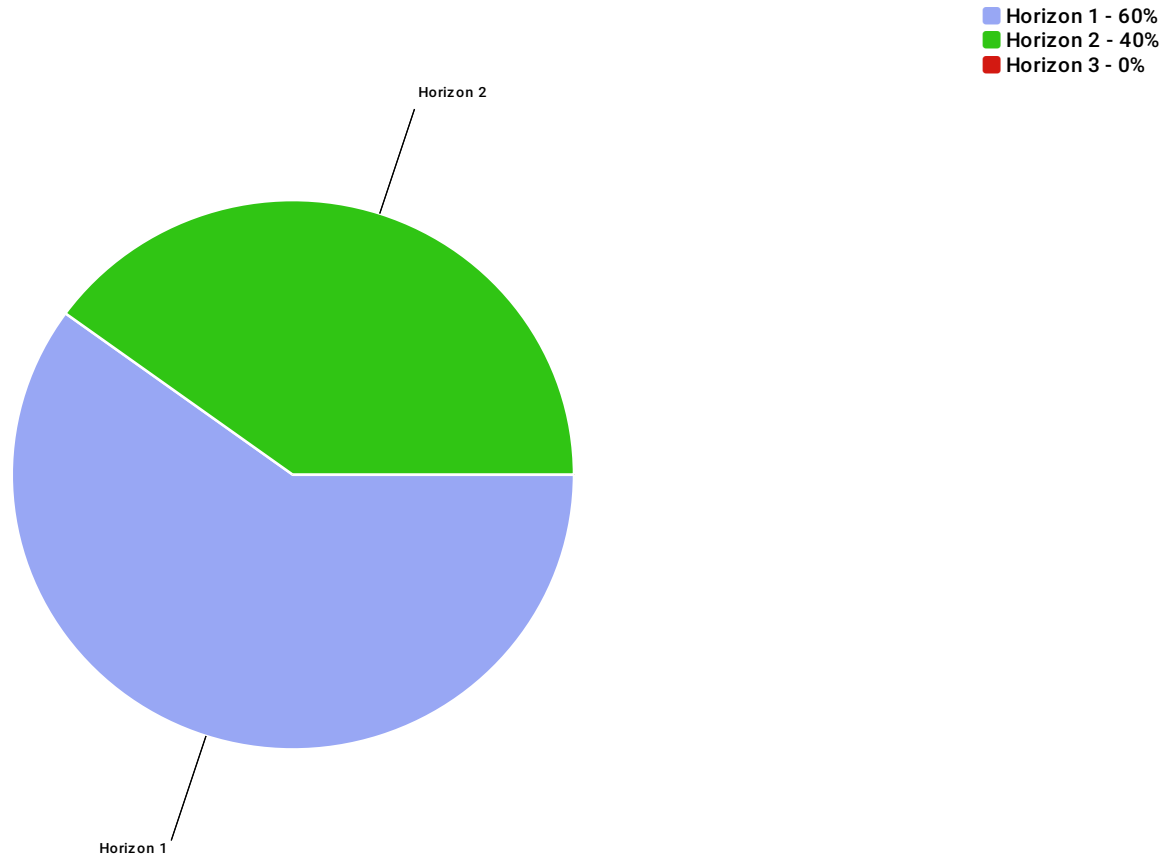


### SELF DEVELOPMENT

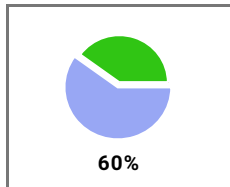
Specifically relates to you and your personal development or training.

## STRATEGIC HORIZON

---



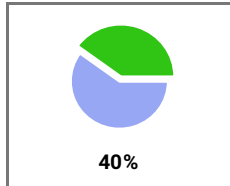
## STRATEGIC HORIZON



60%

### HORIZON 1

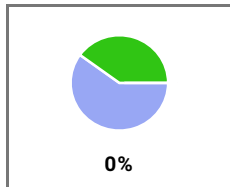
Relates to established business activities that typically drive short term objectives such as revenue, sales or other operational necessities.



40%

### HORIZON 2

Relates to exploration of entirely new ideas or activities that may drive profitable growth at some point in the future. The best Innovative New Ideas will become Emerging Opportunities in the future.



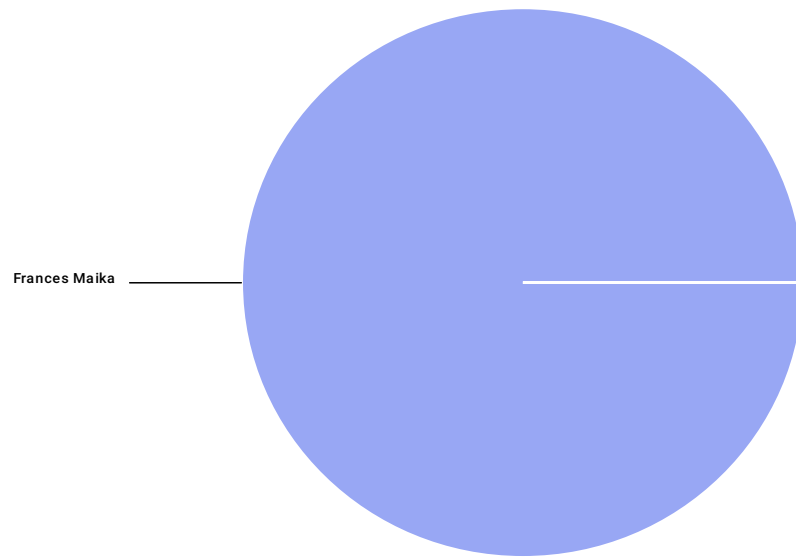
0%

### HORIZON 3

Relates to a variety of new business activities, or extensions of existing business activities into new areas. Such activities are typically medium to long term and may become part of Core Business in the future.

## OWNERS

■ Corporate Communications (Frances Maika) - 100%





## OWNERS



100%

### FRANCES MAIKA - *CORPORATE COMMUNICATIONS*

- Implement Online Engagement Platform - [jointheconversation.rdkb.com](https://jointheconversation.rdkb.com): 100% to 100% by 28th Feb 2019
- Plan, Deliver and Measure Audience Response System and Content for 2019/20 Town Hall Meetings: 1 unit by 31st Mar 2019
- Complete RDKB Brand Refresh Project: 20% to 100% by 31st Aug 2019
- Develop Brand Story: 80% to 100% by 31st Oct 2019
- Complete Emergency Communications Plan: 95% to 100% by 31st Oct 2019
- Audit & Report on RDKB Ads: 40% to 100% by 31st Dec 2019
- Develop and Implement an online RDKB newsletter for external audiences: 25% to 100% by 31st Dec 2019
- Coordinate clear branding on all external-facing RDKB collateral/communication materials.: 25% to 100% by 31st Dec 2019
- Develop Internal Communication Plan: 100% by 30th Apr 2020
- Develop and support development of content for online engagement: 4 people to 25 people by 31st Oct 2021

# Summary Report

19 September 2018 - 21 August 2019

## Regional District of Kootenay Boundary

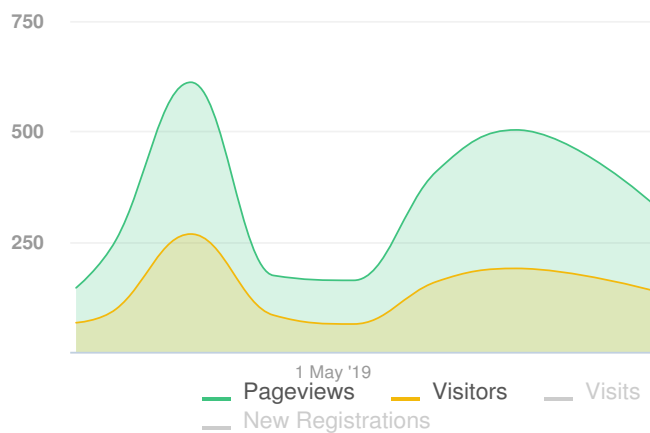
PROJECTS SELECTED: 9

RDKB Building Inspection Services - Take the Customer Survey | 2019 Town Halls | Columbia Pollution Control Centre Upgrade to Secondary Treatment | Retail Cannabis Referral: Monashee Mountain Cannabis Company Ltd. | Anaconda Community Water System | Beaver Valley Recreation Survey | RDKB Website Survey - Board of Directors

FULL LIST AT THE END OF THE REPORT



### Visitors Summary



### Highlights

TOTAL VISITS

1.2 k

MAX VISITORS PER DAY

33

NEW REGISTRATIONS

139

ENGAGED VISITORS

185

INFORMED VISITORS

448

AWARE VISITORS

863

## Regional District of Kootenay Boundary : Summary Report for 19 September 2018 to 21 August 2019

## PARTICIPANT SUMMARY

| ENGAGED  |                             | 185 ENGAGED PARTICIPANTS                                    |            |            | TOP PROJECTS  |  |
|----------|-----------------------------|---|------------|------------|---|--|
|          |                             |   | Registered | Unverified | Anonymous   | Participants (%)                             |
| INFORMED | Contributed on Forums       |   | 0          | 0          | 0   | RDKB Electoral Area 'A' Res... 47 (49.0%)    |
|          | Participated in Surveys     |   | 72         | 0          | 54  | 2019 Town Halls 38 (15.3%)                   |
|          | Contributed to Newsfeeds    |   | 0          | 0          | 0   | Christina Lake Water Utility S... 36 (26.1%) |
|          | Participated in Quick Polls |   | 8          | 0          | 30  | Beaver Valley Recreation Su... 34 (27.4%)    |
| AWARE    | Posted on Guestbooks        |   | 13         | 14         | 0   | Retail Cannabis Referral: Mo... 16 (11.2%)   |
|          | Contributed to Stories      |   | 0          | 0          | 0   | RDKB Building Inspection Se... 10 (12.0%)    |
|          | Asked Questions             |   | 0          | 0          | 0   | Anaconda Community Water... 5 (6.7%)         |
|          | Placed Pins on Places       |   | 0          | 0          | 0   | Columbia Pollution Control C... 3 (2.4%)     |
|          | Contributed to Ideas        |   | 0          | 0          | 0   |  |
|          |                             | * A single engaged participant can perform multiple actions |            |            | * Calculated as a percentage of total visits to the Project |  |

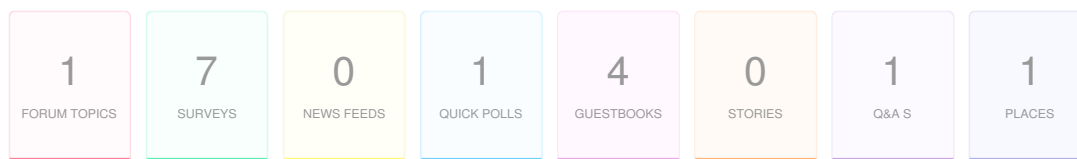
| ENGAGED  |                                 | 448 INFORMED PARTICIPANTS                                    |              | TOP PROJECTS  |                  |
|----------|---------------------------------|--|--------------|---|------------------|
|          |                                 |  | Participants |   | Participants (%) |
| INFORMED | Viewed a video                  |  | 0            | 2019 Town Halls   | 119 (48.0%)      |
|          | Viewed a photo                  |  | 8            | Beaver Valley Recreation Su...                              | 90 (72.6%)       |
|          | Downloaded a document           |  | 95           | Christina Lake Water Utility S...                           | 89 (64.5%)       |
|          | Visited the Key Dates page      |  | 134          | RDKB Electoral Area 'A' Res...                              | 61 (63.5%)       |
| AWARE    | Visited an FAQ list Page        |  | 0            | RDKB Building Inspection Se...                              | 37 (44.6%)       |
|          | Visited Instagram Page          |  | 0            | Retail Cannabis Referral: Mo...                             | 34 (23.8%)       |
|          | Visited Multiple Project Pages  |  | 268          | Anaconda Community Water...                                 | 31 (41.3%)       |
|          | Contributed to a tool (engaged) |  | 185          | Columbia Pollution Control C...                             | 26 (21.0%)       |
|          |                                 | * A single informed participant can perform multiple actions |              | * Calculated as a percentage of total visits to the Project |                  |

| ENGAGED  |                           | 863 AWARE PARTICIPANTS   |              | TOP PROJECTS                                   |              |
|----------|---------------------------|--|--------------|--|--------------|
|          |                           |  | Participants |  | Participants |
| INFORMED | Visited at least one Page |  | 863          | 2019 Town Halls                                | 248          |
|          |                           |  |              | Retail Cannabis Referral: Mo...                | 143          |
| AWARE    |                           |  |              | Christina Lake Water Utility S...              | 138          |
|          |                           |  |              | Beaver Valley Recreation Su...                 | 124          |
|          |                           |  |              | Columbia Pollution Control C...                | 124          |
|          |                           |  |              | RDKB Electoral Area 'A' Res...                 | 96           |
|          |                           |  |              | RDKB Building Inspection Se...                 | 83           |
|          |                           | * Aware user could have also performed an Informed or Engaged Action |              | * Total list of unique visitors to the project |              |



## ENGAGEMENT TOOLS SUMMARY



| FORUM TOPICS SUMMARY |               |
|----------------------|---------------|
| 1                    | Forum Topics  |
| 0                    | Contributors  |
| 0                    | Contributions |

| TOP 3 FORUM TOPICS BASED ON CONTRIBUTORS                       |
|--|
| <p>0</p> <p>Contributors to</p> <p>Drinking Water Concerns</p> |

| SURVEYS SUMMARY |              |
|-----------------|--------------|
| 7               | Surveys      |
| 126             | Contributors |
| 140             | Submissions  |

| TOP 3 SURVEYS BASED ON CONTRIBUTORS  |   |   |
|--|---|---|
| <p>47</p> <p>Contributors to</p> <p>Electoral Area 'A' Survey on Climate Adaptation: Local Food &amp; Emergency Preparedness</p> | <p>36</p> <p>Contributors to</p> <p>Christina Lake Source Protection Survey</p> | <p>34</p> <p>Contributors to</p> <p>BEAVER VALLEY RECREATION NEEDS ASSESSMENT SURVEY 2019</p> |

| QUICK POLLS SUMMARY |              |
|---------------------|--------------|
| 1                   | Quick Polls  |
| 38                  | Contributors |
| 40                  | Responses    |

| TOP 3 QUICK POLLS BASED ON CONTRIBUTORS  |
|--|
| <p>38</p> <p>Contributors to</p> <p>What RDKB services matter most to you right now?</p> |

| GUEST BOOKS SUMMARY |              |
|---------------------|--------------|
| 4                   | Guest Books  |
| 27                  | Contributors |
| 31                  | Entries      |

| TOP 3 GUEST BOOKS BASED ON CONTRIBUTORS   |  |  |
|---|--|--|
| <p>16</p> <p>Contributors to</p> <p>Retail Cannabis Referral: Monashee Mountain Cannabis Company Ltd.</p> | <p>5</p> <p>Contributors to</p> <p>Anaconda Community Water System</p> | <p>3</p> <p>Contributors to</p> <p>2019 Town Halls</p> |

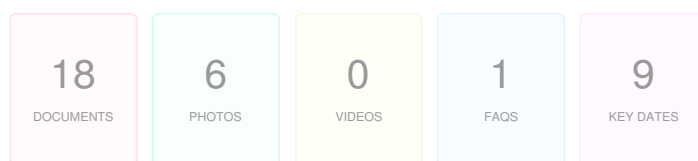
| Q & A SUMMARY |              |
|---------------|--------------|
| 1             | Q&As         |
| 0             | Contributors |
| 0             | Questions    |

| TOP 3 Q & A BASED ON CONTRIBUTORS               |
|---|
| <p>0</p> <p>Contributors to</p> <p>Feedback</p> |

## ENGAGEMENT TOOLS SUMMARY

| PLACES SUMMARY |              | TOP 3 PLACES BASED ON CONTRIBUTORS |                          |
|----------------|--------------|------------------------------------|--------------------------|
| 1              | Places       | 0                                  | Contributors to          |
| 0              | Contributors |                                    | Source Water Hazards Map |
| 0              | Pins         |                                    |                          |

## INFORMATION WIDGET SUMMARY



| DOCUMENTS |           |
|-----------|-----------|
| 18        | Documents |
| 95        | Visitors  |
| 164       | Downloads |

| TOP 3 DOCUMENTS BASED ON DOWNLOADS |                               |  |
|------------------------------------|-------------------------------|--|
| 31<br>Downloads                    | 22<br>Downloads               | 31<br>Downloads                        |
| Anaconda Water Assessment_2014     | Presentation-AreaC_THM_190129 | Presentation-AreaE_THM_BigWhite_190307 |

| PHOTOS |          |
|--------|----------|
| 6      | Photos   |
| 8      | Visitors |
| 12     | Views    |

| TOP 3 PHOTOS BASED ON VIEWS |                         |                        |
|-----------------------------|-------------------------|------------------------|
| 6<br>Views                  | 5<br>Views              | 1<br>Views             |
| Village Centre Mall         | Proposed Store Location | 2019 01 15 Columbia A1 |

| FAQS |          |
|------|----------|
| 1    | Faqs     |
| 0    | Visitors |
| 0    | Views    |

| TOP 3 FAQS BASED ON VIEWS  |  |  |
|--|--|--|
| 0<br>Views   |  |  |
| Columbia Pollution Control Centre Upgrade to Secondary Treatment |  |  |

| KEY DATES |           |
|-----------|-----------|
| 9         | Key Dates |
| 134       | Visitors  |
| 161       | Views     |

| TOP 3 KEY DATES BASED ON VIEWS |                                 |  |
|--------------------------------|---------------------------------|--|
| 82<br>Views                    | 23<br>Views                     | 13<br>Views  |
| 2019 Town Halls                | Anaconda Community Water System | RDKB Building Inspection Services - Take the Customer Survey |

**TRAFFIC SOURCES OVERVIEW**

| REFERRER URL            | Visits |
|-------------------------|--------|
| m.facebook.com          | 144    |
| www.rdkb.com            | 135    |
| rdkb.com                | 77     |
| www.google.com          | 74     |
| www.facebook.com        | 57     |
| t.co                    | 51     |
| www.google.ca           | 37     |
| www.mygrandforksnow.com | 11     |
| android-app             | 8      |
| l.facebook.com          | 8      |
| duckduckgo.com          | 4      |
| mail.google.com         | 4      |
| www.trailtimes.ca       | 4      |
| us6.admin.mailchimp.com | 3      |
| r.search.yahoo.com      | 2      |

**SELECTED PROJECTS - FULL LIST**

| PROJECT TITLE  | AWARE | INFORMED | ENGAGED |
|--|-------|----------|---------|
| 2019 Town Halls  | 248   | 119      | 38      |
| Retail Cannabis Referral: Monashee Mountain Cannabis Company Ltd.        | 143   | 34       | 16      |
| Christina Lake Water Utility Source Protection Plan                      | 138   | 90       | 36      |
| Beaver Valley Recreation Survey  | 124   | 90       | 33      |
| Columbia Pollution Control Centre Upgrade to Secondary Treatment         | 124   | 26       | 3       |
| RDKB Electoral Area 'A' Resident Survey on Climate Adaptation: Local ... | 96    | 61       | 47      |
| RDKB Building Inspection Services - Take the Customer Survey             | 83    | 37       | 10      |
| Anaconda Community Water System  | 75    | 31       | 5       |
| RDKB Website Survey - Board of Directors                                 | 1     | 1        | 1       |



**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

July 19, 2019

ALC File: 57868

**Laurence Butler**  
**DELIVERED ELECTRONICALLY**

Dear Laurence Butler:

**Re: Application 57868 to subdivide land in the Agricultural Land Reserve**

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #245/2019). As agent, it is your responsibility to notify the applicants accordingly.

**Review of Decisions by the Chair**

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the "Commission") has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

**Request for Reconsideration of a Decision**

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to  
ALC.Kootenay@gov.bc.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "M Bandy", is written over a light blue horizontal line.

Mike Bandy, Land Use Planner

Enclosures: Reasons for Decision (Resolution #245/2019)

cc: Regional District of Kootenay Boundary (File: D-2022-04989.000)



**AGRICULTURAL LAND COMMISSION FILE 57868**  
**REASONS FOR DECISION OF THE KOOTENAY PANEL**

**Subdivision Application Submitted Under s. 21(2) of the *Agricultural Land Commission Act***

**Applicants:** Laurence Butler  
Dana Riester

**Agent:** Laurence Butler

**Property:** Parcel Identifier: 008-391-254  
Legal Description: District Lot 2022, Similkameen  
Division, Yale District, Except Plan 39947  
Civic: 12500 Brown Creek Road, Rural Grand  
Forks BC  
Area: 104.2 ha

**Panel:** David Zehnder, Kootenay Panel Chair  
Ian Knudsen  
Jerry Thibeault



## **OVERVIEW**

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA).
- [2] Pursuant to s. 21(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to subdivide the 104.2 ha Property into an 11.4 ha lot and a 92.8 ha remainder lot (the "Proposal"). The 11.4 ha lot proposed for subdivision (the "Proposal Area") is separated from the remainder of the Property by the Granby River.
- [3] The Applicants currently have a residence and cow/calf operation on the proposed remainder lot on the west side of the Granby River, and have historically used the Proposal Area as part of the farm operation for a limited amount of grazing. The Proposal Area is accessed from North Fork Road on the east side of the Granby River, via an easement through an adjacent property to the east. It is approximately a six kilometre drive from the Applicants' residence, and requires crossing a small bridge north of the Property across the Granby River. The Applicants are close to retirement and would like to subdivide the Proposal Area so that it can be used by someone else.
- [4] The issue the Panel considered is whether the Proposal would impact the agricultural utility of the Property or surrounding properties.
- [5] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
- (a) to preserve the agricultural land reserve;
  - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
  - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.





### **EVIDENTIARY RECORD**

- [6] The Proposal along with related documentation from the Applicants, Agent, local government, and Commission is collectively referred to as the “Application”. All documentation in the Application was disclosed to the Agent in advance of this decision.
- [7] The Panel conducted a walk-around site visit on April 5, 2019 in accordance with the *ALC Policy Regarding Site Visits in Applications*, (the “Site Visit”). A site visit report was prepared in accordance with the *Policy Regarding Site Visits in Applications* (the “Site Visit Report”). The Site Visit Report was certified as accurately reflecting the observations and discussions of the Site Visit by the Agent on April 11, 2019.

### **EVIDENCE AND FINDINGS**

- [8] This Application was submitted on August 1, 2018 and was forwarded to the Commission by the Regional District of Kootenay Boundary on October 1, 2018. Subsequently, on February 22, 2019, the ALCA was amended and changes were made to its regulations. The Applicants were given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations.

#### **Issue 1: Whether the proposal impacts the agricultural utility of the Property or surrounding properties.**

- [9] To assess agricultural capability on the Property, the Panel referred in part to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), ‘Soil Capability Classification for Agriculture’ system. The improved agricultural capability ratings applicable to the Property are Class 2, Class 3 and Class 5; more specifically, approximately two-thirds of the Property, including the majority of the Proposal Area, is (7:5WI – 3:3MW), the southwestern third of the Property is (3MT), and a small portion at the eastern edge of the Proposal Area is (7:2M – 3:3M).



#### ALC File 57868 Reasons for Decision

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

Class 5 - land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

The limiting subclasses associated with this parcel of land are I (inundation), M (moisture deficiency), T (topographic limitations), and W (excess water).

- [10] Based on the agricultural capability ratings and observations from the Site Visit, the Panel finds that the Property has mixed prime and secondary agricultural capability. The Panel notes that adjacent properties to the east of the Proposal Area have prime agricultural capability and are actively farmed.
  
- [11] The Application submits that it is difficult and inconvenient to access the Proposal Area for the limited amount of grazing it provides, and as such, the Proposal Area has not recently been used by the Applicants. The Panel recognizes that the separation of the Property by the Granby River poses a significant challenge to utilizing the Proposal Area as part of the Applicants' farm operation; however, the Panel notes that parcels separated by watercourses are very common.
  
- [12] The Panel notes that, based on air photos of the Property and observations during the Site Visit, migration of the Granby River channel has resulted in significant erosion of the western portion of the Proposal Area. As a result, the actual usable land within the Proposal Area appears to be significantly less than the 11.4 ha indicated by the Property's current legal boundaries. The Panel does not want to encourage the creation of relatively small parcels in farming areas, as smaller parcels have fewer available agricultural options and are more likely to be used exclusively for residential purposes.



[13] The Panel considers that subdivision of the Proposal Area would allow for a residential building site on the proposed new lot and would require construction of dedicated access through an adjacent property. As such, the Panel finds that the Proposal would impact the agricultural utility of the Property and potentially adjacent properties.

[14] The RDKB staff report dated September 27, 2018, suggests *"the land owner may want to consider an interior lot line adjustment with one of the adjacent property owners on the east side of the river; thereby not creating a new parcel."* The Panel understands that adjacent property owners have expressed interest in purchasing the Proposal Area, and that the Applicants may consider pursuing an interior lot line adjustment should the Proposal not be approved. In this circumstance, the Panel finds that an interior lot line adjustment that results in the consolidation of the Proposal Area with an adjacent property would create more contiguous farmable area for an adjacent farm. The Panel finds that this is a more appropriate approach to enabling the Proposal Area to be farmed than creating a new parcel via subdivision. The Panel acknowledges that this option could be pursued by the Applicants without application to the Commission, in accordance with s. 10(1)(c) of the B.C. Reg. 171/2002 - Agricultural Land Reserve General Regulation.

## **DECISION**

[15] For the reasons given above, the Panel refuses the Proposal to subdivide the 104.2 ha Property into an 11.4 ha lot and a 92.8 ha remainder lot.

[16] These are the unanimous reasons of the Panel.

[17] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[18] Resolution #245/2019  
Released on July 19, 2019



ALC File 57868 Reasons for Decision

---

A handwritten signature in black ink, appearing to read "Zehnder", is positioned above the printed name.

**David Zehnder, Panel Chair**

On behalf of the Kootenay Panel



**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

July 23, 2019

ALC File: 58454

**George Bergevin**  
**Rosegarden Holdings Ltd.**  
**DELIVERED ELECTRONICALLY**

Dear George Bergevin:

**Re: Application 58454 to subdivide land in the Agricultural Land Reserve**

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #252/2019). As agent, it is your responsibility to notify the applicant accordingly.

**Request for Reconsideration of a Decision**

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Mike Bandy at [ALC.Kootenay@gov.bc.ca](mailto:ALC.Kootenay@gov.bc.ca).

Yours truly,

Mike Bandy, Land Use Planner

Enclosure: Reasons for Decision (Resolution #252/2019)

cc: Regional District of Kootenay Boundary, Attn: Liz Moore (File: E-534s-04832.010)



**AGRICULTURAL LAND COMMISSION FILE 58454**  
**REASONS FOR DECISION OF THE KOOTENAY PANEL**

**Subdivision Application Submitted Under s. 21(2) of the *Agricultural Land Commission Act***

**Applicant:** Rosegarden Holdings Ltd.

**Agent:** George Bergevin

**Property:** Parcel Identifier: 027-931-269  
Legal Description: Lot 1, District Lots 534S and  
1488S, Similkameen Division, Yale District, Plan  
KAP89123  
Civic: 3635 Fiva Creek Road, Westbridge, BC  
Area: 39.9 ha

**Panel:** David Zehnder, Kootenay Panel Chair  
Ian Knudsen  
Jerry Thibeault



## **OVERVIEW**

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act (ALCA)*.
  
- [2] Pursuant to s. 21(2) of the ALCA, the Applicant is applying to the Agricultural Land Commission (the "Commission") to subdivide the 39.9 ha Property into a 4.0 ha lot, a 2.0 ha lot, and a 33.9 ha remainder lot. The area of the Property proposed for subdivision is separated from the proposed remainder by Fiva Creek Rd (the "Proposal Area").
  
- [3] The Applicant has also indicated that they would be amenable to subdivision of the Proposal Area as a single 6.0 ha lot (the "Alternate Proposal").
  
- [4] The issue the Panel considered is whether the Proposal or the Alternate Proposal would impact the agricultural utility of the Property.
  
- [5] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
  - (a) to preserve the agricultural land reserve;
  - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
  - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

## **EVIDENTIARY RECORD**

- [6] The Proposal along with related documentation from the Applicant, Agent, local government, and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.



## **BACKGROUND**

[7] The Property is located in an area of the Regional District of Kootenay Boundary without the benefit of local land use bylaws or guiding policies. At its meeting of February 21, 2019, the Regional District of Kootenay Boundary Board resolved to forward the Application to the Commission without recommendation.

## **EVIDENCE AND FINDINGS**

[8] The Application was submitted on January 8, 2019 and was forwarded to the Commission by the Kootenay Boundary Regional District on March 6, 2019. Subsequently, on February 22, 2019, the ALCA was amended and changes were made to its regulations. The Applicant was given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations as it relates to this application.

### **Issue: Whether the Proposal or Alternate Proposal would impact the agricultural utility of the Property.**

[9] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability rating applicable to the majority of the Property, including the Proposal Area is Class 4, more specifically 4MP.

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

The limiting subclasses associated with this parcel of land are M (moisture deficiency) and P (stoniness).





- [10] Based on the agricultural capability ratings, the Panel finds that the Proposal Area is capable of supporting a moderate range of soil-based agricultural uses, in addition to non-soil based agricultural uses.
- [11] The Property currently contains approximately 14.0 ha of irrigated hay production on the proposed remainder. The Proposal Area is not irrigated and is not currently utilized for agriculture. The Application submits that the Proposal Area is on a hillside and is better suited to fruit or vegetable crops than to hay production. The Application submits that the proposed new lots could be better utilized for small-scale farming activities such as a market garden or a small orchard.
- [12] The Panel recognizes that the Proposal Area is separated from the proposed remainder by a road, but the Panel does not consider the road to be a significant barrier to the Proposal Area being farmed as part of the farm operation. The Panel notes that the Proposal Area has the same agricultural capability as the area of the Property that is currently farmed, and that the Proposal Area could be utilized as part of the existing farm operation, or could be leased for smaller-scale agricultural activities. The Panel finds that subdivision of the Property is not necessary in order to enable the Proposal Area to be farmed.
- [13] In the Panel's experience, subdivision of agricultural land into smaller lots decreases the agricultural options available on a given lot and decreases the chances that the lots will be used for agricultural purposes. The Panel finds that both the Proposal and the Alternate Proposal would negatively impact the agricultural utility of the Property.

### **DECISION**

- [14] For the reasons given above, the Panel refuses the Proposal to subdivide the 39.9 ha Property into a 4.0 ha lot, a 2.0 ha lot, and a 33.9 ha remainder lot. The Panel also refuses the Alternate Proposal to subdivide the Property into a 6.0 ha lot and a 33.9 ha remainder.
- [15] These are the unanimous reasons of the Panel.



ALC File 58454 Reasons for Decision

[16] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[17] Resolution #252/2019  
Released on July 23, 2019

A handwritten signature in black ink, appearing to read 'D. Zehnder', written in a cursive style.

**David Zehnder, Panel Chair**  
On behalf of the Kootenay Panel



**Agricultural Land Commission**  
 201 – 4940 Canada Way  
 Burnaby, British Columbia V5G 4K6  
 Tel: 604 660-7000  
 Fax: 604 660-7033  
 www.alc.gov.bc.ca

July 5, 2019

ALC File: 56675

**Chris Wendell**  
**Porter Ramsay LLP**  
**DELIVERED ELECTRONICALLY**

Dear Chris Wendell:

**Re: Reconsideration Request – ALC Resolution #93/2018**

A meeting of the Executive Committee of the Agricultural Land Commission (“the Executive Committee”) was held on May 29, 2019 as it relates to the Request for Reconsideration of Resolution #93/2018 (Application #56675). All members of the Executive Committee were in attendance.

The Executive Committee received correspondence dated March 14, 2019 requesting reconsideration of Resolution #93/2018 (the “Original Decision”), by which, the proposal to retain a heavy equipment repair shop on the property at 3345 Almond Gardens Road, Grand Forks, BC, was approved subject to conditions including reclamation of an adjacent parking area to an agricultural capability rating of Class 2P or better. You have now provided a professional agrologist’s report suggesting that reclamation of the land to Class 2P may not be feasible.

The Executive Committee considered the Request for Reconsideration pursuant to s. 33(1) of the *Agricultural Land Commission Act* (the “ALCA”) which provides an applicant with the opportunity to submit a request for reconsideration based on specific criteria.

33(1) On the written request of a person affected or on the commission's own initiative, the commission may reconsider a decision of the commission under this Act and may confirm, reverse or vary it if the commission determines that:

- (a) evidence not available at the time of the original decision has become available,
- (b) all or part of the original decision was based on evidence that was in error or was false.

After reviewing the file material and the Request for Reconsideration, the Executive Committee determined that the submission would constitute evidence that was not available at the time of the Original Decision, and the information would have been germane to the review of the application by the Kootenay Regional Panel. The Executive Committee concluded that the Request for Reconsideration meets the requirements for reconsideration pursuant to s. 33(1) of the ALCA and the request is therefore granted.

Section 33(2) of the Agricultural Land Commission Act, provides for the Commission to identify and notify any person(s) that may be affected by reconsideration of Resolution #93/2018.

Page 2 of 2

33(2) The commission must give notice of its intention to reconsider a decision under subsection (1) to any person that the commission considers is affected by the reconsideration.

In this circumstance, the Commission has identified Troy Darbyshire (Applicant) and the Regional District of Kootenay Boundary (local government) as affected parties. The Commission will notify the affected parties of the Commission's decision to reconsider Resolution #93/2018.

In accordance with s. 11.1(3) of the *ALCA*, the Chair of the Commission has referred the reconsideration of the Original Decision to the Kootenay Regional Panel.

As agent, it is your responsibility to notify your client accordingly.

Further correspondence with respect to this application is to be directed to [ALC.Kootenay@gov.bc.ca](mailto:ALC.Kootenay@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Jennifer Dyson, ALC Chair

cc: Regional District of Kootenay Boundary (File: D-363-02654.000)  
Troy Darbyshire

56675m1



**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

August 21, 2019

ALC File: 58258

**Brad Elenko**  
**DELIVERED ELECTRONICALLY**

Dear Brad Elenko:

**Re: Application 58258 to subdivide land in the Agricultural Land Reserve (ALR)**

The Agricultural Land Commission (the "Commission") is in receipt of your August 13, 2019 letter requesting that ALC Application 58258 (Culligan) be cancelled. The Commission confirms that ALC Application 58258 (Culligan) has been cancelled as per your request.

Please direct further correspondence with respect to this application to the undersigned at [ALC.Kootenay@gov.bc.ca](mailto:ALC.Kootenay@gov.bc.ca).

Yours truly,

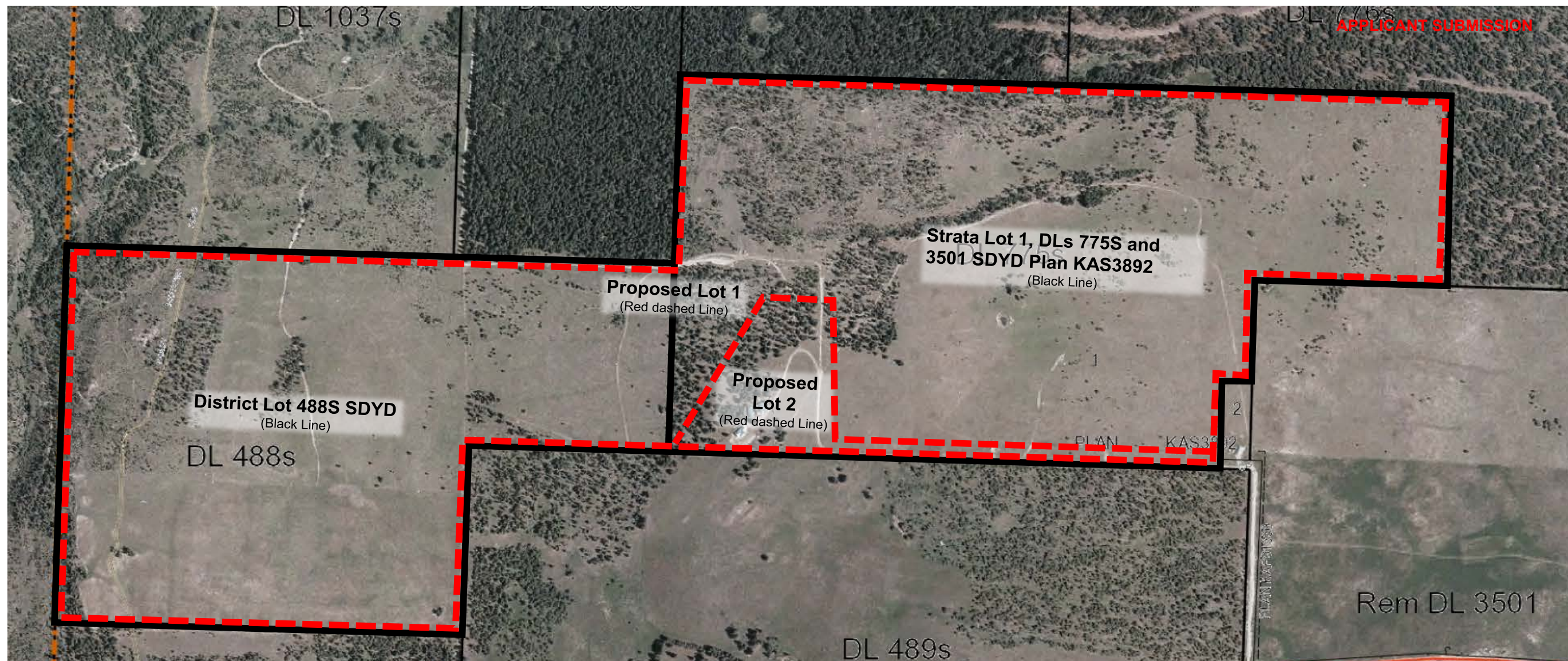
A handwritten signature in black ink, appearing to read "Mike Bandy", is written over a light blue horizontal line.

Mike Bandy, Land Use Planner

cc: Regional District of Kootenay Boundary (File: E-775s-04096.010)

58258m1





## Proposed Lot Line Adjustment - Option 1

### Relevant Information

- Lot 488S is 85 ha. in area and does not contain a dwelling.
- Strata Lot 1 is 112 ha. in area and contain a dwelling, shop, hay storage barn and horse riding area.
- Lot 488S does not have physical access and legal access is undermined as the historic access to the property was not via dedicated road and the road and the access has long been removed and assumed by the adjacent property owner.
- Sewage disposal on Strata Lot 1 is by septic system, and water is provided to the existing house from an on-site well.
- Electrical power is provided by Fortis Electric.
- The proposal is to alter the lot lines between the two existing lots to create a larger lot for a large ranch operation and smaller lot for a smaller farm operation.
- Both lots would have legal and physical access via the common strata road.
- **Proposed Lot 1 would be approximately 189 ha. while proposed Lot 2 would be approximately 8 ha. in area.**



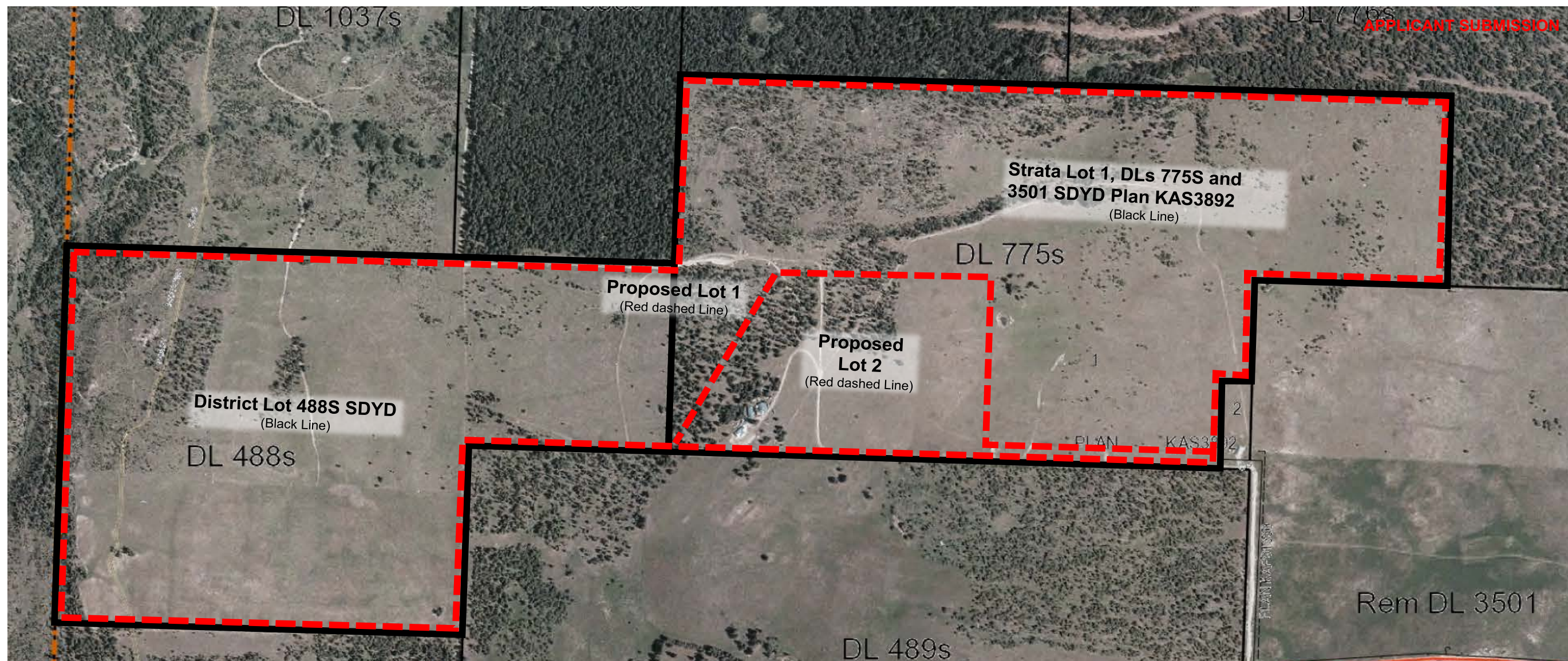
### Legend

- Existing Property Lines
- - - Proposed Subdivision Lines

November 9, 2018

 McElhanney





## Proposed Lot Line Adjustment - Option 2

### Relevant Information

- Lot 488S is 85 ha. in area and does not contain a dwelling.
- Strata Lot 1 is 112 ha. in area and contain a dwelling, shop, hay storage barn and horse riding area.
- Lot 488S does not have physical access and legal access is undermined as the historic access to the property was not via dedicated road and the road and the access has long been removed and assumed by the adjacent property owner.
- Sewage disposal on Strata Lot 1 is by septic system, and water is provided to the existing house from an on-site well.
- Electrical power is provided by Fortis Electric.
- The proposal is to alter the lot lines between the two existing lots to create a larger lot for a large ranch operation and lot for a medium sized farm operation.
- Both lots would have legal and physical access via the common strata road.
- **Proposed Lot 1 would be approximately 173 ha. while proposed Lot 2 would be approximately 24 ha. in area.**



### Legend

- Existing Property Lines
- - - Proposed Subdivision Lines

November 9, 2018

 McElhanney



July 15, 2019

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

REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

JUL 19 2019

REF. TO: M.A.  
CC:

**RE: 2019 Housing Needs Reports program – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE**

Dear Mr. Andison,

Thank you for submitting an application under the 2019 Housing Needs Reports program.

I am pleased to inform you **in confidence** that the Evaluation Committee has approved funding for your project, *Regional District of Kootenay Boundary Housing Needs Report*, in the amount of \$147,909.

A payment in the amount of \$73,954.50 will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. This amount represents 50% percent of the total approved grant. The remaining 50% percent, or eligible final payment, will be available after a satisfactory final report and financial summary has been submitted to UBCM.

The Ministry of Municipal Affairs & Housing has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence until August 5, 2019**;
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in the budget that was approved as part of your application;
- (4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;

*The Housing Needs Report program is funded by the Province of BC*



Sincerely,



Sasha Pryn  
Program Officer

*cc. Donna Dean, Manager of Planning and Development, Regional District of Kootenay Boundary*

**Approval Agreement** (to be signed by the CAO or designate)

I, Mark Anderson, have read and agree to the general Terms & Conditions and the requirements for funding under the 2019 Housing Needs Reports program.



Signature

July 24, 2019  
Date

*Please return a scanned copy of the signed Approval Agreement to lgps@ubcm.ca*



## Local Government Program Services

### General Funding Terms & Conditions

*The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval letter.*

#### 1. Definitions

---

**Approved Applicant:** In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

**Approved Partner(s):** organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. This may include boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

**Approved Project:** the activities described in the application and budget and approved by UBCM.

**Cash Expenditures:** direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

**Community Contribution:** Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

**In-Kind Expenditures:** the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

#### 2. Eligible & Ineligible Expenditures

---

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

#### 3. Grant Management & Applicant Responsibilities

---

##### Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

##### Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

### **Changes to or Cancellation of Approved Project**

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

## **4. Reporting Requirements**

---

### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.

### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

## **5. Recognition of Funding and Funders**

---

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

**From:** Vicki Gee - Area "E"/West Boundary Director  
**To:** [Theresa Lenardon](#)  
**Subject:** FW: FCC AgriSpirit Fund Response - Rock Creek Farmer's Institute est1914  
**Date:** August 18, 2019 11:31:31 AM  
**Attachments:** [proposal.pdf](#)

---

Here is the negative response to our application to Farm Credit Canada. The RDKB had agreed to assume the role of Host Agency at the Mar 20, 2019 Board meeting (your letter to the West Boundary Community Services Co-op of Apr 3, 2019). Could we please have something on a Board agenda showing that the application wasn't successful. Thanks, Vicki

---

**From:** Farm Credit Canada AS [mailto:AgriSpirit-AgriEsprit@fcc-fac.ca]  
**Sent:** July 23, 2019 10:21 AM  
**To:** Vicki Gee - Area 'E'/West Boundary Director <vgee@rdkb.com>  
**Subject:** FCC AgriSpirit Fund Response - Rock Creek Farmer's Institute est1914



Dear Vicki ,

Thank you for applying to the FCC AgriSpirit Fund.

We're extremely pleased with the quality of responses from the over 1600 applications we received this year. Unfortunately, the need far outweighs the funds available, so we're unable to provide funding for your project at this time.

FCC carefully evaluates each eligible funding request with a three-phase approach:

1. Phase 1 - all projects are assigned a score according to predetermined assessment criteria.
2. Phase 2 - projects are divided geographically and two regional evaluators independently score the projects again according to fund objectives.
3. Phase 3 - the \$1.5 million is divided according to rural population (2016 census) and selection committees make decisions based on Phase 1 and 2 combined scores, regional distribution and variety of projects.

We encourage you to apply for funding again next year. To find out more about the next application period, visit the fund webpage [FCCAgriSpiritFund.ca](http://FCCAgriSpiritFund.ca) The list of the 2019 funded projects will be posted there at the end of October.

We applaud your commitment to our community and wish you great success with your project.

Sincerely,

Community Investment

Farm Credit Canada


[Print](#)

## FCC AgriSpirit Fund General Information

**Funding available per project: \$5000 - \$25,000.**

**Total amount of funding to be allocated in 2019: \$1.5 million.**

FCC carefully evaluates each funding request. Based on need, we will not be able to support all requests.

### Application Process:

1. You can preview the questions by using the "Printable Form" link at the top right corner of the page. We recommend you print or save this copy and prepare your answers in advance of entering them here to avoid accidentally losing your work due to technical difficulties.
2. It will take approximately 40 minutes to complete the application.
3. All questions marked with an \* are mandatory.
4. The application must be filled out in one sitting - the application will time out after 4 hours and you will have re-enter your information.
5. You must submit the form online; we will not accept any applications via email, mail or fax.
6. You will receive a pdf of your submission attached to your confirmation email.
7. You will receive an email regarding the outcome of your funding request no later than the end of August 2019.

### Eligible for funding:

- charities registered with the Canada Revenue Agency
- municipal bodies (includes First Nations, Inuit and Métis communities)
- Non-profit organizations capable of partnering with one of the above entities.
- capital projects only

### NOT eligible for funding:

- religious groups
- political groups
- individuals
- for-profit entities
- operating costs or debt reduction

For more information, check out our public webpages:

- [FCC AgriSpirit Fund](#)
- [FCC AgriSpirit Fund FAQs](#)
- [FCC AgriSpirit Fund successful past projects](#)

**Deadline for applications is 11:59 p.m. (CST) March 29, 2019.**

Thank you for your commitment to rural Canada.

Press Next to begin.

## Designation

Select the answers which best represent your organization.

\* Required Fields

\* Name of your organization

Rock Creek Farmer's Institute est1914

\* What is the purpose of your organization?

to improve conditions of rural life, so that the settlement may be permanent and prosperous

\*Select the option that best describes your organization:

- ☐ registered charity  
☐ municipal body  
☒ non-profit partnering with a municipal body  
☐ non-profit partnering with a registered charity

There is no national registration for non-profit organizations so FCC requires them to partner with either a local municipal, territorial or provincial body or registered charity to show that there is community support for the project.

If your project is selected, this partner must agree, by co-signing the funding agreement, to receive the contributed money on your behalf and issue a confirmation of receipt.

Please ensure that you have permission to apply with them.

|  |  |
|--|--|
| *Name of the partnering organization         | Regional District of Kootenay Boundary |
| *Country                                     | Canada                                 |
| *Partner Address                             | 202 843 Rossland Ave,                  |
| *City  | Trail, B.C.                            |
| *Province                                    | British Columbia                       |
| *Postal Code                                 | V1R 4S8                                |
| *Name of contact at the partner organization | Vicki Gee, regional director           |
| Partner Phone                                | 250 446 2042V1R                        |

## Project overview

FCC seeks to provide funding for a variety of projects across the country. All selected projects will show that:

- it will provide a measurable benefit to the public
- the people who are eligible for benefits are either the public as a whole, a significant section of it, or a smaller section with specific unmet needs.

|   |  |
|---|--|
| *Project Name   | Upgrade septic system, drill well, install pump  |
| *Please summarize your project in one sentence.   | Upgrade septic system, drill well, install pump for the new Riverside Centre for Rock Creek.   |
| *Tell us more about your project and its current status.  | Farmer's Institute and Osoyoos Credit Union have purchased 4 acres of land to build the Riverside Centre that will provide offices, internet centre, tourism centre, artist group, storage of records, electric car charging station. It will be administered by a cooperative formed by many non-profit groups. |
| *What's the need or opportunity that exists for your project, and how will it enhance the quality of life for people who live in rural communities? | In order to build the centre, Interior Health requires an approved septic system and well.   |

## Project details

Select your best answer for each section. A question you have already answered, for statistical reasons, could be asked again, for evaluation purposes.

\* Required Fields

\* Select the primary charitable purpose of your project.

- ☒ Providing public amenities by establishing and maintaining a multi-use recreational facility
- ☐ Providing public amenities by establishing and maintaining a public park, green space, sports field or playground
- ☐ Providing public amenities by establishing and maintaining a museum for the public.
- ☐ Relieving poverty by providing basic necessities of life, including food, clean water, clothing or shelter to those in need
- ☐ Addressing food insecurity issues
- ☐ Promoting health and safety
- ☐ Relieving conditions associated with the aged or with disability (accommodation, transportation, care, meals, etc.)
- ☐ Advancing education
- ☐ Advancing the public's appreciation of the arts (providing the means to exhibit, present or perform)
- ☐ Protecting and preserving significant heritage sites
- ☐ Promoting the welfare of animals
- ☐ Other

\* How does your project support sustainability in your community?

- ☐ By reducing energy use at our current facility (LED light retrofit; insulation, door or window upgrades; energy-efficient heating and cooling equipment, etc)
- ☐ By installing renewable energy technologies (solar panels, geothermal loops, wind turbines)
- ☐ By reducing waste in our community (composting and recycling equipment)
- ☐ By reducing food loss and waste (gleaning bins, refrigerated storage) or promoting sustainable food and/or water practices (food towers for food banks, collecting surplus food and distributing it to those who need it)
- ☒ By incorporating environmentally responsible building practices and construction and demolition waste management on this new build. I will elaborate below.
- ☐ None of the above apply to my project.
- ☐ None of the above apply to my project, but it is directly related to sustainable development in a different way. I will explain below.

Please explain the sustainable development aspect of your project.

New building will have in floor heating and LED lighting

\* A direct beneficiary is someone who uses or participates in the project. How many people will be direct beneficiaries of your project each year?

2,500

\* Describe the direct beneficiaries and how they will benefit.

Meeting space for many non profit groups, artists, storage of records, internet, local financial services, electric car charging station. Drop in centre for all locals.

\* How often will your project be used?

- ☒ daily throughout the year (180+ days per year)
- ☐ daily in certain seasons (50-179 days per year)
- ☐ once or twice a month, or a few weeks (25-49 days per year)
- ☐ fewer than 25 days per year

\* How many rural communities will benefit from this project?

communities = towns, villages, RMs, reserves

- ☐ 7 or more
- ☐ 5 to 6

☒ 3 to 4

☐ 1 to 2

List those benefiting communities here.

Bridesville, Rock Creek and Westbridge

\*What percentage of the population in those communities will benefit from the project? Omit the %.

75

\*What is the name of the community where the project will be located and its population?

Rock Creek located on Hwy. 3 Area population 2500

\*How are community volunteers involved in your project?

Helping to get the building started, applying for permits.

\*Amount of funding requested from the FCC AgriSpirit Fund

CAD15,000.00

\*What is the total cost of the project?

50,000

\*What is the total amount of funds received to date?

Write in numerals; no decimals or commas. Do not include the funds requested from FCC.

0

What is the the breakdown of funds received to date? (Grants, fundraising activities and private donations)

Rock Creek Farmer's Institute has committed \$50,000 to purchase of land and septic and well.

Indicate amounts and donors

\*ADD the amount requested from the FCC Agrispirit Fund to the total funding received to date (cited in your previous answer). What percentage of total funding does this sum represent? Omit the %.

30

\*Please supply a breakdown of anticipated expenditures specifically related to the funds requested from the FCC AgriSpirit Fund.

Possible installation of new septic tank and field, drilling of new well and installing pump.

(How will the FCC funding be used?)

Not all eligible projects will be selected for funding and not all selected projects will be offered full funding. Funding is often approved for smaller portions of larger projects.

\*If FCC cannot offer the full amount you have requested, will you accept partial funding?

- ☒ Yes, we will still go ahead with the project, seeking other funding for completion.
- ☐ Yes, we might have to downsize the project or extend deadlines, but it will still happen and even partial funding will help.
- ☐ No, this is the only avenue of funding available at this time and full funding is the only way it will happen.

## About FCC

If your project is selected for funding, you must agree to affix or erect permanent signage recognizing the contribution of FCC. This can be in scale with the donation amount relative to other donors.

\*In addition to the permanent signage, if FCC chooses to support your prject, how

- ☒ Media release/press conference
- Recognition in promotional materials (newsletter,



will you promote our involvement?

- ☒ website, print ads)  
☒ Announcement at grand opening or event  
☒ Social media  
☒ Naming rights

\*How did you hear about the FCC AgriSpirit Fund?

- ☐ postcard/handout  
☐ FCC employee  
☐ another charity or non-profit  
☐ a previous FCC AgriSpirit Fund recipient  
☐ other word of mouth  
☐ newspaper or print ad  
☐ radio  
☐ FCC Website  
☐ email  
☐ social media (Facebook, Twitter, etc.)  
☐ We have applied in past years  
☒ other

If other, please detail:

Farm Credit Magazine

## Contact information

Mouse over titles to view definitions.

If you are partnering with a registered charity or municipal body, these fields will reflect some of the information that you entered for them. Please modify as necessary.

|   |   |
|---|---|
| *First Name   | <input type="text" value="Vicki"/>            |
| *Last Name  | <input type="text" value="Gee"/>              |
| Country   | <input type="text" value="Canada"/>           |
| *Street address or P.O. Box   | <input type="text" value="Hwy 3"/>            |
| *City/Town  | <input type="text" value="Rock Creek"/>       |
| *Province/Territory   | <input type="text" value="British Columbia"/> |
| *Postal Code  | <input type="text" value="V0H 1Y0"/>          |
| *Email  | <input type="text" value="vgee@rdkb.com"/>    |
| *Confirm Email  | <input type="text" value="vgee@rdkb.com"/>    |
| Phone   | <input type="text" value="250 446 2042"/>     |
| Website   | <input type="text"/>                          |
| If applicable, please supply the social media accounts for your organization. | <input type="text"/>                          |

## Terms and conditions

Your application will be disqualified if :

- your organization/project has received support from the FCC AgriSpirit Fund in the past four years (2015-2018)
- your project will be complete or cited expenses incurred before funding is announced (before the end of August).
- your project will not be completed within two years of receiving funding (December 2021)
- your project adversely impacts the environment

**\*When do you anticipate your project will be completed?**

30/09/2019

Date must be AFTER August 31, 2019 and BEFORE December 31, 2021.

**\*What obstacle or challenges (if any) may interfere with the completion of the project?**

Requirements of Interior Health

In applying for this funding you imply consent to receive FCC emails for a period of two years according to Canada's Anti-Spam Legislation (CASL). In order to continue with this application, you must give your express consent by responding to the question below.

**\*Do you consent to receive electronic messages from FCC about the FCC AgriSpirit Fund?**

☒ Yes

## Your Comments

**This is your chance to provide additional information about your organization or your project that you believe should be considered during the evaluation of your request. If you had trouble entering phone numbers, please enter them here.**

We do not accept any additional documents.

The centre will be run by a cooperative of non profit members. Rock Creek does not have any facilities like this and this will be a real asset to our rural small community. 250 446 2210

## Review and Submit

Thank you! That's all the questions we have for now.

Before you submit, please take time to review or print a copy of your application your application. Use the Previous button to go back and make any edits.

Engineered by [SPONSORIUM](#) © 2001-2019

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of July 2019

| Cheque Date | Supplier | Name                               | Amount       |
|-------------|----------|------------------------------------|--------------|
| 2019-07-12  | ACT020   | ACTION CONTRACTING                 | \$ 1,314.17  |
| 2019-07-12  | ALB040   | ALBERT'S MECHANICAL LTD.           | \$ 638.40    |
| 2019-07-12  | ALG010   | A.L.G. SAFETY                      | \$ 2,350.95  |
| 2019-07-12  | AND002   | ANDERSON, KRISTINA                 | \$ 117.70    |
| 2019-07-19  | AND040   | ANDREW SHERET LTD.                 | \$ 49.19     |
| 2019-07-12  | ARL010   | THE ARLINGTON HOTEL                | \$ 388.55    |
| 2019-07-19  | BAR013   | BARCHUK, MERA                      | \$ 139.51    |
| 2019-07-19  | BEA055   | BEAVER VALLEY DYNAMIC AGING        | \$ 2,000.00  |
| 2019-07-19  | BEA240   | BEAVER VALLEY CROSS COUNTRY SKI    | \$ 2,444.03  |
| 2019-07-12  | BEL070   | BELL MEDIA RADIO GP                | \$ 214.20    |
| 2019-07-19  | BIG001   | BIG WHITE COMMUNITY ASSOC.         | \$ 6,500.00  |
| 2019-07-19  | BLA070   | BLACK JACK CROSS COUNTRY SKI CLUB  | \$ 20,000.00 |
| 2019-07-19  | BOU060   | BOUNDARY FAMILY & INDIVIDUAL       | \$ 16,240.00 |
| 2019-07-04  | BOU120   | BOUNDARY GIRLS FASTPITCH           | \$ 800.00    |
| 2019-07-25  | BRI001   | BRINK'S CANADA LIMITED             | \$ 412.36    |
| 2019-07-19  | BRI005   | BRIGHTER DAYS WINDOW WASHING       | \$ 2,541.00  |
| 2019-07-19  | BRI210   | BRIDESVILLE WATERWORKS DISTRICT    | \$ 3,659.30  |
| 2019-07-12  | BUI020   | BUILDING OFFICIAL'S ASSOC. OF BC   | \$ 673.61    |
| 2019-07-04  | CAN060   | CANADIAN RED CROSS                 | \$ 826.32    |
| 2019-07-25  | CAP060   | CAPILANO UNIVERSITY                | \$ 1,040.31  |
| 2019-07-04  | CEN130   | CENTRAL TARP LTD.                  | \$ 655.20    |
| 2019-07-19  | CHA030   | CHALLENGER AUTO DETAILING          | \$ 645.75    |
| 2019-07-25  | CHA080   | CHAMPION LAKES GOLF AND COUNTRY    | \$ 32,250.23 |
| 2019-07-04  | CHR016   | CHRISTINA LAKE LADIES GOLF CLUB    | \$ 500.00    |
| 2019-07-19  | CHR050   | CHRISTINA LAKE BOAT ACCESS SOCIETY | \$ 400.00    |
| 2019-07-04  | CHR070   | CHRISTINA LAKE ELEMENTARY SCHOOL   | \$ 3,300.00  |
| 2019-07-19  | CHR270   | CHRISTINA LAKE NEWS                | \$ 252.00    |
| 2019-07-04  | CHR410   | CHRISTINA LAKE TOURISM SOCIETY     | \$ 3,331.62  |
| 2019-07-04  | CIB010   | CIBC VISA                          | \$ 8,958.87  |
| 2019-07-04  | CIE020   | CI EXCAVATING                      | \$ 5,565.00  |
| 2019-07-19  | CIV040   | CIVIC LEGAL LLP                    | \$ 3,966.61  |
| 2019-07-04  | COL026   | COLUMBIA WIRELESS INC.             | \$ 610.40    |
| 2019-07-19  | COM070   | COMMUNITY FUTURES DEVELOPMENT      | \$ 4,125.00  |
| 2019-07-04  | CRE030   | CREATIVE CUSTOM EMBROIDERY         | \$ 860.60    |
| 2019-07-04  | CRE040   | CREM HOLDINGS LTD                  | \$ 1,050.00  |
| 2019-07-25  | CRO006   | CROSS COUNTRY TRAFFIC CONTROL      | \$ 504.00    |
| 2019-07-04  | CYR020   | CYRON, ENRICO                      | \$ 500.00    |
| 2019-07-19  | DAI001   | DAINES, MARK                       | \$ 60.00     |
| 2019-07-25  | DEA060   | DEAN, DONNA                        | \$ 131.25    |

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of July 2019

| Cheque Date | Supplier | Name                              | Amount       |
|-------------|----------|-----------------------------------|--------------|
| 2019-07-12  | DEL070   | DELL CANADA INC                   | \$ 2,843.93  |
| 2019-07-25  | DEL080   | DE LAGE LANDEN FINANCIAL SERVICES | \$ 627.55    |
| 2019-07-04  | DIS070   | DISCOVER ROCK CREEK SOCIETY       | \$ 926.00    |
| 2019-07-04  | DYN020   | DYNAMIC RESCUE TRAINING LTD.      | \$ 9,272.70  |
| 2019-07-12  | EDL002   | EDLUND, DOUG                      | \$ 70.00     |
| 2019-07-12  | ENG010   | ENGEN, DEAN                       | \$ 168.00    |
| 2019-07-19  | ENV010   | ENVIRONMENTAL OPERATORS           | \$ 420.00    |
| 2019-07-19  | FER040   | FERGUSON, GINGER                  | \$ 83.22     |
| 2019-07-19  | FLE015   | FLEETCOR CANADA MASTERCARD        | \$ 3,033.26  |
| 2019-07-19  | FLE015   | FLEETCOR CANADA MASTERCARD        | \$ 379.69    |
| 2019-07-12  | FLU010   | FLUENT INFORMATION MANAGEMENT     | \$ 2,564.10  |
| 2019-07-19  | FORGRA   | FORTIS BC - FINANCIAL ACCOUNTING  | \$ 467.25    |
| 2019-07-12  | FRU020   | FRUITVALE CO-OP                   | \$ 1,014.35  |
| 2019-07-25  | FRU020   | FRUITVALE CO-OP                   | \$ 208.93    |
| 2019-07-19  | FRU070   | FRUITVALE FIRE DEPT               | \$ 442.00    |
| 2019-07-19  | GAI010   | GAIA PRINCIPLES IPM SERVICES      | \$ 52.50     |
| 2019-07-19  | GEN040   | GENELLE VOLUNTEER FIRE DEPT       | \$ 442.00    |
| 2019-07-19  | GIR080   | GIRL GUIDES OF CANADA KOOTENAY    | \$ 3,687.66  |
| 2019-07-19  | GRA030   | GRAND FORKS CURLING CLUB          | \$ 1,550.00  |
| 2019-07-04  | GRA045   | GRAND FORKS ATV CLUB              | \$ 10,000.00 |
| 2019-07-04  | GRA048   | GRAND FORKS CITIZENS ON PATROL    | \$ 2,000.00  |
| 2019-07-12  | GRA054   | GRASSROOTS PROPERTY CARE LTD.     | \$ 791.76    |
| 2019-07-04  | GRA055   | GRAND FORKS RENOVATION CENTRE     | \$ 14.09     |
| 2019-07-25  | GRA400   | GRAND FORKS FLOORING              | \$ 31.94     |
| 2019-07-04  | HAB030   | HABITAT SYSTEMS INCORPORATED      | \$ 45,195.71 |
| 2019-07-19  | HAG060   | HAGEL, SANDY                      | \$ 180.00    |
| 2019-07-19  | HIG070   | HIGH TERRAIN HELICOPTERS LTD.     | \$ 5,308.17  |
| 2019-07-25  | HOM010   | HOME DEPOT CREDIT SERVICES        | \$ 68.17     |
| 2019-07-19  | IMP160   | IMPERIAL MOTEL                    | \$ 4,554.00  |
| 2019-07-12  | JOI010   | JOINT FORCE TACTICAL LTD          | \$ 89.24     |
| 2019-07-04  | JON130   | JONES, GRAHAM                     | \$ 500.00    |
| 2019-07-16  | JOR060   | JORDT, SAMANTHA                   | \$ 1,398.81  |
| 2019-07-04  | KET220   | KETTLE VALLEY SEPTIC              | \$ 787.50    |
| 2019-07-19  | KOO050   | KOOCANUSA PUBLICATIONS INC.       | \$ 428.40    |
| 2019-07-04  | KRA015   | KRAUSE, JARRETT                   | \$ 1,778.30  |
| 2019-07-19  | KUC040   | KUCHER, MARK                      | \$ 90.00     |
| 2019-07-19  | LAB030   | LABOUCANE, GARRY                  | \$ 304.11    |
| 2019-07-12  | LAN030   | BC LAND TITLE & SURVEY AUTHORITY  | \$ 1,000.00  |
| 2019-07-15  | LAN030   | BC LAND TITLE & SURVEY AUTHORITY  | \$ 2,000.00  |

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of July 2019

| Cheque Date | Supplier | Name                            | Amount       |
|-------------|----------|---------------------------------|--------------|
| 2019-07-19  | LEA001   | LEAVITT, LEO                    | \$ 60.00     |
| 2019-07-19  | LES040   | LES SCHULTZ AUTOBODY AND GLASS  | \$ 1,776.73  |
| 2019-07-04  | LIM010   | LIME CREEK LOGGING LTD.         | \$ 381.59    |
| 2019-07-19  | MAR032   | MARSTON, SUE                    | \$ 343.47    |
| 2019-07-19  | MAR050   | MARCOUX, DANIEL                 | \$ 29.99     |
| 2019-07-19  | MCF010   | MCFADDEN, STEPHEN K.            | \$ 90.00     |
| 2019-07-12  | MCG010   | MCGREGOR ROBERT "IN TRUST"      | \$ 85.35     |
| 2019-07-04  | MET090   | METRO TESTING & ENGINEERING     | \$ 1,891.71  |
| 2019-07-04  | MIL025   | MILNER, MARTIN                  | \$ 500.00    |
| 2019-07-04  | MIN030   | MINISTER OF FINANCE             | \$ 5,550.00  |
| 2019-07-12  | MIN040   | MINISTER OF FINANCE             | \$ 633.57    |
| 2019-07-19  | MIN040   | MINISTER OF FINANCE             | \$ 353.99    |
| 2019-07-19  | MIN090   | MINISTER OF FINANCE             | \$ 210.00    |
| 2019-07-19  | MON040   | MONTROSE FIRE DEPARTMENT        | \$ 442.00    |
| 2019-07-12  | MUN002   | MUNICIPAL PENSION PLAN 50151-   | \$ 21,067.25 |
| 2019-07-26  | MUN002   | MUNICIPAL PENSION PLAN 50151-   | \$ 21,782.38 |
| 2019-07-12  | MUN003   | MUNICIPAL PENSION PLAN 00151-   | \$ 33,967.25 |
| 2019-07-26  | MUN003   | MUNICIPAL PENSION PLAN 00151-   | \$ 34,831.94 |
| 2019-07-12  | NAN010   | CITY OF NANAIMO                 | \$ 813.75    |
| 2019-07-05  | NEO001   | NEOPOST                         | \$ 3,000.00  |
| 2019-07-25  | NEX030   | NEXUS FIRE & SAFETY LTD         | \$ 242.55    |
| 2019-07-04  | NIC005   | NICKIFORD, JOSH                 | \$ 502.94    |
| 2019-07-19  | ORI020   | ORION FIRE DISTRIBUTION LTD     | \$ 754.88    |
| 2019-07-19  | PAC160   | PACE SETTER DEVELOPMENTS        | \$ 31.20     |
| 2019-07-12  | PAR007   | PARKINSON, ARLENE F             | \$ 768.70    |
| 2019-07-12  | PAU030   | PAULSON MECHANICAL SYSTEMS LTD. | \$ 99.64     |
| 2019-07-04  | PEN015   | PENNEY, JENNIFER                | \$ 70.00     |
| 2019-07-19  | PET010   | PETRO CANADA                    | \$ 7,265.37  |
| 2019-07-04  | PHO001   | PHOENIX FOUNDATION OF THE       | \$ 1,000.00  |
| 2019-07-19  | PHO001   | PHOENIX FOUNDATION OF THE       | \$ 1,000.00  |
| 2019-07-25  | POS010   | POSTEN, PATRICIA                | \$ 143.72    |
| 2019-07-04  | PUR020   | PUROLATOR INC.                  | \$ 92.02     |
| 2019-07-12  | REC002   | RECEIVER GENERAL                | \$ 719.38    |
| 2019-07-25  | REC002   | RECEIVER GENERAL                | \$ 719.38    |
| 2019-07-12  | REC010   | RECEIVER GENERAL FOR CANADA     | \$ 99,321.55 |
| 2019-07-25  | REC010   | RECEIVER GENERAL FOR CANADA     | \$ 92,743.71 |
| 2019-07-12  | REC510   | RECEIVER GENERAL FOR CANADA     | \$ 82.00     |
| 2019-07-19  | ROC220   | ROCK CREEK CEMETERY             | \$ 1,000.00  |
| 2019-07-19  | ROS009   | ROSSLAND GOLDEN CITY DAYS       | \$ 1,000.00  |

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of July 2019

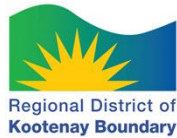
| Cheque Date | Supplier | Name                              | Amount       |
|-------------|----------|-----------------------------------|--------------|
| 2019-07-19  | ROS140   | ROSSLAND FIRE DEPT.               | \$ 442.00    |
| 2019-07-12  | RUD015   | RUDDICK, KEN                      | \$ 8,337.50  |
| 2019-07-25  | SAH002   | SHANNON, DOUGLAS                  | \$ 72.02     |
| 2019-07-12  | SAV010   | SAVAGE PLUMBING & HEATING         | \$ 1,926.35  |
| 2019-07-04  | SAV040   | SAVE-ON-FOODS                     | \$ 112.58    |
| 2019-07-19  | SAV040   | SAVE-ON-FOODS                     | \$ 44.86     |
| 2019-07-25  | SAV040   | SAVE-ON-FOODS                     | \$ 22.51     |
| 2019-07-25  | SCO025   | SCOUTS CANADA - FIRST WARFIELD    | \$ 1,646.77  |
| 2019-07-04  | SEC030   | SECURE BY DESIGN                  | \$ 44.80     |
| 2019-07-04  | SEL010   | SELECT OFFICE PRODUCTS            | \$ 29.07     |
| 2019-07-19  | SEL010   | SELECT OFFICE PRODUCTS            | \$ 662.66    |
| 2019-07-04  | SEL170   | INTERROUTE CONSTRUCTION LTD DBA   | \$ 1,806.00  |
| 2019-07-04  | SHA030   | SHAW CABLE                        | \$ 278.64    |
| 2019-07-12  | SHA030   | SHAW CABLE                        | \$ 225.51    |
| 2019-07-19  | SHA030   | SHAW CABLE                        | \$ 481.31    |
| 2019-07-12  | SHA070   | SHAW, GERRY                       | \$ 986.00    |
| 2019-07-12  | SHE005   | SHERRIFF, SUSAN, B.               | \$ 1,900.00  |
| 2019-07-19  | SIL003   | SILVA, ROBERT                     | \$ 200.00    |
| 2019-07-19  | SIM070   | SIMM, LARRY                       | \$ 90.00     |
| 2019-07-19  | SIO010   | SIOGA, JOSE MANUEL                | \$ 135.00    |
| 2019-07-12  | SOL001   | THE SOLID WASTE ASSOC. OF NORTH   | \$ 348.40    |
| 2019-07-04  | SPC010   | SOCIETY FOR PREVENTION OF CRUELTY | \$ 7,437.00  |
| 2019-07-19  | STA007   | DESJARDINS CARD SERVICES          | \$ 351.14    |
| 2019-07-12  | STE110   | STEPHENS, MARK                    | \$ 60.00     |
| 2019-07-12  | STE130   | STERICYCLE COMMUNICATION          | \$ 888.82    |
| 2019-07-25  | STE130   | STERICYCLE COMMUNICATION          | \$ 888.82    |
| 2019-07-25  | SYM030   | SYMPHONY TOURISM SERVICES         | \$ 21,000.00 |
| 2019-07-25  | TAN030   | TANGLEFOOT TRAINING CENTRE        | \$ 106.05    |
| 2019-07-04  | TEL001   | TELUS COMMUNICATIONS (B.C.) INC.  | \$ 8,989.46  |
| 2019-07-25  | TEL001   | TELUS COMMUNICATIONS (B.C.) INC.  | \$ 119.08    |
| 2019-07-04  | TEL002   | TELUS MOBILITY                    | \$ 5,805.09  |
| 2019-07-19  | TEL050   | TELUS COMMUNICATIONS CO. C/O      | \$ 2,283.70  |
| 2019-07-19  | TOM025   | TOMKO SPORTS SYSTEMS INC.         | \$ 622.61    |
| 2019-07-19  | TRA011   | TRAIL CURLING ASSOCIATION         | \$ 157.50    |
| 2019-07-25  | TRA018   | TRAIL PIPE BAND                   | \$ 3,048.50  |
| 2019-07-25  | TRA044   | TRAIL GIRLS SOFTBALL ASSOCIATION  | \$ 4,228.73  |
| 2019-07-19  | TRA046   | TRAIL HAMMER AND BOLT CO. LTD.    | \$ 268.17    |
| 2019-07-19  | TRA090   | TRAIL CHAMBER OF COMMERCE         | \$ 6,064.00  |
| 2019-07-12  | TRA130   | TRAIL TRANSIT SERVICES            | \$ 283.50    |

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of July 2019

| Cheque Date                | Supplier | Name                              | Amount               |
|----------------------------|----------|-----------------------------------|----------------------|
| 2019-07-19                 | TRA130   | TRAIL TRANSIT SERVICES            | \$ 283.50            |
| 2019-07-04                 | TRA640   | TRAIL FAMILY AND INDIVIDUAL       | \$ 1,000.00          |
| 2019-07-12                 | TRI090   | TRICAN FILTRATION GROUP INC.      | \$ 87.78             |
| 2019-07-12                 | TYS010   | TYSON, GRANT                      | \$ 100.00            |
| 2019-07-04                 | UPL020   | UPLIFT EQUIPMENT LTD.             | \$ 729.75            |
| 2019-07-12                 | VER080   | VERSA-TASK SERVICES               | \$ 45.00             |
| 2019-07-19                 | VER080   | VERSA-TASK SERVICES               | \$ 90.00             |
| 2019-07-12                 | VER180   | VERGEER, ED                       | \$ 70.00             |
| 2019-07-04                 | VIP010   | VIPER FUELS                       | \$ 787.50            |
| 2019-07-25                 | VIS015   | VISIONS FOR SMALL SCHOOLS SOCIETY | \$ 3,423.50          |
| 2019-07-04                 | VIS050   | VISTA RADIO LTD.                  | \$ 1,156.63          |
| 2019-07-19                 | VIS050   | VISTA RADIO LTD.                  | \$ 735.00            |
| 2019-07-19                 | VIV001   | VIVID CONSULTING                  | \$ 6,376.93          |
| 2019-07-19                 | VOL010   | VOLUNTEER FIREFIGHTER'S ASSOC     | \$ 400.00            |
| 2019-07-19                 | VOY040   | VOYKIN, ROD                       | \$ 2,520.00          |
| 2019-07-12                 | WAS010   | WASTE MANAGEMENT                  | \$ 48.16             |
| 2019-07-19                 | WAS010   | WASTE MANAGEMENT                  | \$ 935.37            |
| 2019-07-04                 | WES035   | WESTERN FINANCIAL GROUP FRUITVALE | \$ 150.00            |
| 2019-07-19                 | WES100   | WESCO DISTRIBUTION CANADA LP      | \$ 98.31             |
| 2019-07-25                 | WHI090   | WHITLOCK INSURANCE SERVICES       | \$ 139.00            |
| 2019-07-12                 | WIL210   | WILCHYNSKI, DONNA                 | \$ 95.70             |
| 2019-07-12                 | WOR010   | WORKER'S COMPENSATION BOARD OF    | \$ 77,787.96         |
| <b>Total Accounts Paid</b> |          |                                   | <b>\$ 749,611.72</b> |

NB: No payments greater than \$100,000 related to Provincial Emergency Program (service 012).



## **Boundary Community Development Committee**

### **Minutes**

**Wednesday, July 3, 2019**

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

#### **Committee members present:**

Director G. McGregor, Chair  
Director R. Russell  
Director V. Gee  
Director B. Taylor  
Director R. Dunsdon  
Director G. Shaw

#### **Staff and others present:**

J. Chandler, General Manager of Operations/Deputy CAO  
M. Forster, Executive Assistant/Recording Secretary  
D. Dean, Manager of Planning and Development  
S. Elzinga, Community Futures Boundary  
J. Fairhart, Program Manager, Imagine Kootenay  
J. Houghton, President, Boundary Forest Watershed Stewardship Society (BFWSS)  
Members of BFWSS  
D. Macmaster, Vaagen Fibre Canada

#### **CALL TO ORDER**

The Chair called the meeting to order at 10:05 am.

Donna Dean, Manager of Planning and Development, introduced Kristina Anderson, new Watershed Planner, to the Committee. Ms. Anderson will be working out of the Grand Forks RDKB office.

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

The agenda for the July 3, 2019 Boundary Community Development Committee meeting was presented.



The agenda was amended with the addition of a staff report as item 5c: Boundary Integrated Watershed Service - Governance Structure and a change in order of agenda items.

Moved: Director Dunsdon Seconded: Director Russell

That the agenda for the July 3, 2019 Boundary Community Development Committee meeting be adopted as amended.

Carried

### **ADOPTION OF MINUTES**

The minutes of the June 5, 2019 Boundary Community Development Committee meeting were presented.

Moved: Director Russell Seconded: Director Taylor

That the minutes of the June 5, 2019 Boundary Community Development Committee meeting be adopted as presented.

Carried

### **GENERAL DELEGATIONS**

#### **Jessica Fairhart, Program Manager, Imagine Kootenay Re: Presentation**

Jessica Fairhart, Program Manager - Imagine Kootenay, attended the meeting and provided the Committee members with information on:

1. Goals,
2. History of Imagine Kootenay,
3. Program success and metrics,
4. Key activities,
5. Focus in 2019-2020,
6. Boundary region's role, and
7. Statistics and opportunities.

Ms. Fairhart left the meeting at 10:25 am.

**Jennifer Houghton, President, Boundary Forest Watershed Stewardship Society**

Jennifer Houghton, President - Boundary Forest Watershed Stewardship Society (BFWSS) and members attended the meeting. Ms. Houghton provided the Committee members with a presentation on information about BFWSS including:

1. Board of Directors and active members,
2. Accomplishments,
3. Issues being addressed,
4. Legislation,
5. *Forest and Range Practices Act*, and
6. Goals and plans.

Ms. Houghton and BFWSS members left the meeting at 11:20 am.

**OLD BUSINESS**

**James Chandler, General Manager of Operations/Deputy CAO  
Re: Community Futures Proposal for Imagine Kootenay Contract**

J. Chandler presented an amended proposal from Community Futures Boundary to provide oversight for the coordination of the Imagine Kootenay program until the end of 2019.

Discussion ensued on the delivery of the awareness campaign to local businesses and the type of outreach that Directors felt was appropriate for their areas.

Moved: Director Shaw Seconded: Director Dunsdon

That the Boundary Community Development Committee approve the contract for services from Community Futures – Boundary, for the coordination of the Imagine Kootenay program, as per the staff report dated July 3, 2019. **FURTHER** that the funding of \$2,730 be allocated from the Economic Development Service, 008.

Carried

**Director Russell  
Re: Discussion - Boundary Recreational Trails Master Plan Process**

Director Russell expressed concerns that the Boundary Recreational Trails Master Plan project may not have the social support of communities.

Moved: Director Russell Seconded: Director Dunsdon

That the Boundary Community Development Committee directs staff to engage with the consultants to provide a potential update to the scope of the Trails Master Planning contract to exclude Area C moving forward, identifying any potential changes to budget and timelines.

Carried

Director Shaw opposed.

**Donna Dean, Manager of Planning and Development**  
**Re: Boundary Watershed Service - Introduction of Kristina Anderson**

D. Dean presented a staff report on the Boundary Integrated Watershed Service - Governance Structure. The staff report addressed the proposed committee structure, delegation of authority and the name of the committee. A fulsome discussion will be continued at a future meeting.

Moved: Director Dunsdon Seconded: Director Russell

That the staff report "Boundary Integrated Watershed Service - Governance Structure" dated July 3, 2019 be received.

Carried

**NEW BUSINESS**

**Directors Gee and Dunsdon**  
**Re: Discussion - Animal Control Service - Adding Village of Midway and Parts of Electoral Area E**

Directors Gee and Dunsdon expressed their interest in adding the Village of Midway and parts of Electoral Area E/West Boundary to the animal control service. Staff will look at costs associated with this request. J. Chandler, General Manager of Operations/Deputy CAO, will speak to the Commissionaires on the services that they provide. A fulsome discussion will be held at a future BCDC meeting.

**Director Gee**  
**Re: Discussion - Status of Speakeasy Cannabis in Rock Creek and Scheduling a Tour**

Director Gee informed the Committee members about the increase in the workforce at the Speakeasy Cannabis facility in Rock Creek. She also suggested that a tour be organized for the Committee members in September.

**Director Dunsdon**

**Re: Discussion - West End Transportation**

Director Dunsdon informed the Committee members that Parkview Manor in Midway, has been approached by IHA in regards to available funding for the purchase of a bus. J. Chandler, General Manager of Operations/Deputy CAO, informed the Committee members that BC Transit is continuing to work with IHA and are in negotiations.

**Simone Carlisle-Smith, TOTA**

**Re: Boundary Country Tourism Monthly Update**

The review of the TOTA Monthly Update for June 2019 was deferred to the next BCDC meeting.

**J. Chandler, General Manager of Operations/Deputy CAO**

**D. Macmaster, Vaagen Fibre Canada**

**Re: Community Forests Report to the Province**

J. Chandler, General Manager of Operations/Deputy CAO, provided the Committee members with an update regarding an expression of interest to FLNRORD in pursuit of a Community Forest. Dan Macmaster, Vaagen Fibre Canada, also attended the meeting to provide additional information as needed.

Directors Russell and McGregor agreed that draft goals for moving forward should be brought back to the next meeting. There was general agreement that the Committee should be clear in regards to messaging the public about the development of a community forest. Communities in the proposed community forest area should also be asked to provide letters of support.

Moved: Director Shaw Seconded: Director Russell

That the Boundary Community Development Committee receive this report and attachments for information.

Carried

**LATE (EMERGENT) ITEMS**

There were no late (emergent) items for discussion.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

1. Boundary Integrated Watershed Service
2. TOTA Boundary Country Tourism Monthly Update - June 2019

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

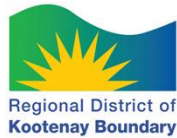
A question period for public and media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 1:00 pm.



**Beaver Valley Regional Parks and Regional Trails Committee**

**Minutes  
Tuesday, June 11, 2019  
Village of Montrose Council Chambers**

**Committee members present:**

Director A. Grieve, Chair  
Director S. Morissette  
Director M. Walsh

**Staff and others present:**

M. Andison, Chief Administrative Officer  
M. Daines, Manager of Facilities and Recreation  
M. Forster, Executive Assistant/Recording Secretary  
S. Spooner, KCTS

**CALL TO ORDER**

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

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

The agenda for the June 11, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting was presented.

Moved: Director Walsh Seconded: Director Morissette

That the agenda for the June 11, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as presented.

Carried

### **ADOPTION OF MINUTES**

The minutes of the May 14, 2019, Beaver Valley Regional Parks and Regional Trails Committee meeting were presented.

Moved: Director Morissette Seconded: Director Walsh

That the minutes of the May 14, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as presented.

Carried

### **DELEGATIONS**

**S. Spooner, KCTS**

**Re: Update on Trails in the Beaver Valley**

S. Spooner, KCTS, attended the meeting and presented the Committee members with an overview of the Society and trails in the Beaver Valley. He left the meeting at 5:05 pm.

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

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

Moved: Director Morissette Seconded: Director Walsh

That the Beaver Valley Regional Parks and Regional Trails Committee proceed to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* at 5:06 pm.

Carried

The Beaver Valley Regional Parks and Regional Trails Committee reconvened to the open meeting at 5:21 pm.

### **ITEMS FOR RELEASE TO OPEN MEETING**

**Beaver Valley Age Friendly Seniors' Coordinator Employment Contract**

The following Closed Meeting recommendation was released to the Open Meeting:

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks and Regional Trails Committee directs the Age Friendly Program to develop a work plan and budget, similar to those of the RDKB services for the 2020-2021 program cycle. **FURTHER** that the review and discussion of the Beaver Valley Age Friendly Seniors' Program and the Village of Fruitvale Age Friendly Program Seniors' Coordinator Employment Contract be received.

Carried

### **UNFINISHED BUSINESS**

#### **Director Grieve**

#### **Re: Follow up - Regional Trails and Council Discussions**

Director Grieve reminded the Committee members that she attended a Mayors' luncheon with CBT where discussion arose around available groups and funding to assist with master plan development if there is any regional interest and support around developing a regional trail network. She asked the Directors whether they had the opportunity to address this with their councils to see if there was any interest to join.

Moved: Director Walsh Seconded: Director Morissette

That the Villages of Montrose and Fruitvale will support a regional trail development network in principle.

Carried

### **NEW BUSINESS**

#### **M. Daines, Manager of Facilities and Recreation**

#### **Re: 2019/20 Ice Facility User Rates**

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

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks and Regional Trails Committee approve the 2019/20 Ice Facility User Rates.



Carried

**M. Daines, Manager of Facilities and Recreation**  
**Re: Committee Action Items Update**

A staff report from Mark Daines, Manager of Facilities and Recreation regarding an update on Work Plan Committee Action Items as they pertain to the Beaver Valley Recreation, Beaver Valley Arena and Beaver Valley Parks and Trails services was presented.

Moved: Director Morissette Seconded: Director Walsh

That the Beaver Valley Regional Parks and Regional Trails Committee approve the Committee Action Items to date.

Carried

**Discussion**  
**Re: Newsletter Additions**

Staff will develop a one-page article announcing the 2nd phase of the Webster Trail Road as well as a summary of all trail developments in the Beaver Valley for the fall issue of the recreation newsletter.

There were no resolutions arising.

**LATE (EMERGENT) ITEMS**

Future Beaver Valley Regional Parks and Regional Trails Committee meetings will be held on every 2nd Tuesday of the month at the Village of Montrose office at 12:00 pm (noon).

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

A discussion of items for future meetings was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

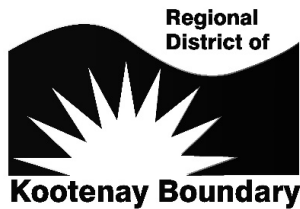
A question period for public and media was not required.

**ADJOURNMENT**

The meeting was adjourned at 5:33 pm.

---

*Page 4 of 4*  
*Beaver Valley Regional Parks and Trails Committee*  
*June 11, 2019*



**ELECTORAL AREA 'A'**  
**ADVISORY PLANNING COMMISSION**  
**MINUTES**

Tuesday, August 6, 2019 at the BV Arena Meeting Room, commencing at 4:30 p.m.

**PRESENT:** Linda Green, Rob Ironmonger, Shelley Levick, Craig Stemmler,  
**ABSENT:** Fred Buckley, Tyleen Underwood  
**RDKB DIRECTOR:** Ali Grieve  
**GUESTS:** None

---

**1. CALL TO ORDER**

The meeting was called to order at 4:34 PM

**2. ADOPTION OF AGENDA**

It was moved and seconded that the August 6, 2019 Electoral Area 'A' APC agenda be adopted.

**3. ADOPTION OF MINUTES**

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

**4 NEW BUSINESS**

**A. Ben and Tersia De Jager**  
**RE: ALC Subdivision**  
RDKB File: A-Twp 7A-10519.100

**Recommendation:**

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

---

Electoral Area 'A' APC Minutes  
August 6, 2019  
Page 1 of 2

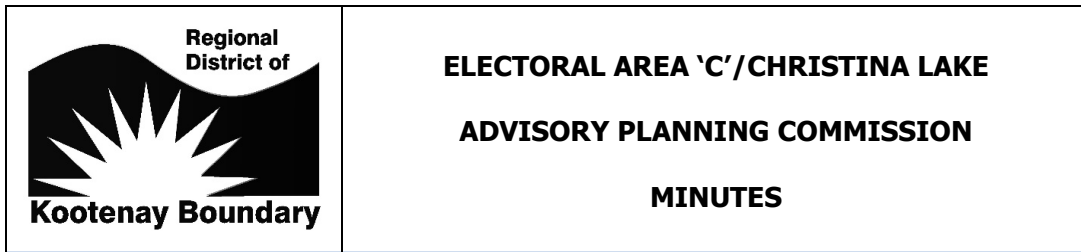
**B. William MacNeil**  
**RE:MOTI Subdivision**  
RDKB File :A-1236-05268.000/010

**Recommendation:**

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

**7. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 4:55 PM



Tuesday, August 6, 2019 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

**PRESENT:** Peter Darbyshire, Phil Mody, Annie Rioux, Butch Bisaro, David Durand, Jennifer Horahan

**ABSENT:** Jessica Coleman, Jason Taylor, Terry Mooney, Dave Bartlett, Jeff Olsen, Ken Stewart

**RDKB DIRECTOR:** Grace McGregor

**RDKB STAFF:**

**GUESTS:** Raimund Wege, Randy Gniewotta, Gary Semeniuk, Wendy Jensen, Donna Wilchynski

**1. CALL TO ORDER**

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

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

**Recommendation:** That the August 6, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as presented. Dave/Phil

**3. ADOPTION OF MINUTES**

**Recommendation:** That the July 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. Wendy Jensen and Patrick Shaw**  
**RE: Development Variance Permit**  
RDKB File: C-268-00186.015

Recommendation:

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

**B. James Laurient and Lori Laurient**  
**RE: Development Permit**  
RDKB File: C-1021s-04515.000

Recommendation:

No concerns, supported by APC

**C. Michael Combs and Erica Boyko**  
**RE: MOTI Subdivision**  
RDKB File: C-4037s-07285.055

Discussion/Observations:

- concerns about sufficient water supplies as there may be covenant in place
- APC expressed concerns on follow through and missing information on accessibility, more drawings may be required.
- Concerns expressed by neighbor properties that project could require to inform Pendergraft Surveying and additional drawings to be prepared showing the driveways and utilities

**D. Barry and Lana Hicks**  
**RE: MOTI Subdivision**  
RDKB File: C-750-04040.000

Discussion/Observations:

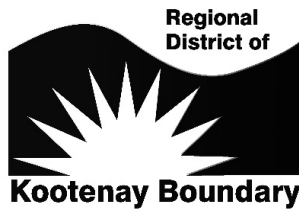
-sceptic field concerns expressed as to who could be responsible in case of failure

**7. FOR INFORMATION**

**8. DISCUSSION**

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:51 p.m.



**ELECTORAL AREA 'E'/WEST BOUNDARY**  
**ADVISORY PLANNING COMMISSION**  
**MINUTES**

Tuesday, August 6, 2019 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6:00 p.m.

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

**ABSENT** with notification: Florence Hewer

**Absent** without notification: Grant Harfman, Michael Fenwick-Wilson

**RDKB DIRECTOR:** Vicki Gee

**RDKB STAFF:** None

**GUEST:** None

**1. CALL TO ORDER**

The meeting was called to order at 6 PM

**2. ADOPTION OF AGENDA**

**Recommendation:** That the August 6, 2019 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented moved by Frank and seconded by Jamie. Motion carried.

**3. ADOPTION OF MINUTES**

**Recommendation:** That the June 3, 2019 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented moved by Lynn and seconded by Jamie. Motion carried. We approved these minutes previously at our July meeting as well.

**4. DELEGATIONS None**

**5. UPDATES TO APPLICATIONS AND REFERRALS**

ALC Decision Letter – George Bergevin (Rosegarden Holdings)

**6. NEW BUSINESS**

Electoral Area E' APC Minutes  
 August 6, 2019  
 Page 1 of 2

**A. Marilyn Walker**  
**RE: MOTI Subdivision**

RDKB File: E-1052-04580.060

Discussion/Observations: The application was discussed in detail.

Recommendation:

It was moved, by Jamie seconded by Frank and resolved that the APC recommend to the Regional District that the application be:

Supported with conditions: The application was supported with the condition that the access road to lot 1 be part of lot 1 and the dotted line be congruent with the eastern edge of the road to lot 1. Also, Lot 2 should have an easement from the existing road.

**B. Virginia Ferguson**  
**RE: MOTI Subdivision**

RDKB File: E-683-03102.000

Discussion/Observations: The application was discussed, and several options were considered. It was noted that the usable agricultural area would be divided under the current lot line adjustment. There was discussion about the significance of this. It was noted that the application would provide benefits to the area of increased property values and tax revenues and the advantage of the owners of the second property having access to the river. One committee member felt that the original application was fine as is.

Recommendation: It was moved, by Jamie and seconded by Frank and resolved that the APC recommend to the Regional District that the application be not supported because it does allow for the enhancement of farming of the agricultural land. A majority of the committee felt consideration should be given to providing legal access to the river for the owners of lot 61A.

Randy asked to have his vote against the motion recorded.

7. **FOR INFORMATION** None
8. **FOR DISCUSSION** None
9. **ADJOURNMENT** Meeting adjourned by Fred at 7 PM.



**KOOTENAY BOUNDARY  
and  
BOUNDARY  
ANNUAL OPERATING AGREEMENT**

**between**

**THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

**and**

**BRITISH COLUMBIA TRANSIT**

**Effective**

**April 1, 2019**

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT  
WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS  
OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

**ANNUAL OPERATING AGREEMENT**

BETWEEN:

**THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

(the "Municipality")

AND:

**BRITISH COLUMBIA TRANSIT**

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

## Contents

|   |    |
|---|----|
| SECTION 1: DEFINITIONS.....   | 4  |
| SECTION 2: INCORPORATION OF SCHEDULES.....                            | 4  |
| SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT .....           | 4  |
| SECTION 4: TERM AND RENEWAL .....                                     | 4  |
| SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ..... | 4  |
| SECTION 6: SETTLEMENT OF DISPUTES .....                               | 5  |
| SECTION 7: MISCELLANEOUS PROVISIONS .....                             | 5  |
| SECTION 8: GOVERNING LAW.....   | 6  |
| SECTION 9: COUNTERPARTS.....  | 6  |
| SECTION 10: NOTICES AND COMMUNICATIONS .....                          | 7  |
| SCHEDULE "A": TARIFF AND FARES .....                                  | 9  |
| SCHEDULE "C": BUDGET .....  | 12 |

**SECTION 1: DEFINITIONS**

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

**SECTION 2: INCORPORATION OF SCHEDULES**

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

**SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT**

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

**SECTION 4: TERM AND RENEWAL**

- a) The parties agree that the effective date of this agreement is to be April 1, 2019, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2019 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

**SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to

the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## **SECTION 6: SETTLEMENT OF DISPUTES**

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## **SECTION 7: MISCELLANEOUS PROVISIONS**

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
  - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
  - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
  - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
    - i. *For Conventional Transit Service:*
      1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
      2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
      3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
      4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
    - ii. *For Custom Transit Service:*
      1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
      2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

- 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
- 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d. Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
- e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.
- f) BC Transit acknowledges receipt of a copy of that certain Community Transit Partnership Agreement between the Municipality and the Interior Health Authority (the "Partner") effective April 1, 2005. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement; provided, however, that:
  - a. In the event the Partner provides one years' notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
  - b. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without setoff whatsoever; and,
  - c. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

## **SECTION 8: GOVERNING LAW**

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

## **SECTION 9: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

**SECTION 10: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

**BRITISH COLUMBIA TRANSIT**

c/o President & CEO  
P.O. Box 610  
520 Gorge Road East  
Victoria, British Columbia  
V8W 2P3

and to the Municipality at:

**Regional District of Kootenay Boundary**

c/o Deputy Chief Administrator Officer  
#202 - 843 Rossland Avenue  
Trail, BC  
V1R 4S8

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_, 2019.

**Regional District of Kootenay Boundary**

\_\_\_\_\_

\_\_\_\_\_

**BRITISH COLUMBIA TRANSIT**

\_\_\_\_\_  
Kevin Schubert – Director, Regional Transit Systems  
BC Transit

\_\_\_\_\_  
Grant Brilz – Manager, Contracted Operations  
BC Transit



**SCHEDULE "A": TARIFF AND FARES**

## Appendix 1: Tariff and Fares

**Tariffs and Fares for Transit Service Area – Kootenay Boundary  
Conventional Fixed-Route**

| ADULT        |         | STUDENT (POST-SECONDARY) |          |
|--------------|---------|--------------------------|----------|
| CASH FARE    | \$2.25  | CASH FARE                | \$2.25   |
| DAYPASS      | \$4.50  | DAYPASS                  | \$4.50   |
| 10 TICKETS   | \$20.25 | 10 TICKETS               | \$20.25  |
| MONTHLY PASS | \$60.00 | MONTHLY PASS             | \$45.00  |
| SENIOR (65+) |         | SEMESTER PASS            | \$125.00 |
| CASH FARE    | \$2.25  | STUDENT (K TO 12)        |          |
| DAYPASS      | \$4.50  | CASH FARE                | \$2.25   |
| 10 TICKETS   | \$20.25 | DAYPASS                  | \$4.50   |
| MONTHLY PASS | \$45.00 | 10 TICKETS               | \$20.25  |
|              |         | MONTHLY PASS             | \$45.00  |
|              |         | SEMESTER PASS            | \$125.00 |

- i) BC Bus Pass valid for the current calendar year.
- ii) BC Transit Employee Pass
- iii) CNIB Identification card

**Custom Transit: Registered Riders and Companions**

| REGION            | FARE   |
|-------------------|--------|
| NELSON            | \$2.00 |
| CASTLEGAR         | \$2.50 |
| KOOTENAY BOUNDARY | \$2.50 |
| KASLO LOCAL       | \$1.75 |
| NAKUSP LOCAL      | \$1.25 |

- i) Attendants Accompanying Registered Riders – Free

**Tariffs and Fares for Transit Service Area – Boundary Paratransit**

| ALL PASSENGERS                    |         |   |
|-----------------------------------|---------|---|
| SINGLE FARE                       | \$1.50  | Within town                                     |
| SINGLE FARE                       | \$1.75  | One-way between<br>Greenwood and Grand Forks    |
| MONTHLY PASS                      | \$24.00 |   |
| CHILD (5 AND UNDER)               |         |   |
| Free when accompanied by an adult |         |   |
| ON REQUEST                        |         |   |
| ADULT                             | \$1.50  | One-way   |
| ADULT                             | \$1.75  | One-way between<br>Greenwood and Grand Forks    |
| ADULT                             | \$3.50  | Round trip between<br>Greenwood and Grand Forks |
| CHILD (6-11)                      | \$0.75  | One-way   |
| CHILD (5 AND UNDER)               | Free    | Free when accompanied by<br>an adult            |

**SCHEDULE "B": SERVICE SPECIFICATIONS***Kootenay Bounday Conventional Transit Service*

Transit Service Area: The boundaries of the Kootenay Boundary Transit Service Area shall be the area encompassed by the Municipal boundaries of the City of Trail, the City of Rossland, the Village of Montrose, the Village of Fruitvale, the Village of Warfield and all of the area encompassed by the boundaries of Electoral Areas "A" and "B".

Annual Service Level: for Regional District of Kootenay Boundary shall be **19,900** Revenue Service Hours

*Kootenay Boundary Custom Transit Service*

Transit Service Area: The boundaries of the Kootenay Boundary Transit Service Area shall be the area encompassed by the Municipal boundaries of the City of Trail, the City of Rossland, the Village of Montrose, the Village of Fruitvale, the Village of Warfield and all of the area encompassed by the boundaries of Electoral Areas "A" and "B".

Annual Service Level: for Regional District of Kootenay Boundary shall be **4,600** Revenue Service Hours

*Boundary Paratransit Service*

Transit Service Area: The boundaries of the Boundary Transit Service Area shall be the City of Grand Forks, City of Greenwood, Electoral Area "D" and "E" of the Regional District of Kootenay Boundary as outlined in the Regional District of Kootenay Boundary By-law No. 672 and as amended by the Regional District of Kootenay Boundary By-law No. 995, 1997.

Annual Service Level: for Regional District of Kootenay Boundary shall be **1,800** Revenue Service Hours

Exception Days recognized annually for Regional District of Kootenay Boundary are:

| <b>Exception Days</b> | <b>Service Level</b> |
|-----------------------|----------------------|
| Easter Monday         | No Service           |
| Victoria Day          | No Service           |
| Canada Day            | No Service           |
| BC Day                | No Service           |
| Labour Day            | No Service           |
| Thanksgiving Day      | No Service           |
| Remembrance Day       | No Service           |
| Christmas Day         | No Service           |
| Boxing Day            | No Service           |
| New Years Day         | No Service           |
| Family Day (2019)     | No Service           |

**SCHEDULE "C": BUDGET****KOOTENAY BOUNDARY CONVENTIONAL**

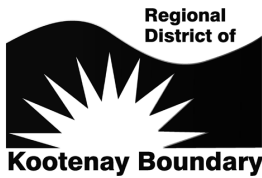
|  | <b>BASE BUDGET<br/>2019/20</b> | <b>REGIONAL<br/>DISTRICT OF<br/>CENTRAL<br/>KOOTENAY</b> | <b>REGIONAL<br/>DISTRICT OF<br/>KOOTENAY<br/>BOUNDARY</b> |
|--|--------------------------------|--|---|
| TOTAL REVENUE  | \$442,508                      | \$86,864   | \$355,644   |
| TOTAL OPERATING COSTS  | \$2,768,670                    | \$654,237  | \$2,114,434   |
| TOTAL COSTS (including Local Government Share of Lease Fees) | \$3,222,354                    | \$761,442  | \$2,460,912   |
| <b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>                   | <b>\$1,370,806</b>             | <b>\$333,448</b>   | <b>\$1,037,358</b>  |

**KOOTENAY BOUNDARY CUSTOM**

|  | <b>BASE BUDGET<br/>2019/20</b> | <b>REGIONAL<br/>DISTRICT OF<br/>CENTRAL<br/>KOOTENAY</b> | <b>REGIONAL<br/>DISTRICT OF<br/>KOOTENAY<br/>BOUNDARY</b> |
|--|--------------------------------|--|---|
| TOTAL REVENUE  | \$15,000                       | \$8,400  | \$6,600   |
| TOTAL OPERATING COSTS  | \$466,803                      | \$168,049  | \$298,754   |
| TOTAL COSTS (including Local Government Share of Lease Fees) | \$529,365                      | \$190,571  | \$338,794   |
| <b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>                   | <b>\$180,682</b>               | <b>\$62,046</b>  | <b>\$118,636</b>  |

**BOUNDARY PARA TRANSIT**

|  | <b>BASE BUDGET<br/>2019/20</b> |
|--|--------------------------------|
| TOTAL REVENUE  | \$10,814                       |
| TOTAL OPERATING COSTS  | \$129,304                      |
| TOTAL COSTS (including Local Government Share of Lease Fees) | \$168,301                      |
| <b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>                   | <b>\$71,595</b>                |



## *Staff Report*

|              |   |                |                    |
|--------------|---|----------------|--------------------|
| <b>RE:</b>   | Boundary Integrated Watershed Service – Advisory Council Terms of Reference |                |                    |
| <b>Date:</b> | August 29, 2019   | <b>File #:</b> | BIWS-Board Reports |
| <b>To:</b>   | Chair Russell and members of the Board of Directors                         |                |                    |
| <b>From:</b> | Donna Dean, Manager of Planning and Development                             |                |                    |

### **Issue Introduction**

The Boundary Community Development Committee (BCDC) made a resolution at their August 7, 2019 meeting to adopt a new terms of reference and name of the advisory group for the new Boundary Integrated Watershed Service.

### **Background and Proposal**

The community advisory group for the implementation of the Kettle River Watershed Management Plan was known as the Kettle River Watershed Authority Committee between February 2017 and now. Since the creation of the new service, there have been a number of discussions between staff and BCDC regarding the terms of reference and the name given that we now have a dedicated regional district staff member working on plan implementation.

The current terms of reference, which are combined with the Boundary Area Agriculture and Food Council, were approved by the Board of Directors on February 14, 2018 (see attached). The new terms of reference, which were supported by BCDC on August 7<sup>th</sup>, are also attached. The plan is to review the new terms of reference after the service has run for a year to determine if changes are required.

The name agreed upon by BCDC on August 7<sup>th</sup> is the Kettle River Watershed Advisory Council.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors directs staff to amend the Community Advisory Committees Terms of Reference approved on February 14, 2018 by removing references and sections pertaining to the Kettle River Watershed Authority Committee and that the Board approves the attached Kettle River Watershed Advisory Council Terms of Reference as presented on August 29, 2019.

### **Attachments**

Current Community Advisory Committees Terms of Reference

Kettle River Watershed Advisory Council Terms of Reference

## **COMMUNITY ADVISORY COMMITTEES**

### **Empowering Community and Stakeholder Engagement on Advisory Committees**

#### **WHEREAS**

1. The Regional District of Kootenay Boundary is committed to engaging residents, and soliciting their ideas, input and creative energy;
2. Over recent years, the RDKB has been fundamental in establishing a number of committees that are intended to advise elected leaders from member local governments and add value to local government decision-making;
3. More of these advisory groups are expected in the future;
4. The Implementation Advisory Committee of the Kettle River Watershed Plan has recently recommended that the advisory committee for the implementation of that plan be increased in size and potential impact;
5. The Boundary Agricultural and Food Advisory Council has been identified as a similar advisory committee but is currently in its nascent stages;

#### **THEREFORE BE IT RESOLVED**

- A. THAT the Board establish the following Type A committees as advisory to the Board and staff with mandates and terms of reference as outlined in Appendix A:
  - a. Boundary Area Food and Agriculture Advisory Council
  - b. Kettle River Watershed Authority
  - c. Forestry advisory
- B. THAT the Board renew the following Type B committees as advisory to the Board and staff and that their mandates and terms of reference remain unchanged:
  - a. Solid Waste Management Plan Technical and Stakeholder Advisory Committee
  - b. Liquid waste?
- C. THAT the Board appoint a non-voting Board liaison to each of the committees listed in A and B above, and reserve the right to invite other agencies or organization to send a non-voting liaison.
- D. THAT the Board direct the CAO to assign at least one staff liaison to each committee listed in A and B above for the purpose of providing information and advice on RDKB programs and work that is relevant to the mandate and workplan of the assigned advisory body.

- E. THAT the Board direct staff to proceed with advertising for any committees requiring appointment, where deemed appropriate.
- F. THAT the Board acknowledge the dedication of all outgoing committee members and thank them for their service to the Regional District of Kootenay Boundary.

#### COMMON STRUCTURES

|                      |   |
|----------------------|---|
| Terms of Reference   | <p>Policy Advice</p> <ul style="list-style-type: none"> <li>x Provide input to elected officials and RDKB staff about issues of concern</li> <li>x Consider any matters which may be referred to the Committee by the Board or staff (including matters referred from the public or other organisations, via staff or the Board).</li> <li>x May take positions on policy initiatives from other levels of government within the mandate of the Committee</li> </ul> <p>Collaboration</p> <ul style="list-style-type: none"> <li>x Work co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects</li> <li>x Act as a resource for staff doing public involvement processes and/or civic events</li> </ul> <p>Awareness &amp; Outreach</p> <ul style="list-style-type: none"> <li>x Exchange information with the constituent communities and the general public about relevant programs and issues of interest</li> <li>x Engage in outreach to disseminate information and encourage participation from constituent communities</li> </ul> <p>Decision-making will be by consensus where possible</p> |
| Planning & Reporting | <p>Produce an annual work plan with specific objectives by no later than April of each year, in consultation with appropriate steering committees, as well as the Council and staff liaisons, for distribution to the Board and staff for information. This workplan would include flexibility for incorporation of emergent issues.</p> <p>Submit an annual report to the Board describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the Committee has responded.</p>   |
| Meeting venue        | <p>Meetings will be expected to take place in various venues across the area of jurisdiction of the committee. Meeting times, locations, and agendas will be communicated well in advance to members (e.g. one month for time and date).</p>  |

| Membership                              | <p>x Committee members are selected through an open process of application and appointment by the RDKB board, except where noted below.</p> <p>x The Committee Chair is selected by the members at the first meeting of each year.</p>   |  |  |
|---|--|--|--|
| Conflict of Interest                    | Members will declare conflict of interest when it arises, and excuse themselves from any such discussions.   |  |  |
| Length of Term                          | Committee members are appointed until December 31, of the current year, unless otherwise specified below.  |  |  |
| Committee                               | Mandate  | Additional Terms of Reference  | Membership   |
| <b>Kettle River Watershed Authority</b> | <p>To guide implementation of the Kettle River Watershed Management Plan (KRWMP) to fulfill the four strategies identified in the Plan including:</p> <ol style="list-style-type: none"> <li>1. Increasing community understanding, support and capacity for stewardship of the Kettle River Watershed;</li> <li>2. Improving the quality, reliability and security of water supplies through sustainable management of water resources;</li> <li>3. Improving watershed health and function in the Kettle River Watershed; and</li> <li>4. Maintaining or enhancing recreational, cultural and amenity values.</li> </ol> | <p>The Authority will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to the project coordinator on plan implementation priorities.</li> <li>• Provide or recommend specialized expertise for technical working groups.</li> <li>• Work with or provide advice to all levels of government (local, provincial, federal and First Nations) and other decision-makers or influencers to ensure that recommendations from the plan are considered and/or implemented.</li> <li>• Provide advice to the KRWMP Steering Committee on strategic directions based on learning and feedback during plan implementation.</li> <li>• Contribute to the review and update of the Plan.</li> </ul> | <p>Up to 28 voting members (8 is quorum), appointed for two years terms.</p> <p>At least two members will represent each sector listed here; members can represent more than one sector:</p> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Forestry – Large Tenure Holders</li> <li>• Forestry – Small Business</li> <li>• Industry</li> <li>• Mining</li> <li>• Environmental/Conservation Groups</li> <li>• Tourism and Recreation</li> <li>• Water Purveyors</li> </ul> <p>Members-at-large (two)</p> <p>Government Representatives with decision-making authority, externally appointed:</p> <ul style="list-style-type: none"> <li>• Electoral Area Directors (3)</li> <li>• Municipal representatives (3)</li> <li>• ONA (1)</li> <li>• Splatso'n (1)</li> <li>• Sinixt (1)</li> <li>• Colville Federated Tribes (1)</li> </ul> <p>Selection of Authority members will ensure geographical representation across the Boundary.</p> |



|  |  |   |   |
|--|--|---|---|
|  |  |   | <p>Government Staff and consultants (non-voting), externally appointed or invited:</p> <p>KRWMP Plan Coordinator</p> <p>RDKB</p> <p>FLNRORD (Ecosystems)</p> <p>FLNRORD (Licensing)</p> <p>MoE (Water Sustainability Act Implementation)</p> <p>MoE (Environmental Enforcement)</p> <p>MoA</p> <p>Ministry of Health/Interior Health</p> <p>Ferry County Representative</p>   |
| <b>Boundary Area Food and Agriculture Advisory Council</b> | <p>To support the development of an agricultural plan, a food security plan, and to support a Boundary food system where:</p> <ul style="list-style-type: none"> <li>• Food is part of a vibrant agricultural economy;</li> <li>• The agricultural system is connected and thriving;</li> <li>• High quality food and other agricultural products are produced;</li> <li>• The region provides a healthy economic environment for farmers;</li> <li>• Settler and Indigenous food systems complement one another;</li> <li>• Agriculture is a cohesive element within communities;</li> <li>• Food is safe and nutritious;</li> <li>• Processing, distribution, storage, and retail remains local;</li> <li>• Food is affordable, available, and accessible to all; and</li> </ul> | <p>The Council will bring together community, government, business and agricultural interests to work on integrated and sustainable policy recommendations to strengthen the regional food system.</p> <p>This group will form a liaison between the Steering Committee, the consultant and the various stakeholders of the Boundary Area Agricultural Plan update, and Food Security plan. The group will contribute to ensuring the process of revising the Plan is inclusive and meets the needs of the Boundary Area to the greatest degree possible.</p> <p>The Council will act to help oversee implementation of the plan after the plan is endorsed, and the Council will continue to</p> | <p>Up to 29 voting members (8 appointees is quorum) including 15 that can represent the following food system areas, appointed for terms of two years by the RDKB Board of Directors:(at least two members from each area, one member may represent more than one area):</p> <ul style="list-style-type: none"> <li>• Producers representing a variety of agricultural products (at least 8)</li> <li>• Processing and Distribution</li> <li>• Retail</li> <li>• Food system and nutritional education</li> <li>• Food access organisations</li> <li>• Social welfare organisations related to food systems</li> <li>• Waste Management</li> </ul> <p>The council also has six at-large members.</p> <p>First Nations groups (e.g. ONA and Sinixt), and Métis will each be able to appoint a representative to the Council.</p> <p>Selection of committee members will ensure geographical representation across the Boundary. Specific regions may be designated a seat on the council, where not otherwise represented (that is remote communities, such as Beaverdell or Big White).</p> |

|  |   |  |   |
|--|---|--|---|
|  | <ul style="list-style-type: none"> <li>• The food system minimally impacts the environment. <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul> | <p>operate until such time as a formal resolution for dissolution from the RDKB.</p> | <p>Working groups will be in identified for specific topical or geographical areas, as needed. For example, for the agricultural plan revision working group.</p> <p>Non-voting members will include, among others identified from time to time, including representatives from Government Staff and consultants (non-voting), externally appointed or invited:</p> <p>RDKB<br/> Interior health<br/> Ministry of Agriculture<br/> Kettle River Watershed Authority</p> |
|--|---|--|---|



## Kettle River Watershed Advisory Council

### Terms of Reference

#### Purpose

To set the stage for a collaborative and inclusive approach for watershed management in the Boundary Area; and provide a forum to share information and generate ideas to manage Boundary watersheds in a manner that considers the environmental, social, economic and cultural benefits to residents and visitors. The Kettle River Watershed Advisory Council (the Council) will:

- Provide advice regarding implementation of priorities and strategies in watershed related plans<sup>1</sup>;
- Provide advise on response to drought;
- Provide advice regarding the annual work plan; and
- Provide or recommend specialized expertise for ad hoc committees that may be created from time to time.

#### Membership

Members are appointed for two year terms by the Regional District of Kootenay Boundary Board of Directors. Voting members should ideally be representative of the categories listed below and be representative of the geography of the Boundary area. The Board expects a level of commitment from the members and the ability to attend regular meetings.

Voting members includes:

- Forestry – Large Tenure Holder (Two)
- Forestry – Small business (Two)
- Industry (Two)
- Mining (Two)
- Agriculture (Two)
- Stewardship or Environmental Group (Two)
- Tourism and Recreation (Two)
- Water Purveyor (Two)
- Members at large (Two)

---

<sup>1</sup> Examples are the Kettle River Watershed Management Plan, Christina Lake Watershed Management Plan and the Boundary Drought Management Plan

Non-voting members represent various levels of government and First Nations. Participation of non-voting members may vary depending on plan priorities and their availability.

Non-voting members include:

- Boundary Directors of the RDKB Board
- First Nations including, but not limited to: the Okanagan Nation Alliance, the Ktunaxa Nation, the Secwepemc Nation, the Syilx Okanagan Nation and their member bands.
- Representative(s) from the state of Washington
- Ministry of Agriculture
- Ministry of Forests, Lands and Natural Resource Operations and Rural Development (Ecosystems and Licensing)
- Ministry of Environment
- Ministry of Health, Interior Health

#### **Selection of Chair and Vice-Chair**

At the fall meeting of the Council, a Chair and Vice-Chair will be elected, by secret ballot, from the voting members. The selection process will take place each year at the fall meeting.

#### **Meetings**

- RDKB staff will create meeting agendas and record minutes.
- Meetings will take place three times per year: a meeting in late summer will be held to discuss the draft work plan for the following year; a meeting in the spring will be held to discuss the final work plan; and a meeting in late fall will be held for an annual review of the work accomplished over the year.
- All meetings are open to the public. A question and answer period will be included at the end of the agenda to allow members of the public to speak.
- Quorum, which is the majority of the voting Council members, must be achieved to hold a meeting and pass resolutions.
- For decision making purposes, the Council will attempt to achieve consensus but otherwise decisions will be made by majority vote of those present at the meeting.

#### **Compensation**

Voting members, or their alternate, serve without remuneration except for mileage to attend meetings of the Council.

|                               |                                |
|-------------------------------|--------------------------------|
| First Draft to BCDC           | February 2019                  |
| Second Draft to BCDC          | August 2019                    |
| Board of Director's Approval: | Pending at August 2019 meeting |
| Due for Review                | August 2020                    |



## Community Emergency Preparedness Fund Volunteer & Composite Fire Departments Equipment & Training 2019 Application Form

Please complete and return the application form by **November 15, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

| SECTION 1: Applicant Information   | AP <span style="float: right;"><i>(for administrative use only)</i></span> |
|--|--|
| Name of Local Government or First Nation:<br>Regional District Kootenay Boundary | Date of Application: August 19, 2019                                       |
| Contact Person*: Dan Derby   | Position: Regional Fire Chief  |
| Phone: 250-368-0248  | E-mail: <a href="mailto:dderby@rdkb.com">dderby@rdkb.com</a>               |

\* Contact person must be an authorized representative of the applicant.

| SECTION 2: For <u>Regional Projects Only</u>  |
|---|
| <p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the Program &amp; Application Guide for eligibility.</p> |
| <p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>                                      |

| SECTION 3: Project Summary  |
|---|
| <p><b>3. Name of the Project:</b></p> <p>Our three projects are listed by department are:</p> <p>Kootenay Boundary Regional Fire Rescue (KBRFR): Purchase of respirator fit testing equipment &amp; upgrade of breathing air cascade system.</p> <p>Christina Lake Fire Department (CLFD): Purchase of fire hose.</p> |

Big White Fire Department (BWFD): Purchase of a forestry pump, nomex coveralls, a forcible entry prop and turnout gear.

Beaverdell Volunteer Fire Department (BVFD): Purchase of turnout gear.

#### 4. Project Cost & Grant Request:

Total Project Cost: \$103,051.83      Total Grant Request: \$98,055.54

Have you applied for, or received funding for, this project from other sources?

No additional funding has been received for these projects from other sources.

#### 5. Project Summary. Provide a summary of your project in 150 words or less.

KBRFR: purchase of PortaCount Respirator fit tester complete with training and upgrade breathing air cascade system. Self Contained Breathing Apparatus are one of the most critical pieces of personal protective equipment (PPE) firefighters use. The breathing air cascade upgrade increases storage capacity of our compressed air system used to replenish breathing air in a timely fashion during training and larger scale incidents.

CLFR: purchase of 4" high-flow LDH supply hose to replace our undersized 2.5" supply hose. This much needed replacement will ensure that we have an adequate water supply from our hydrants to our engines. Also included in the proposal is to purchase 1.75" attack hose.

BWFD: purchase a portable forestry pump and nomex coveralls so that crews can safely respond to wildfires wearing required PPE for wildland firefighting. The purchase of a forcible entry prop will allow our members to improve their firefighter skills thus improving response times and public safety while reducing property damage. The purchase of 6 sets of turn out gear will insure our members train and respond to emergencies in NPFA 1971 recommended PPE

BVFD: purchase of 9 sets of turnout gear.

#### SECTION 4: Detailed Project Information

##### 6. Requirement to be Volunteer or Composite Fire Department. Please list the name and location of each eligible fire department that is included in this application and describe the composition (volunteer or composite) of each.

KBRFR is comprised of six fire stations serving the communities of Rossland, Warfield, Genelle, Trail, Montrose and Fruitvale. KBRFR is a composite fire rescue service with 17 career staff and 100 paid-on-call members.

CLFR is a composite fire department with 1 career fire chief and 20 paid-on-call firefighters. Christina Lake Fire Rescue offers fire and rescue services in the Regional District of Kootenay Boundary Area C, Christina Lake.

BWFD is a composite fire department with 3 career staff, 7 work experience members and 31 paid-on-call firefighters. The Big White Fire Department offers fire and rescue services in the Regional District of Kootenay Boundary Area E, Big White.

BVFD is a volunteer fire department with 16 paid-on-call firefighters. BFD offers fire and first responder services in Regional District of Kootenay Boundary Area E, Beaverdell.

**7. Operating Budget(s).** Please indicate the annual operating budgets of each fire department included in this application and describe the extent to which that budget enables each fire department to purchase essential equipment and/or provide training.

KBRFR: 2019 operating budget is \$4,670,633. With six fire stations and 16 pieces of apparatus we are challenged to meet the training and equipment needs of our full service department. Earlier this year the KBRFR replaced the fleet of Self Contained Breathing Apparatus (SCBA's). The purchase of a porta count fit tester and the upgrade of the breathing air cascade system will allow us to complete the project ensuring KBRFR firefighters SCBA's fit properly and are safe in immediately dangerous to life and health (IDLH) or oxygen deficient atmospheres and that we have the necessary reserve air supply during large scale incidents and for training.

CLFR: 2019 operating budget is \$594,146. As with most fire departments it can be very challenging with the aspects of fire service operations including, compliance , training, the upkeep of equipment , and the safety of our firefighters

BWFD: 2019 operating budget is \$1,130,330. As a small department it is a challenge to meet the training and equipment needs of a full service department. As our call volume increases we have taken on new members, increasing the demand on both our protective equipment and training budget. As with many fire departments we are challenged by many aspects of fire service operations including: compliance, training, the upkeep of equipment and the safety of our firefighters.

BVFD: 2019 operating budget is \$65,000. As a small volunteer department costs of keeping the station, trucks, and equipment safe and up to date is a constant challenge.

**8. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Sections 3 and 4 of the Program & Application Guide for eligibility.

KBRFR: To purchase a PortaCount fit tester to meet WorksafeBC requirement for annual fit testing of at least once a year for workers who are required to enter or work in an IDLH or Oxygen deficient atmosphere. We currently do not have the equipment to meet this requirement. The WorksafeBC requirement is quoted as per below:

WorkSafeBC OHS Regulation Part 8: Personal Protective Clothing and Equipment

8.35 IDLH or oxygen deficient atmosphere

(1) If a worker is required to enter or work in an IDLH or oxygen deficient atmosphere the worker must

(a) wear a full facepiece positive pressure respirator which is either an SCBA, or an airline respirator with an auxiliary self- contained air cylinder of sufficient capacity to permit the worker to escape unassisted from the contaminated area if the air supply fails, ...

Upgrade the breathing air cascade system allows for the storage of pure breathing air used to fill SCBA's. Cascade bottles are filled from our pure breathing air compressor. Cascade Systems allow high volumes of breathing air to be stored in storage racks

CLFR: To purchase 4" high-flow LDH and 1.75" attack hose. With the new purchase training will be needed to ensure the firefighters become proficient in the use of the new LDH and attack hoses.

BWFD: To purchase a portable forestry pump and nomex coveralls. With this new purchase training will be required prior to the next wildfire season to ensure firefighters become proficient in the use of the new pump thus building resiliency among our crews allowing them to safely and effectively respond to wildfire emergencies. The purchase of a forcible entry prop and 6 sets of turn out gear will require training increasing the overall skill and competency of our crew while keeping them safe during training and when responding to emergencies.

BVFD: To purchase 9 complete sets of new structural firefighting gear, used to keep our firefighters safe during training and while responding to emergencies within our community.

**9. Resiliency.** Describe how the proposed project will build the resiliency of volunteer or composite fire departments in your community.

KBRFR: We will train six members to undertake the annual fit testing of all of our firefighters. Ensuring our members SCBA's and/or respirators fit properly will ensure our firefighters are safe in IDLH or oxygen deficient atmospheres. Quantitative fit testing is required to more accurately fit test our firefighters, and thereby reduce their acute and chronic risk of exposure to cancer-causing toxins found at emergency scenes associated with contaminated air quality and long term cumulative effects of exposure. The breathing air cascade storage systems increases the efficiency of the breathing air system while extending the life expectancy of our compressor.

CLFR: All members of the fire department will be trained on all aspects of using the LDH and new 1.75" attack lines. The extra training and larger hose will enable us to better protect our community. Last year during our last annual hose testing we lost 2500 feet of hose do to age, and failing the test. This has left CLFR without enough inventory of hose to support our operations.

BWFD: All members will be trained on aspects of wildfire response including the use and maintenance of a forestry pump. Crews will be trained on the proper use, inspection and maintenance of both wildland and structural PPE keeping them safe and increasing the life expectancy of the PPE. During the last PPE testing 5 sets of turn out gear failed. None of our crews currently have wildland nomex PPE coveralls. The proposed training with the forcible entry prop will increase their fire fighting skills and competency. Overall this training will result in more resilient and skilled fire fighters enabling us to better protect our community.

BVFD: This gear will replace 20 year old gear that is still in service and will help keep our firefighters safe. This new turnout gear will not only allow our firefighters to have more pride in their equipment, it will also further protect them on the fireground from thermal dangers and exhaustion, potential cancer-causing contaminants, and further physical hazards.



**10. Mental Well-Being.** Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

KBRFR: Increased breathing air storage capacity along with fit testing our firefighters will provide our members with assurance that their SCBA fits properly and that they are protected from exposure to IDLH or oxygen deficient atmospheres. With increased air supply our SCBA equipment is back in service faster after use allowing our paid-on-call members to return to their family/work sooner.

Firefighters who are confident in their equipment, training and fit testing are safer, both mentally and physically, and thereby better positioned to undertake the specialized work that they are trained to do.

CLFD: With the purchase of new equipment and the extra training to become familiar with how its used will build confidence. This boosts morale and is both mentally and physically safer for the firefighters.

BWFD: Knowing their PPE fits them and meets the current standards will provide fire fighters with assurance that they are safe and protected from exposure to the harsh environment they work in. The increased fire fighting skills and equipment will build confidence and morale knowing they can better protect and service their community. Fire fighters who are confident in their equipment and training are safer both physically and mentally and thereby better positioned to undertake the specialized work that they are trained to do.

BVFD: In order to feel safe while working firefighters need to feel confident in their training, their co-workers, and the safety equipment they are provided. This new gear will also provide our firefighters with the comfort that they well protected and will be able to safely return to their families after the work is done.

**11. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

KBRFR: Having portable fit equipment and trained fit testers will ensure we can conduct annual fit testing of all members across our six fire stations. Having expertise in this field will allow us to be a resource to other fire departments who are seeking to undertake this similar kind of protection for their firefighters. Increased breathing air storage enables us to meet the breathing air needs of all six stations. The increase storage would allow KBRFR the ability to support other fire departments with in the region in the event of their systems breaking down.

CLFD has two mutual aid partners that are currently using high volume hose. Upgrading our supply hose will allow us to better assist working within their jurisdictions

BWFD has one mutual aid partner, one auto aid partner and is part of the RDKB. These increased skills, equipment and PPE will allow our crews to respond more effectively, safely and with better equipment when assisting these partners.

**12. Partnerships.** Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

KBRFR: The vendor we are purchasing the respirator fit tester from has agreed to train our members on how to use the equipment at no additional cost. This is a significant in-kind contribution by our vendor. The vendor of the breathing air cascade system has provided a trade in allowance for the old equipment.

CLFD: We will be working with our vendor to ensure that our hydrants will be compatible with the new connection. Furthermore the vendor will assist in the orientation of the new LDH and connects

BWFD: We will be working with our vendor to ensure we get the best price for our turnout gear through our Regional District's negotiated group purchasing pricing. One of our members works for the BC Wildfire Branch and has offered to train our crew at no cost in wildland response including pump usage and maintenance.

BVFD: Big White Fire Department firefighters will train Beaverdell members in the inspection and cleaning of turnout gear.

**13. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

KBRFR: The use of an SCBA fit testing system is in itself, setting a baseline for firefighter safety. The successful training and use by firefighters will ensure that the members of KBRFR have the necessary air supply and are protected against the harmful effects of smoke and other contaminants at emergency scenes.

CLFD: Continued training using the new LDH will be evaluated after each training evolution and, each member that has participated in the evolution will be documented in their training file.

BWFD: Our Deputy Chief of operations and training keeps detailed records of all equipment, maintenance and training. Individual fire fighter's PPE is inventoried including: manufacture dates, inspections and repairs. He also keeps detailed training records. Continued training will be evaluated after each training evolution and member's participation will be documented.

BVFD: Turnout gear will be cleaned according to manufacturer's recommendation at least the minimum required twice per year, as well as inspected and repaired by qualified individuals as required. Individual firefighter's personal protective equipment will be inventoried including: manufacture dates, inspections, and repairs.

**14. Additional Information.** Please share any other information you think may help support your submission.

BVFD: NFPA recommends replacing turnout gear after ten years of service, but the majority of our gear has passed this. Our most recent purchase of turnout gear was used gear from a training academy.

**SECTION 5: Required Application Materials**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

**SECTION 6: Signature**

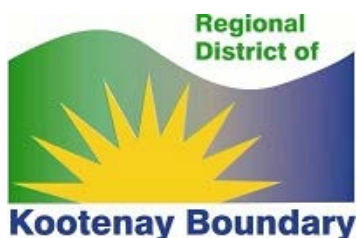
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

|   |  |
|---|--|
| Name: Dan Derby   | Title: Regional Fire Chief, Kootenay Boundary Regional Fire Rescue |
| Signature:<br><i>An electronic or original signature is required.</i> | Date: August 19, 2019  |

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8



## STAFF REPORT

**Date:** August 19, 2019 **File**

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

**From:** Dan Derby, Regional Fire Chief

**Re:** Request for resolution to seek grant opportunity – UBCM Community  
Emergency Preparedness Fund – Volunteer & Composite Fire Departments  
Equipment & Training

### Issue Introduction

A staff report from Dan Derby, Regional Fire Chief presenting the opportunity presented by the UBCM Community Emergency Preparedness Fund (CEPF) – Volunteer & Composite Fire Departments Equipment & Training grant submission intake.

### History/Background Factors

The Union of British Columbia Municipalities has opened a grant intake specifically to enhance volunteer & composite fire departments equipment & training across BC. The Volunteer & Composite Fire Departments Equipment & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

However, due to the number of fire departments that may be under their jurisdiction, regional districts can apply for a maximum of \$25,000.00 for each fire department that they have established a service area for in a single application.

Staff has developed an application that includes Kootenay Boundary Regional Fire Rescue (KBRFR), Christina Lake Fire Rescue (CLFR), Big White Fire Department (BWFD) and Beaverdell Volunteer Fire Department (BVFD). The proposed projects are:

1. KBRFR: purchase of PortaCount Respirator fit tester complete with training and upgrade breathing air cascade system. Self Contained Breathing Apparatus

are one of the most critical pieces of personal protective equipment (PPE) firefighter's use. The breathing air cascade upgrade increases storage capacity of our compressed air system used to replenish breathing air in a timely fashion during training and larger scale incidents.

2. CLFR: purchase of 4" high-flow LDH supply hose to replace our undersized 2.5" supply hose. This much needed replacement will ensure that we have an adequate water supply from our hydrants to our engines. Also included in the proposal is to purchase 1.75" attack hose.
3. BWFD: purchase a portable forestry pump and nomex coveralls so that crews can safely respond to wildfires wearing required PPE for wildland firefighting. The purchase of a forcible entry prop will allow our members to improve their firefighter skills thus improving response times and public safety while reducing property damage. The purchase of 6 sets of turn out gear will insure our members train and respond to emergencies in NPFA 1971 recommended PPE
4. BVFD: purchase of nine sets of turnout gear.

The Regional District wishes to submit an application to the CEPF for this opportunity totaling \$98,055.54. These funds will be used to complete the projects listed above. The total projects cost is \$103,051.83, with the shortfall funded from corresponding services.

### **Implications**

The application process requires a Board resolution to confirm support for the attached grant application, and willingness to provide overall grant management. There will be assistance required of Finance staff to help administer these funds.

### **Advancement of Strategic Planning Goals**

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

### **Background Information Provided**

Please see the attached CEPF grant application and budget.

### **Alternatives**

1. That the board resolve to support the UBCM CEPF grant application, and willingness to provide overall grant management.
2. That the board does not support the grant application and that the board provide staff with direction.

### **Recommendation(s)**

That the RDKB Board approve the application for the UBCM CEPF Volunteer & Composite Fire Departments Equipment & Training grant application, and willingness to provide overall grant management from Dan Derby, Regional Fire Chief.

**Regional District Kootenay Boundary - CEPF Volunteer & Composite Fire Departments Equipment -  
Budget**

Fire Department: Kootenay Boundary Regional Fire Rescue

Project: Respirator Fit Tester & Air Cascade Upgrade

| Description  | Units | Unit Price   | Amount              |
|--|-------|--------------|---------------------|
| PortaCount 8038 Respirator Fit Tester                  | 1     | \$ 19,747.78 | \$ 19,747.78        |
| Mask Sample Adaptor Kit for MSA G1 Full-Facepiece Mask | 1     | \$ 517.22    | \$ 517.22           |
| Breathing Air Cascade System Upgrade                   | 1     | \$ 7,133.54  | \$ 7,133.54         |
| Sub total  |       |              | \$ 27,398.54        |
| PST  |       |              | \$ 1,917.90         |
| Total  |       |              | \$ 29,316.44        |
| <b>CEPF Grant Funding</b>                              |       |              | <b>\$ 25,000.00</b> |
| Balance  |       |              | \$ 4,316.44         |

Fire Department: Christina Lake Fire Rescue

Project: Purchase of 4" LDH & 1.75" attack hose

| Description                    | Units | Unit Price | Amount              |
|--------------------------------|-------|------------|---------------------|
| HF- 400 High Flow LDH 4" x 100 | 20    | \$ 780.00  | \$ 15,600.00        |
| Poly Tuff 800 1.75" x 50' hose | 38    | \$ 185.00  | \$ 7,030.00         |
| High Flow 4" x 15' LDH         | 2     | \$ 320.00  | \$ 640.00           |
| Sub total                      |       |            | \$ 23,270.00        |
| PST                            |       |            | \$ 1,628.90         |
| Total                          |       |            | \$ 24,898.90        |
| <b>CEPF Grant Funding</b>      |       |            | <b>\$ 24,898.90</b> |
| Balance                        |       |            | \$ -                |

Fire Department: Big White Fire Department

Project: Purchase of a forestry pump, nomex coveralls, a forcible entry prop and turnout gear

| Description   | Units | Unit Price  | Amount              |
|---|-------|-------------|---------------------|
| Mini -Striker MSTR-P Pump 1-STG GXH50 Portable, including freight | 1     | \$ 1,520.00 | \$ 1,520.00         |
| Reynolds - Coverall Nomex IIIA 6oz red                            | 15    | \$ 285.83   | \$ 4,287.45         |
| Forcible Entry Simulator with dolly, including freight            | 1     | \$ 8,750.00 | \$ 8,750.00         |
| Khaki Pioneer Coat and Pants - Bunker Gear                        | 6     | \$ 1,836.00 | \$ 11,016.00        |
| Sub total   |       |             | \$ 25,573.45        |
| PST   |       |             | \$ 106.40           |
| Total   |       |             | \$ 25,679.85        |
| <b>CEPF Grant Funding</b>   |       |             | <b>\$ 25,000.00</b> |
| Balance   |       |             | \$ 679.85           |

Fire Department: Beavertown Volunteer Fire Department  
 Project: Purchase of Turnout Gear

| Description                | Units | Unit Price  | Amount       |
|----------------------------|-------|-------------|--------------|
| RDG20 Turnout Coat         | 9     | \$ 1,100.00 | \$ 9,900.00  |
| RDG20 Turnout Pant         | 9     | \$ 736.00   | \$ 6,624.00  |
| Helmet 660 Metro           | 9     | \$ 335.00   | \$ 3,015.00  |
| Hood, Carbon Knight, PC II | 9     | \$ 51.00    | \$ 459.00    |
| Glove Fusion PRO SC        | 9     | \$ 99.00    | \$ 891.00    |
| Rubber Boot                | 9     | \$ 229.00   | \$ 2,061.00  |
| Sub total                  |       | \$ 2,550.00 | \$ 22,950.00 |
| PST                        |       |             | \$ 206.64    |
| Total                      |       |             | \$ 23,156.64 |

**CEPF Grant Funding** **\$ 23,156.64**

Balance **\$ -**

**Summary**

|                          |               |
|--------------------------|---------------|
| KBRFR total project cost | \$ 29,316.44  |
| CLFR total project cost  | \$ 24,898.90  |
| BWFD total project cost  | \$ 25,679.85  |
| BVFD total project cost  | \$ 23,156.64  |
|                          | \$ 103,051.83 |

|   |                     |
|---|---------------------|
| <b>Total CEPF Grant Funding Request</b> | <b>\$ 98,055.54</b> |
|---|---------------------|



## STAFF REPORT

**Date:** 29 Aug 2019 **File** ES - ICI PPP

**To:** **Chair Russell and Board of Directors**

**From:** Janine Dougall, General Manager of Environmental Services

**Re:** Letter Signatory Request - ICI Sector Packaging and Printed Paper

### Issue Introduction

A staff report from Janine Dougall, General Manager of Environmental Services regarding a request received from the Thompson-Nicola Regional District for the RDKB to consider being a signatory to a letter to Minister Heyman requesting Packaging and Printed Paper (PPP) from the Industrial, Commercial and Institutional (ICI) sector be added to the Recycling Regulation. The objective of the letter is to convince the Province to amend the regulation to create a single recycling program in the province for all PPP.

### History/Background Factors

When Packaging and Printed Paper was added to the Recycling Regulation and programs were initiated in 2014, the scope of product required for collection was limited to that generated from the residential sector. The same product materials generated from the ICI sector were excluded from the regulation.

The RDKB, similar to other Regional Districts in the Province, have implemented ICI recycling programs for PPP at a cost to the taxpayer (either through tipping fees or taxation). These programs vary in nature and include depots as well as curbside programs. The materials collected under these programs are not exactly the same as that collected by the residential program (RecycleBC).

As outlined in the attached documents from the Thompson-Nicola Regional District, there are inherent challenges in service provision to the ICI sector and the changes in global commodity markets have only amplified this issue.



As was seen with the transition of residential PPP recycling, there is concern by some of the larger collection companies in the lower mainland that inclusion of the ICI sector in the recycling regulation will limit/eliminate competition. This may be true for the lower mainland, but for the rest of rural BC, where limited collection competition exists, the benefits are seen as far greater.

### **Implications**

The inclusion of PPP from the ICI sector in the Recycling Regulation would have impacts to service provision within the RDKB. The degree of these impacts cannot be fully determined at this time, however staff are of the opinion that it would be of benefit to the RDKB in maximizing waste reduction while minimizing costs. Staff fully agree with the perspective and rationale of the Thompson-Nicola Regional District. A further benefit of a single PPP program is that it would allow for more efficient and effective public education programs in that there would be consistency in material types collected and recycled regardless of where they are generated.

### **Advancement of Strategic Planning Goals**

The RDKB Strategic Planning Goals associated with this topic are we will continue to advocate on issues that affect our region and we will continue our focus on waste management.

### **Background Information Provided**

Email and Draft Letter from Thompson-Nicola Regional District.

### **Alternatives**

1. That the Regional District of Kootenay Boundary support the Thompson-Nicola Regional District and authorize the Chair, Roly Russell, to be a signatory to a letter to The Honourable George Heyman, Minister of Environment and Climate Change Strategy that requests an amendment to the Recycling Regulation to include Packaging and Printed Paper from the Industrial, Commercial, and Institutional sector.
2. That the Regional District not provide support.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary support the Thompson-Nicola Regional District and authorize the Chair, Roly Russell, to be a signatory to a letter to The Honourable George Heyman, Minister of Environment and Climate Change Strategy that requests an amendment to the Recycling Regulation to include Packaging and Printed Paper from the Industrial, Commercial, and Institutional sector.

**From:** Sukh Gill <[sgill@tnrd.ca](mailto:sgill@tnrd.ca)>  
**Sent:** Friday, August 2, 2019 12:05 PM  
**To:** 'Lynda Flynn' <[LFlynn@slrd.bc.ca](mailto:LFlynn@slrd.bc.ca)>; Douglas Holmes <[dholmes@acrd.bc.ca](mailto:dholmes@acrd.bc.ca)>; 'Al Radke' <[ARadke@qathet.ca](mailto:ARadke@qathet.ca)>; Bill Newell <[bnewell@rdos.bc.ca](mailto:bnewell@rdos.bc.ca)>; Brian Carruthers <[bcarruthers@cprd.bc.ca](mailto:bcarruthers@cprd.bc.ca)>; Brian Reardon <[brian.reardon@cord.bc.ca](mailto:brian.reardon@cord.bc.ca)>; Carol Mason <[Carol.Mason@metrovancover.org](mailto:Carol.Mason@metrovancover.org)>; Charles Hamilton <[chamilton@csrd.bc.ca](mailto:chamilton@csrd.bc.ca)>; Courtney Kirk <[cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca)>; David Leitch <[dleitch@strathconard.ca](mailto:dleitch@strathconard.ca)>; David Sewell <[david.sewell@rdno.ca](mailto:david.sewell@rdno.ca)>; Doug Chapman <[cao@ncrdbc.com](mailto:cao@ncrdbc.com)>; Greg Fletcher <[gffletcher@rdmw.bc.ca](mailto:gffletcher@rdmw.bc.ca)>; Janette Loveys <[Janette.Loveys@scrd.ca](mailto:Janette.Loveys@scrd.ca)>; Jim Martin <[jmartin@rdffg.bc.ca](mailto:jmartin@rdffg.bc.ca)>; John MacLean <[jmaclean@cariboord.ca](mailto:jmaclean@cariboord.ca)>; Mark Andison <[mandison@rdkb.com](mailto:mandison@rdkb.com)>; Melaney de Weerd <[melany.deweerd@rdbn.bc.ca](mailto:melany.deweerd@rdbn.bc.ca)>; Paul Gipps <[pgipps@fvrd.bc.ca](mailto:pgipps@fvrd.bc.ca)>; Phyllis Carlyle <[pcarlyle@rdn.bc.ca](mailto:pcarlyle@rdn.bc.ca)>; Robert Lapham <[rlapham@crd.bc.ca](mailto:rlapham@crd.bc.ca)>; Ron Poole <[rpooles@rdks.bc.ca](mailto:rpooles@rdks.bc.ca)>; Russell Dyson <[rdyson@comoxvalleyrd.ca](mailto:rdyson@comoxvalleyrd.ca)>; Shawn Dahlen <[shawn.dahlen@prrd.bc.ca](mailto:shawn.dahlen@prrd.bc.ca)>; Shawn Tomlin <[stomlin@rdek.bc.ca](mailto:stomlin@rdek.bc.ca)>; Stuart J. Horn <[shorn@rdck.bc.ca](mailto:shorn@rdck.bc.ca)>  
**Cc:** Jake Devlin <[jdevlin@tnrd.ca](mailto:jdevlin@tnrd.ca)>; Jamie Vieira <[jvieira@tnrd.ca](mailto:jvieira@tnrd.ca)>  
**Subject:** : ICI recycling letter to Minister Heyman

Hi All,

**I am writing to request that your Chair be a signatory to the attached letter to Minister Heyman requesting Packaging and Printed Paper (PPP) from the Industrial, Commercial, and Institutional (ICI) sector be added to the Recycling Regulation. The objective of the letter is to convince the Province amend the regulation so as to create a single recycling program in the province for all PPP.**

In the Thompson Nicola Regional District (TNRD), we have had to set up a separate collection system at our depots (at a significant cost) to keep ICI recycling out of landfill. It is recognized that the crash in the commodity market is a major part of why there are often no viable recycling options for the ICI sector. However, we also feel that a province wide organization like Recycle BC is much better situated to find (or create) end markets for recyclables, than individual local governments.

We also recognize that there was (and likely still is) a strong lobby by the commercial hauling sector in the lower mainland to exclude ICI recycling from the recycling regulation, in order to keep a competitive open market for collection and processing of these materials. However, outside of the lower mainland we are poorly served by private waste management companies. The main factors behind this are low commodity values, and less PPP material on the open market due to Recycle BC having control over the residential sector.

A few regional districts have already sent letters to the Minister asking that ICI PPP be added to the regulation, and our Board has recently directed us to do the same. We propose that all regional districts who feel that ICI PPP should be added to the recycling regulation, sign one letter showing a united stance.

Further, we intend to request a meeting with the Minister at UBCM and propose that all the signatories to this letter create a representative group to attend a single meeting with the Minister, to push for this change.

Please advise asap, whether or not your RD will be a signatory to this letter. Your support on this matter is greatly appreciated.



**Sukh Gill**

*Chief Administrative Officer, Thompson-Nicola Regional District*

300 - 465 Victoria Street | Kamloops, BC | V2C 2A9

Office 250 377-8673 | Direct 250 377-7055 | Fax 250 372-5048

**[tnrd.ca](http://tnrd.ca)**

*The information contained in this transmission may contain privileged and confidential information of the TNRD – Thompson-Nicola Regional District. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.*

July 31, 2019

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Heyman,

Subject: Request to include Industrial, Commercial, and Institutional (ICI) Recycling in the Recycling Regulation

---

Throughout North America, BC is recognized as a leader in Extended Producer Responsibility (EPR) programs. In particular, the addition of Packaging and Printed Paper (PPP) to the Recycling Regulation in 2014 has resulted in better access to recycling services province wide. Many small rural communities now have access to recycling, which was not economically viable prior to this change. We believe EPR programs set the framework for stable, long term end markets for recyclable material to be created here in British Columbia.

We are writing to request that the Recycling Regulation be amended to include PPP from the Industrial, Commercial, Institutional (ICI) sector. Presently there is a gap in service to many members of our communities. The ICI sector, including small businesses, schools, hospitals, municipal offices, care homes, and tourism resorts are often left with no viable option for recycling. Because PPP from the ICI sector is not included in the provincial EPR program, many of our regions have seen an increase in recyclable material ending up in landfills.

Furthermore, in many cases fees are paid into the Recycle BC program for products that are not accepted in the Recycle BC system, simply because of where the material is discarded. For example, a paper cup from a coffee shop can be recycled by a resident (either at depot or curbside), but the same paper cup can't be recycled at a school, public library, or senior's home. In our experience, trying to distinguish between ICI and residential PPP is challenging, frustrating, and arbitrary.

We recognize this challenge is heightened by the drastic changes in the global commodity market for recyclables. We also recognize that we are moving into a new reality where countries need to develop more capacity to process recyclable material locally, instead of shipping to overseas markets. As the current Recycle BC system controls a large portion of PPP in the province, there is little opportunity or incentive for competing commercial recycling companies to expand. In some cases, commercial recycling companies have reduced service because there is less material on the open market. We feel that regulating ICI recycling will give industry more confidence to invest in technology to process materials within the province.

At present, most Regional District's are in a dilemma. Do we step in to provide recycling services to the ICI sector at a significant cost to the tax payers, or do we allow recyclable materials to end up in our landfills? Each of the undersigned RD's have unique characteristics and are responding to this challenge in different ways. However, we are united in our view that adding ICI PPP to the Recycling Regulation will accomplish the following:

- Improve the level of service to businesses and institutions in our communities;
- Create framework for processing recycling materials in BC;

- Remove the burden of handling ICI recycling from taxpayers; and
- Reduce recyclables going to landfill.

We, the undersigned, urge you to give serious consideration to adding ICI generated PPP into the Recycling Regulation, enabling appropriate collection and processing of these materials. We see this as a natural and crucial next step for EPR programs, showing that BC will continue to be a leader in waste reduction policy.

Thank you for your time and attention on this matter. We look forward to hearing from you.

Sincerely,

**THOMPSON-NICOLA REGIONAL DISTRICT**

\_\_\_\_\_  
Chair

**\*\*Add more signatures as needed**

DRAFT

**STAFF REPORT**

|              |   |              |  |
|--------------|---|--------------|--|
| <b>Date:</b> | August 22, 2019   | <b>File:</b> |  |
| <b>To:</b>   | Board of Directors                                      |              |  |
| <b>From:</b> | Brian Champlin, Manager of Building Inspection Services |              |  |
| <b>RE:</b>   | <b>ENERGY STEP CODE – DISCUSSION PAPER</b>              |              |  |

**Issue Introduction**

A staff report from Brian Champlin, Manager of Building Inspection Services regarding the BC Energy Step Code and steps towards implementing a regional Energy Efficient Building Incentive Rebate Program.

**History/Background Factors**

Since the adoption of the Community Energy Leadership Program to support local government and First Nation investments in energy efficiency and clean energy projects, established in 2015, the Province has been stepping up their initiative to move these programs along. The current 2018 BC Building Code includes refinements to the Energy Step Code metrics to make them more realistic and more widely applicable with respect to not only new, but existing buildings.

**Implications**

**None** – Report for Information and discussion

**Background Information Provided**

- Energy Step Code Discussion Paper
- City of Kelowna – Report to Council March 20, 2018
- City of Kelowna – Energy Step Code Implementation Strategy
- City of Kelowna – Report to Council – Follow Up, August 27, 2018
- City of Kelowna – Costs to Energy Step Code Adoption
- City of Kimberly – Energy Efficient Building Incentive Program Guide
- City of Kimberly – Application for Energy Efficient Building Incentive Rebate

**Alternatives**

1. Receipt.
2. Receipt and approve – Accept the report for information and discussion purposes;
3. Do not accept the report.

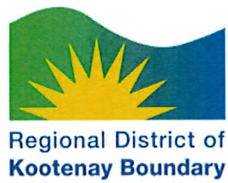
---

 Staff Report/

Page 1 of 2

**Recommendation(s)**

1. That the staff report from Brian Champlin, Manager of Building Inspection Services be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors – Accept the report for information and discussion for potential next steps.



## ENERGY CONSERVATION AND GHC EMISSION REDUCTION

&

## ENERGY EFFICIENT BUILDING INCENTIVE REBATE PROGRAM

### ENERGY STEP CODE – DISCUSSION PAPER

August, 2019

Throughout the years, many incentive based energy savings programs from companies such as Fortis and BC Hydro's have been developed and targeted for home owners, contractors and developers, as a way of reducing the amount of energy that is required to heat and cool the buildings that we live, work and spend time in. For many years the Power Smart Program offered by BC Hydro and Fortis provided rebates for homeowners who upgraded their lighting, heating and cooling equipment, added better windows and added additional insulation as a way to reduce energy costs for building owners along with reducing the energy demands during peak energy period for air conditioning in the summer months and heating energy in the winter months and these programs are still widely available today.

With higher demands for clean energy, reduced consumption of fossil fuels and other initiatives to reduce greenhouse gases a partnership between the Province and local government and first nations was formed as a collaborative effort to reduce the impact of global warming.

In 2015 the Community Energy Leadership Program was established to support local government and First Nation investments in energy efficiency and clean energy projects. The Community Energy Leadership Program is part of the Province's Clean BC plan to help us all use more clean and renewable energy to heat our homes, provide transportation and fuel our industry, setting us on a path to a cleaner, brighter future. As a result of this initiative other programs were developed, including the BC Energy Step Code.

The BC Energy Step Code is an optional compliance path in the BC Building Code that local governments may use if they wish to incentivize or require a level of energy efficiency in new construction that goes above and beyond the requirements of the BC Building Code. Builders may voluntarily use the BC Energy Step Code as a new compliance path for meeting energy-efficiency requirements of the BC Building Code.





Currently, local governments can voluntarily reference requirements of the Energy Step Code, however, according to the Province's clean BC Strategy, released in December 2018, future iterations of the BC Building Code will require Energy Step Code compliance through a step by step path so that compared to current base BC Building Code, new homes will be:

- 20 percent more energy efficient by 2022 (approximately Step 3 for Part 9 buildings and Step 2 for Part 3 buildings)
- 40 percent more energy efficient by 2027 (approximately Step 4 for Part 9 buildings and Step 3 for Part 3 Buildings)
- 80 percent more energy efficient by 2032 (Step 5, net-zero energy ready standard for Part 9 buildings, and Step 4 for Part 3 buildings).

With the recent BC Building Code update, which became effective on December 10, 2018, requirements to improve the energy efficiency of buildings to require compliance with the new building energy efficiency codes and standards have been codified. Where adopted, these requirements relevant to certain types of buildings would apply in those jurisdictions that have adopted the BC Energy Step Code via the Code, a bylaw or a policy. Through the Ministerial Order BA 2018-02, revisions to the BC Building Code that includes refinements to the Energy Step Code metrics to make them realistic and more widely applicable were introduced along with energy efficiency requirements relevant to existing buildings.

In 2017 the City of Kimberly was one of the original municipalities in BC and in our region to initiate this new energy performance pathway through an incentive based rebate program of which they offered incentives to developers and contractors who constructed new housing to one of the five levels of the BC Energy Step Code currently regulated in the BC Building Act.

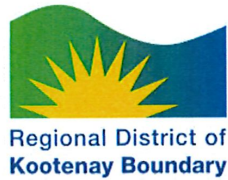
In 2018 the City of Kimberly implemented a trial period where developers and property owners were encouraged to partake in the program which provided some fairly significant incentives or reductions in building permit fees that were being offered to offset the costs of using green energy construction methods.

According to Andy Christie, Building Official at the City of Kimberly several developers and home owners took advantage of this program and built houses ranging from step one up to step 4 during the trial program.

The Regional District of Central Kootenay (RDCK) is also committed to reducing greenhouse gas emissions and has developed the Regional Energy Efficiency Program (REEP) to assist those building new homes to insist on a high quality energy efficient product.

The RDCK is encouraging energy efficiency measures and renewable energy technologies in new residential building construction and retrofits. This supports regional goals of sustainability and energy reduction objectives as outlined in local Community Energy and Emissions Plans.

The City of Nelson has also gotten on board with the introduction of new step code program and is offering incentives for all new applications for single and multi-family dwellings received after August 1,



2019 which are required to achieve minimum Step 1 of the BC Energy Step Code. All applications will have to include a pre-construction report from a certified energy advisor and building permits will not be closed until a post-construction report and confirmation that Step 1 has been achieved. The City is considering moving to Step 2 or 3 within 6 to 12 months of step 1 adoption, depending on rollout.

Like Kimberly, the City of Kelowna is also one of the original participants and has developed a comprehensive energy savings program to incentivize the way we construct new buildings and is a leader in the movement as we move forward towards “Net Zero Energy Ready” by 2032. They initially made a presentation to their Council on the implementation of the Step Code on March 26, 2018 and provided a follow up report on August 27, 2018. The follow up report to council identified 4 major concerns that came out of the engagement process of (which they responded) to, as follows:

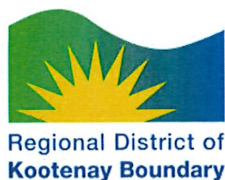
1. Insufficient Energy Advisor Capacity
2. Impacts on affordability
3. Will slow down building permit processing times
4. Lack of industry skills

Copies of the following reports to Kelowna’s City Council have been attached to the back of this discussion paper: Energy Step Code Implementation Strategy, Energy Step Code Implementation, Energy Step Code Implementation Strategy – Council Presentation, Costs to Energy Step Code Adoption.

Further to the above, since the introduction of the new 2018 BC Building Code which references the energy step code introduced by the Province, we have had many queries in recent months as to whether or not the RDKB will be rolling out a building incentive rebate program like many other communities and regional districts and we have responded by telling them that the regional district is currently looking into the logistics of creating such a program and possible incentives that may be offered.

While the regional district could deliver a regional incentive program for new buildings, it would be far more effective if we had full buy-in from all of the municipalities within the region to support this important initiative. In addition to this, I believe the board will be pleased to learn that most of our building and plumbing officials have completed all 4 of the Step Code Training Programs developed by BC Hydro’s Sustainable Community Program which was designed specifically for building officials whose communities have either adopted or have plans to adopt the BC Energy Step Code within their jurisdictions. The first course was held as an online webinar in the beginning part of 2018, then two classroom sessions were offered in Castlegar during the spring and summer months and then participants had the choice of participating in the final sessions held at our Kootenay Zone Meeting in Cranbrook, BC or attending an independent classroom session held in Kimberly in November in the fall of 2018.

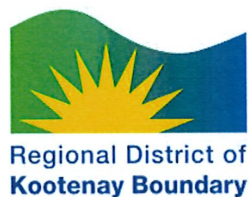
The four segment program was comprised of four modules titled “Energy Step Code: Training Opportunities and Need to Know for Building Officials”, “Small Planet Supply: Highlights of the BC Energy Step Code Province Wide 1 Day Hands-On Workshop”, “Cascadia Windows & Doors: Expanding the Use



of Combustible Windows in Non-Combustible Construction and Hitting Higher Energy Step Code Levels”, and finally “CACEA (Canadian Association of Consulting Energy Advisors) Energy Step Code - Building Beyond the Standard”, and additional Step Code Training for Building Officials was held at the annual Building Officials Association of BC (BOABC) fall education conference in Richmond, BC in the fall of 2018 and again at the spring education conference held in Vancouver in May this year, so at least our Building Officials are up to speed with the direction we need to go.

In closing, supplementary information (many thanks to Freya for her assistance in this regard) has been attached to this staff report that provides a greater overview of the step code, the challenges local government and first nations face and the obstacles that need to be overcome to ensure timely and cost effective delivery of this program. In addition to this, we have included copies of the type of information that is required to be submitted to a municipality or regional district to initiate the process for incentives. Additional information and standard templates to set up an Energy Step Code incentive program in the regional district is available at <http://www.gov.bc.ca/buildingcodes> under the heading “Learn about the BC Step Code”.

Respectfully,



**Brian Champlin, RBO, CRBO** | Manager of Building Inspection Services  
[bchamplin@rdkb.com](mailto:bchamplin@rdkb.com) | T: 250.368.0245

**Regional District of Kootenay Boundary**  
 Toll-free: 1.800.355.0245  
 Main: 250.368.9148  
[rdkb.com](http://rdkb.com)



# Report to Council



**Date:** March 20, 2018  
**File:** 0920-02  
**To:** City Manager  
**From:** Ashley Lubyk, Community Energy Specialist  
**Subject:** Energy Step Code Implementation Strategy

## Recommendation:

THAT Council receives, for information, the report from the Community Energy Specialist dated March 13, 2018, with respect to the Energy Step Code Implementation Strategy.

AND THAT Council direct staff to engage key stakeholders on the proposed Energy Step Code timeline and strategy for Kelowna.

## Purpose:

To inform Council on the BC Energy Step Code and to obtain Council's endorsement on the proposed BC Energy Step Code implementation timeline and strategy prior to stakeholder engagement.

## Background:

Buildings account for approximately 36% of Kelowna's community GHG emissions. Increasing energy efficiency in buildings is identified as one of the primary means for Kelowna to achieve its GHG emission reduction target of 4 per cent below 2007 levels by 2023. The easiest and most cost effective time to make energy efficiency upgrades is during the construction of new buildings.

## Provincial Climate Leadership Plan

The Province's Climate Leadership Plan, released in 2016, includes several important actions pertaining to reducing emissions in the building sector. These included:

- Accelerating increased energy requirements in the BC Building Code by taking incremental steps to make buildings "net-zero energy ready"<sup>1</sup> by 2032.
- Developing the "BC Energy Step Code", consisting of energy efficiency requirements for new buildings that go beyond those in the BC Building Code.

<sup>1</sup> A net-zero energy ready building is designed and built to reduce energy needs to a minimum such that with the inclusion of on-site renewable energy systems, the building has the ability to produce as much energy as it consumes on a yearly basis.

### The BC Energy Step Code

The *BC Energy Step Code* is a provincial standard designed to help both local government and industry incrementally move toward a future in which all new construction across the province is “net-zero energy ready” by 2032. A variety of stakeholders were involved in its development, including the Urban Development Institute, Canadian Home Builders Association, BC Hydro, FortisBC, Architectural Institute of BC, the Association of Professional Engineers and Geoscientists of BC, BC Housing, the Local Government Management Association, as well as a number of local governments.

On April 11, 2017, the Province announced its adoption of the *BC Energy Step Code* as a technical regulation. It is currently a voluntary compliance path within the BC Building Code (9.36.6) that establishes a series of measurable, performance-based energy-efficiency targets (or steps) that supports market transformation from the current prescriptive energy-efficiency requirements to net-zero energy ready buildings by 2032. The BC Energy Step Code aims to provide consistency across BC by creating a standard set of performance requirements, while offering local governments a simple and effective set of standards to support their energy conservation and greenhouse gas reduction goals.

### Shifting to a Performance-Based Approach

The BC Energy Step Code marks an end to the prescriptive approach. Instead, a building’s performance must be proven, demonstrated through whole-building energy modelling and on-site testing to validate how the design, and the constructed building, meet the performance targets associated with each ‘Step’. A “performance” approach is inherently flexible, as it simply establishes a performance target and leaves it to the building team to decide how to meet the target in the most efficient and cost effective manner.

### How Many Steps Are There?

The Energy Step Code consists of two broad sets of energy standards that cover:

- “Part 3” buildings – large and/or complex buildings such as large multi-family, commercial, and industrial buildings, and
- “Part 9” buildings – residential buildings three (3) stories and less, and under 600m<sup>2</sup> building area.<sup>2</sup>

Additionally, the Energy Step Code varies between climate zones. Kelowna is within Climate Zone 5, and currently, for municipalities outside Climate Zone 4 (Lower Mainland and South Vancouver Island), the BC Energy Step Code only applies to Part 9 residential buildings. For Part 9 buildings, there are five performance target steps, each representing a higher level of performance. Steps 1 through 3 represent the Lower Steps, while Steps 4 and 5 form the Upper Steps (Figure 1).

---

<sup>2</sup> In the future, the Energy Step Code Council will work with stakeholder and experts to develop proposals for Part 3 buildings in other climate zones.

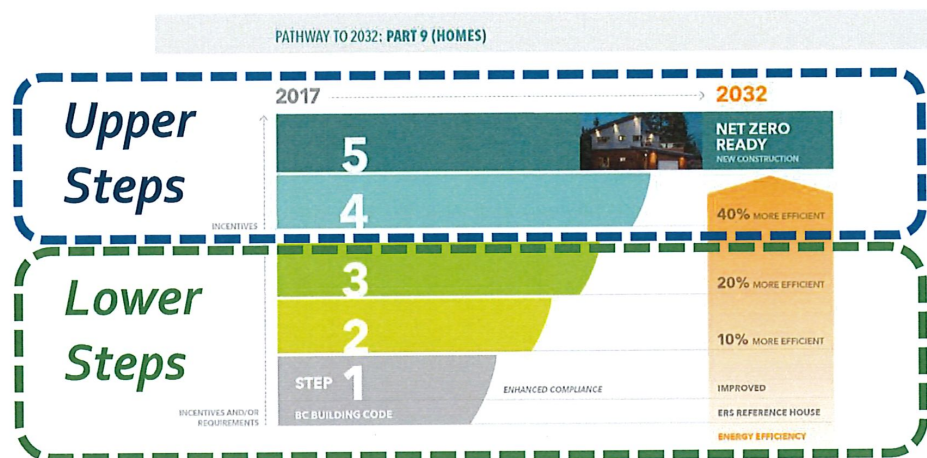


Figure 1: 'Steps' for Part 9 buildings.

Step 1 is designed to familiarize builders with measuring energy efficiency. Builders will need to use a whole-building energy model to calculate the energy consumption of their buildings as well as have a building airtightness test done. However, the construction of the building remains the same as conventional construction and it only needs to meet the performance of the base BC Building Code. The Step Code forms a framework by which the construction industry can, over time, "step up" the performance of their buildings to the net-zero energy ready level that must be achieved by 2032.

#### How the Energy Step Code can be Used by Local Governments

The BC Energy Step Code policy states that the first three years (2017 to 2020) are to serve as a transition period, during which time the Energy Step Code Council<sup>3</sup> and member organizations will provide support to communities as they learn to apply the regulation. Recognizing that builders, designers, and trades will need time to build capacity to achieve better performing buildings, the Energy Step Code Council recommends that local governments only cite Lower Steps in their policies and regulations (Steps 1 – 3 for Part 9 residential buildings); upper Steps should only be referenced if significant incentives are being offered. Future iterations of the BC Building Code<sup>4</sup> will require Energy Step Code compliance, and this transition period is an opportunity for local governments to be proactive by adopting one or more Steps to enable the local market to mature and to spur increased industry capacity for services and products that support higher performing buildings.

#### Benefits to the City of Kelowna and Community

Showing leadership on the Energy Step Code not only eases the market into an inevitable future, but the City of Kelowna can champion an initiative that supports its Community Climate Action Plan and Official Community Plan through reduced greenhouse gas emissions and energy use, and its Healthy

<sup>3</sup> The Energy Step Code Council (ESCC) is comprised of associations representing industry professions and trades, local government and public sector organizations, and utilities and consumer interests. Its role is to build consensus between stakeholders and to support a smooth transition to BC Energy Step Code implementation.

<sup>4</sup> The BC Building Code will be updated two or three times prior to 2032, and the Province will most likely move up the steps with each of the Building Code iterations.



Housing Strategy by supporting the creation of housing that results in lower utility bills for owners and occupants. Significant additional benefits are associated with higher performing buildings, including:

- Increased comfort – Buildings with high performance building envelopes are more comfortable, with fewer drafts and more consistent temperatures near exterior windows and walls.
- Quieter homes – Homes with better insulation and airtightness are quieter, with less external noise pollution entering the interior spaces.
- Improved indoor air quality – Buildings constructed with performance in mind have balanced ventilation, delivering fresh air to occupants, while expelling stale air and excess moisture. This results in better indoor air quality and health outcomes for occupants, while reducing moisture related problems.
- Increased building durability and ease of maintenance: Buildings built to Energy Step Code requirements require a whole-systems approach, resulting in buildings with better performing building envelopes that manage moisture and increase durability, while also simplifying building heating and cooling systems. Durable buildings with simpler systems reduce the potential for expensive repairs as a building and its systems age.
- Regional economic development: The global green-building market is said to double every three years, with a value of the green building materials market expected to reach \$234 billion by 2019.<sup>5</sup> Since the BC Energy Step Code encourages high performance building envelopes, with many of the components manufactured locally – insulation, windows, a framing components – new local economic development opportunities await.
- Climate change adaptation: Buildings with better building envelopes are more adaptable to changing climates, remaining warmer in the winter and cooler in the summer.

#### Costs to Energy Step Code Adoption

The BC-Housing-commissioned *Metrics Research Report (2017)*<sup>6</sup> is a comprehensive analysis of the energy, emissions and economic impacts relating to the BC Energy Step Code. It explores the impacts of Step Code adoption across the province's numerous climate zones and across a broad range of building archetypes, including both Part 3 and Part 9 buildings. The general cost implications across all climate zones in BC are summarized as such:

The research shows that meeting the requirements of the Lower Steps of the BC Energy Step Code involve only very modest construction premiums. **In most situations, builders can achieve the Lower Steps for less than a 2% construction cost premium above that of a home built to the requirements of the BC Building Code.** The construction cost premiums associated with Step 1 compliance is even smaller—just a small fraction of a percent (Metrics Research Report, 2017, p. 1).

The incremental capital costs associated with Step Code adoption for Part 9 buildings in Climate Zone 5, which Kelowna is in, are summarized in Attachment 1.

Accounts from the certified Energy Advisors working in the region suggest that airtightness practices utilized by many local builders are likely resulting in homes that already meet Lower Step requirements. Although these accounts are anecdotal, they are in keeping with a recent costing study commissioned

<sup>5</sup> "World Green Building Trends 2016, Developing Markets Accelerate Global Green Growth." World Green Building Council.

<sup>6</sup> 2017 Metrics Research Report: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/bc\\_energy\\_step\\_code\\_metrics\\_research\\_report\\_full.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/bc_energy_step_code_metrics_research_report_full.pdf)

by FortisBC. The preliminary results of this study suggest that for single family dwellings (both gas/electric and full electric) and townhomes (full electric), Lower Steps (1 & 2) in Climate Zone 5 can be satisfied with only small improvements to airtightness (to 3.0 air changes per hour) on a building built to the prescriptions found in the current BC Building Code; and townhomes (gas/electric) were shown to comply to Lower Steps (1 & 2) with only modest improvements to mechanical systems (an HRV was suggested) and airtightness (to 3.0 air changes per hour) on buildings constructed to the prescriptions found in the current BC Building Code.

#### Early Stakeholder Engagement

Provincial policy provides guidance for the successful implementation of the BC Energy Step Code. This policy is summarized in the resource titled, *The BC Energy Step Code: A Best Practices Guide for Local Governments*, where it is suggested that local governments provide industry a minimum of six (6) months' notice before new or expanded requirements for Lower Steps are enforced to allow sufficient time to prepare for change.

Engagement to date has included:

- October 5<sup>th</sup>, 2017 - Mo Bayat, Development Services Director, presented to the Canadian Home Builders Association on the BC Energy Step Code.
- January 11<sup>th</sup>, 2018 - the City participated in the BC Housing-sponsored Energy Step Code seminar in Kelowna, which was attended by roughly 150 participants, the majority of which are directly involved in the construction industry in the city.
- January 15<sup>th</sup>, 2018 - the Community Energy Specialist joined Policy and Planning to develop an Energy Step Code implementation strategy for the City of Kelowna.
- January 15<sup>th</sup>, 2018 – UDI hosted a Step Code roundtable discussion with industry and local government staff from the City of Kelowna, City of West Kelowna, District of Lake Country, District of Peachland and City of Vernon.

Since this time, the Community Energy Specialist has met with internal staff to explore incentives and regulations; regional municipalities to identify synergies for taking a regional approach to implementation; and with key stakeholders (UDI, CHBA-CO, Energy Advisors, ASTT-BC, Okanagan College, and a number of builders and designers) to gather feedback on concerns and to learn what supports industry needs for a smooth transition. The Community Energy Specialist is also part of the Provincial Energy Step Code Peer Network – a platform that allows local governments to share progress updates and best practices for implementation.

This first phase of engagement revealed a number of concerns regarding Step Code implementation, including:

- Concerns over additional building costs;
- Lack of technical training for builders, trades, and designers in achieving Step Code compliance;
- Insufficient Energy Advisor capacity; and
- The process of monitoring for compliance.

These are not unanticipated concerns, and the Energy Step Code Council has created (and continues to develop) a wide-range of tools and resources to help local governments and industry address the



challenges facing Energy Step Code implementation, and City staff intend on using these resources to the fullest extent possible to inform internal staff and the wider building community. City staff have also heard from stakeholders that a clear timeline at the local level is necessary to remove some of the uncertainty as it relates to preparing for the new requirements of the Energy Step Code, particularly in regards to investing in additional training or the hiring of additional staff. Taken together, an implementation timeline is proposed.

#### Proposed Timeline

The proposed timeline reflects the current capacity of the local building industry to build to a higher standard, and it provides ample time for local government staff (planning department and building officials) and industry to prepare for new requirements. The April 1, 2019 implementation date, which would require that builders of Part 9 residential buildings (see Table 1 below) meet Step 1 of the Energy Step Code, provides City staff time to complete its engagement process, while giving industry and the City's internal departments a full year to prepare for the transition to the new Energy Step Code requirements. It is also in line with what other progressive regions are doing in the province (a full list of municipalities that have submitted their initial intent to consult is included in Attachment 2).

*Table 1: Preliminary Step Code Implementation Timeline for City of Kelowna*

| Pt 9 Building Type           | April 1, 2019 | October 1, 2020 | 2022   |
|------------------------------|---------------|-----------------|--------|
| SFD/2/3/4-plex               | Step 1        | Step 3          | -      |
| Carriage house               | Step 1        | Step 2          | Step 3 |
| Townhouse/Low-rise apartment | Step 1        | Step 3          | -      |

#### Stakeholder Engagement

It is recommended that Council endorse a stakeholder engagement process to allow City staff to gather feedback on the proposed Energy Step Code implementation regime. This process will:

- Inform pertinent stakeholders (see Attachment 3) of the proposed policy timeline;
- Offer educational opportunities that will help support an understanding of the requirements needed to achieve compliance under the new system;
- Identify complementary supports for more energy efficient development; and
- Gather feedback on the tools and resources needed to support a smooth transition to Energy Step Code adoption.

Staff are proposing stakeholder engagement using online and in-person methods as well as a combination of targeted (e.g. workshop) and passive (e.g. advertising) information.

#### Next Steps

Following the stakeholder engagement process, City staff intends on returning to Council (anticipated for Summer 2018) to recommend a revision to the Building bylaw, adopting and requiring Step 1 of the

Energy Step Code, beginning April 1, 2019. Additionally, an educational program to support a smooth transition to Energy Step Code adoption will be developed.

**Internal Circulation:**

Divisional Director, Community Planning and Strategic Investments  
Development Services Director  
Energy Program Manager  
Communications Advisor, Community Engagement

**Legal/Statutory Authority:**

To support energy conservation and greenhouse gas reduction objectives, Section 5 of the *Building Act* ("Unrestricted Matters") authorizes local governments in BC (except the City of Vancouver) to reference the *BC Energy Step Code* in their policies and bylaws, and may begin enforcing requirements as of December 15, 2017, subject to notification timelines.<sup>7</sup>

**Existing Policy:**

*The City of Kelowna* has established a number of climate action goals and programs that are delivering on Council's commitment to low-carbon energy, including:

- OCP Objective 5.16. "Improve the energy efficiency and environmental performance of new buildings."
- OCP Objective 6.2. "Improve energy efficiency and reduce community greenhouse gas emissions."
- OCP Objective 6.2.1 The City of Kelowna will, in partnership with: senior governments; local residents and businesses; NGOs; external agencies; and utility providers, work towards reducing community greenhouse gas emissions by 33% (from 2007 levels) by 2020. (Please note that the City is currently updating this target as part of the Community Climate Action Plan update, slated for completion spring 2018).

Implementing the BC Energy Step Code will be recommended as part of the draft Community Climate Action Plan update.

**Personnel Implications:**

The Community Energy Specialist is tasked with supporting the development of policies and programs that move the City of Kelowna towards a low carbon energy future. The main role priority of the Community Energy Specialist, as identified in the work plan established to align with FortisBC's Climate Action Partners program, is to develop an Energy Step Code implementation strategy to help achieve the goal of a low carbon energy future.

---

<sup>7</sup> Local governments are required to give a minimum of 6 months between the time they notify the Building and Safety Standards Branch of their intent to consult and the referencing of Lower Steps in municipal policies or bylaws. The City of Kelowna submitted their Notice of Consultation on the BC Energy Step Code to the Building and Safety Standards Branch on January 22, 2018.

Submitted by:

Ashley Lubyk, Community Energy Specialist

**Approved for inclusion:**



Danielle Noble-Brandt, Department Manager of Policy and Planning

Attachments:

Attachment 1: Costs to Energy Step Code Adoption

Attachment 2: Initial Notification to Consult

Attachment 3: List of Key Stakeholders

cc:

Divisional Director, Community Planning and Strategic Investments

Development Services Director

Building & Permitting Manager

Sustainability Coordinators



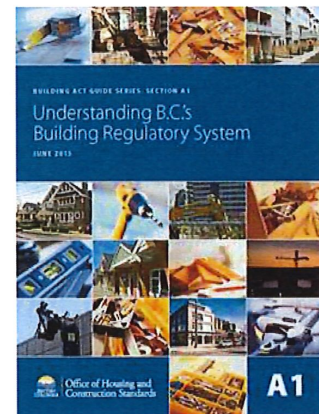
# Energy Step Code Implementation Strategy

March 26, 2018



## About the BC Energy Step Code

- ▶ *Climate Leadership Plan* call for:
  - ▶ “Net zero energy ready” buildings by 2032;
  - ▶ Development of the **Energy Step Code** to get there.
- ▶ *Building Act* offers a consistent standard for achieving building energy goals for **new buildings** across BC



### Climate Leadership Plan

AUGUST 2016



BRITISH COLUMBIA

City of Kelowna

2

## BC Energy Step Code

The ESC is a **transition policy** that provides an **incremental** and **consistent** approach to achieving more energy efficient buildings that go beyond the requirements of the **current BC Building Code**.

Prescriptive

Performance



Energy Modeling

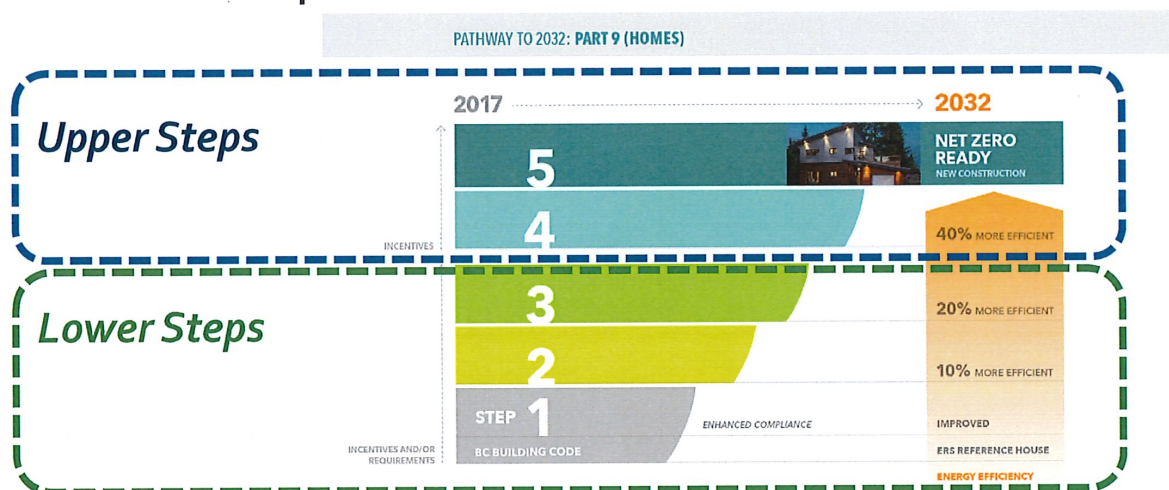


On-Site Testing

City of Kelowna

3

## Focus to 2020: Part 9 Residential Buildings, Lower Steps

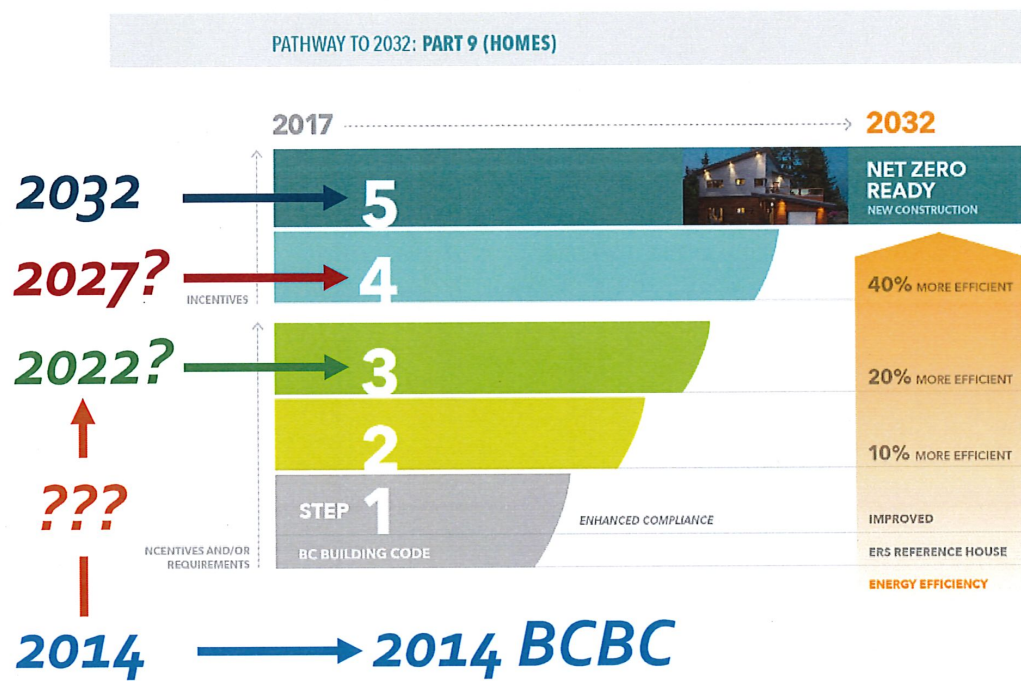


**Step 1** – current BC Building Code via the performance path

**Lower Steps (2/3)** – use conventional materials and techniques

**Upper Steps (4/5)** – may require innovative materials and practices

## Where's The Code Headed?



City of Kelowna

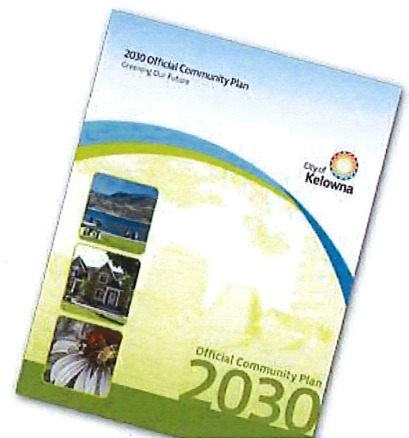
5



## Policy Support

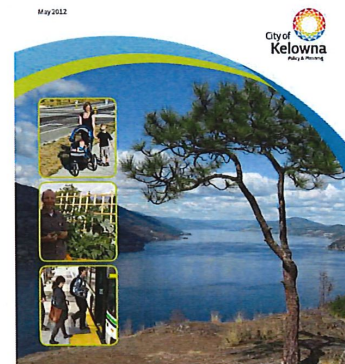
- ▶ OCP 2030 (currently being rewritten)
  - ▶ Improve the energy efficiency and environmental performance of new buildings (objective 5.16)
  - ▶ Improved the energy efficiency and reduce community GHG emissions (objective 6.2)
  
- ▶ Implementing the BC Energy Step Code will be recommended as part of the draft Community Climate Action Plan update.

City of Kelowna



Community Climate Action Plan  
Working towards a 33% reduction in greenhouse gases

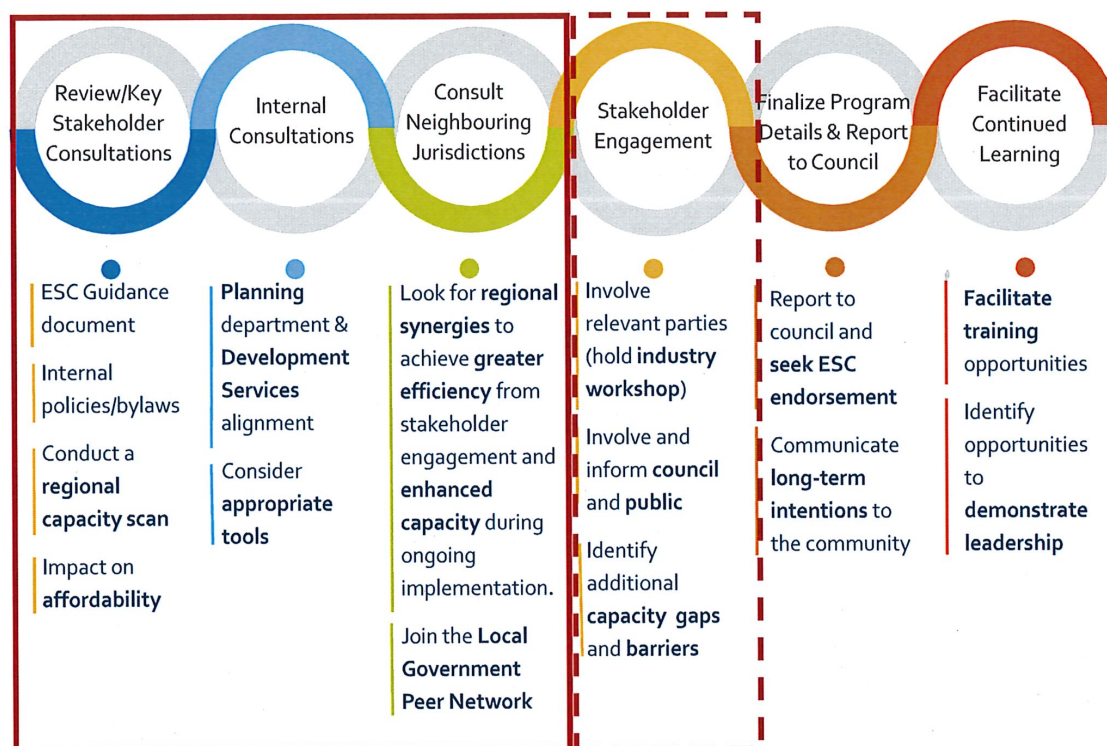
May 2022



## Ancillary Benefits of Energy Step Code

- ▶ Offers **predictability** with the 2032 net zero energy ready timeline.
- ▶ Provides **consistency** through a **single standard**.
- ▶ Contributes to **regional economic development**.
- ▶ Owners and occupants benefit from **lower operating costs**.
- ▶ Better performing homes are **more comfortable, quieter, and have improved air quality**.

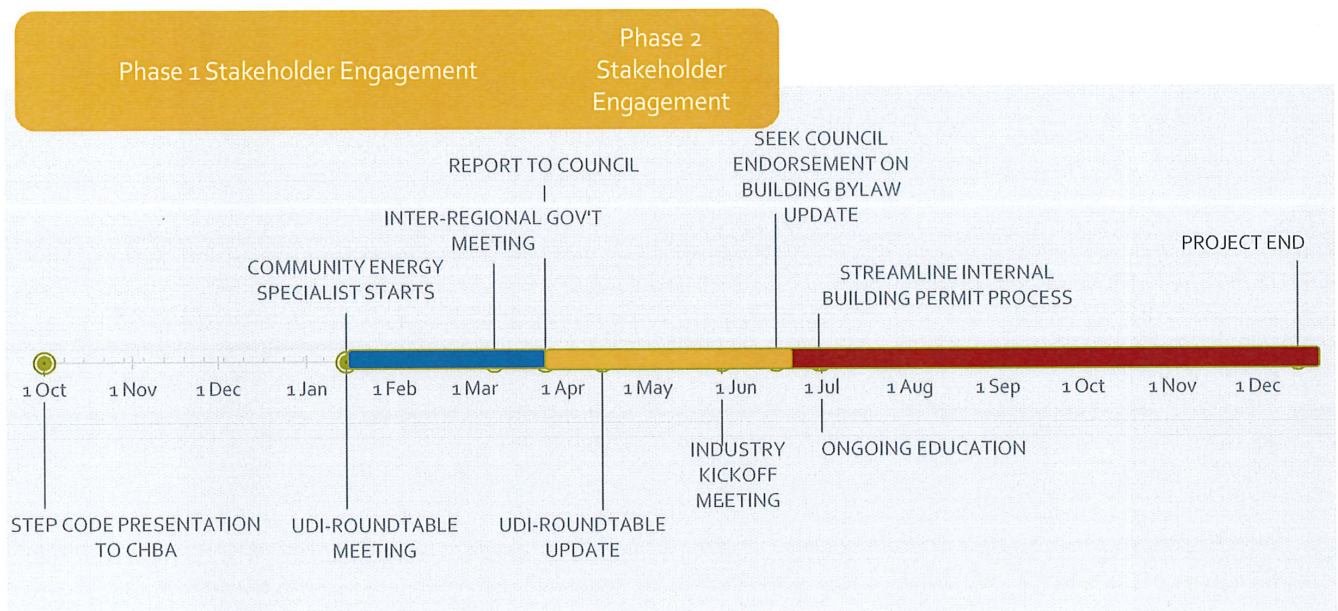
## Implementation Strategy



City of Kelowna

8

# Implementation Strategy Timeline



City of Kelowna

9



## Engagement to Date

- ▶ October 5, 2017 - Mo Bayat presented on Step Code to the CHBA.
- ▶ January 11, 2018 - the City participated in the BC Housing-sponsored Energy Step Code seminar in Kelowna.
- ▶ January 15, 2018 – UDI hosted a Step Code roundtable discussion with industry, local and regional government staff.
- ▶ Jan 15 onward – the Community Energy Specialist has:
  - ▶ Met with internal staff to explore incentives, regulations, and administrative needs;
  - ▶ Engaged key stakeholders (UDI, CHBA-CO, Energy Advisors, ASTT-BC, Okanagan College, and a number of builders and designers).
  - ▶ Joined the Provincial Energy Step Code Peer Network.
- ▶ Mar 8, 2018 – Regional partner meeting to discuss regional approach

## Anticipated Challenges

1. Additional construction **costs**.
2. Certified energy advisor **capacity**.
3. Inadequate **training** on energy efficient building among building professionals/municipal staff.
4. Defining energy advisor role in assuring **compliance**.

## 1. Additional Construction Costs

### ► *Metrics Research Study (2017)*

- Parametric analysis looking at hundreds of thousands of design possibilities.
- Found lowest incremental capital costs (% change) for each Step for Climate Zone 5 across the various Part 9 building archetypes.

| Lowest incremental capital costs (% change) for each Step for Climate Zone 5. |                              |                               |                              |          |                  |              |
|---|------------------------------|-------------------------------|------------------------------|----------|------------------|--------------|
| Step  | Small Single Family Dwelling | Medium Single Family Dwelling | Large Single Family Dwelling | Quadplex | 6 Unit Row House | 10 Unit MURB |
| 1   | 0.4%                         | 0.2%                          | 0.2%                         | 0.2%     | 0.2%             | 0.1%         |
| 2   | 0.8%                         | 0.0%                          | -0.3%                        | 0.7%     | 0.5%             | 0.3%         |
| 3   | 2.4%                         | 0.0%                          | -0.3%                        | 0.7%     | 0.5%             | 0.3%         |
| 4   | 7.1%                         | 1.5%                          | 0.7%                         | 2.9%     | 1.7%             | 0.5%         |
| 5   | 16.2%                        | 4.9%                          | 6.9%                         | --       | 4.4%             | 2.0%         |

City of Kelowna

12

## 2. Assessing Energy Advisor (EA) Capacity

- ▶ City of Kelowna issued **~700 Part 9** building permits in 2017.
- ▶ Currently **7 certified EAs** serving the area.
- ▶ City Green (Victoria) suggests **6 to 12 EAs per 1,000** Part 9 buildings to be assessed.
- ▶ Full certification to become EA typically 6 – 12 months.
  - ▶ Recent CHBA training: **March 19<sup>th</sup>** in Kelowna (10 registrants)



### 3. Knowledge Gaps

- ▶ Central Okanagan builders may already be building to the Lower Steps (Steps 1 - 3).
- ▶ Process of **working with an EA.**
- ▶ **Designing** for compliance.
- ▶ Building to a higher performance standard, particularly regarding **airtightness.**

## 4. Compliance Reporting

**PRE-CONSTRUCTION**

**BC ENERGY COMPLIANCE REPORT - PERFORMANCE PATHS FOR PART 9 BUILDINGS**  
For Buildings Complying with Subsection 9.36.5 or 9.36.6 of the 2012 BC Building Code (see BCBC Article 2.2.3.1 of Division C)

**A. PROJECT INFORMATION**

Building Permit #: \_\_\_\_\_ Building Type: **Please Select Building Type** ▼  
 Builder: \_\_\_\_\_ If Other Please Specify: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_  
 Municipality / District: \_\_\_\_\_ Climate Zone: **Please Select Climate Zone** ▼  
 Postal Code: \_\_\_\_\_ P.D. or Large Description: \_\_\_\_\_

BC Building Code Performance Compliance Path (select one):  
☐ 9.36.5. Complete Sections A, B, C, D, E ☐ 9.36.6. Complete Sections A, B, D, E  
 Software Name: \_\_\_\_\_ Version: \_\_\_\_\_ Climate Data Location: \_\_\_\_\_

**B. BUILDING CHARACTERISTICS SUMMARY** (see BCBC Clause 2.2.8.3 (2)(b) of Division C)

| DETAILS (SYSTEMS / SYSTEM TYPE / FULL TYPE, ETC.)   | EFFECTIVE R-VALUE / EFFICIENCY |
|---|--------------------------------|
| EXTERIOR WALLS & FLOOR HEADERS  |                                |
| ROOF / CEILING  |                                |
| FOUNDATION WALLS HEADERS & SLABS  |                                |
| Subst. <input type="checkbox"/> Below OR <input type="checkbox"/> Above a Frost Line AND <input type="checkbox"/> Heated OR <input type="checkbox"/> Unheated |                                |
| FLOOR OVER UNHEATED SPACES  |                                |
| PENETRATION & DOORS   |                                |
| FEWER: _____ %  |                                |
| AIR BARriers SYSTEM & LOCATION  |                                |
| SPACE CONDITIONING HEATING & COOLING  |                                |
| SERVICE WATER HEATING   |                                |
| VENTILATION   |                                |
| OTHER ENERGY IMPACTING FEATURES   |                                |

The above information is correct based on drawings prepared by \_\_\_\_\_, dated (dd/mm/yyyy) \_\_\_\_\_.

VERBC-011.1.1 (DEC 6, 2017) 1

**AS-BUILT**

**BC ENERGY COMPLIANCE REPORT - PERFORMANCE PATHS FOR PART 9 BUILDINGS**  
For Buildings Complying with Subsection 9.36.5 or 9.36.6 of the 2012 BC Building Code (see BCBC Article 2.2.3.1 of Division C)

**A. PROJECT INFORMATION**

Building Permit #: \_\_\_\_\_ Building Type: **Please Select Building Type** ▼  
 Builder: \_\_\_\_\_ If Other Please Specify: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_  
 Municipality / District: \_\_\_\_\_ Climate Zone: **Please Select Climate Zone** ▼  
 Postal Code: \_\_\_\_\_ P.D. or Large Description: \_\_\_\_\_

BC Building Code Performance Compliance Path (select one):  
☐ 9.36.5. Complete Sections A, B, C, D, E ☐ 9.36.6. Complete Sections A, B, D, E  
 Software Name: \_\_\_\_\_ Version: \_\_\_\_\_ Climate Data Location: \_\_\_\_\_

**B. BUILDING CHARACTERISTICS SUMMARY** (see BCBC Clause 2.2.8.3 (2)(b) of Division C)

| DETAILS (SYSTEMS / SYSTEM TYPE / FULL TYPE, ETC.)   | EFFECTIVE R-VALUE / EFFICIENCY |
|---|--------------------------------|
| EXTERIOR WALLS & FLOOR HEADERS  |                                |
| ROOF / CEILING  |                                |
| FOUNDATION WALLS HEADERS & SLABS  |                                |
| Subst. <input type="checkbox"/> Below OR <input type="checkbox"/> Above a Frost Line AND <input type="checkbox"/> Heated OR <input type="checkbox"/> Unheated |                                |
| FLOOR OVER UNHEATED SPACES  |                                |
| PENETRATION & DOORS   |                                |
| FEWER: _____ %  |                                |
| AIR BARriers SYSTEM & LOCATION  |                                |
| SPACE CONDITIONING HEATING & COOLING  |                                |
| SERVICE WATER HEATING   |                                |
| VENTILATION   |                                |
| OTHER ENERGY IMPACTING FEATURES   |                                |

The above information is correct based on a site evaluation completed on (dd/mm/yyyy) \_\_\_\_\_.

VERBC-011.1.1 (DEC 6, 2017) 1

*"The undersigned has produced and/or reviewed the House Performance Evaluation for the above-mentioned project, created based on the project's design as provided by the Designer of Record. The undersigned has verified that the project complies with the Subsection 9.36.5. of Division B, as detailed in the 2012 BC Building Code." – from City of North Vancouver Compliance Report*

City of Kelowna

15

## Moving the Bar - Opportunities



City-Wide Building  
Bylaw



Facilitating Training  
Opportunities



Building Permit  
Rebates



Density Bonuses



Energy Advisor  
Subsidy/Rebate



Rezoning  
Requirements



Revitalization Tax  
Exemption



Thick Wall Exclusion

## Municipalities Consulting to Adopt the Step Code

- City of Richmond - June 16, 2017
- City of North Vancouver - July 4, 2017
- City of Campbell River - July 10, 2017
- City of Duncan - August 24, 2017
- District of North Vancouver - September 1, 2017
- City of Victoria - September 27, 2017
- District of Saanich - September 27, 2017
- Comox Valley Regional District - October 3, 2017
- District of North Saanich - October 4, 2017
- Resort Municipality of Whistler - October 5, 2017
- District of West Vancouver - October 24, 2017
- Township of Langley - November 7, 2017
- District of Squamish - November 9, 2017
- City of New Westminster - November 28, 2017
- City of Surrey - December 7, 2017
- City of Kelowna - January 22, 2018
- City of Penticton - January 27, 2018
- City of Burnaby - March 1, 2018
- City of Kimberley - March 12, 2018
- City of Vernon – March 19, 2018

Adopted – Council Notified/Consulting

City of Kelowna

17

## City of Kelowna's Proposed Approach



### Building Bylaw Amendment

| Pt 9 Building Type           | Apr 1,<br>2019 | Oct 1,<br>2020 | 2022   |
|------------------------------|----------------|----------------|--------|
| SFD/2/3/4-plex               | Step 1         | Step 3         | -      |
| Carriage house               | Step 1         | Step 2         | Step 3 |
| Townhouse/Low-Rise Apartment | Step 1         | Step 3         | -      |

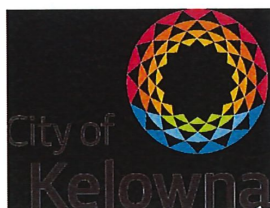
## Continued Engagement

- ▶ **Inform pertinent stakeholders** of the proposed policy timeline;
- ▶ Offer **educational opportunities** that will help support an understanding of the requirements;
- ▶ **Identify complementary supports** for more energy efficient development; and
- ▶ Gather feedback on the **tools and resources needed to support a smooth transition to Energy Step Code adoption.**



## Next Steps

- ▶ Following the stakeholder engagement, City staff will **return to Council** (anticipated for Summer 2018) **to recommend a revision to the Building bylaw**, adopting and requiring Step 1 of the Energy Step Code, beginning April 1, 2019.
- ▶ Additionally, an **educational program** to support a smooth transition to Energy Step Code adoption **will be developed**.



## *Questions?*

For more information, visit [kelowna.ca](http://kelowna.ca).



# Report to Council



**Date:** August 27, 2018  
**File:** 0920-02  
**To:** City Manager  
**From:** Ashley Lubyk, Community Energy Specialist  
**Subject:** Energy Step Code Implementation

---

## Recommendation:

THAT Council receives, for information, the Report from the Community Energy Specialist dated August 27, 2018 with respect to Energy Step Code Implementation;

AND THAT Council directs staff that all new Part 9 residential buildings must comply to the following BC Energy Step Code in order to satisfy the energy efficiency requirements of the British Columbia Building Code:

- i. Effective April 1st, 2019 - Step 1 Energy Step Code requirement
- ii. Effective October 1st, 2020 - Step 3 Energy Step Code requirement

AND THAT Zoning Bylaw Text Amendment Application No. TA18-0007 to amend City of Kelowna Zoning Bylaw No. 8000 as outlined in Appendix B in the Report from the Community Energy Specialist dated August 27, 2018 be considered by Council;

AND THAT the Zoning Text Amending Bylaw be forwarded to Public Hearing for reading consideration;

AND THAT final adoption of the Zoning Text Amending Bylaw be considered subsequent to the approval of the Ministry of Transportation and Infrastructure.

AND THAT Council direct staff to use up to a maximum of \$70,000 annually from the Permit Averaging Reserve Account to provide building permit rebates of \$500 for Step 4 and \$1,000 for Step 5 residential buildings between October 1, 2018 and October 1, 2020 to incent achieving higher steps of the Energy Step Code.

AND FURTHER THAT Council direct staff to consult with key stakeholders on Energy Step Code for Part 3 buildings.

**Purpose:**

To inform Council on the BC Energy Step Code engagement process and for Council to direct staff to implement the package of requirements and incentives presented in this report.

**Background:**

The *BC Energy Step Code* is a provincial standard designed to help both local government and industry incrementally move toward a future in which all new construction across the province is “net-zero energy ready” by 2032. The BC Energy Step Code aims to provide consistency across BC by creating a standard set of performance requirements, while offering local governments a simple and effective set of standards to support their energy conservation and greenhouse gas reduction goals.

Stakeholder engagement regarding the Energy Step Code began in September 2017. On March 26<sup>th</sup>, 2018 City Council directed staff to engage key stakeholders on the proposed Energy Step Code Implementation Strategy. In collaboration with local municipalities from Penticton to Vernon and through consultation with the Urban Development Institute Okanagan Chapter, Canadian Home Builder’s Association Central Okanagan, staff sought to inform and gather feedback from development industry representatives, home builders, architects and designers, engineers, suppliers, energy advisors/modelers and others on three key areas of the implementation strategy:

1. The motivation for and the direction of the Energy Step Code, and the associated requirements;
2. The proposed implementation timelines; and
3. Supports needed for a smooth transition.

**Industry Engagement on the Proposed Approach**

The engagement process included over 30 touchpoints with affected stakeholders from September, 2017 through August, 2018. This was through a series of meetings, informational offerings (print, email, web), several industry surveys, and targeted training opportunities. A full list of stakeholder touchpoints is available in the Energy Step Code report – see Appendix A.

**Key Findings**

The engagement process revealed a number of concerns and opportunities regarding Step Code implementation. Some of the key findings include:

- 86% of survey respondents indicated that the proposed timeline is achievable;
- Many viewed training/educational supports as a key to success for a smooth transition;
- Incentives for all levels of the Energy Step Code such as those offered by Fortis (ranging from \$500 to \$8,500 in 2018) are seen as an important tool in helping transition the market;
- Having sufficient Energy Advisor capacity was noted as necessary for meeting the proposed timelines and ensuring they are accredited and that quality assurance checks are in place;
- Some concern for impacts to affordability was noted, especially for the higher ‘Steps’.

These concerns were carefully considered and informed the implementation strategy and recommended timeline for adoption presented in this report. A detailed overview of the industry engagement and the findings is provided in the Energy Step Code Report.

### Recommended Approach to the BC Energy Step Code Adoption

The Provincial Government has recently produced three Clean Growth Intentions Papers. In the *Clean, Efficient Buildings Intentions Paper*, the Province has now announced its intention regarding clear, transparent timelines for the implementation of the Energy Step Code. The Energy Step Code will move from being a voluntary standard to being the minimum standard for all of BC. Compared to the current BC Building Code, new homes would have to be:

- 20 per cent more energy efficient by 2022 (equivalent to Step 3 for Part 9 buildings)
- 40 per cent more energy efficient by 2027 (equivalent to Step 4 for Part 9 buildings)

Informed by the engagement process and best practices, staff recommend that Council support the package of recommendations to support a smooth transition into the Energy Step Code and allow Kelowna to be a leader in the Province.

### Updated Implementation Timelines

On July 19, 2018 the Province released Proposed Standards Improvements which include changes to increase the energy budget and thus improve fairness for smaller homes such as carriage homes. With these changes, there is no longer a need to provide carriage homes a longer timeline to implement the Energy Step Code requirements (as suggested in the Council report dated March 26th, 2018).

Therefore, staff recommend that Council directs staff that all new Part 9 residential building must comply to the BC Energy Step Code following the updated timelines proposed in Table 2 below:

Table 2: Updated Energy Step Code Adoption Timelines

| Pt 9 Building Type  | April 1, 2019 | October 1, 2020 |
|---|---------------|-----------------|
| Part 9 Residential Buildings: SFD/2/3/4-plex, Carriage house and Townhouse / Low-rise | Step 1        | Step 3          |

The recommended timeline seeks a balance between local and Provincial GHG reduction goals, allows Kelowna to be a leader, and provides industry adequate time to build the capacity necessary to achieve the Step Code targets prior to being required Provincially.

### Incentives

While the Lower Steps (Steps 1 to 3) of the Step Code depend on design and construction techniques commonly used to meet the current base BC Building Code, it is acknowledged that achieving the Upper Steps (4 & 5, including Passive House) may require innovative materials and building practices. One of the recommendations from the *Best Practices Guide for Local Governments*<sup>1</sup> is to provide incentives to help encourage builders to build to the Upper Steps, thus helping to accelerate the market shift toward a higher standard of building. Upper Step projects help build local capacity in areas relating to design, specialized trades, consulting, and the supply and installation of new/innovative products. Following this recommendation, several incentives are being proposed, including a setback relaxation (by way of a zoning bylaw amendment – see Appendix B) and building permit rebates.

<sup>1</sup>BC Energy Step Code: A Best Practices Guide for Local Governments (August 28, 2017). A publication of the Energy Step Code Council and the Building and Safety Standards Branch.



i) **Set Back Relaxation**

Building to Step 5 (or to a Passive House standard) requires thicker walls to achieve the associated performance targets. This has a direct impact to the buildable floor area of a house, thereby creating a barrier to building to this uppermost 'Step'. Staff recommend a Zoning Bylaw amendment that would ensure incremental additions of insulation do not inadvertently impact the size of home built, particularly on urban lots. The details of this are provided in Appendix B.

ii) **Building Permit Rebates**

In addition to the New Home Incentive rebates being offered by FortisBC (details of this are provided in the Energy Step Code report), staff are recommending the following building permit rebates:

- a. \$500 for Step 4 compliant projects;
- b. \$1,000 for Step 5 compliant projects.

Staff will use up to a maximum of \$70,000 annually from the Permit Average Reserve Account. Building permit incentives would be in effect between October 1<sup>st</sup>, 2018 and October 1<sup>st</sup>, 2020. Staff will monitor uptake in the first twelve months and if uptake is lower than expected (in estimated 5% of permits), staff will revisit the incentive levels and return to Council with a recommendation. Similarly, if uptake is greater than what is budgeted, incentive levels will be revised and brought to Council for consideration.

**Consultation for Part 3 Buildings**

The Province recently released Proposed Standards Improvements which include introducing Energy Step Code metrics to Part 3 buildings in all regions of the province. Up until this proposed change, implementation of the Energy Step Code requirements for Part 3 buildings were only available in BC's southwest region. Communities elsewhere were not able to incentivize or require higher performance in Part 3 buildings. If adopted, the Proposed Standard Improvements will take effect in December 2018 and therefore it is recommended that staff begin industry consultation for Part 3 buildings.

**Regional Coordination**

City staff have been working with neighbouring Okanagan municipalities (City of Penticton, District of Summerland, District of Peachland, City of West Kelowna, District of Lake Country, and City of Vernon) to develop a regional approach to Step Code implementation in order to create consistency across the region. Though each municipality is at a slightly different stage in its engagement process, and each will develop its own implementation strategy and set its own timelines for enforcement, most have indicated they are considering a similar approach to Step Code adoption as is being recommended in the City of Kelowna.

**Next Steps**

Staff will continue to help facilitate educational opportunities to support a smooth transition to Energy Step Code adoption ahead of the April 1, 2019 implementation date. Furthermore, the City will begin consultation on Energy Step Code for Part 3 buildings for referencing in local policies and regulations.

**Conclusions**

The adoption timeline seeks a balance between local and Provincial GHG reduction goals, the protection of local housing affordability, and provides industry the necessary time to build capacity necessary to achieve the Step Code targets. Based on the referenced research and the feedback

gathered during the engagement process, staff are seeking Council's support of the package of recommendations presented in this report.

**Internal Circulation:**

Divisional Director, Community Planning and Strategic Investments  
 Development Services Director  
 Sustainability Coordinators  
 Energy Program Manager  
 Communications Advisor  
 Community Planning Supervisor  
 Legislative Coordinator

**Legal/Statutory Authority:**

To support energy conservation and greenhouse gas reduction objectives, Section 5 of the *Building Act* ("Unrestricted Matters") authorizes local governments in BC (except the City of Vancouver) to reference the *BC Energy Step Code* in their policies and bylaws, and may begin enforcing requirements as of December 15, 2017, subject to notification timelines.<sup>2</sup>

**Existing Policy:**

The City of Kelowna has established a number of climate action goals and programs that are delivering on Council's commitment to low-carbon energy, including:

- OCP Objective 5.16. "Improve the energy efficiency and environmental performance of new buildings."
- OCP Objective 6.2. "Improve energy efficiency and reduce community greenhouse gas emissions."
- OCP Objective 6.2.1 The City of Kelowna will, in partnership with: senior governments; local residents and businesses; NGOs; external agencies; and utility providers, work towards reducing community greenhouse gas emissions by 33% (from 2007 levels) by 2020. (Please note that the City recently updated this target as part of the Community Climate Action Plan update, which was endorsed by Council in June 2018).
- *Our Kelowna as We Take Action: Kelowna's Community Climate Action Plan (2018-2023):*
  - Action # B5 Update Kelowna's Building Bylaw to reference the Energy Step Code as a city-wide requirement for Part 9 buildings with an adoption timeline of Step 1 by April 2019, graduating to Step 3 by October 2020 (carriage houses would require Step 2 compliance at this time).
  - Action # B6 Relax the setback requirements in Kelowna's Zoning Bylaw to ensure thicker walls to accommodate more insulation (common to buildings constructed to Steps 4 and 5 of the Energy Step Code).
  - Action # B7 Create a building permit fee rebate program for part 9 buildings to incentivize projects achieving Steps 4 and 5 of the Energy Step Code.

---

<sup>2</sup> Local governments are required to give a minimum of 6 months between the time they notify the Building and Safety Standards Branch of their intent to consult and the referencing of Lower Steps in municipal policies or bylaws. The City of Kelowna submitted their Notice of Consultation on the BC Energy Step Code to the Building and Safety Standards Branch on January 22, 2018.

- *Healthy Housing Strategy*
  - Recommended action: Implement the Energy Step Code for New Housing: Develop an Energy Step Code Implementation Plan to increase energy efficiency and reduce utility costs in new builds to reduce household carrying costs.

**External Agency/Public Comments:**

Consultation response letters were received by BC Housing, FortisBC, Encircle and CHBA Central Okanagan. These letters and the response letter are included in Appendix C.

**Financial/Budgetary Considerations:**

Training and education will be offered through a combined funding model, with support from sponsors such as FortisBC, and with the balance of programming costs covered through a fee-for-service model in partnership with organizations such as the Community Energy Association.

Submitted by:

Ashley Lubyk, Community Energy Specialist

Approved for inclusion:



Danielle Noble-Brandt, Department Manager of Policy & Planning

**Attachments:**

Appendix A: Step Code Report

Appendix B: Zoning Bylaw Text Amendment Application No. TA18-0007

Appendix C: Consultation Response Letters

**cc:**

Divisional Director, Community Planning and Strategic Investments

Development Services Director

Sustainability Coordinators

Building & Permitting Manager

Energy Program Manager

Community Planning Supervisor

Legislative Coordinator

### Attachment 1: Costs to Energy Step Code Adoption

The table below is adapted from the *Metrics Research Study (2017)* and shows the lowest incremental capital costs (% change) for each Step of the BC Energy Step Code framework for Climate Zone 5 across the various Part 9 building archetypes.

| Step | Small Single Family Dwelling | Medium Single Family Dwelling | Large Single Family Dwelling | Quadplex | 6 Unit Row House | 10 Unit MURB |
|------|------------------------------|-------------------------------|------------------------------|----------|------------------|--------------|
| 1    | 0.4%                         | 0.2%                          | 0.2%                         | 0.2%     | 0.2%             | 0.1%         |
| 2    | 0.8%                         | 0.0%                          | -0.3%                        | 0.7%     | 0.5%             | 0.3%         |
| 3    | 2.4%                         | 0.0%                          | -0.3%                        | 0.7%     | 0.5%             | 0.3%         |
| 4    | 7.1%                         | 1.5%                          | 0.7%                         | 2.9%     | 1.7%             | 0.5%         |
| 5    | 16.2%                        | 4.9%                          | 6.9%                         | --       | 4.4%             | 2.0%         |



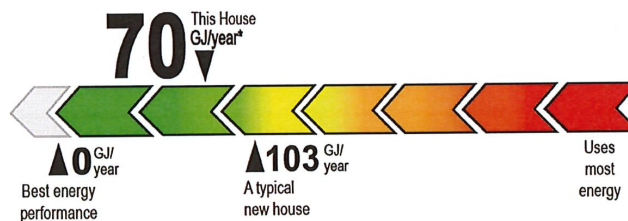


340 Spokane Street, Kimberley, BC V1A 2E8  
Phone: 250.427.5311 or Email: [Info@kimberley.ca](mailto:Info@kimberley.ca)  
Website: [Kimberley.ca](http://Kimberley.ca)

## **Energy Efficient Building Incentive Program Guide**

The **Energy Efficient Building Incentive Program** encourages energy efficiency in new building construction in Kimberley. This program is intended to encourage builders to choose more energy efficient techniques and materials that will reduce the energy demand and carbon emissions associated with the heating and cooling of buildings. Eligible projects will be refunded a percentage of the Building Permit fees based on the EnerGuide rating of the building and BC Energy Step Code level achieved after the project is completed. The more energy efficient the building is rated, the more the % rebate increases.

### **The EnerGuide Rating System for Homes**



An EnerGuide rating is a measure of your home's energy performance. "An EnerGuide label is an official record of your home's energy performance, and may help increase its resale value." The rating is calculated based on the energy use and energy production of the building. The home's energy efficiency level is measured in gigajoules (GJ) per year. A rating of 0 represents a home with net zero energy consumption (produces as much energy as it consumes). An average Canadian household uses 100 gigajoules of energy per year.

(Source: <http://www.nrcan.gc.ca/energy/efficiency/housing/new-homes/1870> ).



### Eligibility for the Incentive Program

- All new buildings (residential or commercial) with a building permit (BP) issued after January 1, 2018 are eligible for an initial rebate of \$500.<sup>00</sup> off the BP cost subject to the completion of pre-construction EnerGuide Evaluation Report based on the submitted building plans. This is intended to offset the fees associated with a certified Energy Advisor.
- An additional \$250.00 rebate is offered to builders who perform a mid-construction Blower Door Air Tightness Test. Confirmation and record of the results are required to be submitted to be eligible.
- An **Energy Efficient Building Incentive Program Application** form must be submitted before construction begins for each project to confirm eligibility.
- Following project completion, an EnerGuide Evaluation Report from a certified Energy Advisor must be submitted showing the final EnerGuide rating for the building and the BC Energy Step Code level attained.
- Rebates will only be issued after completion of the final inspection and the issuance of an Occupancy Certificate.
- The rebate amount will be determined by the EnerGuide rating and BC Energy Step Code level of the completed building as set out below:

| BC Energy Step Code Level | Airtightness (Air changes/hr at 50Pa) | AND | Performance Requirement of Building Envelope                                | AND | Performance Rating of Building Equipment or systems | OR | EnerGuide Rating v15 based on post-construction assessment | Rebate Amount (% of BP Fee) |
|---------------------------|---------------------------------------|-----|---|-----|---|----|--|-----------------------------|
| Step 2                    | $\leq 3.0$                            | and | $TEDI \leq 70$ kWh/(m <sup>2</sup> ·year) or $PTL \leq 55$ W/m <sup>2</sup> | and | $MEUI \leq 100$ kWh/(m <sup>2</sup> ·year)          | or | 10% or better than ref. house.                             | 10%                         |
| Step 3                    | $\leq 2.5$                            | and | $TEDI \leq 60$ kWh/(m <sup>2</sup> ·year) or $PTL \leq 50$ W/m <sup>2</sup> | and | $MEUI \leq 85$ kWh/(m <sup>2</sup> ·year)           | or | 20% or better than ref. house.                             | 20%                         |
| Step 4                    | $\leq 1.5$                            | and | $TEDI \leq 50$ kWh/(m <sup>2</sup> ·year) or $PTL \leq 45$ W/m <sup>2</sup> | and | $MEUI \leq 55$ kWh/(m <sup>2</sup> ·year)           | or | 40% or better than ref. house.                             | 40%                         |
| Step 5                    | $\leq 1.0$                            | and | $TEDI \leq 15$ kWh/(m <sup>2</sup> ·year) or $PTL \leq 10$ W/m <sup>2</sup> | and | $MEUI \leq 25$ kWh/(m <sup>2</sup> ·year)           | or | 50% or better than ref. house.                             | 60%                         |

**TEDI** = Thermal Energy Demand Intensity  
**MEUI** = Mechanical Energy Use Intensity  
**PTL** = Peak Thermal Load

**BC ENERGY STEP CODE****Additional Information**

There are a variety of energy efficient building certification programs available to achieve a desired EnerGuide rating and to gain insight into energy efficient construction techniques and materials. These include:

- Built Green - [www.builtgreencanada.ca/british-columbia](http://www.builtgreencanada.ca/british-columbia)
- LEED - [www.caqbc.org](http://www.caqbc.org)
- R2000 - [www.nrcan.gc.ca/energy/efficiency/housing/new-homes/5085](http://www.nrcan.gc.ca/energy/efficiency/housing/new-homes/5085)
- Passivhaus - [www.passivehousecanada.com](http://www.passivehousecanada.com)
- LEEP - [www.nrcan.gc.ca/energy/efficiency/housing/leep/17338](http://www.nrcan.gc.ca/energy/efficiency/housing/leep/17338)
- Net Zero Homes <http://www.nrcan.gc.ca/energy/efficiency/housing/research/5131>
- NRCAN  
[http://oee.nrcan.gc.ca/corporate/statistics/neud/dpa/policy\\_e/programs.cfm](http://oee.nrcan.gc.ca/corporate/statistics/neud/dpa/policy_e/programs.cfm)

For more information, please contact the City of Kimberley Building Inspector at 250-427-9655 or [achristie@kimberley.ca](mailto:achristie@kimberley.ca)



|                   |
|-------------------|
| <b>Office Use</b> |
| Tracking No.:     |
| Folio No.:        |
| Date Received:    |

### APPLICATION FOR AN ENERGY EFFICIENT BUILDING INCENTIVE REBATE

340 Spokane Street  
Kimberley BC V1A 2E8  
[Kimberley.ca](http://Kimberley.ca)

Phone 250.427.5311 Fax 250.427.5252

**Note: The Energy Efficient Building Incentive Program is only applicable to projects with Building Permits issued after January 1, 2019.** Rebate cheques will be issued to the person or organization that originally paid the Building Permit unless a letter authorizing the rebate to be given to another is received with this application.

#### Energy Efficient Rebate Applicant

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Project Information

Location of Project: \_\_\_\_\_  
(If different than Applicants address)

Building Permit #: \_\_\_\_\_ Building Permit Issue Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Certified Energy Advisor (CEA): \_\_\_\_\_

#### Required Documents:

- € Pre-construction EnerGuide evaluation report submitted.
- € Mid-construction Air Tightness Test.
- € Final EnerGuide evaluation report submitted.

**All inspections and an Occupancy Certificate (if applicable) must be completed and issued prior to the issuance of a rebate.**

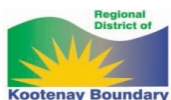
I declare that I have read and understand the Energy Efficient Building Incentive Program guidelines and agree that the project related to this application complies with the terms and conditions of the program.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Collection and use of Personal Information:

Personal information is collected in accordance to, and is protected under, the City's Privacy Policy and the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to issue the rebate cheque and for administering the City of Kimberley's Energy Efficient Building Incentive Program. If you have any questions about the collection and use of the information, contact the FOIP Co-coordinator at the City of Kimberley 250-427-9659.



**STAFF REPORT**

Meeting Date: August 29, 2019

|              |   |              |  |
|--------------|---|--------------|--|
| <b>Date:</b> | <b>August 20<sup>th</sup> 2019</b>                              | <b>File:</b> |  |
| <b>To:</b>   | <b>Board of Directors</b>                                       |              |  |
| <b>From:</b> | <b>James Chandler, General Manager of Operations</b>            |              |  |
| <b>RE:</b>   | <b>BIG WHITE SECURITY SERVICES - PALADIN CONTRACT EXTENSION</b> |              |  |

**Issue Introduction:**

To seek approval from the Board of Directors for the short term extension of the Paladin Security contract for the provision of security services at Big White.

**Background:**

Paladin Security have been providing services under contract to the Regional District at Big White for the past 3 years. The contract was renewed in 2016 with the term of the contract expiring June 2019. Staff have been in discussion with Paladin security to provide temporary continuation of this service, concurrent to looking at longer term options.

At this time both the local Big White Community Association and the Regional District are looking at the longer term priorities and needs for the community. The community association have completed their own assessments and the Regional District will be completing a 'needs assessment' supported by the Province, through the fall of 2019. It is anticipated that information from these assessments will help guide work plans, budgets and priorities for the community into 2020.

**Implications:**

Considering the timing of the assessments discussed above and the expiring of the security contract, staff have coordinated with Director Gee and recommended that the future needs of the security service will be explored through this fall and that we would not immediately seek to renew the security contract on a long term basis.

Additionally, should we seek to renew a multiple year contract for security services the requirements of the service may change and further, the Regional District would also complete a full open procurement process to seek competitive bids at the time.

With the expiry of the existing contract Paladin have advised that operational costs have increased over the last three years and any future contract would carry higher costs for the same service. The increase in minimum wage and staff retention challenges has led to Paladin having to pay higher rates to employees, even with the previous term contract.

Considering the pending community assessment this fall, staff determined that this would not be a productive time to seek alternate security options on a short term basis. Staff have coordinated a short term plan to continue the service within the existing budget for 2019 by adjusting the number of hours of the service, during a limited time frame.

The original pre-existing contract provided coverage 24 hours per day during summer months outside the winter peak season.(May to October). The service transitioned to a 10 hour per day schedule starting in November. (Nov to April).

Staff have agreed to an effective hourly service rate increase of approx. 14% for the remainder of the year. To ensure that the service is maintained within the 2019 budget, hours of service are adjusted as described.

The 24 hour service has been maintained through July, August and September. The adjusted changes will effect only October with service changing to a 12 hour shift from the 24 hour coverage. November and December will continue with the original plan of 10 hours per day.

Risks

Security is generally increased through the summer months as traditionally this is when the resort and community has low occupancy and community presence. In October, many business and operations are becoming active with businesses completing works and training ready for the ski season.

The more limited coverage in October is considered to be a low risk and reasonable option to compromise in adjusted services to continue to the end of 2019.

Financial

The annual budget for 2019 for the operating contract is \$188,524 and all proposed adjustment are within this budget.

Communication Plan

With agreements confirmed to the end of the year, staff will communicate the amendments in service to the Big White local community association and businesses before anticipated changes in October 2019.

**Options:**

There are no alternate options considered with this report.

**Recommendation:**

That the Regional District Board of Directors approve the temporary extension to the Paladin Security services contract to the end of December 2019, maintained within the existing 2019 annual budget, as per the staff report titled, Big White Security Services - Paladin contract extension.



# Paladin Security

## 2019 Summer Hours Big White

|  | Regular |  | Hourly<br>Overtime |  | STAT |
|--|---------|--|--------------------|--|------|
|--|---------|--|--------------------|--|------|

|        |    |       |    |       |    |       |
|--------|----|-------|----|-------|----|-------|
| Year 1 | \$ | 27.55 | \$ | 41.33 | \$ | 68.88 |
|--------|----|-------|----|-------|----|-------|

|                        | Aug-19 | Sep-19 | Oct-19 | Nov-19 |
|------------------------|--------|--------|--------|--------|
| Weekdays Per Month     | 21     | 20     | 22     |        |
| Weekend Days Per Month | 9      | 9      | 8      |        |
| STAT Holidays          | 1      | 1      | 1      |        |
| Total Days Per Month   | 31     | 30     | 31     | 0      |

### Yr 1 Regular Officer Rate

|                           |           |                  |           |                  |              |           |          |
|---------------------------|-----------|------------------|-----------|------------------|--------------|-----------|----------|
| Total Weekday Cost        | \$        | 13,885.20        | \$        | 13,224.00        | #####        | \$        | -        |
| Total Weekend Cost        | \$        | 5,950.80         | \$        | 5,950.80         | \$ 5,289.60  | \$        | -        |
| Total STAT Cost           | \$        | 1,653.00         | \$        | 1,653.00         | \$ 1,653.00  | \$        | -        |
| <b>Total Monthly Cost</b> | <b>\$</b> | <b>21,489.00</b> | <b>\$</b> | <b>20,827.80</b> | <b>#####</b> | <b>\$</b> | <b>-</b> |

#### Notes:

- Above calculations do not include taxes
- The budget does not account for March & November daylight savings time changes

## 2019 Winter Hours Big White

|                        | Regular  | Hourly<br>Overtime | STAT     |        |
|------------------------|----------|--------------------|----------|--------|
| Yr 1 Officer Rate      | \$ 27.55 | \$ 41.33           | \$ 68.88 |        |
|                        | Aug-19   | Sep-19             | Oct-19   | Nov-19 |
| Weekdays Per Month     |          |                    |          | 20     |
| Weekend Days Per Month |          |                    |          | 9      |
| STAT Holidays          |          |                    |          | 1      |
| Total Days Per Month   | 0        | 0                  | 0        | 30     |

### Yr 1 Regular Officer Rate

|                           |           |          |           |          |           |          |           |                 |
|---------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|-----------------|
| Total Weekday Cost        | \$        | -        | \$        | -        | \$        | -        | \$        | 5,510.00        |
| Total Weekend Cost        | \$        | -        | \$        | -        | \$        | -        | \$        | 2,479.50        |
| Total STAT Cost           | \$        | -        | \$        | -        | \$        | -        | \$        | 688.75          |
| <b>Total Monthly Cost</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>8,678.25</b> |

Remaining \$ 81,437.80

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | STAT   | Total |
|--------|--------|---------|-----------|----------|--------|----------|--------|-------|
| 24     | 24     | 24      | 24        | 24       | 24     | 24       | 24     | 168   |
| Dec-19 | Jan-20 | Feb-20  | Mar-20    | Apr-20   | May-20 | Jun-20   | 20-Jul |       |

---

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | STAT   | Total |
|--------|--------|---------|-----------|----------|--------|----------|--------|-------|
| 10     | 10     | 10      | 10        | 10       | 10     | 10       | 10     | 70    |
| Dec-19 | Jan-20 | Feb-20  | Mar-20    | Apr-20   | May-20 | Jun-20   | 20-Jul |       |
| 21     |        |         |           |          |        |          |        |       |
| 9      |        |         |           |          |        |          |        |       |
| 1      |        |         |           |          |        |          |        |       |
| 31     | 0      | 0       | 0         | 0        | 0      | 0        |        |       |

|--|--|--|--|--|--|--|--|--|



|           |                 |           |          |           |          |           |          |           |          |           |          |
|-----------|-----------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|
| \$        | 5,785.50        | \$        | -        | \$        | -        | \$        | -        | \$        | -        | \$        | -        |
| \$        | 2,479.50        | \$        | -        | \$        | -        | \$        | -        | \$        | -        | \$        | -        |
| \$        | 688.75          | \$        | -        | \$        | -        | \$        | -        | \$        | -        | \$        | -        |
| <b>\$</b> | <b>8,953.75</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> |



\$ 63,805.80

\$ 17,632.00



# Paladin Security

## 2019 Summer Hours Big White

|                        | Regular  | Hourly<br>Overtime | STAT     |        |
|------------------------|----------|--------------------|----------|--------|
| 2019 Officer Rate      | \$ 31.55 | \$ 47.33           | \$ 78.88 |        |
|                        | Aug-19   | Sep-19             | Oct-19   | Nov-19 |
| Weekdays Per Month     | 21       | 20                 |          |        |
| Weekend Days Per Month | 9        | 9                  |          |        |
| STAT Holidays          | 1        | 1                  |          |        |
| Total Days Per Month   | 31       | 30                 |          | 0      |

|                           |                     |                     |             |             |
|---------------------------|---------------------|---------------------|-------------|-------------|
| Total Weekday Cost        | \$ 15,901.20        | \$ 15,144.00        | \$ -        | \$ -        |
| Total Weekend Cost        | \$ 6,814.80         | \$ 6,814.80         | \$ -        | \$ -        |
| Total STAT Cost           | \$ 1,893.00         | \$ 1,893.00         | \$ -        | \$ -        |
| <b>Total Monthly Cost</b> | <b>\$ 24,609.00</b> | <b>\$ 23,851.80</b> | <b>\$ -</b> | <b>\$ -</b> |

## 2019 October Big White

|                        | Regular  | Hourly<br>Overtime | STAT     |        |
|------------------------|----------|--------------------|----------|--------|
| 2019 Officer Rate      | \$ 31.55 | \$ 47.33           | \$ 78.88 |        |
|                        | Aug-19   | Sep-19             | Oct-19   | Nov-19 |
| Weekdays Per Month     |          |                    | 22       |        |
| Weekend Days Per Month |          |                    | 8        |        |
| STAT Holidays          |          |                    | 1        |        |
| Total Days Per Month   | 0        | 0                  |          | 0      |

|                    |      |      |             |      |
|--------------------|------|------|-------------|------|
| Total Weekday Cost | \$ - | \$ - | \$ 8,329.20 | \$ - |
| Total Weekend Cost | \$ - | \$ - | \$ 3,028.80 | \$ - |
| Total STAT Cost    | \$ - | \$ - | \$ 946.50   | \$ - |

|                           |    |   |    |   |    |           |    |   |
|---------------------------|----|---|----|---|----|-----------|----|---|
| <b>Total Monthly Cost</b> | \$ | - | \$ | - | \$ | 12,304.50 | \$ | - |
|---------------------------|----|---|----|---|----|-----------|----|---|

## 2019 Winter Hours Big White

|                   | Regular  | Hourly<br>Overtime | STAT     |
|-------------------|----------|--------------------|----------|
| 2019 Officer Rate | \$ 31.55 | \$ 47.33           | \$ 78.88 |

|                        | Aug-19 | Sep-19 | Oct-19 | Nov-19 |
|------------------------|--------|--------|--------|--------|
| Weekdays Per Month     |        |        |        | 20     |
| Weekend Days Per Month |        |        |        | 9      |
| STAT Holidays          |        |        |        | 1      |
| Total Days Per Month   | 0      | 0      | 0      | 30     |

|                           |             |             |             |                    |
|---------------------------|-------------|-------------|-------------|--------------------|
| Total Weekday Cost        | \$ -        | \$ -        | \$ -        | \$ 6,310.00        |
| Total Weekend Cost        | \$ -        | \$ -        | \$ -        | \$ 2,839.50        |
| Total STAT Cost           | \$ -        | \$ -        | \$ -        | \$ 788.75          |
| <b>Total Monthly Cost</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 9,938.25</b> |

Remaining Budget 2019 \$ 81,437.80

|                  |              |
|------------------|--------------|
| Current Proposal | \$ 80,957.30 |
|------------------|--------------|

Notes:

- Above calculations do not include taxes
- The budget does not account for March & November daylight savings time changes



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | STAT |
|--------|--------|---------|-----------|----------|--------|----------|------|
|--------|--------|---------|-----------|----------|--------|----------|------|

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
| 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 |
|----|----|----|----|----|----|----|----|

|        |        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|
| Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | 20-Jul |
|--------|--------|--------|--------|--------|--------|--------|--------|

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|



|    |   |    |   |    |   |    |   |    |   |    |   |    |   |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | STAT |
|--------|--------|---------|-----------|----------|--------|----------|------|
|--------|--------|---------|-----------|----------|--------|----------|------|

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
| 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
|----|----|----|----|----|----|----|----|

|        |        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|
| Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | 20-Jul |
|--------|--------|--------|--------|--------|--------|--------|--------|

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|



|    |   |    |   |    |   |    |   |    |   |    |   |    |   |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |

|        |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
|--------|-----------|---------|-----------|----------|--------|----------|--------|----|---|----|---|----|---|----|---|
| \$     | -         | \$      | -         | \$       | -      | \$       | -      | \$ | - | \$ | - | \$ | - | \$ | - |
|        |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
|        |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
| Sunday | Monday    | Tuesday | Wednesday | Thursday | Friday | Saturday | STAT   |    |   |    |   |    |   |    |   |
| 10     | 10        | 10      | 10        | 10       | 10     | 10       | 10     |    |   |    |   |    |   |    |   |
|        |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
| Dec-19 | Jan-20    | Feb-20  | Mar-20    | Apr-20   | May-20 | Jun-20   | 20-Jul |    |   |    |   |    |   |    |   |
| 21     |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
| 9      |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
| 1      |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
| 31     | 0         | 0       | 0         | 0        | 0      | 0        | 0      |    |   |    |   |    |   |    |   |
|        |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
|        |           |         |           |          |        |          |        |    |   |    |   |    |   |    |   |
| \$     | 6,625.50  | \$      | -         | \$       | -      | \$       | -      | \$ | - | \$ | - | \$ | - | \$ | - |
| \$     | 2,839.50  | \$      | -         | \$       | -      | \$       | -      | \$ | - | \$ | - | \$ | - | \$ | - |
| \$     | 788.75    | \$      | -         | \$       | -      | \$       | -      | \$ | - | \$ | - | \$ | - | \$ | - |
| \$     | 10,253.75 | \$      | -         | \$       | -      | \$       | -      | \$ | - | \$ | - | \$ | - | \$ | - |



168



\$ 48,460.80



84





\$ 12,304.50



Total

70



\$ 20,192.00

\$ 80,957.30



## Federal/Provincial Gas Tax Funding Application

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 purposes 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 and Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Application Date

Project Title

Applicant Contact Information:

|                      |  |         |  |
|----------------------|--|---------|--|
| Name of Organization |  |         |  |
| Address              |  |         |  |
| Phone No.            |  | Fax No. |  |
| Email Address        |  |         |  |

Director(s) in Support  
Of Project

Area

Amount Required \$

Is your organization a (please check where appropriate):

|   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Not-For-Profit/Charity | <input type="checkbox"/> Society # | <input type="checkbox"/> Community Organization |
|---|------------------------------------|---|

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

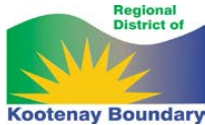
Do you have the Landowner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

| Registered Owners of Land | Legal Description of land(s) |
|---------------------------|------------------------------|
| <input type="text"/>      | <input type="text"/>         |

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

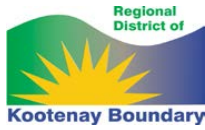


**Application Contents – must include all of the following:**

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

**1. Eligible Project Description including timeline:**

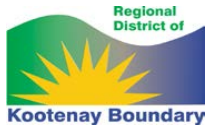
202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



1.1 Project Impact:



202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



1.2 Project Outcomes:

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

### 1.3 Project Team and Qualifications:

|  |
|--|
|  |
|--|

## 2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

| <b>Items</b> | <b>Details</b> | <b>Cost (\$)</b> |
|--------------|----------------|------------------|
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              |                |                  |
|              | <b>Total</b>   | \$               |

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

## Additional Budget Information

|  |
|--|
|  |
|--|

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**


## Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

| Signature   | Name          | Date    |
|---|---------------|---------|
|  | JAMES CHAVLER | 22/8/19 |

## **SCHEDULE B- Eligible Costs for Eligible Recipients**

### **1. Eligible Costs for Eligible Recipients**

#### **1.1 Project Costs**

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. training directly related to asset management planning; and,
  - iii. long-term infrastructure plans.

##### **1.1.1 Employee and Equipment Costs**

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Costs for Eligible Recipients**

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff



- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

## Additional Budget Information

|  |
|--|
|  |
|--|

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**


## Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

| Signature   | Name          | Date    |
|---|---------------|---------|
|  | JAMES CHAVLER | 22/8/19 |



## Federal/Provincial Gas Tax Funding Application

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 purposes 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 and Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Application Date

Project Title

Applicant Contact Information:

|                      |  |         |  |
|----------------------|--|---------|--|
| Name of Organization |  |         |  |
| Address              |  |         |  |
| Phone No.            |  | Fax No. |  |
| Email Address        |  |         |  |

Director(s) in Support  
Of Project

Area

Amount Required \$

Is your organization a (please check where appropriate):

|   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Not-For-Profit/Charity | <input type="checkbox"/> Society # | <input type="checkbox"/> Community Organization |
|---|------------------------------------|---|

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

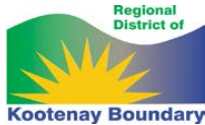
Do you have the Landowner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

| Registered Owners of Land | Legal Description of land(s) |
|---------------------------|------------------------------|
| <input type="text"/>      | <input type="text"/>         |

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

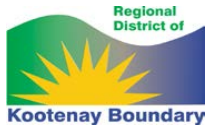


**Application Contents – must include all of the following:**

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

**1. Eligible Project Description including timeline:**

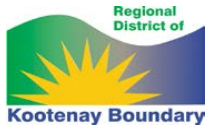
202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



1.1 Project Impact:



202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



1.2 Project Outcomes:

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

### 1.3 Project Team and Qualifications:

|  |
|--|
|  |
|--|

## 2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

[illegible]

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)

## Additional Budget Information

|  |
|--|
|  |
|--|

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

**Schedule of Payments**

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

| Signature | Name | Date |
|-----------|------|------|
|           |      |      |



## **SCHEDULE B- Eligible Costs for Eligible Recipients**

### **1. Eligible Costs for Eligible Recipients**

#### **1.1 Project Costs**

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. training directly related to asset management planning; and,
  - iii. long-term infrastructure plans.

##### **1.1.1 Employee and Equipment Costs**

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Costs for Eligible Recipients**

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.



### Federal/Provincial Gas Tax Funding Application

*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 purposes 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 and Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).*

Application Date

Project Title

Applicant Contact Information:

|                      |  |         |     |
|----------------------|--|---------|-----|
| Name of Organization | Boundary Area Disc Athletic Sports Society |         |     |
| Address              | 515 Atwood Road, Grand Forks BC V0H1H0     |         |     |
| Phone No.            |  | Fax No. | n/a |
| Email Address        | boundarydiscsports@gmail.com               |         |     |

Director(s) in Support  
Of Project

Area

Amount Required

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

Do you have the Landowner's written approval to complete the works on the land(s)?

- ☒ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

| Registered Owners of Land | Legal Description of land(s)   |
|---------------------------|--|
| GRAND FORKS (CITY)        | PID 004452976, Lot: Plan: KAP28940 District Lot: 533 Land District: 54 |

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



**Application Contents – must include all of the following:**

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

**1. Eligible Project Description including timeline:**

Attachment #03 includes the project proposal.

This project will see the development of a disc golf course in western Grand Forks: a family-friendly, socio-economically inclusive, low-impact, passive outdoor recreational opportunity for the community. The course will be free to play, and open to the community.

There are now more than 6000 Disc Golf courses in Canada and the United States, nearly all installed by city and county parks departments. They have found that there are few recreational activities that offer the high benefit-to-cost ratio of disc golf. Disc golf has relatively low capital and maintenance costs compared with other recreational installations, is environmentally sound, is played year-round (as long as the snow levels permit!) in all climates and is enjoyed immediately even by beginners of all ages.

a. Timeline: This project will be delivered in four phases. Phases may be delivered concurrently where appropriate. Utilisation of the course will likely be occurring after phase 2, prior to completion of installation of signage and tee-boxes.

- i. Course planning: anticipated substantively complete by end of summer 2019.
- ii. Purchasing and installation of baskets: anticipated to be complete October 30, 2019.
- iii. Design, Purchasing, and installation of signage: anticipated to be complete Spring 2020.
- iv. Installation of tee-boxes: anticipated to be complete Spring 2020.



### 1.1 Project Impact:

- a. *Overall Community impact:* The installation of a disc golf course in Grand Forks would benefit the surrounding community by increasing and enhancing recreational opportunities, park safety and conservation goals. Studies are available that document the positive social, environmental, health, and economic impacts of disc golf courses.
- b. *Recreational Needs:* A disc golf course would provide an inexpensive form of recreation for people of all age and skill levels and be a much-needed addition to the recreational facilities in Grand Forks. Disc golf gets people and families outside and active, with minimal barriers to access and engagement. Disc golf does not preclude other forms of passive recreation in the same space, such as dog walking or hiking.
- c. *Safety:* A disc golf course in Grand Forks would increase foot traffic in the Angus MacDonald area at random times during the day and steadily during evenings and weekends. The influx of purposeful visitors would discourage the presence of individuals who are only in the park to cause mischief and perhaps engage in crime. Areas that are infrequently used and considered unsafe would be "opened-up" by the course. The installation of a disc golf course will lead to significant decreases in vandalism and litter as users have a stake in keeping the course and surrounding area clean and well-kept.
- d. *Conservation:* Disc golf can be an environment-friendly sport. Unlike traditional golf, a disc golf course may not require trees to be removed, grass mowed and watered daily, plants uprooted or non-native species planted. Many courses can be designed to fit into the existing flora of the park like the terrain around Angus MacDonald. The impact of a disc golf course on the surrounding area is minimal. Each hole has multiple pin placements, ensuring that no one area gets constant foot traffic (this has the added benefit of providing new challenges to players). In addition, disc golfers overall tend to take great pride in where they play, helping reduce potential litter on the course. In the long-term, a disc golf course would also help in the preservation of the park by giving young people in the neighbourhood a stake in its preservation and protection.
- e. *Permanence:* in the situation where the City of Grand Forks deemed it critical to rezone or repurpose the disc golf course and relocate to an alternate identified location, the relocation project could be done with moderate cost and minimal impact. The baskets themselves would be easily relocated, while the footprint of the permanent fixtures (e.g. the tee boxes or concrete bases for the baskets) is very minimal landscape impact.



### 1.2 Project Outcomes:

An all-ages and family disc golf course that is freely accessible to the public in the Grand Forks area. The course will include signage at each hole as well as overall signage clarifying rules for disc golf and etiquette on the course. Community sponsors will be solicited for financial or in-kind project support, and are expected to be named on signage for each hole; this is expected to in-turn increase retail traffic to downtown and increase time spent by non-residents in the area. Each hole will include a fixed tee box and a Mach X basket that is movable to reduce impact on the grounds. The course will be associated with the current Angus MacDonald baseball diamond parking and bathroom facilities.

**1.3 Project Team and Qualifications:**

*The Boundary Area Disc Athletic Sports Society (hereafter 'the Disc Society') is accountable for delivery of the project, and will manage the project including the delivery of final reporting requirements for this funding component. The City of Grand Forks is a committed partner in delivery of financial support, in-kind resources for the site, and the property owner. There is a Licence of Occupation that has been agreed to between the City of Grand Forks and the Disc Society. The RDKB is a funding partner through budgeted contribution from the Boundary Economic Development Service, as approved at the Boundary Community Development Committee and the Board in 2017 and 2018.*

**2. Project Budget:**

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

| Items      | Details   | Cost (\$) |
|------------|---|-----------|
| Hole Signs | 18 signs @ \$150; printed metal on wood support             | \$2,700   |
| Baskets    | 18 Mach X baskets, quote attached, no labour costs included | \$8,483   |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
|            |   |           |
| Total      |   | \$11,183  |

## Additional Budget Information

Please see attached identification of sources of revenue to meet the above budget, including in-kind and cash contributions (attachment 02). All sources of project support are confirmed with the exception of this Community Works Fund application for the remaining \$10,583.

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

**Schedule of Payments**

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the *Project* and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 10 years) is to be submitted to the RDKB prior to November 31<sup>st</sup> of each year detailing the improvement to the quality of the environment created by completion of the project.

| Signature | Name | Date |
|-----------|------|------|
|           |      |      |



## **SCHEDULE B- Eligible Costs for Eligible Recipients**

### **1. Eligible Costs for Eligible Recipients**

#### **1.1 Project Costs**

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. training directly related to asset management planning; and,
  - iii. long-term infrastructure plans.

##### **1.1.1 Employee and Equipment Costs**

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Costs for Eligible Recipients**

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

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

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation cost



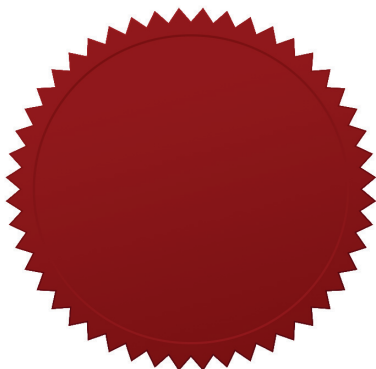
*Number: Soo69582*

*Societies Act*  
**CERTIFICATE OF INCORPORATION**

**BOUNDARY AREA DISC ATHLETIC SPORTS SOCIETY**

*I Hereby Certify that ~*

BOUNDARY AREA DISC ATHLETIC SPORTS SOCIETY was incorporated under the  
*Societies Act* on June 29, 2018 at 09:11 PM Pacific Time.



*Issued under my hand at  
Victoria, British Columbia*

A handwritten signature in black ink, appearing to read 'Carol Prest'.

**CAROL PREST**

REGISTRAR OF COMPANIES  
PROVINCE OF BRITISH COLUMBIA  
CANADA

ELECTRONIC CERTIFICATE

City of Grand Forks File: LO1902



Settle down.

## LICENCE OF OCCUPATION

THIS LICENCE made the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN:

**THE CORPORATION OF THE CITY OF GRAND FORKS**

7217 4th Street, P.O. Box 220  
Grand Forks, British Columbia, VOH 1H0

(the "City")

AND:

**THE BOUNDARY AREA DISC ATHLETIC SPORTS SOCIETY**

**[ADDRESS BLOCK]**

(the "Licensee")

**WHEREAS:**

- A. The City is the legal and beneficial owner of those lands and premises located in the City of Grand Forks and legally described as:

Parcel Identifier: 004-452-976

Legal Description: Parcel Z, Plan KAP28940, District Lot 533, Similkameen Div of Yale Land District, Portion (DD N25363), Except Plan 40899 KAP65879 KAP65880 KAP76970.

- B. The Licensee wishes to occupy a portion of the "Lands".
- C. The City wishes to grant a Licence of Occupation to the Licensee for a portion of the described lands, measuring **6.8 hectares**, as outlined on the sketch plan attached hereto as **Schedule "A"**, (the "**Licensed Area**")

NOW THEREFORE, in consideration of the sum of ten (\$1.00) paid by the Licensee to the City, the premises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

### 1. Grant of Licence

The City hereby grants to the Licensee and their employees, contractors, subcontractors and agents a non-exclusive licence to use and occupy the Licensed Area for the purposes of the installation and operation of a Disc Golf course.

## **2. Upkeep in lieu of rent**

The Licensee shall provide basic upkeep of the Licenced Area in lieu of rent. This upkeep shall include general seasonal clean-up, brush removal along courseways, and removal of any graffiti or repair course structures.

## **3. Term**

The term of the Licence shall be ten (10) years, commencing on the 1st day of August, 2019 and expiring on the 31st day of July, 2029 (the "Term").

## **4. Renewal**

At its election, the Licensee may, by written notice to the City given on or before 6 months prior to the expiry of the Term, request that the Licence be renewed for an additional term of five (5) years. The City, acting reasonably would grant the Licence renewal, unless the lands were required for City purposes.

## **5. Condition of the Licensed Area**

The Licensed Area is licensed to the Licensee on an "as is" basis, and the City makes no representation or warranties with respect to the condition of the Licensed Area.

## **6. Licensee's Covenants**

The City covenants with the Licensee:

- a) To develop the lands within Licenced Area in a way that minimizes impacts on other public users on established trails, roads, and areas for other activities (i.e. fireworks, bonfire);
- b) To place only the structures agreed to with the Manager of Operations as essential for the course (including kiosks, signs, tee pads, and baskets); and
- c) Not to bring any Contaminants (as defined below) onto, into or under the Licensed Area.

For the purpose of this Licence, "Contaminants" means any substance including without limitation, urea formaldehyde, hydrocarbons, lead, pollutants, polychlorinated biphenyls ("PCBs), contaminants, deleterious

substances, dangerous substances or goods, hazardous, corrosive, or toxic substances, special waste, waste, pesticides, asbestos-containing materials, PCB-containing equipment or materials, and any other storage, manufacture, handling, disposal, treatment, generation, use, transport, remediation or release into the environment of which is now or hereinafter prohibited, controlled or regulated under any applicable laws.

## **7. Inspection**

The City, and its officials, employees, contractors, subcontractors and agents may enter the Licensed Area to inspect the Licensed Area and the Works to ensure compliance with the terms and conditions of the Licence.

## **8. Dispute Resolution**

The parties shall use commercially reasonable efforts to agree on any matter or resolve any dispute arising under this Agreement. If, despite the efforts of the parties, the parties are unable to determine the matter or resolve the dispute within thirty (30) days of the matter or dispute arising, the parties may, by further agreement, refer the matter or dispute to a mediator acceptable to each of the parties. Where the parties are unable to determine the matter or resolve the dispute with the assistance of a mediator, the parties may, by further agreement, refer the matter or dispute to a single arbitrator for determination in accordance with the Commercial Arbitration Act (British Columbia).

## **9. Termination**

- a) The City may terminate this Licence upon thirty (30) days prior written notice to the Licensee in the event that the Licensee breaches a term of the Licence, which breach has not been remedied within 14 days of receiving notice of such breach from the City.
- b) Either party may terminate this Licence upon ninety (90) days prior written notice to the other party. In the event that the Licence is terminated under this clause, the Licensee will remove all structures from the Licensed Area to the satisfaction of the City.

## **10. Indemnity**

Notwithstanding any other terms, covenants and conditions contained in the Licence, the Licensee will indemnify and save harmless the City and those for whom the City is responsible in law from and against any and all liabilities, claims suits, actions, including actions of third parties, damages and costs, including, without limitation, legal fees on a solicitor and own client basis, which the City may incur, suffer or be put to arising out of or in connection with any breach or non-performance of the obligations of the Licensee under this Licence, any loss or

damage to property or personal injury or bodily injury, including death, of any person or any wrongful act or neglect of the Licensee, its employees, contractors, subcontractors or agents on or about the Licensed Area, or arising out of or in connection with the use and occupation of the Licensed Area, its employees, contractors, subcontractors or agents. This indemnity will survive the expiration or earlier termination of this Licence.

### **11. Release**

The Licensee does hereby release and discharge the City from any and all actions, causes of action, suits and demands whatsoever and whether at law or in equity or otherwise arising which the Licensee may at any time have by reason of the exercise of the rights granted to the Licensee hereunder.

### **12. Non-liability of the City**

The City will not be liable or responsible in any way for any personal injury that may be sustained by the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person who may be upon, within or under the Licensed Area, or for any loss of or damage or injury to property belonging to or in the possession of the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person or for any matter or things of whatsoever nature or kind arising from or in connection with the Licensee's use and occupation of the Licensed Area or otherwise.

### **13. Insurance**

The Licensee, at its cost, will obtain and keep in force:

- a) "all risk" property insurance covering all of the Licensee's property in the Licensed Area, property for which the Licensee is legally liable and property installed by or on behalf of the Licensee within the Licensed Area;
- b) Comprehensive general liability insurance (including legal liability insurance) against claims for personal injury, death or property damage occurring upon, within or about the Licensed Area, such coverage to include the activities and operations conducted by the Licensee and those for whom the Licensee is in law responsible. Such policies will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence or such higher limit as the City, acting reasonably, may require from time to time; and
- c) Any other form of insurance or such higher limits as the City, acting reasonably, may require from time to time, in form, in amounts and for insurance risks against which a prudent licensee would insure.

The Licensee will affect all insurance policies with reputable insurers licensed to do business in British Columbia and upon terms and in amounts, as to deductibles and otherwise, reasonably satisfactory to the City. The Licensee will deliver to the City within 30 days of the date first written above, and upon reasonable request from time to time, certificates of insurance (and upon request by the City, copies of the insurance policies) and will deliver to the City a certificate of renewal for each policy not less than 10 days prior to its respective expiry date. The Licensee will cause all insurance policies to contain an undertaking by the respective insurer to notify the City at least 30 days prior to cancellation or prior to making any other change material to the City's interest.

The liability policy of the Licensee will include the City as an additional named insured with a cross-liability and severability of interest clause. The Licensee will cause all insurance policies to contain a waiver of subrogation clause in favour of the City and those for whom it is in law responsible.

#### **14. Nature of Licence**

The occupancy of the Licensed Area by the Licensee will, under all circumstances, be viewed as a licence only and will not create or be deemed to create any interest in the Licensed Area in the Licensee's favour.

#### **15. Assignment**

The Licensee will not be entitled to assign or transfer this Licence. The Licensed Area, or any portion thereof, may not be further licensed or leased without the prior written consent of the City, which consent may be withheld in its sole discretion.

#### **16. No Derogation**

Nothing contained or implied herein will derogate from the obligations of the Licensee under any other agreement with the City, or if the City so elects, prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the Community Charter (British Columbia) and the Local Government Act (British Columbia), or any other Act of the legislature of the Province of British Columbia, as amended from time to time and the rights, powers, duties and obligations of the City under all public and private statutes, bylaws, orders and regulations, all of which may be, if the City so elects, as fully and effectively exercised in relation to the Lands and the City as if this Licence had not been executed and delivered by the City to the Licensee.

#### **17. Builders' Liens**

The Licensee will not suffer or permit any liens under the Builders' Lien Act to be



registered against title to the Lands, including the Licensed Area, by reason of labour, services or materials supplied to the Licensee. In the event that any lien is so filed, the Licensee will take immediate action to cause same to be removed.

#### **18. Compliance With Laws**

The Licensee, at its sole cost and expense, will promptly comply with all applicable requirements of governmental or administrative authorities, including, without limiting the generality of the foregoing, all municipal bylaws, which relate, directly or indirectly, to the use of the Licensed Area.

#### **19. Further Assurances**

The parties will execute and deliver all such further documents and do such other things as the other party hereto may request in order for this Licence to be given full effect.

#### **20. Waiver**

The waiver by the City of any breach of a term, covenant or condition of this Licence will not be considered to be a waiver of any subsequent breach of the term, covenant or condition or another term, covenant or condition. No breach of a term, covenant or condition of this Licence will be considered to have been waived by the City unless acknowledged by the City in writing as waived.

#### **21. Severance**

If any section, subsection, sentence, clause or phrase in the Licence is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Licence. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend the Licence so as to reflect its original spirit and intent.

#### **22. Notices**

Any notice required or permitted to be given hereunder will be in writing and will be sufficiently given if it is delivered personally or mailed by prepaid mail to the intended party at its address set out on page 1 of the Licence. A notice will be deemed to be received on the day it is delivered, if delivered personally, or 4 business days after the date it was mailed.

#### **23. Governing Law**

The Licence will be governed by and construed in accordance with the laws of

British Columbia and the parties hereby agree to attorn to the courts of British Columbia .

**24. Enurement**

The Licence will enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed the Licence as of the day and year first above written:

THE CORPORATION OF THE CITY  
OF GRAND FORKS, by its  
authorized signatories:

THE LICENSEE, by its  
authorized signatories:

\_\_\_\_\_  
Mayor Brian Taylor

\_\_\_\_\_  
[name/signature]

\_\_\_\_\_  
Daniel Drexler  
Corporate Officer

\_\_\_\_\_  
[name/signature]

**SCHEDULE "A"**

**General site plan with disc golf course boundaries required.**

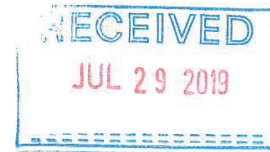
DRAFT

**Stroma Sign Group Inc**2009 B Enterprise Way  
Kelowna, B.C. V1Y 8G6

  
**ENTERED**  
**JUL 31 2019**  
 BATCH 66001

**INVOICE**

Invoice No.: 7894  
 Date: Jul 29, 2019  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:****Vaagen Fibre Canada**
 Peter Flett  
 P.O. Box 510  
 1160 HWY 3  
 Midway, B.C. V0H 1M0
**Ship to:**
 Vaagen Fibre Canada  
 Peter Flett  
 P.O. Box 510  
 1160 HWY 3  
 Midway, B.C. V0H 1M0
**Business No.:** R13558 4373

| Item No.  | Unit | Quantity | Description   | Tax          | Unit Price | Amount |
|---|------|----------|---|--------------|------------|--------|
|   |      | 2        | 18" x 22" reflective - private property managed forest sign | G2           | 88.00      | 176.00 |
|   |      |          | Subtotal:   |              |            | 176.00 |
|   |      |          | G2 - GST 5.00%, PST 7.00%                                   |              |            | 8.80   |
|   |      |          | GST   |              |            | 12.32  |
|   |      |          | PST   |              |            |        |
|   |      |          | <i>Roads.</i>   |              |            |        |
|   |      |          | <i>Peter Flett -</i>  |              |            |        |
|   |      |          | <i>gff</i>  |              |            |        |
|   |      |          | <i>EDUEH: \$176.00</i>                                      |              |            |        |
| Shipped By: Tracking Number:  |      |          |   | Total Amount |            | 197.12 |
| <b>Comment:</b> We accept payment by Visa/Mastercard/debit cards, cash, cheques and e-transfers |      |          |   | Amount Paid  |            | 0.00   |
| Sold By:  |      |          |   | Amount Owing |            | 197.12 |

CL00414

**Stroma Sign Group Inc**2009 B Enterprise Way  
Kelowna, B.C. V1Y 8G6**INVOICE**


Invoice No.: 7541  
 Date: Feb 21, 2019  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:****West Boundary Community Forest Inc.**Peter Flett  
661 Eight Ave.  
P.O. Box 160  
Midway, B.C.**Ship to:**

West Boundary Community Forest Inc.

Peter Flett  
661 Eight Ave.  
P.O. Box 160  
Midway, B.C.

**Business No.:** R13558 4373

| Item No.   | Unit | Quantity | Description                   | Tax | Unit Price | Amount                                   |
|--|------|----------|-------------------------------|-----|------------|--|
|  |      | 1        | 4' x3' alupanel forestry sign | G2  | 180.00     | 180.00                                   |
|  |      |          | Subtotal:                     |     |            | 180.00                                   |
|  |      |          | G2 - GST 5.00%, PST 7.00%     |     |            |  |
|  |      |          | GST                           |     |            | 9.00                                     |
|  |      |          | PST                           |     |            | 12.60                                    |
| K4E009: \$180.00<br>Peter Flett -<br> |      |          |                               |     |            |  |
| Shipped By:                      Tracking Number:  |      |          |                               |     |            | Total Amount                      201.60 |
| <b>Comment:</b> We accept payment by Visa/Mastercard/debit cards, cash, cheques and e-transfers                          |      |          |                               |     |            | Amount Paid                      0.00    |
| Sold By:   |      |          |                               |     |            | Amount Owing                      201.60 |



## Staff Report

|              |  |                |                 |
|--------------|--|----------------|-----------------|
| <b>RE:</b>   | Front Counter Referral – Interoute Construction Ltd - License of Occupation – Aggregate and Quarry Materials |                |                 |
| <b>Date:</b> | August 29, 2019  | <b>File #:</b> | D-693-03613.000 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors  |                |                 |
| <b>From:</b> | Liz Moore, Senior Planner  |                |                 |

### Issue Introduction

We received a Front Counter BC referral regarding a proposed license of occupation for a sand and gravel quarry in Electoral Area 'D'/Rural Grand Forks, north of Grand Forks (see Attachments). This referral was deferred at the July 25, 2019 Board of Directors meeting to the August 29, 2019 Board of Directors meeting to allow more input from the public to be included in this report (a petition and several letters from property owners is attached).

| Property Information           |   |
|--------------------------------|---|
| <b>Owner(s):</b>               | Crown   |
| <b>Applicant</b>               | Interoute Construction Ltd.   |
| <b>Location:</b>               | Surveyed Crown Land, North Fork Rd.   |
| <b>Legal Description:</b>      | DL 693, SDYD, Electoral Area 'D'/Rural Grand Forks                                |
| <b>Area:</b>                   | Area under Application: 6.1 ha (15 acres)<br>Entire Parcel: 74.4 ha (183.8 acres) |
| <b>Current Use(s):</b>         | Vacant  |
| Land Use Bylaws                |   |
| <b>OCP Bylaw No. 1555</b>      | Parks and Recreation  |
| <b>DP Area</b>                 | NA  |
| <b>Zoning Bylaw No. 1299</b>   | Rural Resource 1 (RUR1)   |
| Other                          |   |
| <b>ALR:</b>                    | Partial; not in the proposed quarry   |
| <b>Waterfront / Floodplain</b> | NA  |

Page 1 of 5

P:\PD\EA\_'D'\D-693-03613.000 Crown\July-FrontCounter-Volcanic Road Pit\Board\_2019-08-29\2019-08-15\_Interoute\_Board.docx

## History / Background Information

The subject property is approximately 15 km north of Grand Forks on North Fork Road. The western edge of the subject property is in the ALR, however the area proposed for the license of occupation is not.

In 1979, a 5 acre portion of the subject property, south of Volcanic Creek Forest Service Road (FSR), was proposed for a residential lease, which was opposed by the RDKB as it did not meet the minimum lot size of 25 acres. The portion proposed for the lease appears to have remained vacant.

In 1984, a quarry for gravel and sand was proposed to use 2.78 ha on the subject property, to extract material for mineral supplement in fertilizer and animal feed. The RDKB did not object to this proposal.

In 1985, 5.5 hectares of the subject property were leased for grazing purposes.

The subject property map shows Volcanic Pit, a Ministry of Transportation and Infrastructure (MOTI) aggregate pit to the west of the proposed quarry location. The MOTI pit location is situated approximately where a portion of the subject property is designated as Rural Resource 2, rather than Parks and Recreation, which is the designation for the rest of the property.

The objectives for the Parks and Recreation designation include the provision of and safe use of parks for the residents of the area, as well as to legalise access to areas presently used by residents for recreational purposes. The current zoning for this parcel, in Zoning Bylaw no. 1299, is Rural Resource 1. Agriculture, campgrounds, conservation areas, and forestry are some of the permitted uses in that zone, however gravel extraction, and crushing/screening facilities are not listed as permitted uses.

## Proposal

The referral is for a proposed license of occupation application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for a period of ten to thirty years for a sand and gravel quarry. The proposed area of operation is 6.1 ha. The anticipated rates of extraction for the first five years would be approximately 9500 tonnes per year from the estimated reserve of 400,000 tonnes of aggregate material.

Proposed activities for the pit on the subject property includes screening and crushing aggregate, but no washing. The application states that the proponent intends to follow the Best Management Practices set out by the Province of British Columbia.

No reclamation work is proposed for the first five years of the project. The applicants express that they expected end land use for this extraction site will be wildlife habitat.



## Implications

The applicant has attached a management plan for the proposed project, stating that they plan to make this a long term extraction project, up to 30 years, however the plan submitted to the Ministry of Energy, Mines & Petroleum Resources (MEMPR) is only for the first five years (2019-2023). They have recently submitted a Notice of Work Application to MEMPR for the proposed quarry.

Section 309 of the Electoral Area 'D' Zoning Bylaw states that provincial legislation such as the *Mines Act* and the *Mineral Tenure Act* supersede the authority of the RDKB over both private and crown lands with regard to mining activities, including gravel extraction, and these activities cannot be restricted by our bylaws. The Mines Branch has a review process used for addressing the public interest.

Section 10 of the Electoral Area D/Rural Grand Forks OCP includes objectives and policies regarding sand and gravel deposits. Objectives include encouraging sand and gravel excavation activities that minimize degradation of surface and ground water quality, and long term impacts of excavation and to encourage sand and gravel operations to be considerate of adjacent land uses.

Policy #10.3 is to "Encourage, through the referral process, the Province to take into consideration the following when assessing applications for gravel pit operations:

- a) Potential impacts on groundwater and surface water;
- b) Potential impacts on adjacent land uses;
- c) Potential impacts of increased industrial traffic on nearby road infrastructure;
- d) Reclamation plans for the disturbed lands; and
- e) Other potential issues that the Board may identify through the review process.

Each of the items in policy 10.3 are discussed below:

### Potential impacts on groundwater and surface water

The applicant states that while there will be on-site crushing and screening of aggregate materials, there will be no washing of those materials.

The petition attached to this report describes concerns regarding "pollution of domestic wells, Volcanic Creek and downstream rivers". The attached letters from adjacent property owners also outline concerns regarding water quality and quantity.

### Potential Impacts on Adjacent Land Uses

Concerns are also expressed in the petition and letters regarding: noise impacts, dust control, adjacent rare wildlife breeding business, livestock and the presence of the Volcanic Mountain Biking Trail, which runs through the proposed tenure area.



### Potential Impacts of Increased Industrial Traffic on Nearby Road Infrastructure

Concerns in the petition and letters are specifically regarding frequency of truck traffic; the blind corner that must be navigated to access the site; and the safety of children on the road.

### Reclamation of Disturbed Lands

As described above no reclamation work is proposed for the first five years of the project. The applicants express that they expect end land use for this extraction site will be wildlife habitat.

### Other potential issues that the Board may identify through the review process

The OCP also indicates that the proposed quarry is in the following environmentally sensitive areas: grizzly bear habitat, and grassland/open forest ecosystem.

### **Advisory Planning Commission (APC)**

The Electoral Area 'D'/Rural Grand Forks APC met on July 2, 2019 and moved that the following comments/concerns be forwarded to Front Counter BC:

- Will reforestation happen prior to the 30 year end of the 30 year license of occupation?
- Would like to ensure that any marketable trees that are cut are actually marketed.
- Would like to ensure that the safest wildland burning practices are utilized when burning forest debris.
- The "appropriate seed mixture for wildlife" should be selected in consultation with the Boundary Invasive Species Society."
- There are concerns regarding an increase in the amount of commercial traffic on North Fork and Granby Roads. Both these roads have a high amount of pedestrian, bicycle, and horse traffic and Granby Rd. especially has a number of narrow, windy areas.
- There are also concerns regarding commercial traffic meeting at the intersection of North Fork Rd. and Volcanic Forest Services Rd.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'Front Counter Referral – Interoute Construction Ltd - License of Occupation – Aggregate and Quarry Materials,' dated August 29, 2019, which includes the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission comments and concerns as well as a petition to the Ministry Of Energy, Mines & Petroleum Resources, and letters from property owners, to Front Counter BC for consideration.

Page 4 of 5

P:\PD\EA\_'D'\D-693-03613.000 Crown\July-FrontCounter-Volcanic Road Pit\Board\_2019-08-29\2019-08-15\_Interoute\_Board.docx

## **Attachments**

Site Location Map

Subject Property Map

Applicant Submission

Petition to Prohibit Gravel and Sand Extraction on Volcanic Creek – submitted to RDKB

Letters from Property Owners – submitted to RDKB

Page 5 of 5

P:\PD\EA\_'D'\D-693-03613.000 Crown\July-FrontCounter-Volcanic Road Pit\Board\_2019-08-29\2019-08-15\_Interoute\_Board.docx

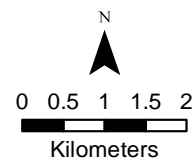


Regional District of  
Kootenay Boundary

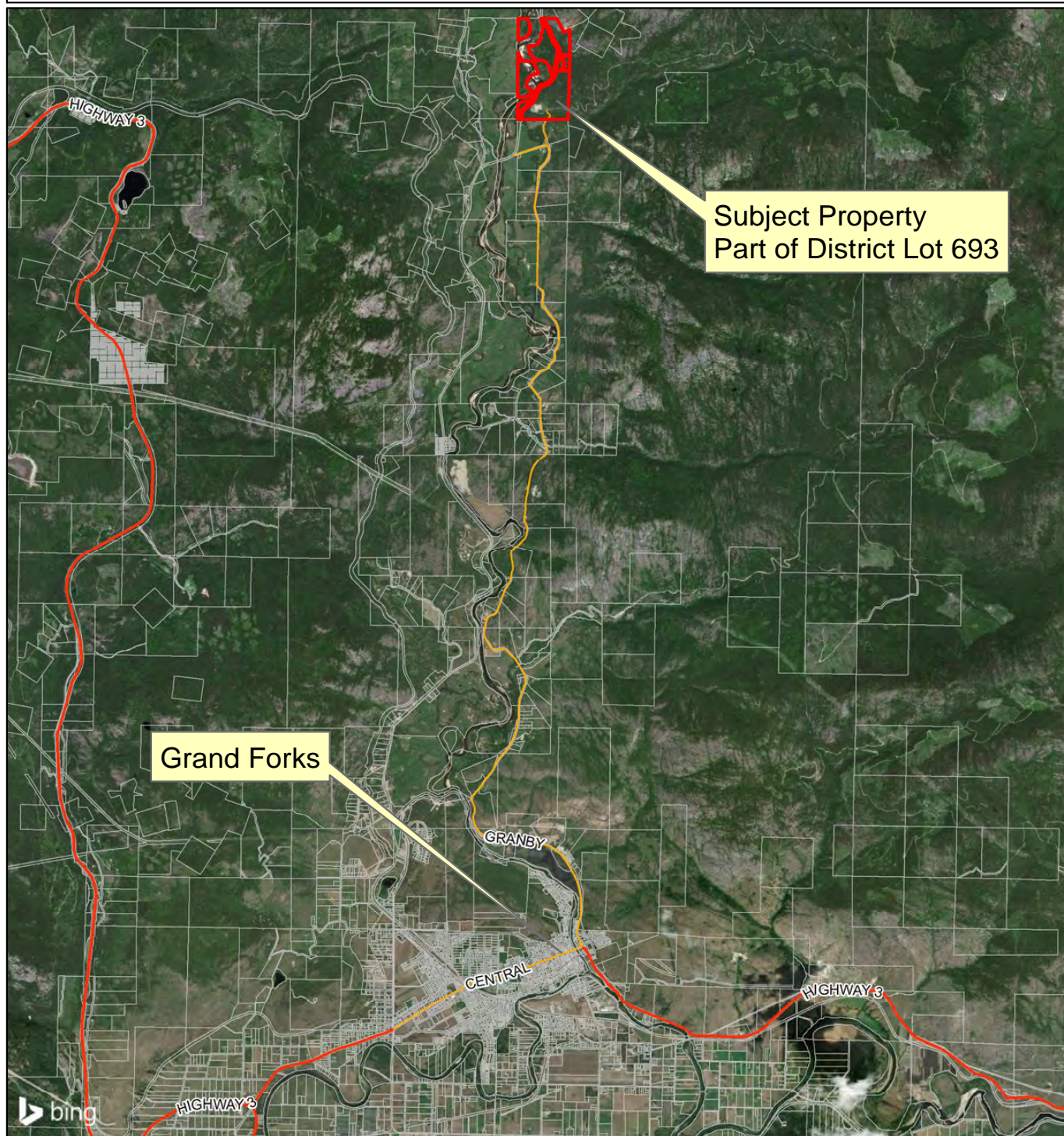
Date: 2019-06-19

## Site Location Map

DL 693,  
SDYD



1:80,000



Document Path: P:\PD\General Files\D-6 Electoral Area D\_ General Ministry Referrals\2019\July-FrontCounter-Volcanic Road Pit\2019-06-18\_SLM\_D-6.mxd



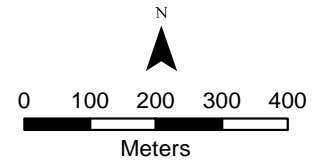


Regional District of  
Kootenay Boundary

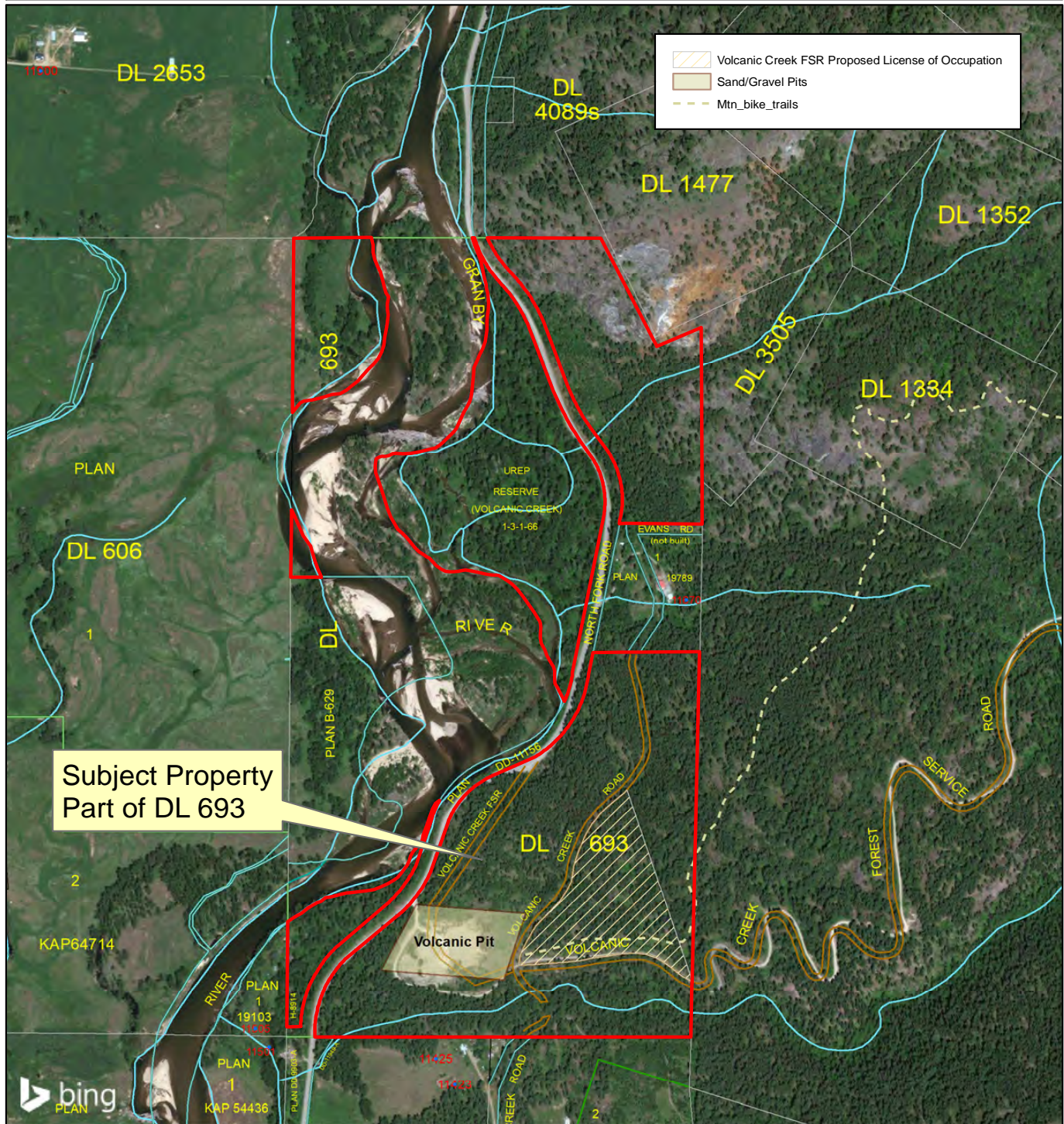
Date: 2019-08-22

## Subject Property Map

District Lot 693  
Similkameen Div of Yale Land District  
Except Plan DD11156 B629 19789



1:10,000



Document Path: P:\PD\EA\_D\D-693-03613.000 Crown\July-FrontCounter-Volcanic Road Pit\Mapping\2019-08-22\_SPM\_D-693-03613.000.mxd



# Crown Land Tenure Application

Tracking Number: 100267610

Applicant's Submission

## 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? Employee

## 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: Interoute Construction Ltd.

Doing Business As:

Phone: 604-575-3473

Fax: 604-575-3691

Email: erwin.spletzer@terusconstruction.ca

BC Incorporation Number: 0497648

Extra Provincial Inc. No:

Society Number:

GST Registration Number:

Contact Name: Erwin Spletzer

Mailing Address: - redacted -

## REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: Interoute Construction Ltd.

Contact Name: Erwin Spletzer

Contact Address: 201-5550 152nd Street  
Surrey BC V3S 5J9

Contact Phone: 604-575-3473

Contact Email: erwin.spletzer@terusconstruction.ca

## ELIGIBILITY

| Question  | Answer | Warning |
|---|--------|---------|
| Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below? | Yes    |         |

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

## TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

### EXISTING TENURE DETAILS

Applicant's Submission

**Do you hold another Crown Land Tenure?**

Yes

**Please specify your file number:**

Lands File No. 4404091

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

**ALL SEASONS RESORTS**

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

**Are you applying within an alpine ski resort?** No

**WHAT IS YOUR INTENDED USE OF CROWN LAND?**

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

| Purpose  | Tenure                | Period              |
|--|-----------------------|---------------------|
| Aggregates & Quarry Materials<br>Sand And Gravel | Licence of Occupation | Ten to thirty years |

**ACCESS TO CROWN LAND**

**Please describe how you plan to access your proposed crown land from the closest public road:**

Site is right next to Volcanic Creek FSR, so access will come directly off this road, just as the MOTI pit that is located next door (west).

**AGGREGATES & QUARRY MATERIALS**

All uses of Crown land for mining, quarrying, digging or removal of building, construction and other materials listed in the Land Act, Section 19, Includes ancillary activities of material sorting, crushing, stockpiling and washing, and the operation of a temporary portable asphalt plant on site. Applies to quarrying of abandoned tailings areas on Crown land.

|                          |                       |
|--------------------------|-----------------------|
| <b>Specific Purpose:</b> | Sand And Gravel       |
| <b>Period:</b>           | Ten to thirty years   |
| <b>Tenure:</b>           | Licence of Occupation |

**TOTAL APPLICATION AREA**

Please give us some information on the size of the area you are applying for.

**Please specify the area:** 6.1 hectares

**MINES ACT: NOTICE OF WORK**

To explore and develop the Province's aggregate resources you may/will be required to obtain a Notice of Work under the Mines Act.

**Have you submitted a Notice of Work application for a Mines Act permit?** Yes

**Provide the Tracking Number:** 100267608

**IMPORTANT CONSIDERATIONS**

**Do you intend to use the aggregates for hydraulic fracturing (Fracking)?** No

**ADDITIONAL QUESTIONS**

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

**Is the Applicant or any Co-Applicant or their Spouse(s) an employee** No



of the Provincial Government of British Columbia?

Applicant's Submission

**Are you planning to cut timber on the Crown Land you are applying for?** Yes

To cut timber on the Crown Land once your tenure has been issued you may require an Occupant Licence to Cut. Check out the website of the forest district responsible for more information or contact them if you have any questions.

**Are you planning to use an open fire to burn timber or other materials?** Yes

Please check the Wildfire Management Branch website to learn more about your responsibilities. Check the 'Guides to Open Burning' for the appropriate fire category. A Category 3 Open Fire will require a burn registration number. More information can also be provided by the Burn Registration line at 1-888-797-1717.

**Do you want to transport heavy equipment or materials on an existing forest road?** Yes

You must obtain a Road Use Permit from the Ministry of Forests, Lands and Natural Resources Operations if the road is a Forest Service road, or negotiate a Maintenance Agreement with an existing permit holder if the road is under road permit or special use permit.

**Are you planning to work in or around water?** No

**Does your operation fall within a park area?** No

#### LOCATION INFORMATION

#### LAND DETAILS

#### DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload files created from a Geographic Information System (GIS)

#### SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

| Description            | Filename    | Purpose                       |
|------------------------|-------------|-------------------------------|
| Volcanic Road_Poly.dbf | Polygon.dbf | Aggregates & Quarry Materials |
| Volcanic Road_Poly.prj | Polygon.prj | Aggregates & Quarry Materials |
| Volcanic Road_Poly.shp | Polygon.shp | Aggregates & Quarry Materials |
| Volcanic Road_Poly.shx | Polygon.shx | Aggregates & Quarry Materials |

#### ATTACHED DOCUMENTS

| Document Type        | Description                              | Filename                       |
|----------------------|--|--------------------------------|
| General Location Map | Volcanic Road_General Location Map_Fig 1 | Interoute_Volcanic Road_LoO... |
| Management Plan      | Volcanic Road_Mgmt Plan                  | Interoute_Volcanic Road_LoO... |

| Applicant's Submission |   |                                |
|------------------------|---|--------------------------------|
| Other                  | Volcanic Road_Badger Plan                 | Interoute_Volcanic Road_LoO... |
| Other                  | Volcanic Road_CFP                         | Interoute_Volcanic Road_LoO... |
| Other                  | Volcanic Road_Cover Letter                | Interoute_Volcanic Road_LoO... |
| Other                  | Volcanic Road_Detailed Location Map_Fig 2 | Interoute_Volcanic Road_LoO... |
| Other                  | Volcanic Road_Orthophoto Map_Fig 4        | Interoute_Volcanic Road_LoO... |
| Site Plan              | Volcanic Road_Detailed Site Plan_Fig 3    | Interoute_Volcanic Road_LoO... |

#### PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

#### 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.

#### OTHER INFORMATION

Is there any other information you would like us to know? No

#### APPLICATION AND ASSOCIATED FEES

| Item                              | Amount     | Taxes             | Total      | Outstanding Balance |
|-----------------------------------|------------|-------------------|------------|---------------------|
| Crown Land Tenure Application Fee | \$1,000.00 | GST @ 5%: \$50.00 | \$1,050.00 | \$0.00              |

#### PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

#### OFFICE USE ONLY

|                     |                |                |
|---------------------|----------------|----------------|
| Office<br>Cranbrook | File Number    | Project Number |
|                     | Disposition ID | Client Number  |





Applicant's Submission

November 21, 2018

Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
1902 Theatre Road  
Cranbrook, BC  
V1C 7G1

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

**Re: Management Plan for the Volcanic Road Pit – Mine No. 1631059**

Interoute Construction Ltd. (dba Selkirk Paving) is providing this Management Plan to accompany its' License of Occupation Application (**Tracking No. 100267608**) on the above project. This Management Plan is intended to meet the requirements of the General Application for Aggregates and Quarry Materials, dated February 2007.

***Section A – Project Overview***

This project is a long-term development (up to 30 years) of an aggregate resource by Interoute Construction Ltd. (dba Selkirk Paving).

The project site is located on a section of crown land noted as "That part of District Lot 693, SDYD" located in the vicinity of Volcanic Creek, containing 6.1 ha more or less. The project area is approximately at UTM (11U) 394720E and 5445730N. This particular crown parcel is illustrated as a "red polygon" on the attached mapping.

The project is located ~14.6 km due north of Grand Forks. To access the site you cross the Granby River bridge on the east end of Grand Forks, and turn left onto Granby Road and follow for ~15.7 km to a point just east of the Granby River Crossing, then you turn right onto North Fork Road and proceed for ~940 m to Volcanic Creek FSR located on the right. Follow Volcanic Creek FSR for ~600 m to the project site (Figure 1).

The proposed mine plan that was submitted to MEMPR covers mine development of the project site for only the years 2019 to 2023. However, the company is anticipating a License of Occupation for a minimum ten (10) year period will be received from FLNRORD.

It is expected that mining of the aggregate resource over the next five (5) years, will be at a nominal mining rate of 9,500 tonnes (4,750 m<sup>3</sup>) per year. **Note:** The defined area within the proposed License of Occupation (LoO) boundary (red polygon) has an overall reserve of ~400,000 tonnes of aggregate materials (Figure 2).

It is anticipated that the mining and development will comply with the **Mines Act** and the **Health, Safety and Reclamation Code for Mines in BC, 2017 (HSRC)**. The operational intent will be to locate equipment to the site during the work (summer) season (April to end of November), with the purpose of extracting aggregate products for use in the Grand Forks area.

To this end, the company has recently applied to the Ministry of Energy, Mines and Petroleum Resources (MEMPR – Cranbrook) with a Notice of Work Application for the Volcanic Road Pit (**Tracking No. 100267608**).



This development is not expected to have any environmental and/or socio-community impacts given its relatively small size and/or location. The company will have in-place; plans regarding archaeological chance find procedures and mine emergency response plan (including fuel management & spill contingencies).

The project is expected to be developed in an environmentally sensitive manner, and the company proposes to accomplish this by implementing plans, utilizing technology and using industry standard "best management practices" (BMP's), as a means to either eliminate and/or minimize the environment impacts associated with the project. It is expected that the company's standard sediment and erosion control procedures will suffice for the site. The company will utilize the "Aggregate Operators Best Management Practices Handbook for BC, Volume II, April 2002" as a point of reference for its operation.

[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/agg\\_bmp\\_hb\\_2002vol2.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/agg_bmp_hb_2002vol2.pdf)

The company's reclamation plan for this project is meant to achieve an end land use of wildlife habitat.

### **Section B – Project Description**

#### **Part I. – Description of Work**

The 2019 to 2023 mine plan consists of operations, decommissioning of components and associated activities that would be typical for any small sized aggregate operation in BC. Whereby aggregate materials are excavated, screened and sometimes crushed on-site to obtain the preferred grain size and quality for construction, concrete and/or asphalt production. For this project, crushing and screening of aggregate materials are contemplated; however there will be no washing of aggregate materials.

The 2019 to 2023 mining area is noted on Figure 3, and is marked as a "**dashed outline**". Within the next five (5) year mine plan, it is anticipated that mining will be initiated within Phase 2 - Yellow Polygon that is indicated on Figure 3.

The extraction (mining) faces will be at a maximum height of approximately seven (7) meters as shown in cross section (Figure 5). The pit faces will be mined using either a loader and/or excavator, as a means to excavate the materials to an approximate 1.5:1 interim slope angle, in order to maintain compliance with **Part 6.23.4** of the HSRC.

The annual production from the pit as indicated will be 9,500 tonnes (4,750 m<sup>3</sup>) per year during the 2019 to 2023 period. It should be noted that there will be substantial aggregate reserves left to be mined after 2023.

The operation will be in compliance with the HSRC, and will utilize the following equipment – loader, excavator, tandem dump trucks for excavation of aggregate for the company's paving and/or concrete plants and for other local infrastructure projects. The operation will use typical equipment such as Cat 966C - Front End Loader, Volvo 290 – Excavator, Tandem dump trucks, 350 TPH crushing unit and 100 TPH screening unit (CEC, 2010 Double Deck and Extec 5367).

During and on completion of mining, all final pit slopes will be resloped to a consistent 2:1 slope angle. The slopes will then be covered with the stockpiled topsoil/mineral soils. As well, all pit floors will be covered with stockpiled topsoil/mineral soils and planted as necessary for the end land use.

It should be noted that no reclamation work is planned for the first five (5) years, as the extraction area is very small, the company needs the development area for product stockpiles, screening and/or general operating aspects and that the initial bench will be mined out in future years. If there is any reclamation undertaken, it would involve resloping of final pit wall from the Phase 1 along the eastern boundary buffer zone.

The area of the Volcanic Road Pit development was selected due to its extensive supply of good quality aggregate materials, relatively flat terrain, existing sand & gravel operations within close proximity of the site, and existing access infrastructure which will allow for an acceptable development plan.

As part of the development, the company will be applying for an Occupant License to Cut for removal of the forest cover that overlays the aggregate resource.

There will not be a requirement for an *Environmental Management Act* – Effluent Permit given that the project is not anticipated to have any effluent discharge. The control of TSS and turbidity of any contact surface waters (if required) will be achieved through use of erosion and sediment control measures such as sediment ponds, silt fencing and straw (hay) bales.

## **Part II. - Present State of Land**

The present state of the land is shown in the orthophoto of the site (Figure 4).

The site is not located within the ALR, but is within the Regional District of Kootenay Boundary (RDKB), designated under Electoral Area “D” - Official Community Plan, Bylaw No. 1555, 2016 and Electoral Area “D” - Zoning Bylaw 1299, 2005.

The topography of the site is a sloping 10% gradient from an east to west direction over the property alignment, and it is vegetated with timber consisting of mature conifer trees and shrubs.

The site is dry, and there are no watercourses that will be affected by the aggregate extraction.

At this time, there are no structures and/or other improvements on the land. It is expected that no structures will be constructed during this development.

The pit is located within several first nation consultative boundaries, and these first nations were consulted on by MEMPR as part of an Aggregate Exploration Permit, which was issued under approval number 18-1631059-0612.

The topsoil (organics) within the development area was noted to be ~30 to 40 cm in thickness over the proposed mining area, during the test pit program. Prior to mining, these soils will be salvaged and stockpiled (see Figure 3) for future site reclamation requirements. Below the organics, it was noted in the test pits that there were no mineral soils, only aggregate materials. However, if mineral soils are encountered during mining activities they will as well be stockpiled.

There are overlapping and/or proposed land use (Parks and Recreation) criteria over this land base; however given that the operation will generally be sporadic and/or limited on an annual basis, there should be limited impact on these other uses.

### Part III. - Reclamation

The reclamation and closure of the Volcanic Road (aggregate) operation will follow the general guidelines recommended by **Part 10.7.1 to 10.7.10** of the HSRC. It will be the intent of Interoute, to prevent long-term environmental impacts at the site. It is expected that the end land use for this site will be wildlife habitat, and that the reclamation plan will foster return to appropriate and functional values on the site.

The objectives of the reclamation plan will be to create a physically stable environment, and to ensure that there are no impacts to aquatic and/or terrestrial resources from the mining activities. These objectives would be consistent with the requirements of the HSRC.

It should be noted that Interoute, reserves the right to have an opportunity for the reclamation plan to be refined during the operational period of the project. After closure, the site will be left in a safe and secure manner for the long-term with no projected maintenance. The final site reclamation will meet the end land use objectives.

The reclamation will be undertaken in a timely manner to limit potentially negative site values. However, given the location and no watercourses located at the site, any potential negative site values to the environment can be avoided.

It will always be the intent of the company to achieve the following goals:

- Minimize or eliminate public safety hazards;
- Minimize potential effects to the environment, particularly water resources;
- Provide long-term stable landform configurations;
- Reclaim surface disturbances for beneficial use; and
- Minimize the requirements for post-closure monitoring and maintenance.

It was concluded during the planning stage that progressive reclamation was a viable option; however for the first five (5) years there is limited option given the initial small area of development. Reclamation efforts on the site will be undertaken as final areas become available through completion of development, which could be some of the eastern wall that could be resloped during the 2019 to 2023 period. It is expected that the company will not go outside the estimated 2.0 ha of disturbance (mining, stockpiling, etc.) at the site during the next five (5) years.

It is expected that the reclamation activities of the Volcanic Road Pit development will generally consist of the following:

- During operations, stripping of topsoil/mineral soil to just below the rooting depth will be undertaken, and the soil(s) will be stockpiled within the nineteen (19) meter retained buffer zone. Any remaining material such as overburden, dirty sand, etc. that might be encountered, will be placed in an adjoining stockpile located on the western and eastern boundaries of the Mine Permit Area. The developed soil stockpiles within this buffer zone will have an application of erosion control grass seeding, to reduce erosion and noxious weed invasion. Noxious weeds will be controlled by spraying with approved weed control products that are acceptable for this area; and

Applicant's Submission

- On pit completion, all final pit slopes created by mining activities will be resloped to a 2H:1V slope angle. The resloped area(s) and pit floor will then have ~30 cm minimum of topsoil/mineral soil replaced over the area. Portions of the disturbed area (60%) will be replanted with appropriate tree (pine) seedlings for the elevation, aspect and area, and the remaining 40% of disturbed area will be covered with an appropriate seed mixture for wildlife.

No external fill will be placed into the mined out pit area, however any unused stockpile fill materials such as overburden, dirty sand, etc. will be pushed onto the mined out pit floor and spread out, prior to placement of topsoil.

The goals of the reclamation plan will be to provide the necessary details of the reclamation objectives, and to provide an opportunity for the plan to be refined during the operational period of the project. After closure work has been completed, the project will need to be left in a safe and secure manner for the long-term with little projected maintenance.

### ***Section C – Additional Information***

The development is not expected to have any environmental and/or socio-community impacts given its relatively small size and/or location. The company will have in-place plans regarding archaeological chance find procedures (CFP) and fuel management & spill contingencies (MERP). **Note:** These particular plans are part of the ***Mines Act*** Permit.

It is expected that the company, will operate and use “Best Management Practices” approach in the development and operation of the site.

## **I. Environmental**

### ***a. Land Impacts***

This Management Plan highlights the proposed operational area and its potential impacts to the land base.

The operation will be “stockpiled buffered” in order to reduce visual impacts to outside sources, as noted in Figure 3. As well, on Figure 4, it can be seen that the proposed LoO is surrounded by forest at this time with the exception of the area next to the MOTI pit.

There are no known or documented archaeological sites within the proposed development area.

### ***b. Atmospheric Impacts***

#### *Climate*

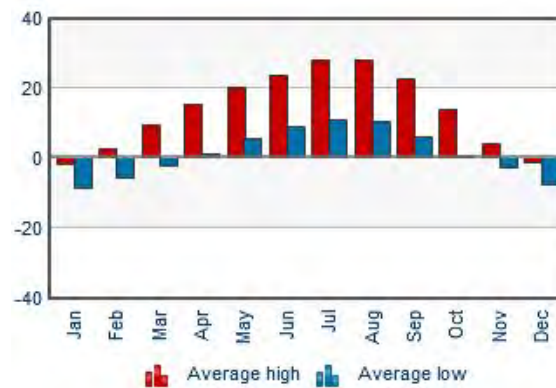
Annual rainfall in nearby Grand Forks averages 391 mm per year with the majority falling during March to November. The area gets snowfall at an average rate of 118 cm per year mainly between November and February. The following graph shows the average monthly precipitation for Grand Forks, to be 509 mm per year.

Applicant's Submission

**Average Monthly Precipitation – Grand Forks, BC**

The extreme daily rainfall event for the site in 24 hrs was 48 mm, and the extreme daily snow event was 41 cm.

Annual temperatures in the area averages 7.7°C, with the warmest months being April through September with daily maximum averages of +15.6 to +28.1°C, and the coldest months being December through February with daily minimums of -5.6 to -8.5°C. The following graph illustrates the average monthly in the area.

**Average Monthly Temperature – Grand Forks**

#### *Atmospheric Effects*

It is expected that potential atmospheric impacts will be minimal from equipment emissions and/or fugitive dust during mobilization, demobilization, land clearing, excavating, haulage and screening operations.

It is expected that there will be minimal (insignificant effects) impacts (such as deterioration or air quality and lower visibility due to diesel and fugitive dust emissions) on and from the site during construction and operations.

However, to assist with reducing atmospheric effects the company will undertake the following:

- Use modern construction (mining) equipment that meets latest applicable Canadian emission standards;
- Ensure proper inspection and maintenance of equipment;
- Operate equipment within specifications and capacity;
- Limit vehicle and construction equipment idling;
- Use low sulphur fuels for all diesel equipment;
- Revegetate any parts of the development that will not be disturbed in the future;
- Clear only the trees needed for mining in that particular area;
- Through a planned site layout (minimize creation), operational controls (control escape); air quality (dust removal) and cessation, the company can manage and mitigate any generated fugitive dust; and
- Maximize use and commit to Best Management Practices such as following the guidelines set forth by the *"Aggregate Operators Best Management Practices Handbook for British Columbia (April, 2002)"*.

#### **c. Aquatic Impacts**

For the Volcanic Road Pit, it is expected that the development will have insignificant (minor) changes to surface water quality and quantity. It is expected; that given the project's location and that it will not be operating continuously, any potential aquatic impacts would be intermittent, if at all.

The company will utilize mitigation and monitoring as tools to minimize aquatic impacts, as necessary. The operation will use water management structures, and appropriate erosion and sediment control strategies such as managing sediment mobilization and erosion by installing sediment controls prior to land disturbance, limiting land disturbance to the minimum practicable extent, reducing water velocities across the ground, progressively rehabilitating disturbed land, ripping areas to promote infiltration, and restricting access to rehabilitated areas, and installing appropriate temporary erosion and sediment control measures or "Best Management Practices" prior to, and during activities.

In regards to groundwater protection, several test pits were dug and did not encounter any groundwater (table). However, to help protect groundwater quantity and quality from potential impacts of the proposed mining activity, no fuel storage will occur on-site during normal mining activities. If and when a large project is to be undertaken, than fuel storage will include double walled fuel tanks with appropriate additional protection. As well, there will be adequate training for on-site personnel with the emergency response equipment and supplies (spill kits) that are available for use when and if required during fueling.

#### **d. Fish and Wildlife Habitat**

Given the relative small size of the development, fish and wildlife habitats baseline studies were not required to be undertaken as part of the original applications. Meaning there were no literature reviews of management plans specific to the region, no identification of species at risk and/or no field surveys.

There will be no disturbance to fish and/or fish habitat during construction/operations of the development, given its location and proposed operating philosophy.



Applicant's Submission

As a means to minimize potential impacts to fish and wildlife habitat, it is expected that the company, will adhere to the requirements contained within the "**Handbook for Mineral and Coal Exploration in BC, 2008/09**" and the "**Health, Safety and Reclamation Code for Mines in BC, 2017**".

## **II. Socio-Community**

### **a. Land Use**

There are no known designated National Parks, National Historic Sites, National Marine Conservation Areas, National Wildlife Areas, Migratory Bird Sanctuaries or Marine Wildlife Areas within the development area.

There are currently no active forestry operations within the proposed LoO boundary.

Given that no baseline work was undertaken on the site, the recreation values cannot be substantiated but the values probably are around the low sensitivity and low significance values, given the sites proximity to the other higher areas and/or the limited access through the area.

### **b. Socio-Community Conditions**

The project will not affect or influence any community services or infrastructure requirements due to it being a small operation that will operate intermittently.

### **c. Public Health**

The project will not affect public health, again due to it being a limited size operation.

### **d. First Nations**

The project is located within the traditional territories of several First Nations, as indicated by the Consultative database.

If you have any questions, please contact the undersigned by email [Erwin.Spletzer@terusconstruction.ca](mailto:Erwin.Spletzer@terusconstruction.ca) or (604) 575-3689.

Regards



Erwin Spletzer, Aggregate Manager  
Interoute Construction Ltd.  
604-575-3473 (Direct)

Attachments

Applicant's Submission

**Volcanic Road Pit – Badger Management Plan - 2018**

If a badger is observed within the Volcanic Road Pit area, then the following actions will be implemented:

1. Note time, date and location of sighting as well as how many badgers are present and their activity. Take a picture, if possible, but do not approach the animal or disturb it. Note – Badgers are not aggressive or dangerous (unless cornered) but, as with all wildlife, should not be disturbed.
2. Report sighting to on-site supervisor.
3. If more than one badger is observed, sighting should be immediately reported to FLNRO – Cranbrook: 250-489-8540. Multiple badgers in one location usually indicate presence of mother with kits and may require a more detailed response.
4. If one badger is observed, report sightings to the BC badger website: [www.badger.bc.ca](http://www.badger.bc.ca)
5. Badger burrows:
  - a. Fresh badger diggings are indicative that a badger is, or recently has been, in the area.
  - b. Badger burrows can be distinguished from other digging mammals – primarily Columbia ground squirrels - by their relatively large opening and oval shape. The hole is wider than it is tall (see figure). A large plume of excavated dirt is typical immediately adjacent to the burrow.
  - c. Columbia ground squirrel burrows typically have a smaller, circular shaped opening.
  - d. If a fresh burrow is noted (look for indication that dirt has moved around burrow since the last rainfall), a small stick can be placed across the entrance, stuck into the soil on each side to anchor it. If the stick is not moved over the next several days, this indicates that the badger is no longer using the burrow and has likely moved on.
  - e. If a burrow appears very fresh and is blocked just inside the entrance with dirt, this usually indicates that a badger is present in the burrow. The area should be left undisturbed and the burrow checked daily for continued presence. Once unplugged, use small sticks as above to test whether the badger is still using this burrow.
  - f. Watch for other burrows in the same vicinity as badgers will maintain more than one burrow.
6. In all cases, give the animal space to move on its own. Almost always the badger will move on and likely remain in the area for <24 hours, usually leaving the site in the night.

Applicant's Submission



Figure 5: Badger burrow – note oval shape and usually large plume of dirt outside burrow. Source: Weir and Almuedo (2010). Photo: Richard Klafki.

## Archaeological Chance Find Procedure

### Volcanic Road Pit – License of Occupation Application for Interoute Construction Ltd. (dba Selkirk Paving)

This protocol has been established to increase awareness of the importance of archaeological resource and to assist in planning future developments. The chance find procedures (CFP) outline the protocol to be followed if a new archaeology or heritage resources are encountered during sand and gravel excavations. These, however, can also be applied to any incidental observations of artifacts or sites that are made by non-mine personnel such as contractors or site visitors.

The general types of archaeological and heritage resources may include finds such as:

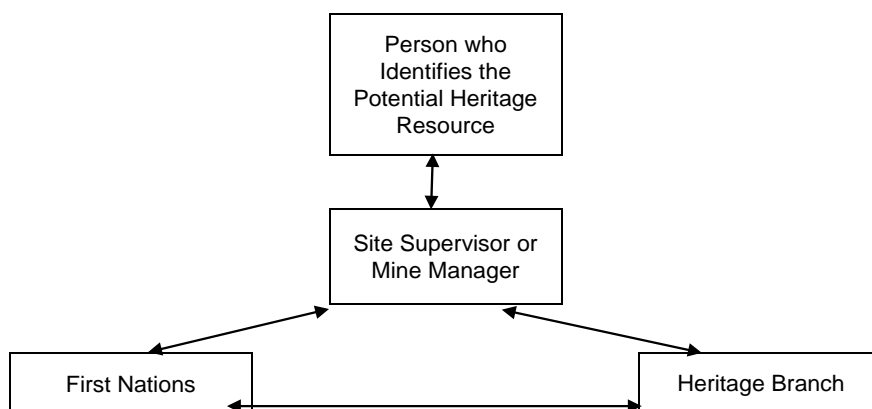
- Rock art, including pictographs and petro glyphs;
- Tree art and Culturally Modified Trees (CMT'S) such as bark stripping and planks;
- Surface features such as depressions created by former habitations, earthen fortifications; rock cairns, fish traps, clam gardens, burned rock and middens;
- Artifacts that have become visible on the land surface owing to erosion or recent land altering activity. These may be produced in a variety of materials such as stone, bone, antler, wood, or shell; and
- Buried cultural remains that may be sighted in a cut-bank, excavation, eroded shoreline, or other exposed deposit.

If any unidentified or previously unrecorded cultural heritage features are encountered during the investigation of the aggregate resource, all work will stop, and the Archaeology Branch (Ministry of Tourism, Culture and the Arts) and the affected First Nations will be informed. All archaeological sites within the province of British Columbia are protected from disturbance, whether intentional or inadvertent, by the *Heritage Conservation Act* (2003).

#### If you discover what you suspect may be a possible archaeological site:

- Stop all work in the area to avoid damaging the site.
- **Do not disturb any archaeological remains that you may encounter.**
- Report your discovery to your supervisor or if they are unavailable, then to **Tony Maida, Manager** who will provide further instructions, contact number **(250) 359-7281 (Office)** or **(250) 505-3107 (Cell)** or email [Tony.Maida@selkirkpaving.com](mailto:Tony.Maida@selkirkpaving.com)
- If you are unable to contact **Tony Maida**, please contact **Jim Spafford** of the Archaeology Branch by telephone at **(250) 952-4877** or email [Jim.Spafford@gov.bc.ca](mailto:Jim.Spafford@gov.bc.ca)

#### Chain of Communication for Archaeological Management



Applicant's Submission

- An archaeological or heritage resources site card must be completed. The person who identifies the potential archaeological/heritage resource or the site mine manager may complete the archaeology site card with the following basic information:

- Date (when the archaeological find was first encountered)
- Observer (name of the person recording the information on the site or artifact)
- Site location (detailed enough so that it can be relocated, GPS if possible)
- Type of site (e.g. archaeological site, burial site or artifact)
- Disturbance (any obvious disturbance to the site, e.g. equipment, animals, etc.)
- Photographs

The person collecting the information should be careful not to disturb the site further. If an artifact has been found, it must not be removed from the site.

- Archaeology site cards must be submitted to the **Selkirk Paving** office including photographs for project (mine) records.
- The site manager will contact a qualified archaeologist, and the Archaeology Branch, and provide details of the suspected site or artifact. If photographs are available, these can be provided to the archaeologist for preliminary assessment.
- The qualified archaeologist will go onsite to survey and document the find. The qualified archaeologist will assess the significance of the remains. Mitigation options for the site or artifact will be drafted by the archaeologist, and reviewed by the Archaeology Branch, and the affected First Nations. Agreement on mitigation approach will be determined by the qualified archaeologist in coordination with the Archaeology Branch and affected First Nations.

**If you discover what you suspect may be a possible human remains:**

- Stop all work in the area to avoid damaging the site.
- **Do not disturb any possible human remains that you may encounter.**
- Report your discovery to your supervisor or if they are unavailable, then contact **Tony Maida, Manager** who will provide further instructions.
- If you are unable to contact **Tony Maida, Manager**, and if the suspected human remains appear to be current, contact the **RCMP** at Grand Forks, BC **(250) 422-8281 or 911**.
- If you are unable to contact **Tony Maida** at **(250) 359-7281**, please contact the Archaeology Branch by telephone at **(250) 952-4877**.

**The following steps will generally be followed**

- The Coroner's Office and local policing authority are notified and the Coroner's Office determines whether the matter is of contemporary forensic concern.
- If the remains are not of forensic concern, the branch will attempt to facilitate disposition of the remains.
- If a cultural affiliation for the remains can be determined, the branch will contact an organization representing that cultural group. If the remains are of aboriginal ancestry, the branch will attempt to contact the relevant First Nation(s).
- Generally, if remains are still buried and are under no immediate threat of further disturbance, they will not be excavated or removed. If the remains have been partially or completely removed, the branch will facilitate disposition.
- The branch may arrange for a qualified anthropologist or archaeologist to provide an assessment of the remains.

Applicant's Submission

**Archaeological Chance Find Report for the Volcanic Road Pit**Name of Recorder:  

---

Date and Time of Discovery:  

---

Location (site name, co-ordinate, DBS):  

---

Description of Find:  

---

---

Photographs:  

---

Who was contacted (Interoute personnel, First Nations, Archaeological Branch)? Recorded the name, date, time, phone number, and details of conversation; use a separate sheet if necessary:  

---

Protection measures to be implemented:  

---

Movable or immovable:  

---

If moved location:  

---

Further action required:  

---

Date and time work in area recommenced:  

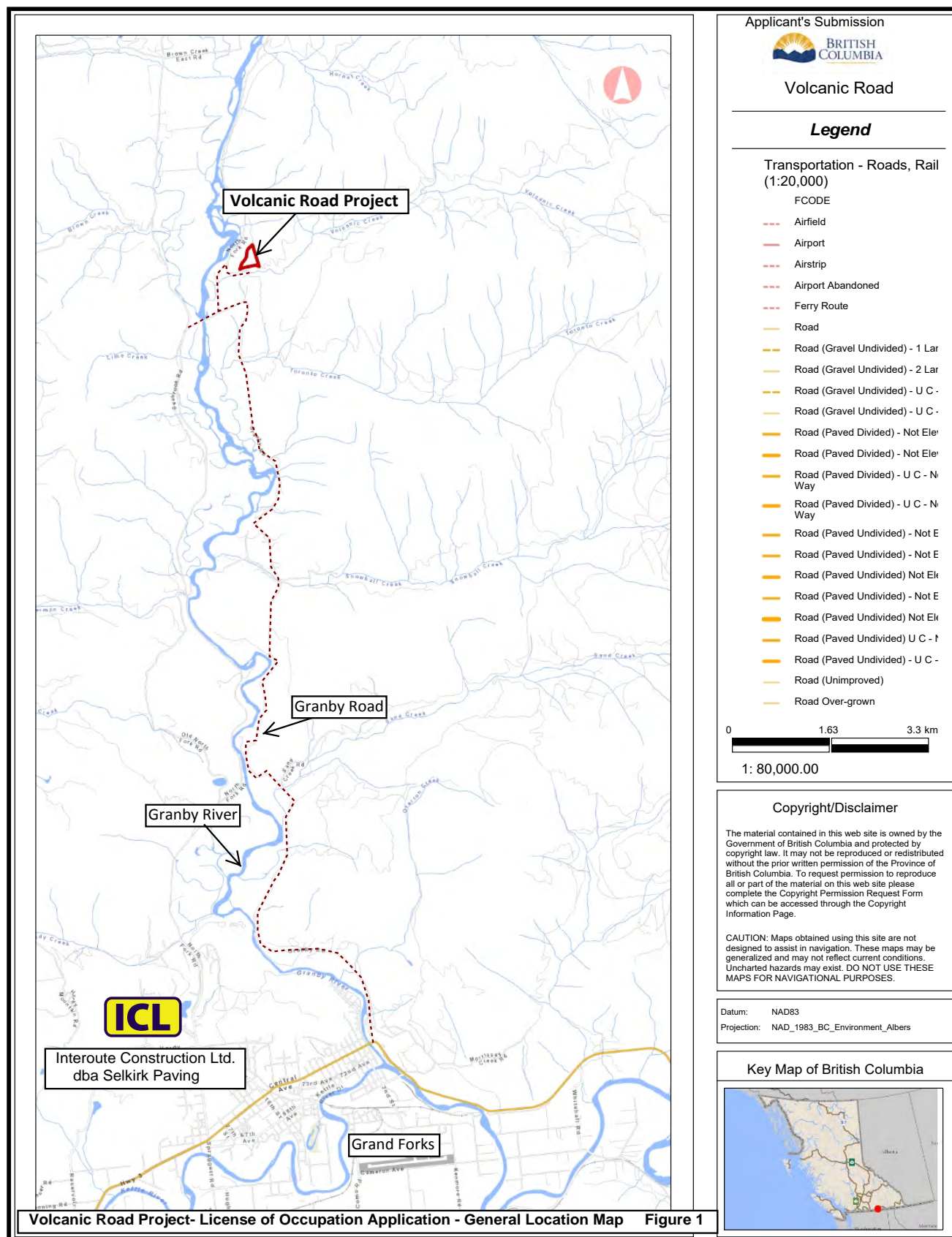
---

Printed name and signature of site contractor:  

---

Date submitted:  

---

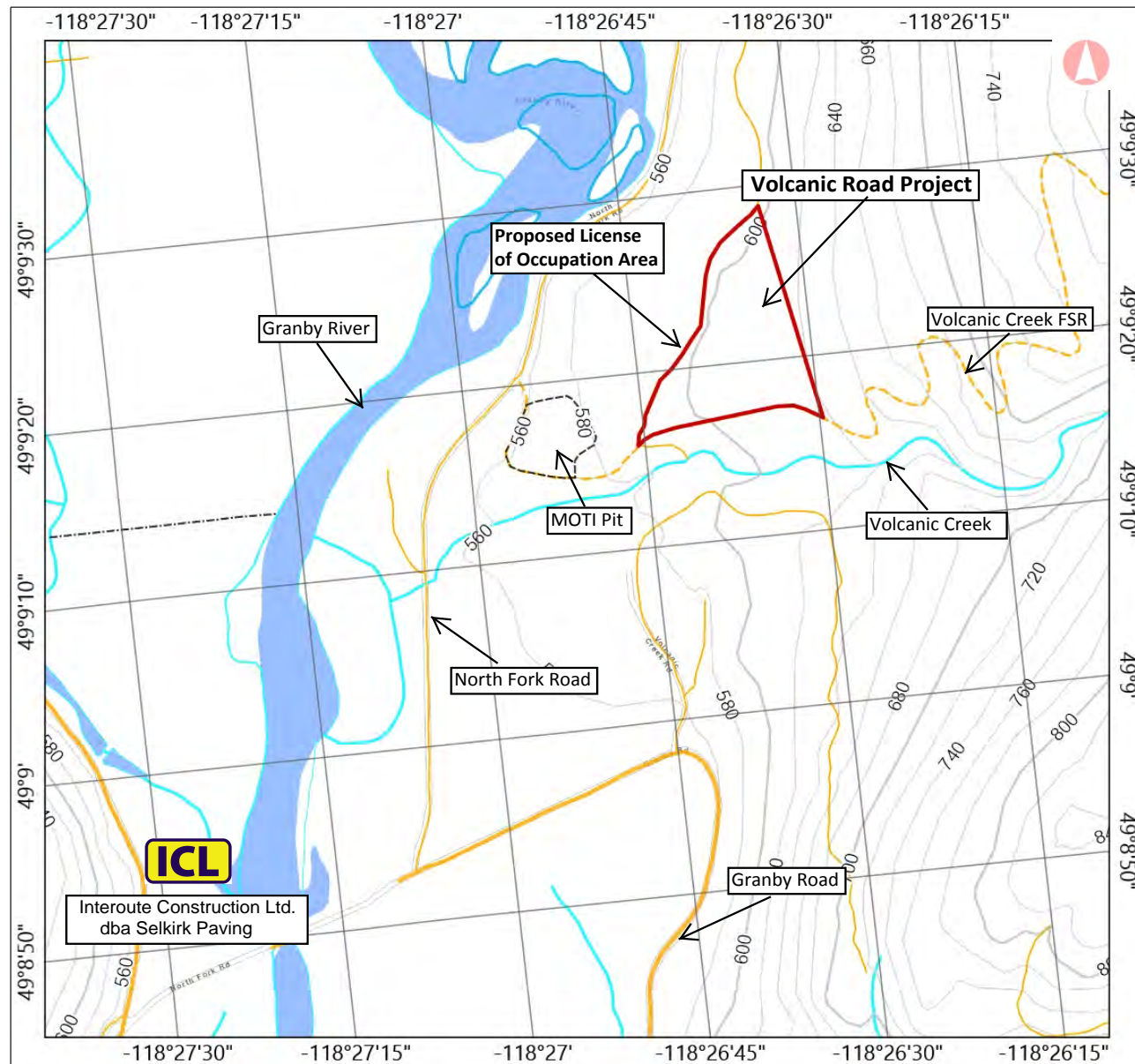






Volcanic Road Project - License of Occupation Application - Orthophoto Map Figure 4





**Volcanic Road Project - License of Occupation Application - Detailed Location Map** **Figure 2**

Applicant's Submission



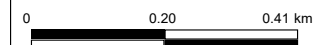
**Volcanic Creek**

**Legend**

**Landmark - Mines, Pits, etc.**

**FCODE**

- Yard
- Yard - Auto Wrecker
- Yard - Lumber
- Yard - Stock
- Fish Hatchery
- Electrical Substation Complex
- Mine (Open-pit)
- Mine (Underground)
- Pile - Raw Material
- Pit
- Pit - Abandoned
- Ammunition Dump



1: 10,000

**Copyright/Disclaimer**

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page.

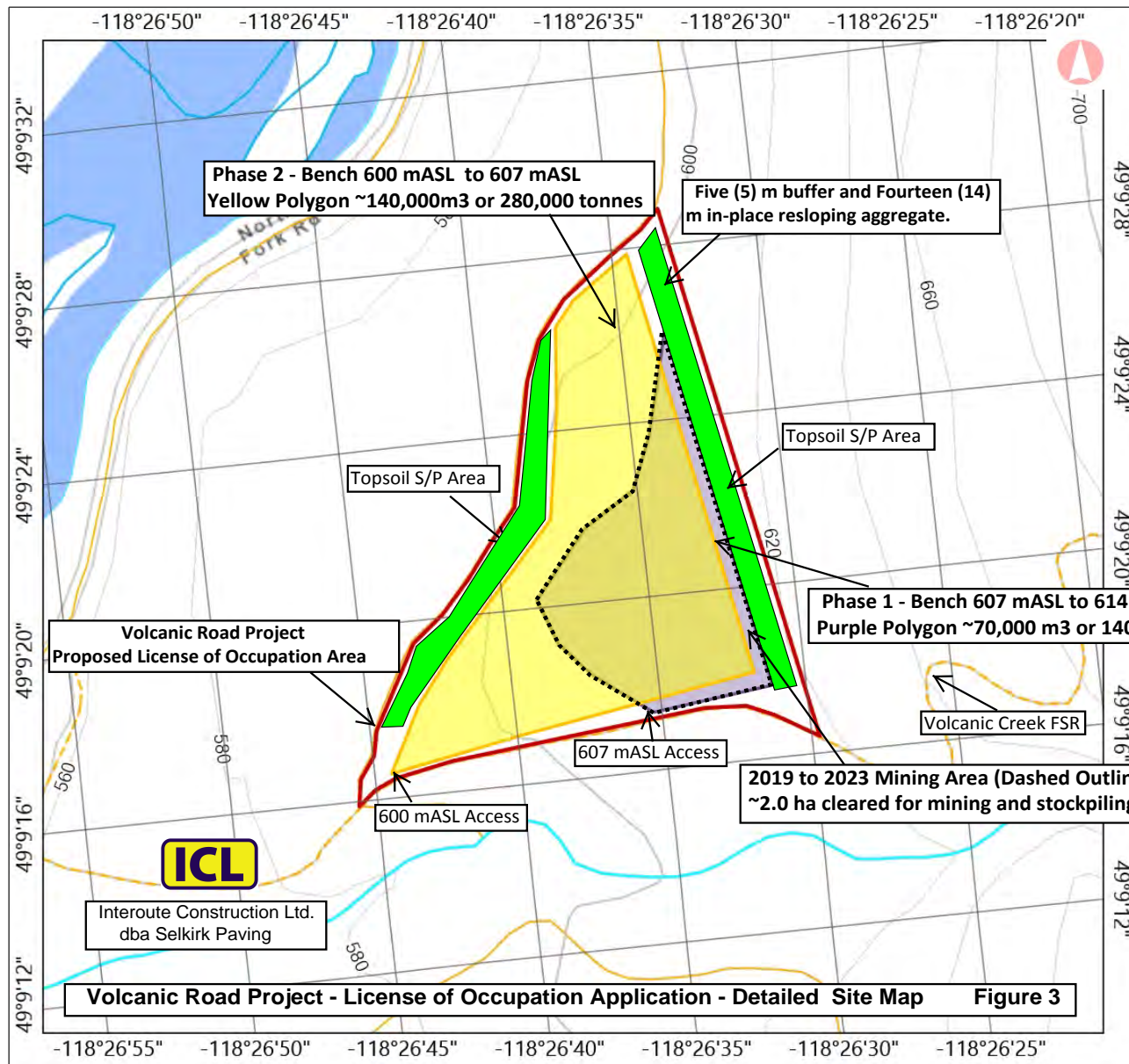
CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

**Key Map of British Columbia**





**Volcanic Road Project - License of Occupation Application - Detailed Site Map Figure 3**

# Applicant's Submission



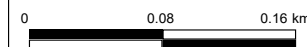
## Volcanic Road

### Legend

Water - Rivers, Creeks, Sho (1:20,000)

FCODE

- Canal
- Dam
- Dam - Beaver
- Ditch
- Falls
- Flume
- Rapids
- River or Stream - Definite
- River or Stream - Dry
- River or Stream - Indefinite
- River or Stream - Left Bank
- River or Stream - Right Bank



1: 4,000

### Copyright/Disclaimer

al contained in this web site is owned by the  
nt of British Columbia and protected by  
law. It may not be reproduced or redistributed  
without the prior written permission of the Province of  
British Columbia. To request permission to reproduce  
all or part of the material on this web site please  
complete the Copyright Permission Request Form  
which can be accessed through the Copyright  
Information Page.  
CAUTION: Maps obtained using this site are not  
designed to assist in navigation. These maps may be  
generalized and may not reflect current conditions.  
Uncharted hazards may exist. DO NOT USE THESE  
FOR NAVIGATIONAL PURPOSES.

NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia





**PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK**

We, the undersigned residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That **INTERROUTE CONSTRUCTION LIMITED** has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

|    | Signature (must be Canadian citizen or resident) | Physical address of residence            |
|----|--|--|
| 1  | Sammy Makortoff                                  | 1452 73rd Ave Grand Forks B.C.           |
| 2  | Roxanne Biglow                                   | 11400 Volcanic Creek Rd G.F. B.C.        |
| 4  | Gray Durr  | 6100 1st Ave Grand Forks B.C.            |
| 5  | Joanne Griesen                                   | 6840 Galena Rd GF BC                     |
| 6  | Rhonda Lee Backlund                              | 1907 Setterland Rd Christina Lake BC     |
| 7  | Doulene Hal                                      | 10 Gilpin Rd Grand Forks                 |
| 8  | [Signature]                                      | 757 72nd Ave Grand Forks                 |
| 9  | Travetic   | 8210 Outlook Rd, Grand Forks BC          |
| 10 | Jody Hux   | 11595 Eholt Grand Forks B.C.             |
| 11 | Alexandra Tildes                                 | 4650 Hillview road Grand Forks BC        |
| 12 | [Signature]                                      | 5895 Nursery Rd, Grand Forks, BC         |
| 14 | Erin Dehauss                                     | 3480 Davey Rd Grand Forks                |
| 15 | [Signature]                                      | B3 5455 ALMOND GROVES RD. GRAND FORKS BC |
| 16 | [Signature]                                      | 37750 Yale Crescent, GF                  |
| 17 | [Signature]                                      | 7750 Yale Crescent GF BC.                |
| 18 | [Signature]                                      | 2536 75 AVE GRAND FORKS BC               |
| 19 | Lee Dehauss                                      | 3480 DAVEY RD. GRAND FORKS, BC           |
| 20 | Pat Faulkner                                     | 7740 21st GF                             |
| 21 | Michal Zelen                                     | 6360 COLLEGE RD GF                       |



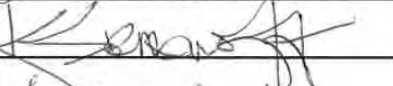
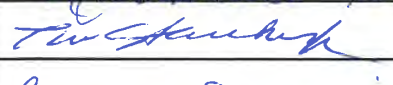
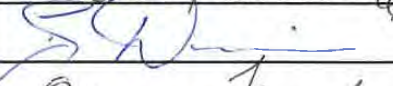

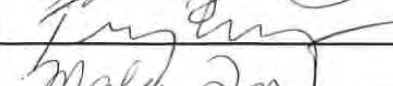



# PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK

We, the undersigned residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That INTERROUTE CONSTRUCTION LIMITED has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

| Signature (must be Canadian citizen or resident)                                       | Physical address of residence                   |
|--|---|
| 22    | #301 - 277 75 <sup>TH</sup> AVE Grand Forks     |
| 23 C. Richardson   | 696 B 64 <sup>TH</sup> Ave Grand Forks          |
| 24    | 696 B 64 <sup>TH</sup> Ave Grand Forks          |
| 25 L. Bultin   | 8925 Granby Rd Gr Forks                         |
| 26   | 8925 Granby Rd Gr Forks                         |
| 27 d. Starchuk   | 7797 16 <sup>th</sup> Str Grand Forks           |
| 28 Andrew King   | 696-64 <sup>TH</sup> AVE Grand Forks            |
| 29 Marianna Hill   | 5450 HUGHES RD G.F.                             |
| 30  | 2747 16 <sup>th</sup> Street GF                 |
| 31 Barbara Crossfield  | 7687 Riverside Dr. GF                           |
| 32 H. D. W. M. M.  | 900 CARSON RD, G Forks, B.C.                    |
| 33 C. Leanne Haslam  | 10750 Granby Road GF Forks BC                   |
| 34  | 9800 Hwy 3 West                                 |
| 35  | 7530-23 Street Gr.F.                            |
| 36  | Pox 2883 Grand Forks BC                         |
| 37  | 6000 WHITENOTE RD G.F.                          |
| 38  | Box 2931 GRAND FORKS BC                         |
| 39  | Box 1178 Grand Forks BC                         |
| 40 Bailey Dalbishire   | 7385 5 <sup>th</sup> S Grand Fork P.O. Box 1826 |

# **PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK**

**We, the undersigned** residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That **INTERROUTE CONSTRUCTION LIMITED** has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

|    | <b>Signature (must be Canadian citizen or resident)</b> | <b>Physical address of residence</b>        |
|----|---|---|
| 41 | L. Henderson.   | # 14-7101-25 <sup>th</sup> St.              |
| 42 | [Signature]   | 6200 Hwy #2 W. Grand Forks                  |
| 43 | [Signature]   | 9385 Granby                                 |
| 44 | [Signature]   | 698 - 72nd Ave. GF                          |
| 45 | [Signature]   | 1646 Landdown Cres GF.                      |
| 46 | M. Hedland  | 8340 Riverside Drive G.F.                   |
| 47 | C. MALKINSON  | 6300 College Rd. GF.                        |
| 48 | [Signature]   | 102-72nd Ave <sup>277</sup> GF.             |
| 49 | [Signature]   | Almond Gardens Trailer Park <sup>G.F.</sup> |
| 50 | [Signature]   | 15 Wilcox Rd Christina Lake Bc              |
| 51 | [Signature]   | 2675 Central Avenue GF                      |
| 52 | [Signature]   | 2675 Central Ave GF.                        |
| 53 | Caroline Corinjal                                       | 6840 Rank Rd.                               |
| 54 | Nicole Fraser   | 2125 Hunter Frontage Christina Lake         |
| 55 | Laura Byrrell Hogg                                      | 623 Gilpin Rd. GF                           |
| 56 | Dawn Kington  | 6369-12 street Grand Forks Bc               |
| 57 | Kathy Simpson   | 250 584 5087                                |
| 58 | [Signature]   | 7116 DONALDSON DR.                          |
| 59 | [Signature]   | 750 310 <sup>th</sup> St.                   |



**PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK**

**We, the undersigned** residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That **INTERROUTE CONSTRUCTION LIMITED** has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

| Signature (must be Canadian citizen or resident) | Physical address of residence <sup>incl Postal</sup> |
|--|--|
| 98 Melissa Shaw                                  | 1319 72nd Ave Grand Forks BC V0H 1H0                 |
| 99 Mary Blahely                                  | 6399 12th St Grand Forks BC V0H 1H0                  |
| 100 [Signature]                                  | 6399 12th St " " "                                   |
| 101 [Signature]                                  | 10545 GRANBY ROAD, G.F. V0H 1H1                      |
| 102 [Signature]                                  | 666 Cold Ave S Greenwood BC V0H 1H0                  |
| 103 [Signature]                                  | #8-668 75th Ave Grand Forks BC V0H 1H0               |
| 104 Richard Staddon                              | 1915 Cardon Rd. Grand Forks V0H 1H0                  |
| 105 Adrian Rucker                                | #25-73?? 6th St Grand Forks V0H 1H0                  |
| 106 Sara Hinrichs                                | 3555 Mill Rd, G.F. V0H 1H0.                          |
| 107 [Signature]                                  | 6469 - 77th Ave G.F. V0H 1H0                         |
| 108 [Signature]                                  | 6941 2nd St " "                                      |
| 109 [Signature]                                  | 8905 North Fork Rd V0H 1H2.                          |
| 110 [Signature]                                  | 5310 - Serinoff Rd - V0H 1H4                         |
| 111 [Signature]                                  | 2320 75th Ave G.F. V0H 1H2                           |
| 112 Ken Chernoff                                 | 1431 67th Ave G.F. V0H 1H0                           |
| 113 [Signature]                                  | B.P. Rd V0H-1H0 7160 10th St.                        |
| 114 [Signature]                                  | 2172 - 77 Ave Grand Forks BC V0H 1H2                 |
| 115 Mary Jagger                                  | 5610 Como Rd G.F. BC. V0H-1H4                        |
| 116 [Signature]                                  | 3285 Significance Rd V0H 1H2                         |







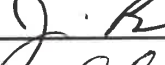

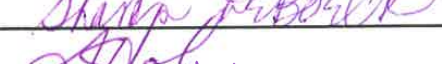







**PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK**

We, the undersigned residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That **INTERROUTE CONSTRUCTION LIMITED** has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

|     | <b>Signature</b> (must be Canadian citizen or resident)   | <b>Physical address of residence Incl. Postal Code</b> |
|-----|---|--|
| 231 |                | 11425 Volcanic CR, RD <sup>GF</sup> V0H1H2             |
| 232 |                | 11425 Volcanic Creek Rd <sup>GF</sup> V0H1H2           |
| 233 |                | 12300 Volcanic Cr. F.S. Road                           |
| 234 |               | 12300 Volcanic Cr. F.S. Road <sup>V0H1H1</sup>         |
| 235 |              | 11421 Volcanic Cr. Rd. <sup>GF</sup> V0H1H1            |
| 236 |              | 11421 Volcanic Cr. Rd. <sup>GF</sup> V0H1H1            |
| 237 |              | 11325 Granby Road Grand Forks V0H1H1                   |
| 238 |              | 11325 Granby Rd. Grand Forks B.C. V0H1H1               |
| 239 |              | 10555 Granby Rd. Grand Forks BC                        |
| 240 |              | 10540 Granby Rd. GF <sup>V0H1H1</sup> V0H1H1           |
| 241 |              | 10540 Granby Rd GF V0H1H1                              |
| 242 |              | 1752 <sup>2nd</sup> Grand Forks BC V0H1H1              |
| 243 |              | 1250 BROWN CREEK EHOIT RD GF BC V0H1H1                 |
| 244 |              | 1250 Brown Creek Ehoit Rd Grand Forks, BC V0H1H1       |
| 245 |              | 6845 Copper AVE + NORTH FORK RD GRAND FORKS            |
| 246 |  KEVIN HORNE | 8275 NORTH FORK ROAD GRAND FORKS BC                    |
| 247 |   |  |
| 248 |   |  |
| 249 |   |  |



# PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK

We, the undersigned residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That INTERROUTE CONSTRUCTION LIMITED has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

|     | Signature (must be Canadian citizen or resident) | Physical address of residence Incl. Postal Code |
|-----|--|---|
| 269 | Mark S Wines                                     |   |
| 270 | Wendy Anne Park                                  | 11150 Granby Road VOH 1H0                       |
| 271 | John Park  | 11150 Granby Road VOH 1H0                       |
| 272 | Delia Metcalf                                    | 1930 Granby Road VOH 1H0                        |
| 273 | William Metcalf                                  | 1930 SNOWHILL CR VOH 1H1                        |
| 274 | Dave Pownall                                     | 11645 Browner Rd. VOH 1H8                       |
| 275 | Delphine Pownall                                 | " " " "   |
| 276 | Margaret Steele                                  | 12005 Brown Creek Rd. GF. VOH 1H8               |
| 277 | Sharon Lawrence                                  | 2950 Brown Creek rd. East VOH 1H8               |
| 278 | John Colehill                                    | 2950 Brown Creek rd. East VOH 1H8               |
| 279 | Steve Bessaluk                                   | 12220 Brown CK. N Rd. Grand Forks VOH 1H8       |
| 280 | Cherlene C. Bessaluk                             | 12291 Brown creek Rd VOH 1H8                    |
| 281 | Dan Bessaluk                                     | 12265 BROWN CREEK RD. VOH 1H8                   |
| 282 | Dieter   | 12500 Brown Creek Rd VOH 1H0                    |
| 283 | L. Bessaluk                                      | " " " "   |
| 284 | ROLAND KOPAS                                     | 2460 FIFE Road/CHRISTINA LAKE BC VOH 1E3        |
| 285 | Loel Carson                                      | 405 Hardy Mtn. Rd W, Grand, Forks, BC           |
| 286 | Lizanne Eastwood                                 | 6969 19th St. Grand Forks, BC VOH 1H0           |
| 287 |  |   |



# PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK

We, the undersigned residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That INTERROUTE CONSTRUCTION LIMITED has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

|     | Signature (must be Canadian citizen or resident) | Physical address of residence Incl. Postal Code   |
|-----|--|---|
| 288 | Elisabeth Guentert Bay                           | 9509 Sand Creek Rd. V0H 1H1 GF                    |
| 289 | JOHN NICKOL John Macgill                         | 4365 VICTORIA RD V0H 1H5 GF                       |
| 290 | Ky Little  | 2-272 marked Ave Grand Forks B.C.                 |
| 291 | Mike Toli's                                      | 9745 OLD NORTH FORK RD GF, BC V0H 2H2             |
| 292 | Sandra Einerson                                  | 6063-19th St. GF BC V0H 1H0                       |
| 293 | Carolace Weiler                                  | 4390 Vancouver Ave, West Grand Forks B.C. V0H 1H5 |
| 294 | PHIL LEFKOWITZ                                   | 6465 27 ST GRAND FORKS, BC V0H 1H0 Box 1082       |
| 295 | Mark Deinhart Deinhart                           | 10930 Granby Rd., Grand Forks V0H 1H1             |
| 296 | EMMIE E.W. Moberg                                | 11160 GRANBY RD GRAND FORKS V0H 1H1               |
| 297 | Ann Kimm Hazel HERLIHY                           | 11280 GRANBY RD GRAND FORKS BC V0H 1H1            |
| 298 | Jennifer Houghton                                | 6379-12 St Grand Forks V0H 1H0                    |
| 299 | LENE LINDALANE                                   | 7015 NORTH FORK RD GF V0H 1H2                     |
| 300 | Andrea Gallits                                   | #10-7101 72nd St. Grand Forks V0H 1H0             |
| 301 | MICHAEL GRAF                                     | 727 72 AVE. GRAND FORKS                           |
| 302 | IAN Taylor                                       | 341 75ave Grand Forks                             |
| 303 | Jo Gilbert                                       | 950 CARL AVE                                      |
| 304 | A Magnusyk                                       | Box 282 Christina Lake                            |
| 305 | Doug Lytle                                       | 9810 Granby rd Grand Forks BC                     |
| 306 | Dick Bay   | 9509 Sand Creek Rd. Grand Forks, BC               |



**PETITION TO PROHIBIT GRAVEL AND SAND EXTRACTION ON VOLCANIC CREEK**

We, the undersigned residents of Grand Forks, BC and surrounding area, plus recreational visitors and concerned citizens draw the attention of Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to the following:

That **INTERROUTE CONSTRUCTION LIMITED** has submitted a Notice of Work for gravel mining on Volcanic Creek for a period of five years. This application has had no public consultation, environmental impact assessment, or consultation with families directly impacted. The additional concerns associated with this extraction include, but are not limited to:

- Pollution of domestic wells, Volcanic Creek and downstream rivers
- Negative impact on an adjacent rare wildlife breeding business, and other farm livestock businesses in the area
- Increased heavy vehicle traffic with traffic entering & exiting the main road on a blind corner
- Road degradation, noise & air pollution
- Disturbance and damage to recreation area, wildlife, and possible archeological and historical site.

THEREFORE, your petitioners call upon Bruce Reid, Ministry of Energy, Mines & Petroleum Resources to prevent such extraction from taking place.

|     | Signature (must be Canadian citizen or resident) | Physical address of residence Incl. Postal Code     |
|-----|--|---|
| 364 | Kay Dryold                                       | 6075 Atholton Hartford Rd<br>PO BOX 2146 V0H 1H0    |
| 365 | Angel Navarrete CA                               | 173068 <sup>th</sup> Avenue V0H 1H0                 |
| 366 | J. Jones   | 1605 Gilpin Rd. V0H 1H9                             |
| 367 | Peter Borka                                      | 2420 66 <sup>th</sup> Ave Grand Forks, BC V0H 1H0   |
| 368 | [Signature]                                      | 1150 Cavett Rd. Grand Forks, BC V0H 1H5             |
| 369 | Lie Proff  | 3435 Sim (Frontage Rd)                              |
| 370 | [Signature]                                      | 2228 - 75 <sup>th</sup> Ave Grand Forks, BC V0H 1H2 |
| 371 | Angelica Herlihy                                 | 11145 Grauby Rd. V0H 1H1                            |
| 372 | Edmundson  | 940 Corson Rd V0H 1H0                               |
| 373 | [Signature] Phragand                             | 8100-B Willow GF, V0H 1H5                           |
| 374 | P. Best  | 7239 - 18 <sup>th</sup> St. G.F. V0H 1H0            |
| 375 | [Signature] S.                                   | Grand Forks BC.                                     |
| 376 | Sasha Moon                                       | G. Grand Forks B.C.                                 |
| 377 | Marian Kolesnikoff                               | Grand Forks B.C.                                    |
| 378 | Chish  | Grand Forks, BC 8055 Willow Rd.                     |
| 379 |  |   |
| 380 |  |   |
| 381 |  |   |
| 382 |  |   |

**From:** mikelucke1 mikelucke1@gmail.com  
**Subject:** Volcanic Creek gravel mine  
**Date:** August 21, 2019 at 10:53 AM  
**To:** dlbyrant@nethop.net



Bruce Reid and Andre Evan's  
 Regarding Volcanic Creek gravel mine.

I am writing this letter to address my concerns about the said gravel mine proposal for Volcanic Creek. I have many concerns that go beyond my personal connection. I believe this gravel mine will not only affect my families quality of life, but also the community, the wildlife and certainly all will be affected for generations to come. Once you move forward, nothing will ever be the same

I have been a resident of Grand Forks since I was born in 1981. I was raised up the North fork Valley, and always thought this would be a wonderful place to raise my children. I have fought long and hard and worked many hours in order to make this dream come true. *I believe there is no better place than to raise a family were there is no concern of who or what is affecting my children.* With forest to run through, fresh water, and little to no traffic. Fresh fruit and vegetables that through hard work and dedication can be grown and a self sustained type of lifestyle through a solid teaching of morals, values and ethics. With a sense of accomplishment and giving back to their environment without long term negative effects.

Volcanic Creek and the North Fork Valley has many different uses not only for my family but for every single person of the Grand Forks Valley. There are downhill bicycle trails, hiking trails, ATV clubs, Road cycling clubs, outdoor recreation and many other opportunities for not only Grand Forks Residents, but many other people who visit this beautiful town. There is also much wildlife that will be affected. By increasing traffic up the North Fork everything will be affected. Many families that have children who stand on the side of the road for school buses. Cyclist who use the North Fork and Granby Road as a renowned cycling destination. Tourists who come to enjoy the Granby River and its wildlife. The flora and fauna and habitat that will be affected and actually taken away through the developmental process of a gravel mine. This will create unsafe conditions that are unwanted.

I believe that the gravel mine will affect the property value of the land and house that we just purchased. I believe the mining process will affect the water table, and affect our only drinking source which happens to be a underground spring. I believe the noise and dust and machines will affect our life style that we tried so hard to achieve. I don't believe there was any consultations, or any fore thought into how this would affect the surrounding communities and families. I feel like this will not only affect our family and our children but families and children for generations to come. Whether that be through affecting the trees, water, wildlife or even the safety of our roads by increasing unnecessary traffic on what are already narrow roads.

As an avid hunter and wildlife activist, I've already seen some of the devastation and negative effects of encroachment on wildlife habitat. As a member of the Grand Forks Wildlife Association and what I believe to be a positive influence on the generations to come, I feel that I can see what kind of effects this will have on the future of our animals and habitat. All of my children have been raised with the understanding that you must cherish and be careful of how you affect the population and habitat of our animals. I have 5 girls and 4 of them have taken there core program. The 5th will take the course as soon as age provides. As adults, we are taking the time to teach them respect for the outdoors and surroundings. They have been involved in such things as nesting boxes for Wood Ducks, cleaning up of garbage in our forest and have been taught that if they don't take care of it now, it may not be there for them later. I also know that the clubs have put many hours into maintaining community trails, and habitat saving plans. Countless hours have been spent on Volcanic Creek.

I briefly touched base on the fact that this could affect our only source of drinking water. I can't stress enough about the negative effects this will have. There is much more at stake then even just my spring. There is the surrounding neighbors who all rely on many different water sources in very close proximity to the said mine. One of those biggest water sources is the Granby River. It is directly downhill of this said gravel mine with many tributaries with close proximity to the mine. I have no doubt that there will be leaching in the process. Is that the type of future that we want for our kids and our communities? All of these neighbors and there properties will be affected in many different ways. Whether it's through water tables, property values or quality of life. None of which will be positive in my opinion.

I have read about the company's thoughts on how to mitigate the effects of the gravel mine. I have read some of their thoughts on how to reduce noise, dust or even there plan to buffer the gravel mine. I have read they feel that they will be able to return the earth back to a reasonable condition when finished. I don't believe there to be any reasonable solution. It is my opinion that once this gravel mine tears through the ground, there will be no returning to the way it was. What the community stands to lose vs what corporation stands to gain in my opinion is not comparable.

In closing, I believe that there has not been enough thoughts or considerations to the way that this mine will affect communities, wildlife or habitat. I don't believe that there has been enough effort or consultation of the community. In a time where we are supposed to be more concerned with what we are doing to this earth, I don't believe there to be enough understanding or thoughts on how this will drastically change Grand Forks, the North Fork Valley, the future of our generations to come, habitats, ecosystem or wildlife. I believe it would be a mistake to move forward for short term gain and such a long term loss.

Sincerely Mike Lucke  
 11670 North Fork rd

Sent from my Samsung Galaxy smartphone



To whom it may concern:

I am sending this email to express my concerns with the gravel pit that is supposed to be built on the edge of my property. My family and I just bought the property of 11670 north fork road. I have multiple concerns with the said gravel pit. I am sure you have already heard most of these concerns many times but I am adding to the list of people concerned with the location of this mine.

First off, let me introduce myself. My name is Sarah McLeish. My partner, our 5 children and I just bought the property of 11670 north fork road. I have been waiting and working my entire life to buy my dream property, and have finally been able to. We moved up the north fork to be away from town life, to have fresh water from a spring not contaminated by chemicals, to listen to the birds, animals and wind not to hear trucks and workers nearby, to have the children be able to run and explore without having to worry about tons of traffic and work sites.

We can start with my concerns with the gravel mine and my water. We get all of our water from a spring that stores extra in a cistern. Having the gravel mine above our one and only source of water has major concern. What will end up in our water, chemicals? And if nothing else it will dirty our only source of drinking water. We are downhill from this "mine" and there is no way it will not have some effect on our water. We moved up the north fork to get away from polluted water sources! Not to mention the surrounding streams and rivers that will also be affected by this mine.

Noise is also a huge concern. We moved up to this area for peace and quiet. I understand it was stated that some things will be done to decrease noise, but unfortunately I find it hard to believe it will decrease it enough. The little amount of traffic that does go by our place is loud enough, and to add numerous loads of gravel along with water trucks and worker vehicles and all others, the noise will be constant. This "pit" being just above our property line, we will hear every truck and every workers conversation. There will be noise from dawn to dusk. No peace and quiet.

The woods surrounding our property are also a home to many animals and plants. Building this mine here will destroy so many of their homes and push them away. As well as kill off many plant life that grows in the area. There are many trails for both walking/hiking and downhill biking in this area that many people use on a daily basis, and are maintained. These woods are also my children's playground; they run through them, playing in them each day, building this mine will take away their back yard. The back yard we have worked for our entire lives.

I also can't help but wonder how so much extra traffic will affect the road conditions. Over time they will wear down the road and destroy it. The bridge is a concern for me as well, it is a small bridge, and how many large, heavy vehicles can it withstand before becoming unsafe? Not to mention the danger it will add to my children's lives, they bike/walk those roads on a daily basis, whether it is to head to the river for a swim or just to enjoy a bike ride or walk, increasing the amount of vehicles using these roads increases the danger my children are in.

Another thing I find to be of concern, building this gravel mine, will no doubt decrease the value of my property I just bought. I have already put quite a bit of money into this property and that is just the beginning. With this mine being built I will never get back the money I have invested, nor all the time and effort, or the sweat equity I have put into to make it my dream home to have it destroyed by a gravel mine.

Please consider all my concerns, and how this will effect so many lives and resources in a negative manner. This is our home, our lives. Do not forget the people who live here. Do not forget the animals, nature, forest, waters, flora, birds and all other things this mine will affect. It is an unnecessary negative in so many ways. We say no mine!

Sincerely,  
Sarah McLeish

WATER RESOURCES SERVICE  
WATER RIGHTS BRANCH


DEPARTMENT OF LANDS, FORESTS,  
AND WATER RESOURCES

THE PROVINCE OF BRITISH COLUMBIA—WATER ACT  
CONDITIONAL WATER LICENCE

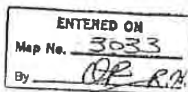
Neil Evans of Box 315, New Denver, B. C.

is/are hereby authorized to divert and use water as follows:—

- (a) The source(s) of the water-supply is/are Evans Spring.
- (b) The point(s) of diversion is/are located as shown on the attached plan.
- (c) The date from which this licence shall have precedence is 29th July, 1974.
- (d) The purpose for which the water is to be used is domestic.
- (e) The maximum quantity of water which may be diverted is 500 gallons a day,  
and such additional quantity  
as the Engineer may from time to time determine should be allowed for losses.
- (f) The period of the year during which the water may be used is the whole year.
- (g) The land upon which the water is to be used and to which this licence is appurtenant is  
that part of Lot 1 of Lot 693, Similkameen Division of Yale  
District, Plan 19789, lying west of road shown on said plan.
- (h) The works authorized to be constructed are diversion structure and pump,  
  
which shall be located approximately as shown on the attached plan.
- (i) The construction of the said works has been commenced, and shall be completed  
and the water beneficially used on or before the 31st day of  
December, 1977.
- (j) This licence authorizes the use of water for domestic purpose in  
one dwelling located approximately as shown on the attached plan.

  
H. D. DeBeck,  
Comptroller of Water Rights.

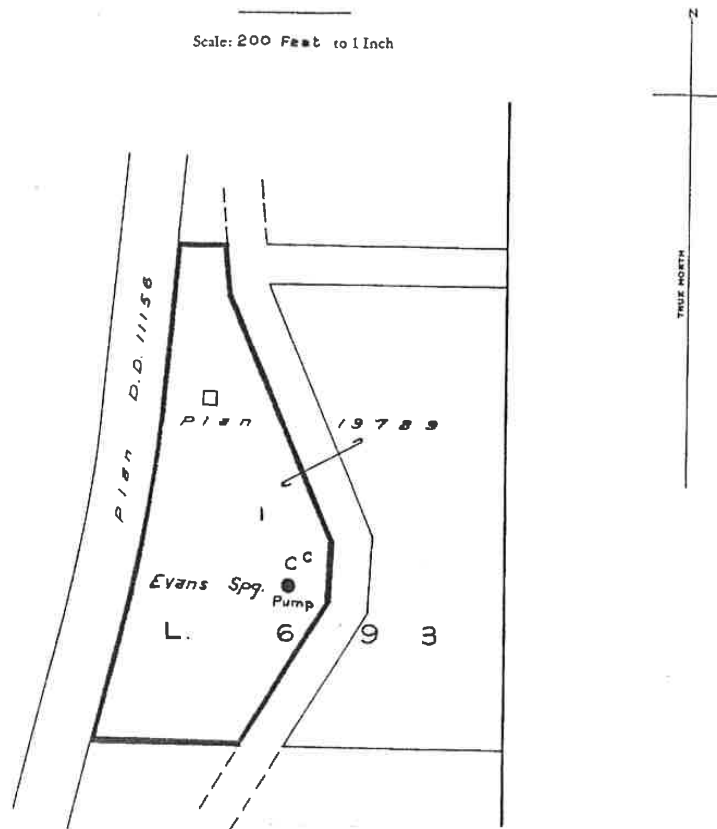
File No. 0323485 Date issued: 3rd March, 1975 Conditional Licence No. 43776





GRAND FORKS WATER DISTRICT  
SIMILKAMEEN DIVISION OF YALE DISTRICT

Scale: 200 Feet to 1 Inch



LEGEND

Point of Diversion  
W.R. Map

3033

The boundaries of the land to which this licence  
is appurtenant are shown thus:                     

Signature:                     

Date: 3<sup>rd</sup> Mar. 1975

CL 43776  
File 0323485

100 871-6447

Grand Forks Precinct

Aug. 21 2019

It has come to our attention that an application has been made for a new gravel pit on Volcanic Creek F.B. Road. We are very concerned as we live on Volcanic Creek F.B. Road and feel that the traffic and dust and noise would greatly alter our living here. We are especially concerned for our neighbours who live in very close proximity and will be greatly affected. We are not in favour at all with any commercial activity here.

Sincerely Roby Postma  
- Postma  
STEVE POSTMA



Ministry of Energy, Mines, and Petroleum Resources  
Suit 202-100  
Cranbrook St N  
Cranbrook BC  
V1C 3P9

Attention: Bruce Reid

Please accept this letter strongly opposing the Volcanic Creek Gravel Pit Mine. We reside very close as our retirement home is 11423 Volcanic Creek Rd. which is only meters from the gravel pit.

Water: We use domestic water from the Volcanic Creek and have used it since the mid 1980's. This 45 acres has the water rights to Volcanic Creek. When we purchased the property, we spent many hours cleaning the creek from garbage and debris. It is also considered a fish-bearing stream and what affect will the gravel mine have on the water and the fish? Has it been considered? I am very concerned about the affect this mine will have on my drinking water.

Dust: I have lung and breathing medical problems. I cannot breathe well in dusty areas. I take this gravel mine very seriously regarding my health.

Noise: Noise will definitely effect our way of life here. We purchased this land to have peace and quiet. The MOT pit is already a big problem when in operation. Noise from the backup beeping, long hours, slamming tailgates, crews conversations and equipment working were an issue last summer. I did not complain because it was to upgrade our local roads in the valley and also because the MOT pit was here before we moved here approximately 33 years ago. We were here many years before this new application. Herb Bryant has medical issues and the noise from the equipment working last season forced him to stay indoors with the doors shut and windows closed due to the excessive noise. This is our home and we should not be confined to staying indoors all summer long if the development of the pit should happen. Where are our rights as taxpayers and homeowners.

Employment: We understand crews will be brought in from other areas and not local people hired to work in the gravel pit.

Tourism and Recreation: We have many groups using and enjoying the Granby River. It has been an attraction for biking and hiking in the proposed area. This would change the opportunity for this activity. There is a registered single track biking trail that runs through the proposed property. How can a permit be given and the existing activities be ignored?

This area is a Historic part of the North Fork Valley. It is the location of the townsite of Eagle City back in the day.

Have the first Nations been contacted to conduct their study?

I am sure there are more remote areas of the Province that a gravel pit could be developed where there are no homes and residents that it would affect.

We have found Lady slippers and Tiger Lilies on the proposed property. Has this been investigated and recorded? I understand these are protected plants therefore we do not pick them.

Our family is a four-generation family living beside the proposed gravel mine. Our great grandchildren rely on the bus system to transport them to and from school. The road system on both sides of the valley is narrow and was not built for the increase in commercial traffic.

In closing, I would like to say we are members of society that care for the environment. We are decent law abiding citizens who pay our way in life with taxes etc. and feel we should be listened to and have a say in what happens next door to us. Only Terus Construction Ltd. will have a financial gain while many individuals and property owners will have both a loss in their way of life and a financial property loss. Please consider our concerns in this proposed Gravel Mine Pit.

Myrtle and Herb Bryant  
11423 Volcanic Creek  
Grand Forks BC

Noel Giffin  
11275 Granby Road, Grand Forks, British Columbia  
V0H-1H1  
778 436-2678  
noel@nethop.net

Bruce Reid  
Ministry of Energy, Mines & Petroleum Resources  
Southeast Region - 2nd Floor, 42 8th Avenue South,  
Cranbrook, BC V1C 2K3, Tel: 250-426-1557  
bruce.reid@gov.bc.ca

**Subject: Interroute Construction Limited Gravel Mine on Volcanic Creek**

Dear Sir,

I am very concerned about the proposed development and expansion of the Volcanic Creek Gravel pit by Interroute Construction / Terus Construction and I want to strongly voice my opposition to this project. I am a resident in the near vicinity of the quarry and think this will have a significant negative impact on the area. Not only am I concerned about pollution, (dust, noise, water), but the additional heavy traffic resulting will impact on local wildlife and will have negative consequences for local tourism. The roads in this area are currently a well known cycling destination and are a designated cycling route. The Granby Valley is a peaceful, quiet, pristine natural watershed and there are few of them left. They should be protected and treasured, not opened up and needlessly developed by uncaring corporate interests.

I am really disappointed that this project is being put forward with so little local public consultation. The local public is only now becoming aware of this facility and coming to terms with the negative consequences. I believe a much wider forum with a broad public consultation and a deeper environmental analysis needs to be completed before anything like the proposed quarry could proceed.

I am also concerned about the dearth of information about the scale of the operation and the time period proposed. Various people have mentioned anything from 5 years to 40 years of continuous activity with the amount of material and number of truck loads moved annually varying significantly. I think the public needs some clear facts and honest numbers. Why are these not readily forthcoming?

Sincerely,

Noel Giffin

Chief Inspector of Mines  
 Ministry of Energy, Mines and Petroleum Resources,  
 c/o Mining Division, Southeast Region,  
 202-100 Cranbrook Street South,  
 Cranbrook, BC V1C 3P9

RE:MEMPR File No. 1631059 Volcanic Road Pit

I am writing in regards to the Notice of Application For a Permit Approving the Mine Plan and Reclamation Program For Volcanic Road Pit by Interoute Construction Ltd. I am one of the residences that will be directly affected by this mine and have several concerns shared by my neighbours. In past years the Ministry of Transportation gravel pit has been used when there is paving in the North Fork valley being done. We know that it is a short term activity that benefits the residences in the valley

This was the case last year when rock crushing was being done, we were affected by loud noises, dust and increased vehicle traffic starting early in the morning and continuing until late into the evening.

We feel that this proposed mine will create a number of concerns that affects not only those of us located nearby, but all of the residences along both Granby and North Fork Roads.

Not a remote location several residences located nearby

Long hours of operation 7:00 am to 7:00 pm Monday to Saturday leaves very little quiet time for the residences. Several of us are retired and spent long hours at home

Extended season from April to November

Noise from loaders, crusher, excavator and back up beepers, trucks etc.

Dust generated from activities at pit

Possible aquifer and surface water contamination

Property values decreased by mine

Increased large vehicle traffic on roads in bad repair on both the Granby and North Fork roads

Safety concerns for school bus stopping to pick up and drop off children

Summer months congestion of people and vehicles parked along road near

Hummingbird

Bridge due to swimming, tubing and fishing

Mining activities and fuel storage increasing fire safety during dry months of the year

Weekend use of pit by firearm enthusiasts and outdoor parties

Possible solutions;

Shortening hours of operation to 8:00 am to 5:00 pm Monday to Friday

Ministry of Energy, Mines, and Petroleum Resources  
 Suit 202-100  
 Cranbrook St N  
 Cranbrook BC  
 V1C 3P9

Attention: Bruce Reid

I am writing to you with grave concerns about the development of a Gravel Pit mine in the Volcanic Creek area site Mine number 1631059 Re: Crown land application #4405975.

My husband Dean and I have owned property in the Volcanic Creek area for over 30 years. We have raised our children here and now our grand children are being raised here. The area has been our backyard playground since the early 80s.

Our address is 11425 Volcanic Creek Rd. We hold the water rights to the Volcanic Creek, which is our only source of water for the property. We do not have a well and do not plan to install one. We would like to be as self sufficient as possible.

We are very concerned with the development of this gravel pit and how it will affect our water source in years to come.

We are also concerned with the impact it will have on the adjacent neighbour's water source. The property is west of the MOT Pit and proposed private gravel pit. They are on a well system that draws water from the aquifer coming from the area in question. They feel with the activity that took place in the summer of 2018 in the MOT pit had negative effect to their water source. They have no proof because test were not completed before, during or after the activity was completed.

My elderly parents live on the property and both suffer with medical issues. The dust and noise from the gravel pit will prevent them from enjoying the country life and fresh air that living in the rural area provides.

As for the Application: We have read through the application and found misinformation in areas.

Ground Water Protection : In the application it indicates the test pits show the depth of ground water table is at 20m. We feel the test pits were not dug deep enough to indicate the level of the groundwater table.

The application indicates that the nearest residents are more than 650m from the proposed area but that measurement is incorrect. At least 6 homes and water sources are less then 530m from proposed site.

Using the trees as buffers for noise reduction would not be adequate due to the tree removal indicated in the application.

We are concerned about the Company Name change on the application. We have included an email copy from MOE that Interroute has been amalgamated into Terus Construction Ltd dated July 10, 2019. It indicates that should the file move forward the name will be changed to Terus Construction Ltd. RDKB was not aware that this amendment was made to the original application.

**Recreation Opportunities:**

The Grand Forks Area has been devastated in the past year and half with the major flooding that destroyed business and homes. The area is slowly picking up the pieces to move forward.

The Grand Forks area offers many recreational opportunities which attract visitors to the Grand Forks Area.

Mountain Biking is huge attraction for beginner to advance riders.

The Volcanic Creek Trail is a registered single track mountain bike trail that goes through the proposed property.

There are riders that visit the Grand Forks area just to ride our local trails.


The community uses the area for snowmobiling, cross country skiing, tobogganing, hiking, swimming in the local river, cycling, motor biking, quadding and so much more.

The increase in commercial truck traffic will certainly have an effect on the existing road maintenance.

The North Fork road and Granby road are bus routes for the community.

Please consider the residents of the area before you allow a development of a gravel pit on the proposed land.

Dean and Lilly Bryant  
11425 Volcanic Creek Rd  
Grand Forks BC

Climb Difficulty: Blue 

Physical Rating: Moderate

Dogs Allowed: Yes

Global Ranking: #28928 in Mountain Biking

Local Popularity: 55 in Mountain Biking [+]

length: 5.4 km.

Trail description: All mountain. Challenging climbs and descents on the upper portion. Fast flowing downhill on the lower portion.

#### Access Info

Trailhead coordinates: UTM 397406/5446701 (upper).

#### Directions:

Travel 17 km north of Grand Forks on the North Fork Road and then turn right onto the Volcanic Creek FSR. Drive or pedal to either 2.5 km or 4.5 km on Volcanic Creek FSR to the trailheads.

#### Local Trail Association

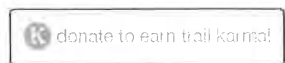
Kettle River Mountain Bikers' Association

([www.kettlerivermba.com](http://www.kettlerivermba.com))

Please consider joining or donating to the local riding association to support trail development & maintenance.

Grand Forks Cycling Club

([grandforkscyclingclub.com](http://grandforkscyclingclub.com))



#### More Stats for Volcanic Trail bike trail

|                  |         |
|------------------|---------|
| Altitude change: | -390 m  |
| Altitude min:    | 591 m   |
| Altitude max:    | 1,068 m |
| Altitude start:  | 981 m   |
| Altitude end:    | 591 m   |
| Grade:           | -7.516% |

Directions to volcanic-trail trailhead (49.164629, -118.407270)

## Volcanic Trail Trail [update trails status or condition](#)

### Reports

✓ Jun 7, 2019

📷 Clear and ranked as of Oct 8

✓ Oct 11, 2018 2018. Great rolling decent with some rock rolls and technical sections both up and down.

[view all reports »](#)

## Recent Ridelog Activity on Trail

Past Week

0 rides

6 Months

0 rides

All

0 rides





July 5, 2019

File: 14675-20  
Mine No.: 1631059

Angelica Herlihy  
11145 Grandby Road  
Grand Forks BC V0H 1H1

Dear Ms. Herlihy

**Re: Mines Act Application  
Volcanic Road Pit**

*Their answer to issues brought forward (everything is o.k.)*

Thank you for your letter of July 4, 2019 regarding Interoute Construction Ltd.'s application to operate a gravel pit at Volcanic Road. I will attempt to address your comments and concerns regarding this application.

In reviewing the application it appears that the proponent listed the nearest residence, not the total number of residences near the proposed gravel pit. The number of residences near the proposed gravel pit will be taken into account during the permitting process.

Regarding your concerns over truck access from Volcanic Road onto Granby Road the application has been referred to the Ministry of Transportation and Infrastructure. Regulations governing the use of roads and highways are established to provide for safe use by the public and industry. The regulations also provide for enforcement activities by police and Ministry of Transportation and Infrastructure to ensure compliance by all road users. Local government is responsible for municipal roads, while the Ministry of Transportation and Infrastructure is responsible for provincial roads and highways. These responsibilities include road maintenance and upgrades as well as posting appropriate speed limits and road restrictions. The Ministry of Energy, Mines and Petroleum Resources has no authority over road use or road standards off the mine site.

The existence of forest test plots at the site of the proposed gravel pit has been pointed out by staff with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRO). We will be working with FLNRO to avoid or mitigate harm to these test plots.

Regarding your concern over nearby archaeological sites please be advised that the application has been referred to all First Nations that claim traditional use or asserted or proven rights to the area of the

Ministry of Energy, Mines and  
Petroleum Resources

Mailing Address:  
202-100 Cranbrook St North  
Cranbrook BC V1C 3P9  
Telephone: 250-417-6134

Location:  
202-100 Cranbrook St N  
Cranbrook BC V1C 3P9

proposed gravel pit. If any concerns are raised by First Nations the proponent would be required to have an archaeological study done on the property to ensure that no archaeological sites would be disturbed by mining operations.

If a permit is granted, hours of operation may become part of the permit. Typically pit operations are restricted to Monday to Friday. However, haulage from stockpiles on Saturdays may be allowed. The hours of operation generally follow the natural daylight hours but may be restricted or expanded depending on the proximity to residences. In addition, siting of equipment, method of extraction and the construction of berms to deflect noise all assist in noise reduction.

The permit that Interoute Construction Ltd. currently has for the site of the proposed gravel pit is an Aggregate Exploration Permit. To receive a Mines Act Permit to operate a gravel pit, Interoute Construction Ltd. must first obtain a Licence of Occupation from the Lands branch of FLNRO and then file a Notice of Work to operate a gravel pit. If the application satisfies all of the Ministry of Energy, Mines and Petroleum Resources requirements for the protection of employees, the public and environment it is then referred to other resource agencies and the public for comments. Their responses, if they are consistent with the requirements of the Mine Act and its Regulations, will be incorporated into the permit, if a permit is granted.

We understand that the proponents advertised their intent to operate a gravel pit at the Volcanic Road site before MEMPR had an opportunity to review the application and provide guidance on the requirements in the advertisement. When we became aware of this mistake we asked the proponent to re-advertise in the local paper and BC Gazette and to make arrangements for the Notice of Work to be available for review by the public at the Grand Forks library.

Interoute Construction Ltd made application for a permit to operate a gravel pit for a five year period since that is the maximum time a permit is valid for under an existing mine plan. In order to extend the permit for an additional five year period the proponent would be required to file a new Notice of Work along with a new mine plan. This new application would undergo the same review and public consultation process as the original application.

Regarding your comment that there are already plenty of gravel pits in the Grand Forks area, the province of British Columbia works under a "Free Enterprise" system. Statutory decision makers of the Ministry of Energy, Mines and Petroleum Resources are required to provide due process for all applications for a Mines Act permit. It is not within the purview of a decision maker to make decisions regarding the appropriate number of gravel pits for a given area.

Sincerely,



---

Bruce Reid  
Inspector of Mines

**From:** Evans, Andrea FLNR:EX Andrea.Evans@gov.bc.ca  
**Subject:** Volcanic Pit Applicant Name - 4405975  
**Date:** August 20, 2019 at 1:12 PM  
**To:** Dean Bryant dlbryant@nethop.net



Hi Dean,

In 2019 Interoute amalgamated a number of their different companies into one name – Terus Construction Ltd. The incorporation number is BC1206911. On July 10, 2019, Interoute Construction Ltd. was changed to Terus Construction Ltd. on the file. Should this file move forward, the tenure holder would be Terus Construction Ltd.

Thanks,



*Andrea Evans*

*Authorizations Specialist*

Ministry of Forests, Lands, Natural Resource Operations & Rural Development

1907 Ridgewood Road, Nelson, BC, V1L 6K1

Tel: 250-825-1158 | Fax: 250-825-9657

[Andrea.Evans@gov.bc.ca](mailto:Andrea.Evans@gov.bc.ca)

## NEWS



Grand Forks Fall Fair is welcoming submissions for two cannabis categories this year. (Photo from Grand Forks Fall Fair)

## Cannabis category added to fall fair

J EDWARDS  
Grand Forks Gazette

Canada's latest legal crop will have two categories of its own next year at the 109th Grand Forks & District Fall Fair, where local cannabis will be scrutinized, inspected and maybe even burned "if necessary," according to a press release from organizers.

Cannabis has been growing in the Boundary area for decades by licensed producers and many backyard enthusiasts, the release says. "The time has come to recognize the horticultural skills it takes to do this well."

The fair will host separate categories for bud grown indoors and outdoors.

Winners will be judged based on their look, smell and how well they would do after being publicly displayed in tightly sealed glass

## Residents wary of North Fork gravel pit

JENSEN EDWARDS  
Grand Forks Gazette

Residents up the North Fork are voicing their concern after learning that a company has applied to open a gravel pit just off Volcanic Creek Road, near to an existing Ministry of Transportation and Infrastructure gravel pit and just east of the Granby River.

Interoute Construction, doing business as Selkirk Paving, has applied to mine, crush and screen aggregate on approximately 6.1 hectares of Crown land 14.6 kilometres north of Grand Forks.

According to the mine plan, the initial development "will provide a minimum of 15 years of aggregate products," meaning that neighbours may have to deal with truck traffic and

noise for an extended period of time.

"[Last year] you kind of grinned and boreared it because you knew that they're paving somewhere in the valley," said North Fork resident Carol Chenery about the intermittent operation of a Ministry of Transport gravel pit just a few hundred metres from where the proposed site would be.

Unlike the ministry pit, Interoute's operation would operate from April through November, annually.

Other neighbours have written to the Ministry of Energy, Mines and Petroleum Resources to voice their concerns with the project. Namely, the project proposal claimed that "as the site is in a remote location, others should not be impacted by the operation."

Where the application put the nearest residence at 650 metres away, it did

not disclose how many neighbours there were to the proposed site.

In a reply to a concerned resident, a mine inspector assured neighbours that "the number of residences near the proposed gravel pit will be taken into account during the permitting process."

Interoute's project plan says that of the estimated 70,000 cubic metres of viable material available at the site, just over a third of it will be mined in the first five years of operation. Over 100,000 more cubic metres of material have been identified for future use.

The *Gazette* phoned and emailed Interoute's project contact to ask about how they planned on addressing neighbours' noise and traffic concerns, but did not receive a reply by press time Tuesday.

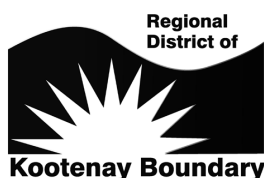
## Legal retail pot shop could open next month in Greenwood

August 15, 2019

Letter to the Editor,

I am writing in regards to a Notice of Work Permit #1631059 applied for by Inter Route Construction, doing business as Selkirk Paving that was advertised in the Gazette back on June 26, 2019. I have lived between the Volcanic Creek Pit owned by the Ministry of Transportation, and the river for over 40 years, we were planning a quiet retirement by the river. Myself and other residences nearby this site, thought this was a extension to the MoT pit if we saw the ad at all. Last year MoT pit was used for the paving done by Selkirk Paving on the North Fork valleys roads. We experienced the long ( 7am to 7 pm, Monday- Saturday ), loud hours of operation, increased large vehicle traffic, dust , and possible water pollution to surface and aquifer, that this NEW mine up Volcanic Creek road, above the MoT pit site will create. Our proponent, whom has shifted his identity several times now, has applied to mine and crush sand and gravel from this crown land owned site from April to November. All of us that experience the quiet beauty of the North Fork Valley whether as locals or tourists driving, walking, bicycling, swimming, fishing or tubing will be contending with the addition of another gravel mine. During the school year I am concerned about the heavy vehicle traffic approaching stopped school buses around some of the sharp corners on our roads. Roads that are not in good shape as it is. We oppose this project for many other reasons as well. The Notice of Work application is available at the library or by contacting me at [cac20041@gmail.com](mailto:cac20041@gmail.com) We also are putting together a petition that if anyone is interested in signing arrangements can be made.

Thanks for your time!  
Carol Chenery  
11505 North Fork Road  
Grand Forks, BC V0H 1H1  
Ph# 250 442 2591



## Staff Report

|              |   |                |                 |
|--------------|---|----------------|-----------------|
| <b>RE:</b>   | Ministry of Transportation and Infrastructure – Subdivision - Hicks |                |                 |
| <b>Date:</b> | August 29, 2019   | <b>File #:</b> | C-750-04040.000 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors                 |                |                 |
| <b>From:</b> | Liz Moore, Senior Planner   |                |                 |

### Issue Introduction

The RDKB has received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area C/Christina Lake (see Attachments).

| Property Information            |  |
|---------------------------------|--|
| <b>Owner(s):</b>                | Barry and Lana Hicks   |
| <b>Agent:</b>                   | David Beaton   |
| <b>Location:</b>                | 1930 Setterland Road   |
| <b>Electoral Area:</b>          | Electoral Area C/ Christina Lake   |
| <b>Legal Description(s):</b>    | Lot 5, Plan KAP2164, DL 750, SDYD  |
| <b>Area:</b>                    | 16.9 ha (41.7 acre)  |
| <b>Current Use(s):</b>          | Mobile Home Park   |
| Land Use Bylaws                 |  |
| <b>OCP Bylaw: 1250</b>          | Residential<br>Natural Resource  |
| <b>DP Area:</b>                 | Waterfront Environmentally Sensitive   |
| <b>Zoning Bylaw: 1300</b>       | Manufactured Home Park 6<br>Natural Resource 1   |
| <b>Minimum Parcel Size</b>      | Manufactured Home Park 6 (R6) – 3 acres (Mobile Home Park Bylaw)<br>Natural Resource 1 (NR1) – 10 ha |
| Other                           |  |
| <b>ALR:</b>                     | NA   |
| <b>Waterfront / Floodplain:</b> | Sutherland Creek (western boundary)  |
| <b>Service Area:</b>            | NA   |
| <b>Planning Agreement Area:</b> | NA   |

Page 1 of 4

P:\PD\EA\_ 'C\C-750-04040.000 MHP\2019-April-MOTI Sub\Board\2019-06-26\_Hicks\_MOTI\_Board.docx

## History / Background Information

A mobile home park has been permitted on this property since 1976. In 2014, a Development Permit (DP) was issued for the placement of a new manufactured home in the mobile home park. At the time of the DP application, the property was described as having a single family dwelling and 6 manufactured homes. These buildings are described as being connected to two different septic systems, one for the single family dwelling and one for the mobile homes. The septic system for the house was installed in 1992 and is approximately 25m from Sutherland Creek. The system for the mobile homes was installed in 1975 and is about 50m from the creek.

## Proposal

The applicant has proposed to subdivide the subject property into two new parcels and a remainder (see Applicant's Submission). The proposed subdivision would include:

1. Lot 1 (1.23 ha) that would include an existing mobile-home park, with five mobile homes in place.
2. Lot 2 (0.87 ha) that would include two residences; a residential septic system; the mobile home park septic system, to have a proposed easement to the mobile home park; and a well located on a piece of the proposed parcel tied across the road dedication.
3. Lot 5 (14.7 ha) is the proposed remainder parcel. There is a 750 square foot (69.7 m<sup>2</sup>) garage located on this proposed parcel. The Columbia Western Rail Trail is in the southeastern corner.
4. A road dedication is proposed for where an existing driveway meets Setterland Road to provide access to the proposed parcels and remainder.
5. A road dedication for proposed access to Palm Road
6. Portions of the subject property where Sutherland Creek is located would be returned to the Crown

## Implications

The Zoning Bylaw does not outline a minimum parcel size in the Manufactured Home Park 6 Zone (R6); however the *Mobile Home Park By-law, No. 97, 1975*, includes a minimum site area of 3 acres (1.21 ha). A Manufactured Home Park is the only permitted principal use listed for the R6 zone. Proposed Lot 1, where the mobile home park is located meets the size requirement and permitted use requirement for this Zone.

Proposed Lot 2, which would have two dwellings, is also zoned R6. The proposed parcel, at 0.87ha, would not meet the minimum parcel size requirement of 1.21ha. Planning staff estimated that the floor areas of the two residences are 200 m<sup>2</sup> and 80 m<sup>2</sup>. If these estimates are correct, then the smaller residence could be in line with the Zoning Bylaws definition of a secondary suite, which is a permitted use in several of the residential zones in Christina Lake, but not R6.



In order to be in compliance with the Zoning Bylaw following subdivision, proposed Lot 2 would need to be rezoned. Surrounding properties are zoned Single Family Residential 1 (R1), which may be an appropriate zone for proposed Lot 2, as long as the proposed parcel is connected to the community water system, however the existing and proposed parcels are not within the Sutherland Creek Waterworks District. With connection, the proposed Lot 2 would comply with the minimum parcel area requirements of 2000 m<sup>2</sup>. A single family dwelling is the permitted principal use in R1, with a secondary suite as a permitted secondary use.

The entirety of the Natural Resources 1 Zone on this parcel would be on the proposed remainder, Lot 5. The minimum parcel size in the Natural Resource 1 Zone is 10 ha. The proposed remainder would contain approximately 10 ha of Natural Resource 1 Zone and approximately 4.5 ha of the Manufactured Home Park 6 Zone (R6). The garage located on this parcel is larger than what is permitted for a storage building located on a parcel that does not have a principal use or building, which is limited to 60 m<sup>2</sup>. A Development Variance Permit application to address this non-compliance should the owners wish to keep the building. Alternatively, the building can be demolished.

In correspondence with planning staff, the applicant stated that the intention is to rezone proposed Lot 2 and the portion of the remainder that is zone R6, with the intention that both would be used for residential purposes. A rezoning application has not yet been received. The applicant also stated the intent is to tear down the garage on the proposed remainder and to build a house on that parcel.

The applicant has also indicated an intention to connect the properties to the community water system. The Sutherland Creek Waterworks District service area is at the western boundary of the subject property.

No parkland dedication is required for this subdivision as only two new parcels would be created. A parkland dedication is required for subdivisions that would create three or more parcels with the smallest parcel being less than 2 hectares.

### **Advisory Planning Commission (APC)**

The Electoral Area 'C'/Christina Lake APC supported this application at their August 6, 2019 meeting, with the following comments:

- Septic field concerns expressed as to who could be responsible in case of failure.

The APC comments as well as the implications described above have been forwarded to the Ministry of Transportation and Infrastructure.

### **Recommendation**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot 5, Plan KAP2164, DL 750, SDYD, Electoral Area 'C'/Christina Lake, be received.

## **Attachments**

Site Location Map  
Subject Property Map  
Parcel Report - Zoning  
Applicants Submission

Page 4 of 4

P:\PD\EA\_'C\C-750-04040.000 MHP\2019-April-MOTI Sub\Board\2019-06-26\_Hicks\_MOTI\_Board.docx



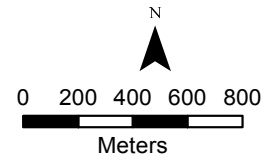


Regional District of  
Kootenay Boundary

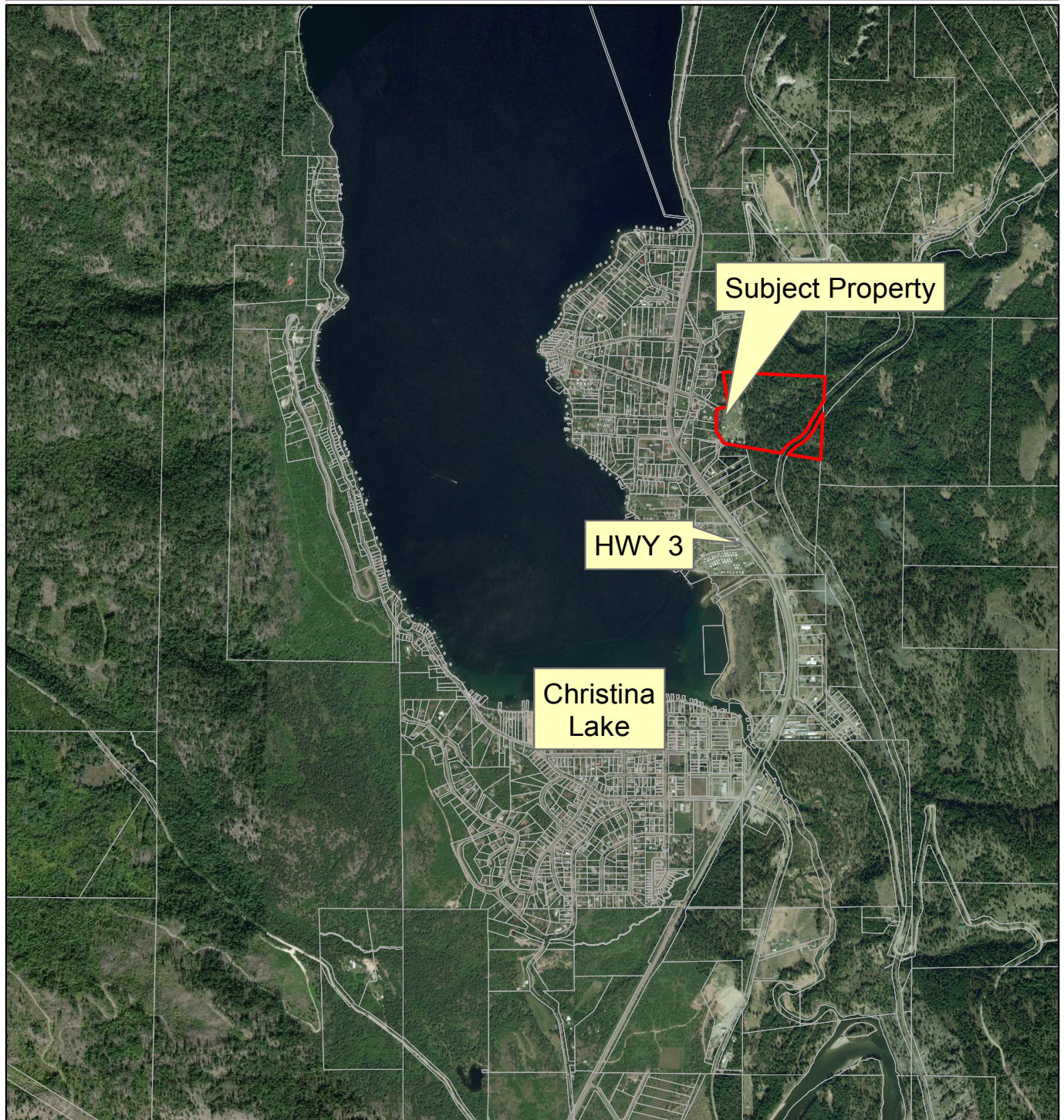
Date: 20/03/2019

## Site Location Map

Lot 5, Plan KAP2164, DL 750, SDYD



1:24,000



Document Path: H:\2019-03-20\_SLM\_Hicks.mxd



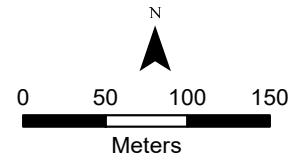


Regional District of  
Kootenay Boundary

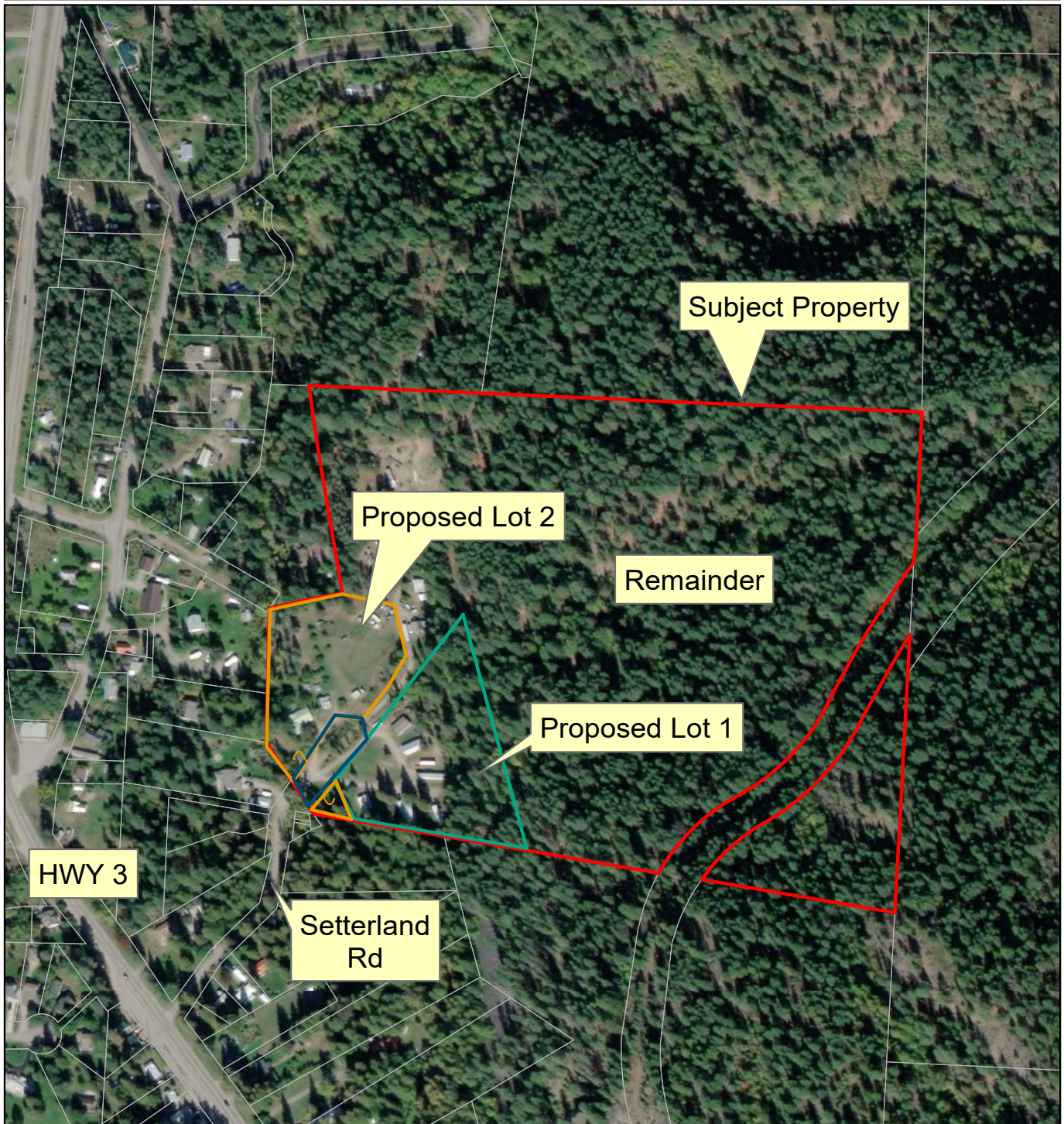
Date: 2019-07-25

## Subject Property Map

Lot 5, Plan KAP2164, DL 750, SDYD



1:4,000



Document Path: P:\PD\EA\_C\C-750-04040.000 MHP\2019-April-MOTI Sub\2019-03-20\_SPM\_Hicks.mxd



## Thursday, July 25, 2019



## Legal Information

|               |   |                 |                  |       |           |             |       |
|---------------|---|-----------------|------------------|-------|-----------|-------------|-------|
| Plan:         | KAP2164   | Section:        |                  | Jurs: | 712       | Lot Area:   | 41.69 |
| Block:        |   | Township:       |                  | Roll: | 4040000   | Area Unit:  | acr   |
| Lot:          | 5   | Land District:  | 54               | PID:  | 007792387 | Width (ft): |       |
| District Lot: | 750   | Electoral Area: | Electoral Area C |       |           | Depth (ft): |       |
| Street:       | 1930 SETTERLAND RD  |                 |                  |       |           |             |       |
| Description:  | Lot 5, Plan KAP2164, District Lot 750, Similkameen Div of Yale Land District, Except Plan 2412 B4557 3426 B5691 B6221 25939, FOR CEDAR COVE MHP BAYS C/REF 70025.012 ET AL/, 17712 CEDAR COVE Manufactured Home Park, MHP Roll # 17-712-04040.000 |                 |                  |       |           |             |       |

Page 1 of 1

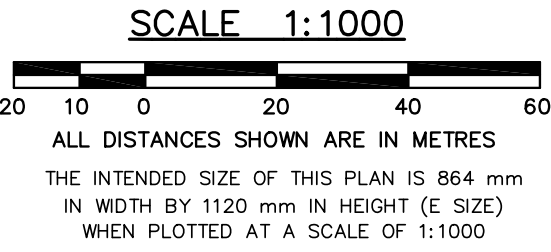


# PROPOSED

SUBDIVISION PLAN OF LOT 5, DL 750,  
SDYD, PLAN 2164, EXCEPT PLANS  
B4557, B5691, B6221, 3426, 2412, AND 25939.

PURSUANT TO SECTION 67 L.T.A.  
BCGS 82E.009  
PID: 007-792-387  
CHARGES: UNDER-SURFACE RIGHTS- A4150, K019408, LB529850  
PARAGRAPHS (E) AND (F) SEC 23(1) LTA - DF M26728, 12/5/77

CIVIC ADDRESS:  
1930 - SETTERLAND ROAD, CHRISTINA LAKE  
CLIENT: DAVE BEATON / BARRY HICKS  
DATE: JUNE 13, 2019  
FIELD SURVEY DATE: MAY 17, 2019  
VERSION # 1



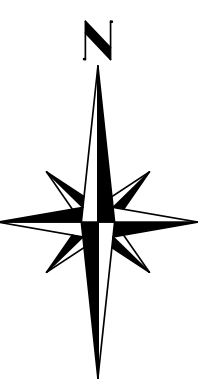
ALL DISTANCES SHOWN ARE IN METRES  
THE INTENDED SIZE OF THIS PLAN IS 894 mm  
IN WIDTH BY 1125 mm IN HEIGHT (E SIZE)  
WHEN PLOTTED AT A SCALE OF 1:1000  
THIS SKETCH PLAN WAS PREPARED FOR  
SUBDIVISION APPLICATION PURPOSES  
ONLY AND IS FOR THE EXCLUSIVE  
USE OF THE CLIENT SHOWN.  
LOT BOUNDARIES SHOWN ARE DERIVED FROM CURRENT FIELD SURVEY  
BY BROOK PENDERGRAFT, B.C.S. 986, AND ARE SUBJECT TO  
CHANGE UPON REGISTRATION OF A COMPLETE NEW LEGAL SURVEY.  
LOT BOUNDARIES SHOWN ARE DERIVED FROM CURRENT FIELD SURVEY  
BY BROOK PENDERGRAFT, B.C.S. 986, AND ARE SUBJECT TO  
CHANGE UPON REGISTRATION OF A COMPLETE NEW LEGAL SURVEY.  
DIMENSIONS SHOWN ARE NOT TO BE USED TO  
DEFINE BOUNDARIES OR PROPERTY CORNERS.

## LEGEND

- DENOTES STANDARD IRON POST PLACED
- DENOTES STANDARD IRON POST FOUND
- △ DENOTES TRAVERSE HUB PLACED
- ⊙ DENOTES NON-STANDARD POST (ROUND) FOUND
- ⊖ DENOTES STANDARD CAPRED POST FOUND
- ⊗ DENOTES UNMONUMENTED MEASURED POINT

NOTE: THIS PLAN SHOWS ONE OR MORE WITNESS  
POSTS WHICH ARE NOT SET ON THE TRUE CORNER(S)

GRID BEARINGS ARE DERIVED FROM GNSS DUAL  
FREQUENCY OBSERVATIONS AND ARE REFERRED  
TO THE CENTRAL MERIDIAN OF UTM ZONE 11  
TO OBTAIN LOCAL ASTROLOGICAL BEARINGS REFERRED  
TO THE MERIDIAN THROUGH THE TRAVERSE HUB  
LABELLED "SPK3882". SUBTRACT 0° 55' 00".  
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES  
UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES  
MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE  
COMBINED FACTOR OF 0.9998242. THE AVERAGE COMBINED  
FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL  
ELEVATION OF 458 METRES.  
THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL  
ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY  
OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.



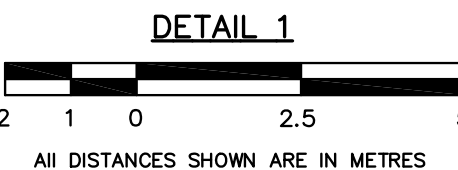
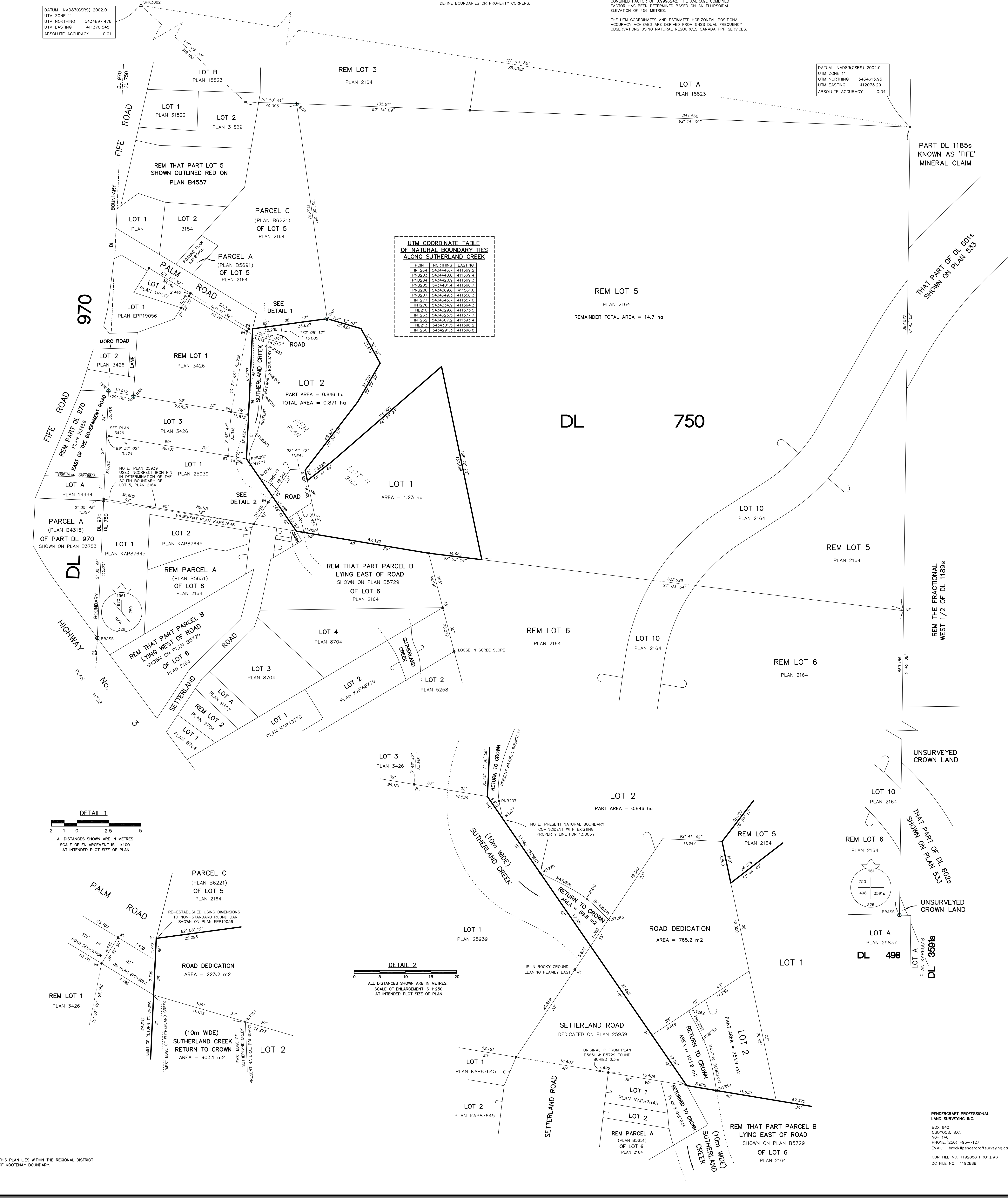
| BOOK OF REFERENCE                         |          |
|---|----------|
| DESCRIPTION                               | AREA     |
| LOT 1                                     | 1.23 ha  |
| LOT 2, PART SOUTH OF SETTERLAND ROAD DED. | 254.9 m2 |
| LOT 2, PART NORTH OF SETTERLAND ROAD DED. | 0.846 ha |
| LOT 2, TOTAL AREA                         | 0.871 ha |
| (PALM) ROAD DEDICATION                    | 223.2 m2 |
| (SETTERLAND) ROAD DEDICATION              | 765.2 m2 |
| TOTAL ROAD DEDICATION                     | 988.4 m2 |
| RETURN TO CROWN (NORTH)                   | 903.1 m2 |
| RETURN TO CROWN (WIGGLE)                  | 58.8 m2  |
| RETURN TO CROWN (SOUTH)                   | 103.9 m2 |
| TOTAL RETURN TO CROWN                     | 0.107 ha |
| REM LOT 5, DL 750, SDYD, PLAN 2164        | 14.7 ha  |

DATUM: NAD83(CRS) 2002.0  
UTM ZONE 11  
UTM NORTHING 5434897.478  
UTM EASTING 411370.545  
ABSOLUTE ACCURACY 0.01

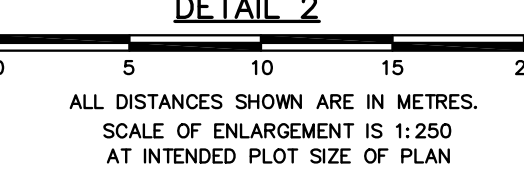
DATUM: NAD83(CRS) 2002.0  
UTM ZONE 11  
UTM NORTHING 5434615.95  
UTM EASTING 412073.29  
ABSOLUTE ACCURACY 0.04

UTM COORDINATE TABLE  
OF NATURAL BOUNDARY TIES  
ALONG SUTHERLAND CREEK

| POINT  | NORTHING  | EASTING  |
|--------|-----------|----------|
| INT254 | 5434446.7 | 411569.2 |
| PMB203 | 5434440.8 | 411569.4 |
| PMB204 | 5434420.9 | 411569.5 |
| PMB205 | 5434401.4 | 411568.7 |
| PMB206 | 5434384.8 | 411568.6 |
| PMB207 | 5434349.3 | 411566.3 |
| PMB210 | 5434329.8 | 411573.3 |
| INT276 | 5434334.8 | 411564.3 |
| PMB211 | 5434325.5 | 411577.7 |
| INT263 | 5434325.5 | 411577.7 |
| INT262 | 5434307.2 | 411563.4 |
| PMB213 | 5434305.6 | 411568.8 |
| INT260 | 5434291.3 | 411598.8 |



ALL DISTANCES SHOWN ARE IN METRES  
SCALE OF ENLARGEMENT IS 1:100  
AT INTENDED PLOT SIZE OF PLAN



ALL DISTANCES SHOWN ARE IN METRES  
SCALE OF ENLARGEMENT IS 1:250  
AT INTENDED PLOT SIZE OF PLAN

PENDERGRAFT PROFESSIONAL  
LAND SURVEYING INC.  
BOX 640  
OSOYOOS, B.C.  
V0N 1V0  
PHONE: (250) 495-7127  
EMAIL: brook@pendergraftsurveying.bc.ca  
OUR FILE NO. 1192888 PROJ.DWG  
DC FILE NO. 1192888

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT  
OF KOOTENAY BOUNDARY.



## Page 311 of 415

# DETAIL OF PROPOSED

SUBDIVISION PLAN OF LOT 5, DL 750,  
SDYD, PLAN 2164, EXCEPT PLANS  
B4557, B5691, B6221, 3426, 2412, AND 25939.

PURSUANT TO SECTION 67 L.T.A.  
BCGS 82F.009

PID: 007-792-387  
CHARGES: UNDERSURFACE RIGHTS- A4150, K019408, LB529850  
PARAGRAPHS (E) AND (F) SEC 23(1) LTA - DF M26728, 12/5/77

SCALE 1:400  
ALL DISTANCES SHOWN ARE IN METRES

THE INTENDED SIZE OF THIS PLAN IS 864 mm  
IN WIDTH BY 560 mm IN HEIGHT (D SIZE)  
WHEN PLOTTED AT A SCALE OF 1:400

GRID BEARINGS ARE DERIVED FROM GNSS DUAL  
FREQUENCY OBSERVATIONS AND ARE REFERRED  
TO THE CENTRAL MERIDIAN OF UTM ZONE 11  
TO OBTAIN LOCAL ASTRONOMIC BEARINGS REFERRED  
TO THE MERIDIAN THROUGH THE TRAVERSE HUB  
LABELLED "SPK3882", SUBTRACT 0° 55' 00".

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES  
UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES  
MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE  
COMBINED FACTOR OF 0.9998242. THE AVERAGE COMBINED  
FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL  
ELEVATION OF 456 METRES.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL  
ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY  
OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.

CIVIC ADDRESS:  
1930 - SETTERLAND ROAD, CHRISTINA LAKE

CLIENT: DAVE BEATON / BARRY HICKS

DATE: JUNE 13, 2019

FIELD SURVEY DATE: MAY 17, 2019

VERSION # 1

THIS SKETCH PLAN WAS PREPARED FOR  
SUBDIVISION APPLICATION PURPOSES  
ONLY AND IS FOR THE EXCLUSIVE  
USE OF THE CLIENT SHOWN.

LOT BOUNDARIES SHOWN ARE DERIVED FROM CURRENT FIELD SURVEY  
BY BROCK PENDERGRAFT, BCLS 986, AND ARE SUBJECT TO  
CHANGE UPON REGISTRATION OF A COMPLETE NEW LEGAL SURVEY.

DIMENSIONS SHOWN ARE NOT TO BE USED TO  
DEFINE BOUNDARIES OR PROPERTY CORNERS.

| BOOK OF REFERENCE                         |          |
|---|----------|
| DESCRIPTION                               | AREA     |
| LOT 1                                     | 1.23 ha  |
| LOT 2, PART SOUTH OF SETTERLAND ROAD DED. | 254.9 m2 |
| LOT 2, PART NORTH OF SETTERLAND ROAD DED. | 0.846 ha |
| LOT 2, TOTAL AREA                         | 0.871 ha |
| (PALM) ROAD DEDICATION                    | 223.2 m2 |
| (SETTERLAND) ROAD DEDICATION              | 765.2 m2 |
| TOTAL ROAD DEDICATION                     | 988.4 m2 |
| RETURN TO CROWN (NORTH)                   | 903.1 m2 |
| RETURN TO CROWN (MIDDLE)                  | 59.8 m2  |
| RETURN TO CROWN (SOUTH)                   | 103.9 m2 |
| TOTAL RETURN TO CROWN                     | 0.107 ha |
| REM LOT 5, DL 750, SDYD, PLAN 2164        | 14.7 ha  |

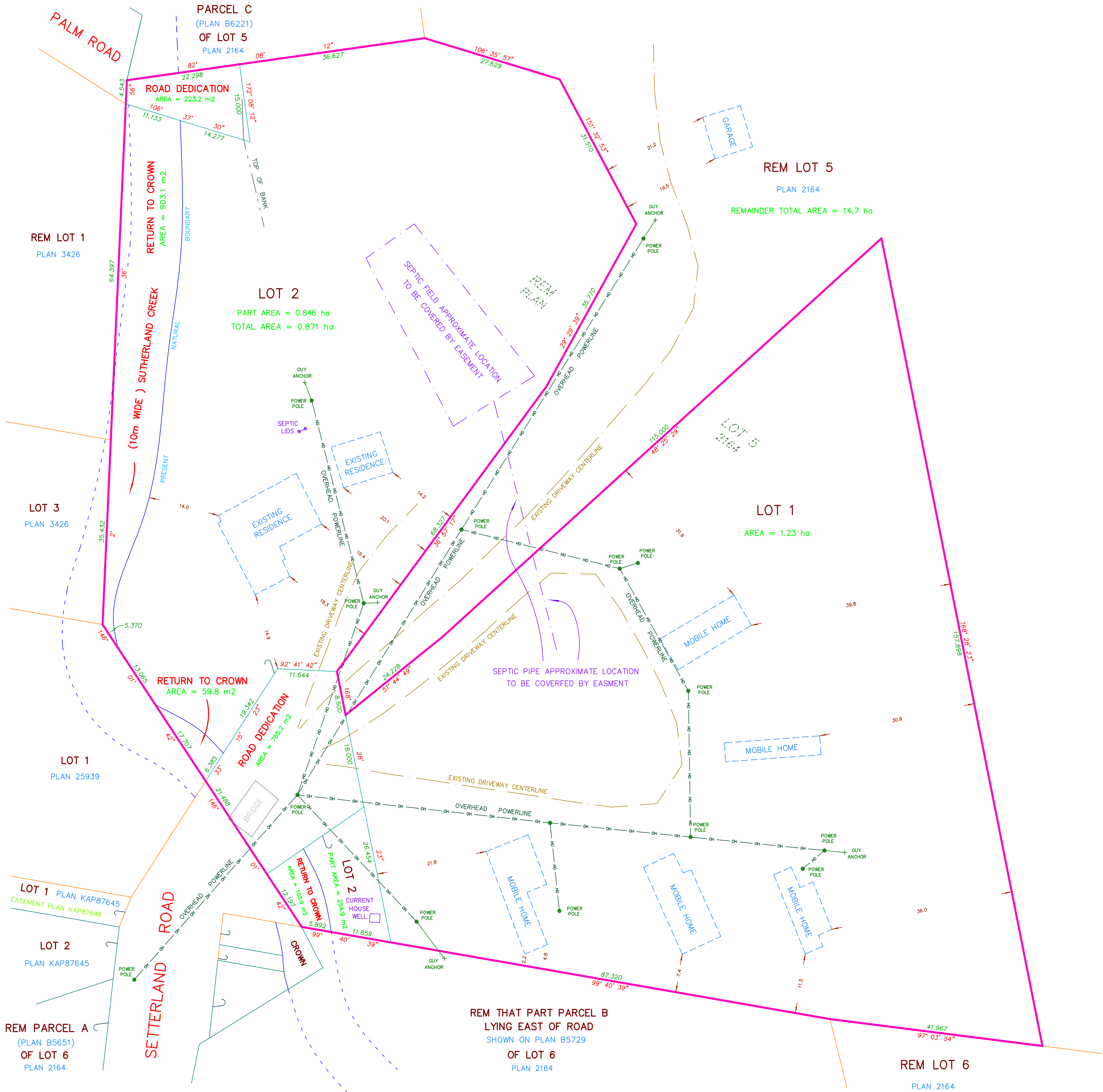
PENDERGRAFT PROFESSIONAL  
LAND SURVEYING INC.

BOX 640  
OSOIPOOS, B.C.  
V0M 1V0  
PHONE: (250) 495-7127  
EMAIL: brock@pendergraftsurveying.ca

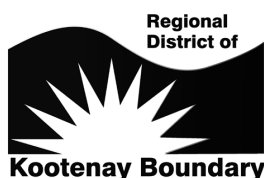
OUR FILE NO. 1192888 PROJ DETAIL.DWG  
DC FILE NO. 1192888

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT  
OF KOOTENAY BOUNDARY.

NOTE: BUILDING OUTLINES SHOWN ARE  
TO THE OUTER EDGES OF EAVES OR OVERHANGS







## Staff Report

|              |  |                |                  |
|--------------|--|----------------|------------------|
| <b>RE:</b>   | Ministry of Transportation and Infrastructure – Subdivision - Walker |                |                  |
| <b>Date:</b> | August 29, 2019  | <b>File #:</b> | E-1052-04580.060 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors                  |                |                  |
| <b>From:</b> | Liz Moore, Senior Planner  |                |                  |

### Issue Introduction

The RDKB has received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area 'E'/West Boundary (see Attachments).

| Property Information            |                                    |
|---------------------------------|------------------------------------|
| <b>Owner(s):</b>                | Merilyn Walker                     |
| <b>Agent:</b>                   | Ron Walker                         |
| <b>Location:</b>                | 11950 & 11980 Highway 3            |
| <b>Electoral Area:</b>          | Electoral Area 'E'/West Boundary   |
| <b>Legal Description(s):</b>    | Lot 1, Plan KAP33058, DL1052, SDYD |
| <b>Area:</b>                    | 22.3 ha (55.1 acre)                |
| <b>Current Use(s):</b>          | Residence                          |
| Land Use Bylaws                 |                                    |
| <b>OCP Bylaw:</b>               | NA                                 |
| <b>DP Area:</b>                 | NA                                 |
| <b>Zoning Bylaw:</b>            | NA                                 |
| Other                           |                                    |
| <b>ALR:</b>                     | Partial                            |
| <b>Waterfront / Floodplain:</b> | NA                                 |
| <b>Service Area:</b>            | NA                                 |
| <b>Planning Agreement Area:</b> | NA                                 |

### History / Background Information

The subject property is located on Highway 3 northeast of Greenwood, close to the boundary with Electoral Area D/Rural Grand Forks. This parcel was created by subdivision in 1982. Lot 2 to the south of the subject property was also created in the

Page 1 of 2

P:\PD\EA\_ 'E'\E-1052-04580.060\_Walker\Aug 2019 Subdivision\Board\2019-06-27\_Walker\_MOTI\_Board.docx

same subdivision. The properties to the south and west are used for agriculture, the property to the east is part of a ranch, and the land to the north is Crown land. The Columbia and Western Railway separates a small portion of the property from the rest.

There was previously two homes on this property, though the house located at 11950 Highway 3 was destroyed by a fire. There still remains a well and a septic system in place for that home.

### **Proposal**

The applicant has proposed to subdivide the subject property into two lots. They did not provide areas for the lots, however, based upon the drawing submitted, planning staff estimated that Lot 1 is proposed to be approximately 6.4 ha and Lot 2 is proposed to be approximately 15.9 ha.

### **Implications**

There is no OCP nor Zoning Bylaw in this part of Electoral Area 'E'/West Boundary, therefore there is no guidance for the minimum area required for a parcel created by subdivision. There are also no setback requirements in this area to be considered.

The portion of the property located in the Agricultural Land Reserve (ALR) will not be affected by the subdivision. The ALR resides on the western most portion of the property. The proposed parcel line would approximately follow the ALR boundary.

The applicants state that there are septic systems and wells in place on both of the proposed parcels.

### **Advisory Planning Commission (APC)**

The Electoral Area 'E'/West Boundary APC supported this application at their August 6, 2019 meeting, with the following comments:

- That the access road to lot 1 be part of lot 1 and the dotted line be congruent with the eastern edge of the road to lot 1. Also, Lot 2 should have an easement from the existing road.
- The comments from the APC have been forwarded to MOTI for consideration.

### **Recommendation**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 1, Plan KAP33058, DL 1052, SDYD, Electoral Area 'E'/West Boundary, be received.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicants Submission



Regional District of  
Kootenay Boundary

Date: 2019-07-22

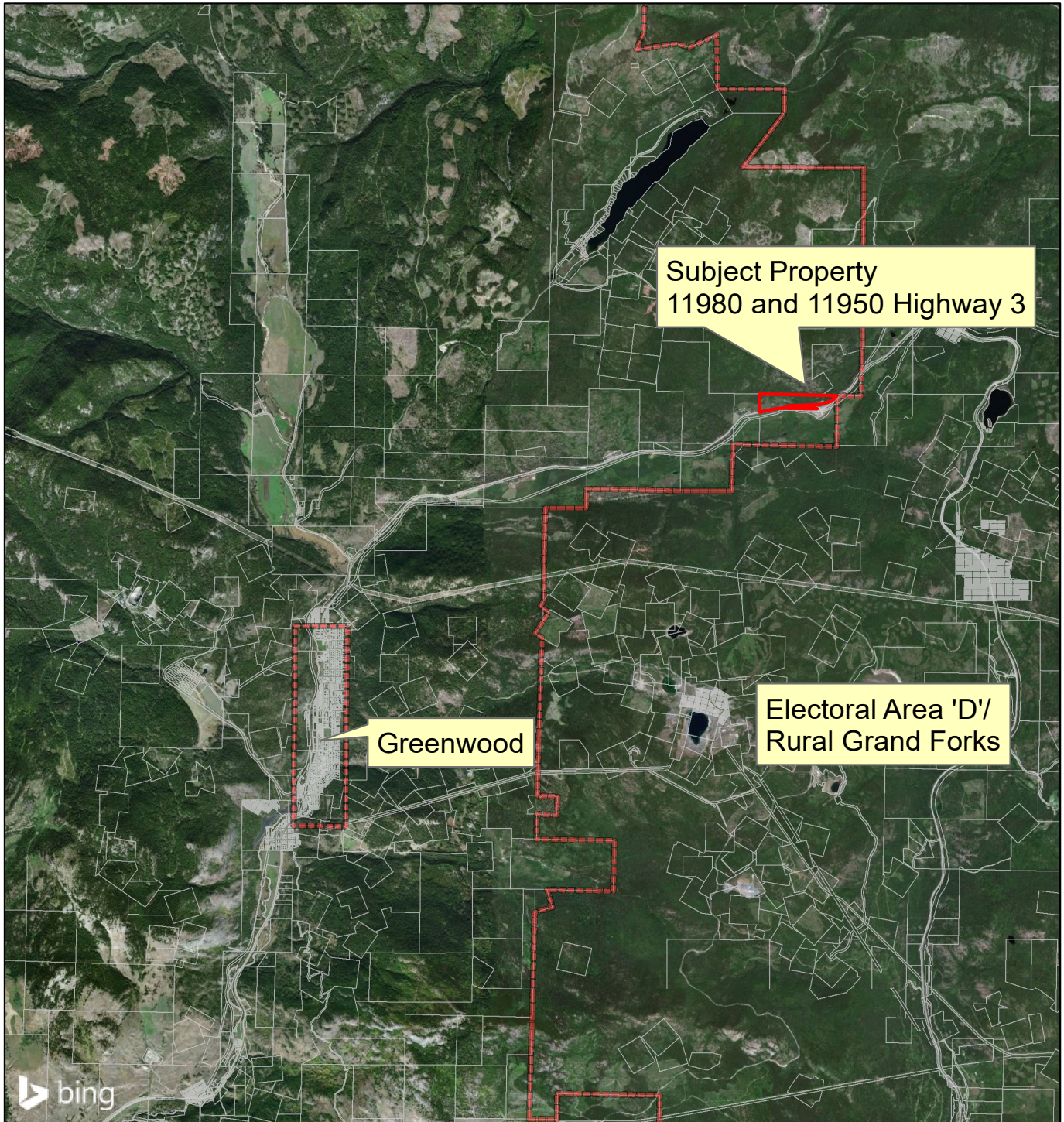
## Site Location Map

Lot 1, Plan KAP33058,  
DL 1052, SDYL



0 50 100  
Meters

1:80,000



Document Path: P:\PD\EA\_E\1052-04580.060\_Walker\Aug 2019 Subdivision\2019-06-26\_SPM\_E-1052-04580.060.mxd



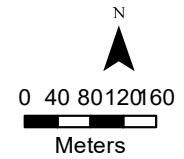


Regional District of  
Kootenay Boundary

Date: 2019-07-22

## Subject Property Map

Lot 1, Plan KAP33058,  
DL 1052, SDYL



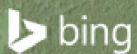
1:8,000

ALR Polygon

Subject Property  
11980 and 11950 Highway 3

Highway 3

Electoral Area 'D'/  
Rural Grand Forks



Document Path: P:\PD\EA\_E\1052-04580.060\_Walker\Aug 2019 Subdivision\2019-06-26\_SPM\_E-1052-04580.060.mxd



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

## Application Summary eDAS File Number: 2019-03225

### Subdivision Application:

**Subdivision Type:** Conventional  
**Selected Office:** Grand Forks Area Office  
**Applicant File Number:**

**No. of Lots:** 2

#### Land Use:

**Local Government:** RDKB Area E  
**Property Zoning:** no zoning  
**Existing Land Use:** residential

**Intended Land Use:** residential

#### Surrounding Land Use:

##### North:

Government land

##### South:

Agricultural

##### East:

government land

##### West:

Agricultural

#### Services:

**Proposed Sewage Disposal:** Septic Tank (if other)

**Proposed Water Supply:** Well (if other)

### Location:

#### Order Location

Legal Description: Lot1,Plan KAP33056,District lot 1052, Similkameen Civ of Yale Land District. Manufactured home Reg #20219

Map: 1540942,486774

### Subdivision Application Details:

#### Required items include:

- ☒ An authorization letter from the owner if someone else, such as an agent, is applying on the owner's behalf
- ☐ Original plus five copies of a scaleable sketch plan of proposed layout.  
The sketch must include the approximate grades and widths of roads and a design profile, preferably including a cross-section of the proposed road.  
Properly engineered drawings will be required for final approval. The sketch should contain:
  - ☐ The date it was drawn
  - ☐ The scale
  - ☐ North arrow
  - ☐ Legal description of the property being subdivided, and its adjacent properties
  - ☐ Outline of the subdivision in red or heavy black line
  - ☐ All proposed lots, remainders, parks, rights of way, easements and roads showing dimensions and areas
  - ☐ Any existing property lines or roads proposed to be removed, closed or relocated
  - ☐ All steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
  - ☐ Location of existing buildings and structures on the property and adjacent properties within 30m of property boundaries
  - ☐ Location of any onsite water sources to be developed
  - ☐ Approximate location of all existing and proposed utility services
  - ☐ Existing access roads and other roads and trails on the property (state names of roads)
  - ☐ Site locations of the soil inspection test holes and the percolation tests on each parcel
  - ☐ Approximate extent of area available for sewage disposal surrounding the test holes
  - ☐ Location of sewage disposal system and wells on adjacent properties within 30 m of property boundaries
- ☐ One copy of the current State of Title Certificate so that property encumbrances can be

Page 1 of 2

## Application Summary

### eDAS File Number: 2019-03225

- checked
- ☐ Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office
  - ☐ A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed
- Include these items as well, where applicable***
- ☐ A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
  - ☐ One copy of any test required by the Regional Health Authority
  - ☐ A Development Permit and plan where applicable.
  - ☐ A copy of BC Assessment Authority Tax Notice showing property tax classification.

#### Attachments:

#### Subdivision Application Project Details:

**Project Description:** The existing parcel is 55.069 acres, the land had 2 homes on the property. The purpose of the subdividing is to create separate titles for each dwelling. Both homes have there own water and septic systems. Recently the home at 11950 burned, the systems are still on site. The home was totaled in the fire.

#### Other Information:

#### Subdivision Application Parties:

| Type      | Name/Company    | Address                                      | Role |
|-----------|-----------------|--|------|
| Applicant | Walker, Ron     |  |      |
| Owner     | Walker, Merilyn | 204 5037 7 th Avenue , Edson, Alberta T7E0A8 |      |

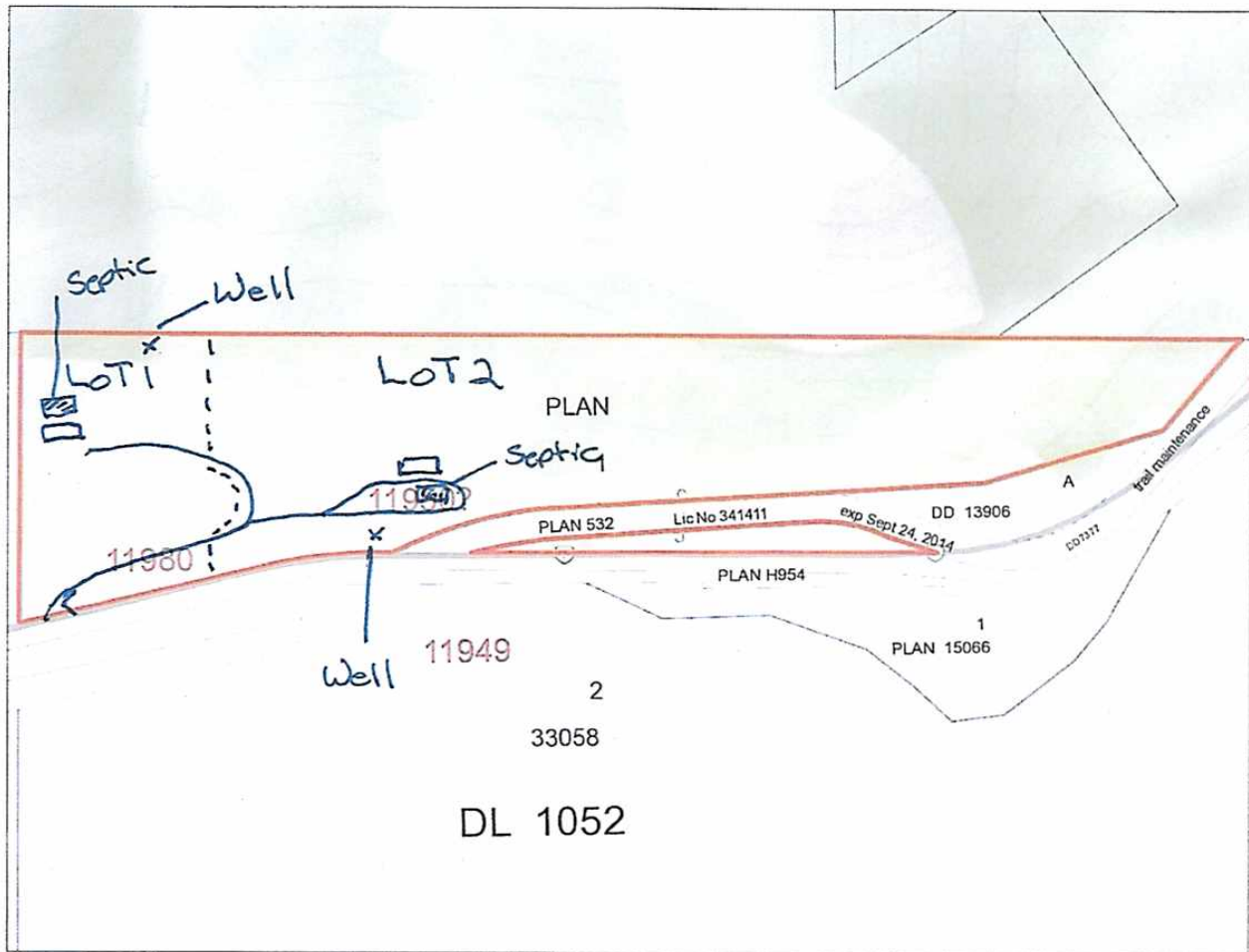




Regional District of Kootenay Boundary  
Interactive Mapping System

## Parcel Report

Wednesday, June 12, 2019



Scale 1: 4,514

### Legal Information

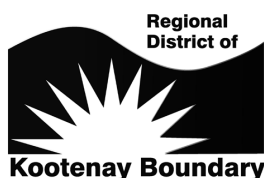
|   |                                  |                 |                  |
|---|----------------------------------|-----------------|------------------|
| Plan: KAP33058  | Section:                         | Jurs: 713       | Lot Area: 55.069 |
| Block:  | Township:                        | Roll: 4580060   | Area Unit: acr   |
| Lot: 1, 1   | Land District: 54                | PID: 003248330, | Width (ft):      |
| District Lot: 1052  | Electoral Area: Electoral Area E | 003248330       | Depth (ft):      |
| Street: 11950 HIGHWAY 3<br>11980 HIGHWAY 3  |                                  |                 |                  |
| Description: Lot 1, Plan KAP33058, District Lot 1052, Similkameen Div of Yale Land District, Manufactured Home Reg. # 20219 |                                  |                 |                  |

Application #

2019-03225

This report and map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.

Page 1 of 1



## Staff Report

|              |   |                |                                      |
|--------------|---|----------------|--------------------------------------|
| <b>RE:</b>   | Ministry of Transportation and Infrastructure - Subdivision – MacNeil |                |                                      |
| <b>Date:</b> | August 29, 2019   | <b>File #:</b> | A-1236-05268.000<br>A-1236-05268.010 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors                   |                |                                      |
| <b>From:</b> | Liz Moore, Senior Planner   |                |                                      |

### Issue Introduction

We have received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area 'A' (see Attachments).

| Property Information            |  |
|---------------------------------|--|
| <b>Owner(s):</b>                | Adam MacNeil   |
| <b>Agent:</b>                   | Peter Muirhead, Muirhead Land Development Solutions Ltd. |
| <b>Location:</b>                | 1585 & 1555 Columbia Gardens Road                        |
| <b>Electoral Area:</b>          | Electoral Area 'A'                                       |
| <b>Legal Description(s):</b>    | Lot 107 & 108, Plan NEP785B, DL 1236, KD                 |
| <b>Area:</b>                    | 3.5 ha (8.7 acre) &<br>3.2 ha (8.0 acre)                 |
| <b>Current Use(s):</b>          | Single Family Dwelling, Equestrian Farm                  |
| Land Use Bylaws                 |  |
| <b>OCP Bylaw: 1410</b>          | Agricultural Resource 1, Rural Residential 2             |
| <b>DP Area:</b>                 | NA   |
| <b>Zoning Bylaw: 1460</b>       | Agricultural Resource 1, Rural Residential 2             |
| Other                           |  |
| <b>ALR:</b>                     | Partial  |
| <b>Waterfront / Floodplain:</b> | Beaver Creek   |
| <b>Service Area:</b>            | Beaver Valley Waterworks District                        |
| <b>Planning Agreement Area:</b> | Fruitvale  |

### History / Background Information

The subject properties are located on the northwest side of Columbia Gardens Road, south of Fruitvale. Both lots are split into two portions by Bluebird Rd. A portion of each lot is within the ALR, most of which is located on the south-eastern portion of the lots, with a small portion on the north-western side of Bluebird Rd. The Agricultural Resource

Page 1 of 2

P:\PD\EA\_A\A-1236-05268.000 MacNeil\July 2019 MOTI Subdivision\Board\2019-07-23\_MacNeil\_MOTI\_Board.docx



1 Zone coincides with the ALR. The north-western portion of the lots is zoned Rural Residential 1. The buildings on the two lots are located on the south-eastern portion of the property.

### **Proposal**

The applicant is proposing an interior parcel line adjustment that would use Bluebird Road as the division between the parcels. No new parcels would be created. Lot A would consolidate the portions of the two parcels on the north-western side of Bluebird Rd. and would be approximately 7 acres (2.8 ha). Lot B would consolidate the portions of the two parcels on the south-eastern side of Bluebird Rd., would be approximately 9 acres (3.6 ha), and would include the majority of the land in the ALR from the original lots.

### **Implications**

Most interior lot line adjustments that involve ALR land require approval from the Agricultural Land Commission prior to submission to MOTI. However, under the ALR General Regulation 171, section 10, subdivisions may be approved by an approving officer without the approval of the Commission if the proposed subdivision involves not more than 4 parcels, each of which is a minimum of 1 ha, and results in no increase in the number of parcels, adjust boundaries that will allow for the enhancement of farming on the agricultural land, and with no parcel in the reserve of less than 1 ha. MOTI has stated that Section 171 applies for these parcels.

Section 310.4 of the zoning bylaw describes how the minimum parcel area does not have to be met with an alteration to one or more interior parcel lines between two or more parcels provided that no additional parcels are created, there is no infringement of existing buildings and structures within the required setbacks; and the alteration does not reduce the required area for a sewage disposal system.

The applicant has provided an Onsite Wastewater Feasibility Assessment from SVH Contracting to advise that adequate areas are available for dispersal fields on the proposed Lot A, which as of yet is undeveloped. Proposed Lot B is serviced by the Beaver Valley Waterworks District and the stated intention in the Onsite Wastewater Feasibility Assessment is for Lot A to be serviced by the same Waterworks District.

### **Advisory Planning Commission (APC)**

The Electoral Area 'A' APC supported this application at their August 6, 2019 meeting.

### **Recommendation**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 107 & 108, Plan NEP785B, DL 1236, KD, Electoral Area 'A', be received.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicants Submission

Page 2 of 2

P:\PD\EA\_A\A-1236-05268.000 MacNeil\July 2019 MOTI Subdivision\Board\2019-07-23\_MacNeil\_MOTI\_Board.docx





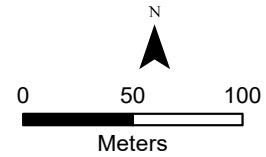


Regional District of  
Kootenay Boundary

Date: 2019-08-19

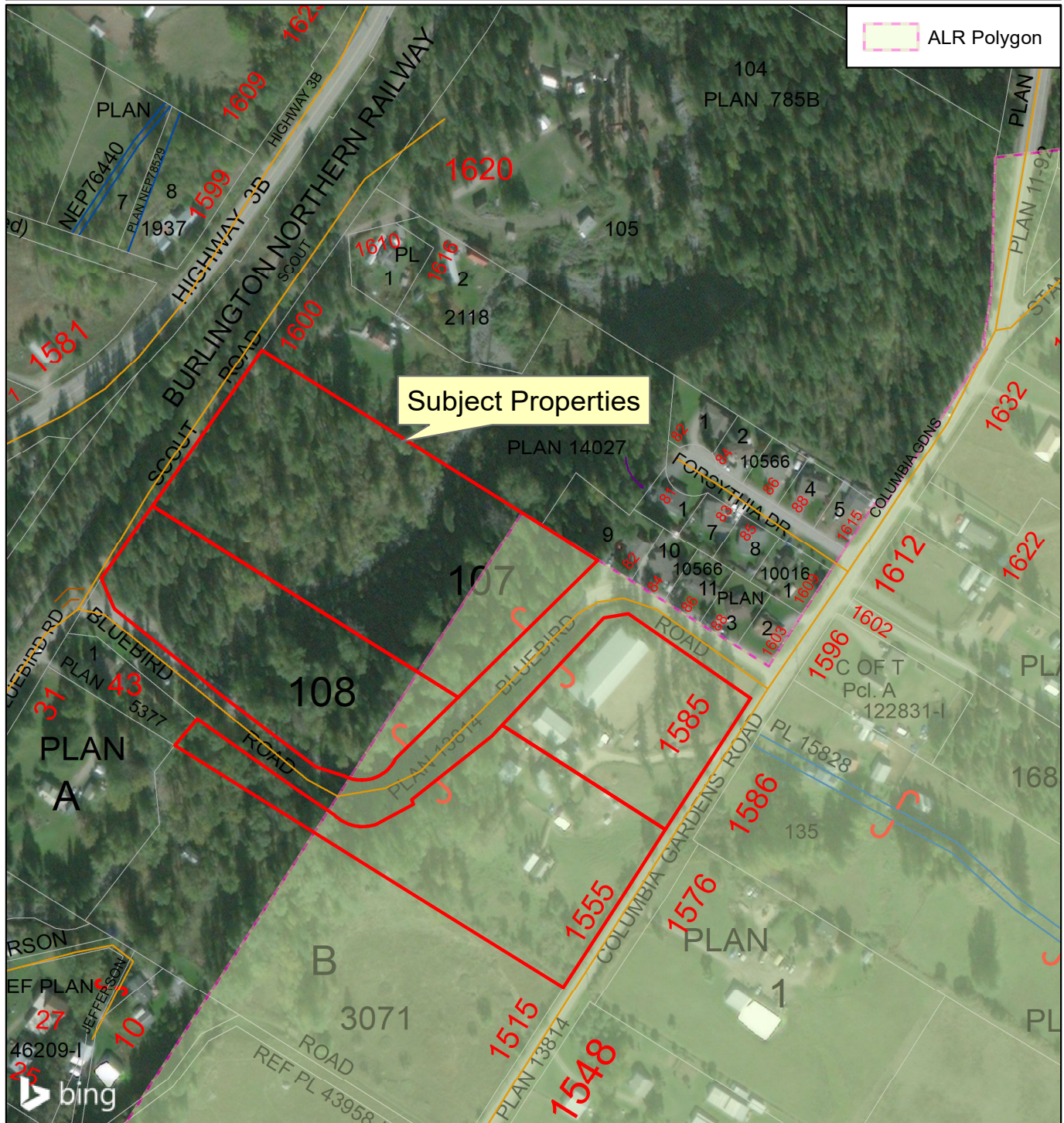
## Subject Properties Map

Lots 107 & 108, DL 1236, KD  
NEP785B



1:3,000

 ALR Polygon



Document Path: P:\PD\EA\_A\A-1236-05268.000 MacNeil\July 2019 MOTI Subdivision\2019-07-23\_MacNeil\_SPM.mxd



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Applicant Submission

## Application Summary

eDAS File Number: 2019-03887

### Subdivision Application:

**Subdivision Type:** Conventional  
**Selected Office:** West Kootenay District  
**Applicant File Number:**

**No. of Lots:** 2

#### Land Use:

**Local Government:** RDKB

**Property Zoning:** RR2

**Existing Land Use:** Residential/Farm

**Intended Land Use:** Same

#### Surrounding Land Use:

##### North:

Residential

##### South:

Residential/farm

##### East:

Residential/farm

##### West:

Residential

#### Services:

**Proposed Sewage Disposal:** Septic Tank (if other)

**Proposed Water Supply:** Community System (if other)

### Location:

#### Order Location

Legal Description: Lot 107, DL 1236 KD Plan 785B except part included in SRW Plan 13814

Legal Description: Lot 108, DL 1236, KD Plan 785B except plans 5377 and 13814

Property Address: 1585 Columbia Gardens Road, Fruitvale

### Subdivision Application Details:

#### Required items include:

- ☒ An authorization letter from the owner if someone else, such as an agent, is applying on the owner's behalf
- ☐ Original plus five copies of a scaleable sketch plan of proposed layout.  
The sketch must include the approximate grades and widths of roads and a design profile, preferably including a cross-section of the proposed road.  
Properly engineered drawings will be required for final approval. The sketch should contain:
  - ☐ The date it was drawn
  - ☒ The scale
  - ☒ North arrow
  - ☒ Legal description of the property being subdivided, and its adjacent properties
  - ☒ Outline of the subdivision in red or heavy black line
  - ☐ All proposed lots, remainders, parks, rights of way, easements and roads showing dimensions and areas
  - ☒ Any existing property lines or roads proposed to be removed, closed or relocated
  - ☒ All steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
  - ☒ Location of existing buildings and structures on the property and adjacent properties within 30m of property boundaries
  - ☐ Location of any onsite water sources to be developed
  - ☐ Approximate location of all existing and proposed utility services
  - ☐ Existing access roads and other roads and trails on the property (state names of roads)
  - ☒ Site locations of the soil inspection test holes and the percolation tests on each parcel
  - ☐ Approximate extent of area available for sewage disposal surrounding the test holes
  - ☐ Location of sewage disposal system and wells on adjacent properties within 30 m of property boundaries
- ☒ One copy of the current State of Title Certificate so that property encumbrances can be

Page 1 of 2

## Applicant Submission

## Application Summary

### eDAS File Number: 2019-03887

- ☐ One copy of the current state of this certificate of title property circumstances can be checked
  - ☐ Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office
  - ☒ A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed
- Include these items as well, where applicable**
- ☐ A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
  - ☐ One copy of any test required by the Regional Health Authority
  - ☐ A Development Permit and plan where applicable.
  - ☐ A copy of BC Assessment Authority Tax Notice showing property tax classification.

### Attachments:

| Filename                     | File Description                    | Classification |
|------------------------------|-------------------------------------|----------------|
| TITLE-CA6302955-PID-016      | Title                               | Legal Document |
| permission to act as agent s | agent authorization                 | Legal Document |
| TITLE-CA6302954-PID-015      | Title                               | Legal Document |
| overview Lot 107L108.pdf     | Overview map of 107 and 108         | Map            |
| Site waiver.pdf              | Contaminated site waiver            | Document       |
| Farm photo.jpg               | Photo of existing farm area         | Photograph     |
| proposed boundary adjustm    | Layout                              | Map            |
| Lot Layout.pdf               | Proposed lot layout                 | Map            |
| ALR exceptions section 10(1  | ALC Approving Officer authorization | Document       |

### Subdivision Application Project Details:

**Project Description:** A boundary adjustment in the ALR that does not (i) increase the number of parcels, (ii) enhances the owners overall farm and better utilizes farm buildings for a farm purpose, (iii) all parcels are over 1 ha.

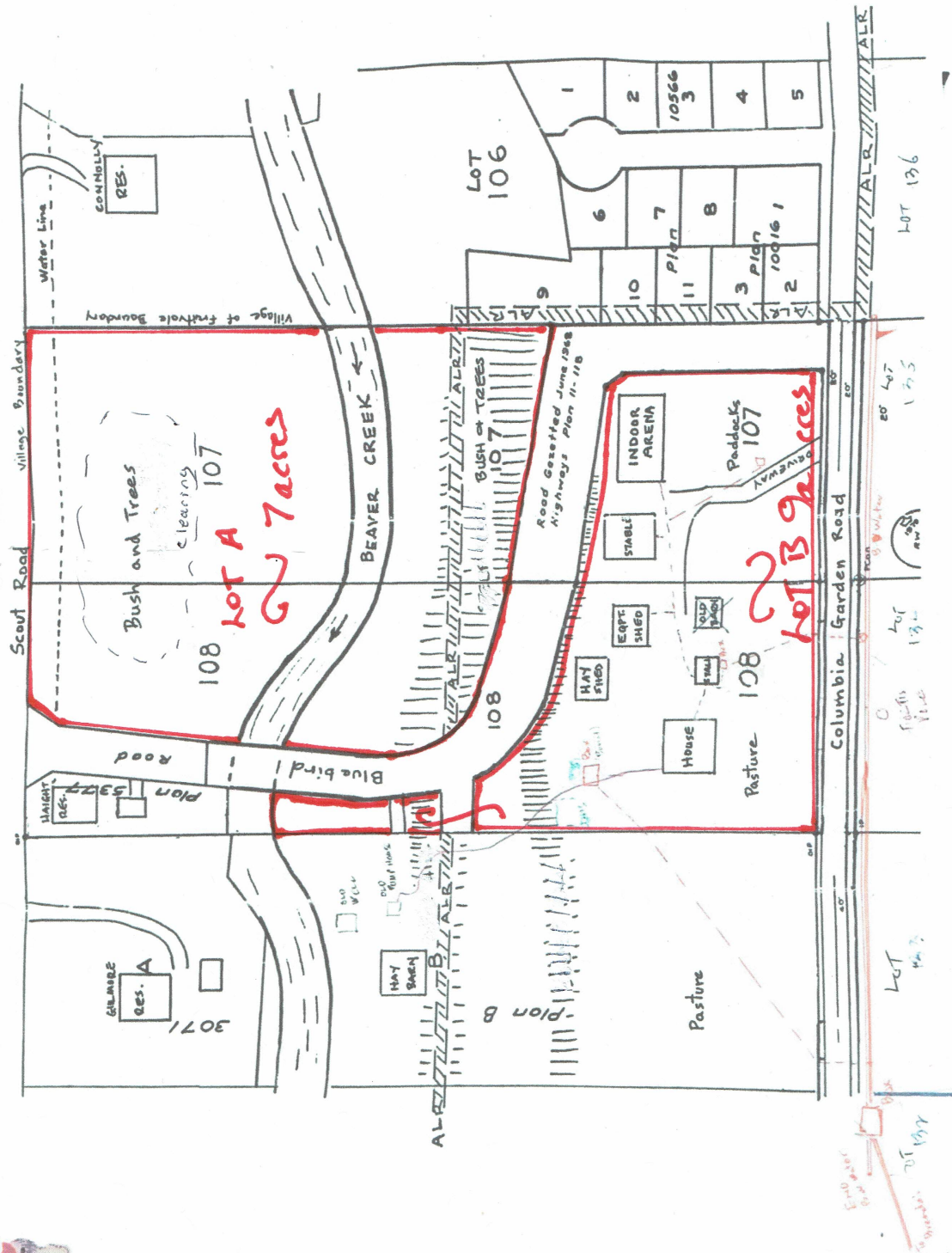
**Other Information:**

### Subdivision Application Parties:

| Type      | Name/Company  | Address                               | Role |
|-----------|---|---------------------------------------|------|
| Applicant | Muirhead, peter - Muirhead Land Development Solutions Ltd | 918 Sproat Drive , Nelson, BC V1L 7B7 |      |
| Owner     | MacNeil, Adam   |                                       |      |



Applicant Submission



**Applicant Submission**

2085 Debruyne Road

Fruitvale BC V0G 1L1

250 425 5351

[svhcontracting@gmail.com](mailto:svhcontracting@gmail.com)**Onsite Wastewater Feasibility Assessment**

**Owner/Client:** Adam MacNeil  
Email: adam\_mac\_neil@yahoo.ca

**Civic Address:** 1555/1585 Columbia Gardens Road, BC

**Legal Description:** Proposed Legal Boundary Realignment - Lots 107 and 108, Plan NEP785B, District Lot 1236, Kootenay District.  
PID: 015-116-051 (Lot 107, 016-039-858 (Lot 108)

**Date:** July 8, 2019

**1.0 Introduction**

This report provides the findings of a feasibility assessment for onsite wastewater systems for the proposed subdivision of the subject lot. SVH Contracting Ltd (SVH) completed the assessment at the request of Mr. Adam MacNeil, the property owner.

This assessment was completed to provide recommendations for consideration by subdivision approval agencies only.

This assessment is not to be considered a sewerage system design for construction or issuing a building permit. Actual sewerage system design specifications may vary significantly from the findings in this assessment.

The owner proposes to realign the existing legal boundaries to create two lots with Bluebird as the lot boundary. The two lots will be referred to as Lots A and B in this report. Lot A is located to the North of Bluebird Road and Lot B to the South.

This assessment was completed for Proposed Lot A only. SVH was advised by Muirhead Land Development Solutions Ltd. that a feasibility assessment on Proposed Lot B is not required.

**2.0 Applicable Requirements**

This assessment was conducted with reference the requirements of the following Regulations, Guidelines, and Standards:

- *Local Services Act*, Subdivision Regulations (Sub. Reg.)
- *Public Health Act*, Sewerage System Regulation (SSR)
- Interior Health Guideline, Subdivision Report Criteria for Authorized Persons, July 2014 (IH 2014)
- Sewerage System Standard Practices Manual Version 3, 2014 (SPM 2014)

**3.0 Existing Onsite Wastewater Systems, Wells, and Other Features**

Lot A will be serviced by the Beaver Falls Waterworks District, no wells are required.

There is no development or existing wastewater systems on Proposed Lot A.

**Applicant Submission**

Beaver Creek flows through Proposed Lot A. The potential dispersal fields are located outside the 30m setback from the Creek and outside the 1:200-year flood elevation as shown by Regional District mapping.

The locations of the creek, creek setback, and 1:200 year floodplain are shown on the attached site plan.

**4.0 Field Assessment**

SVH completed a site and soil evaluation on proposed Lot A. The assessment consisted of 2 soil test pits and 4 permeability tests in the likely location dispersal fields will be required.

A summary of the field assessment data is attached in the site and soil log. A site plan showing the test locations is attached.

**5.0 Dispersal area size calculations**

Primary and replacement dispersal fields on the Proposed Lots are sized according to the SPM 2014 standards to accommodate a four-bedroom residence with a maximum floor area of 330 m<sup>2</sup> and maximum average occupancy of up to 4.5 people.

The attached dispersal field area calculations are based on the minimum requirements in the SPM 2014 for the soil conditions found during the field assessment.

**6.0 Recommendations**

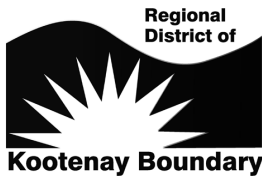
This assessment found that the requirements of Section 6.04 (a) and Appendix B of the Sub. Reg., and the guidelines in IH 2014 can be met.

SVH Contracting found that adequate areas for primary and replacement dispersal fields on proposed Lot A, with suitable soil conditions large enough to accommodate flows from a 4-bedroom residence are available. Possible dispersal field locations are shown on the attached site plan.

**7.0 Attachments**

- Site Plan
- Site and Soil Evaluation
- Dispersal Field Area Size Calculations





## Staff Report

|              |   |                |  |
|--------------|---|----------------|--|
| <b>RE:</b>   | Ministry of Transportation and Infrastructure – Subdivision - Combs |                |  |
| <b>Date:</b> | August 29, 2019   | <b>File #:</b> | C-4037s-07285.055<br>C-4037s-07285.075 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors                 |                |  |
| <b>From:</b> | Liz Moore, Senior Planner   |                |  |

### Issue Introduction

The RDKB has received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area 'C'/Christina Lake (see Attachments).

| Property Information            |  |
|---------------------------------|--|
| <b>Owner(s):</b>                | Michael Combs and Erica Boyko                                    |
| <b>Agent:</b>                   | Brock Pendergraft, Pendergraft Professional Land Surveying, Inc. |
| <b>Location:</b>                | 7775 & 7777 McRae Rd.  |
| <b>Electoral Area:</b>          | Electoral Area 'C'/ Christina Lake                               |
| <b>Legal Description(s):</b>    | Lot 2, Plan KAP51313 & Lot 11, Plan KAP31906, DL 4037s, SDYD     |
| <b>Area:</b>                    | 2.1 ha (5.258 acre)<br>1.1 ha (2.743 acre)                       |
| <b>Current Use(s):</b>          | Residential<br>Vacant  |
| Land Use Bylaws                 |  |
| <b>OCP Bylaw: 1250</b>          | Rural Residential  |
| <b>DP Area:</b>                 | Waterfront Environmentally Sensitive (partial)                   |
| <b>Zoning Bylaw: 1300</b>       | Rural Residential 3 (R3)   |
| <b>Minimum Parcel Size</b>      | 1 ha   |
| Other                           |  |
| <b>ALR:</b>                     | NA   |
| <b>Waterfront / Floodplain:</b> | NA   |
| <b>Service Area:</b>            | Deer Ridge Water Association                                     |
| <b>Planning Agreement Area:</b> | NA   |

Page 1 of 4

P:\PD\EA\_ 'C'\C-4037-07285.055\_Combs\2019-07-09 MOTI Subdivision Referral\Board\2019-07-24\_Combs\_MOTI\_Board.docx

## History / Background Information

Both subject properties are located on the east side of McRae Road. The property at 7775 McRae Rd has a single family dwelling, two garages, a workshop and a shed. The property at 7777 McRae Rd is primarily vacant land, with a sun deck and a septic field.

Lot 11 was created in a plan of subdivision from 1981, which created 12 lots along McRae and Hama Roads. Lot 2 was subdivided from Lot 1, to the north, in 1994. The surrounding properties share the same designation and zoning as the subject properties. Gladstone Provincial Park is north of this neighbourhood.

The south-east corner of Lot 11 has a portion of the Waterfront Environmentally Sensitive Development Permit Area, though the Development Permit requirements are not triggered by subdivision.

## Proposal

The applicant has proposed to subdivide the subject properties into three parcels. The proposed lots are:

1. Lot 1 (1.05 ha) - with existing house and garage.
2. Lot 2 (1.19 ha) – with workshop, shed, sun deck, and septic field.
3. Lot 3 (1.01 ha) – vacant.

## Implications

The proposed lots meet the 1 ha minimum parcel area for parcels to be created by subdivision. It appears that the setbacks will be met between buildings/structures and the proposed parcel lines.

The permitted principal uses in R3 are field crops, horticulture and silviculture and a single family dwelling. Accessory buildings and structures are permitted secondary uses.

Floor areas have not been provided for the accessory buildings located on proposed Lot 2. The Zoning Bylaw in section 302.i) states that on a parcel that does not have a principal use or building, the floor area for storage buildings is limited to 60 m<sup>2</sup>. We cannot ascertain whether the buildings on proposed Lot 2 will meet this requirement.

No parkland dedication is required for this subdivision as only one new parcel would be created. A parkland dedication is required for subdivisions that would create three or more parcels with the smallest parcel being less than 2 hectares.

## Advisory Planning Commission (APC)

The Electoral Area 'C'/Christina Lake APC did not support this application at their August 6, 2019 meeting. Their following comments are included for consideration:

- Concerns about sufficient water supplies as there may be covenant in place.
- APC expressed concerns on follow through and missing information on accessibility, more drawings may be required.

Page 2 of 4

P:\PD\EA\_ 'C'\C-4037-07285.055\_Combs\2019-07-09 MOTI Subdivision Referral\Board\2019-07-24\_Combs\_MOTI\_Board.docx

- Concerns expressed by neighbor properties that project could require to inform Pendergraft Surveying and additional drawings to be prepared showing the driveways and utilities.

### **Planning and Development Comments**

A drawing of current and proposed access was requested from the Agent, who provided a map of existing access (see Applicant Submission). The applicant has not determined where access is proposed to be and will determine that through their conversations with MOTI.

Planning staff received inquiries from a neighbour about this subdivision and the legality of the proposed subdivision. The neighbour, whose property was created with the same subdivision that created the original 12 lots was under the impression that there were restrictions on the number of times these lots could be subdivided, and that it was limited to one subdivision per lot. Planning staff reviewed documentation from the 1981 and 1994 subdivisions as well as the covenants and easements listed on title and were unable to verify this limitation.

The same neighbour also expressed concerns that the two current lots are being accessed along the easement to the east of Lots 1, 2, and 11. The neighbour believes that this is not the intended purpose for this easement. This easement is listed as PCL E and PCL F on title, shown on Plan A15933. There is a Statutory Right of Way for West Kootenay Power and Light Company Ltd associated with this easement. Further, there is an indenture document titled DD S68369, which outlines the authorized use of the easements shown in Plan A15933. This document states that there is an uninterrupted right of way for persons, vehicles, etc. across the easements for the owners of Lots 9 and 10 of Plan 31906. Lot 10 was subdivided in 1994 into Lots 1 and 2, which are the properties located at 7815 and 7777 McRae Rd.

Staff does know how these easements will be addressed in this subdivision and whether this right of way across the easement will be preserved or whether the current arrangement outlined in DD S68369 will extend access to the proposed Lot 1.

The subject properties are part of the Deer Ridge Water Association, a private waterworks organization that services the McRae Rd. neighbourhood. Water pipes and a pumphouse for this system are located in the easements shown in plan A15933. It was communicated to planning staff that the neighbours in attendance at the August 6 Area C APC meeting expressed concern that use of the easements as a driveway could compromise the integrity of the water system.

The concerns raised have been shared with the Ministry of Transportation and Infrastructure.

### **Recommendation**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 2, Plan KAP51313 & Lot 11, KAP31906, DL 4037s, SDYD, Electoral Area 'C'/Christina Lake, be received.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicants Submission

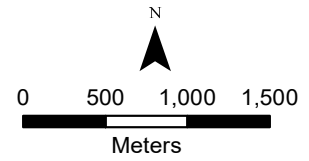


Regional District of  
Kootenay Boundary

Date: 2019-07-25

## Site Location Map

Lots 2, Plan KAP51313 & Lot 11  
DL 4037s, SDYD



1:40,000



Document Path: P:\PD\EA\_C\C-4037-07285.055\_Combs\2019-07-09 MOTI Subdivision Referral\2019-07-23\_Combs\_SLM.mxd



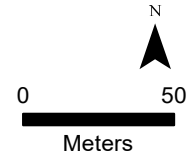


Regional District of  
Kootenay Boundary

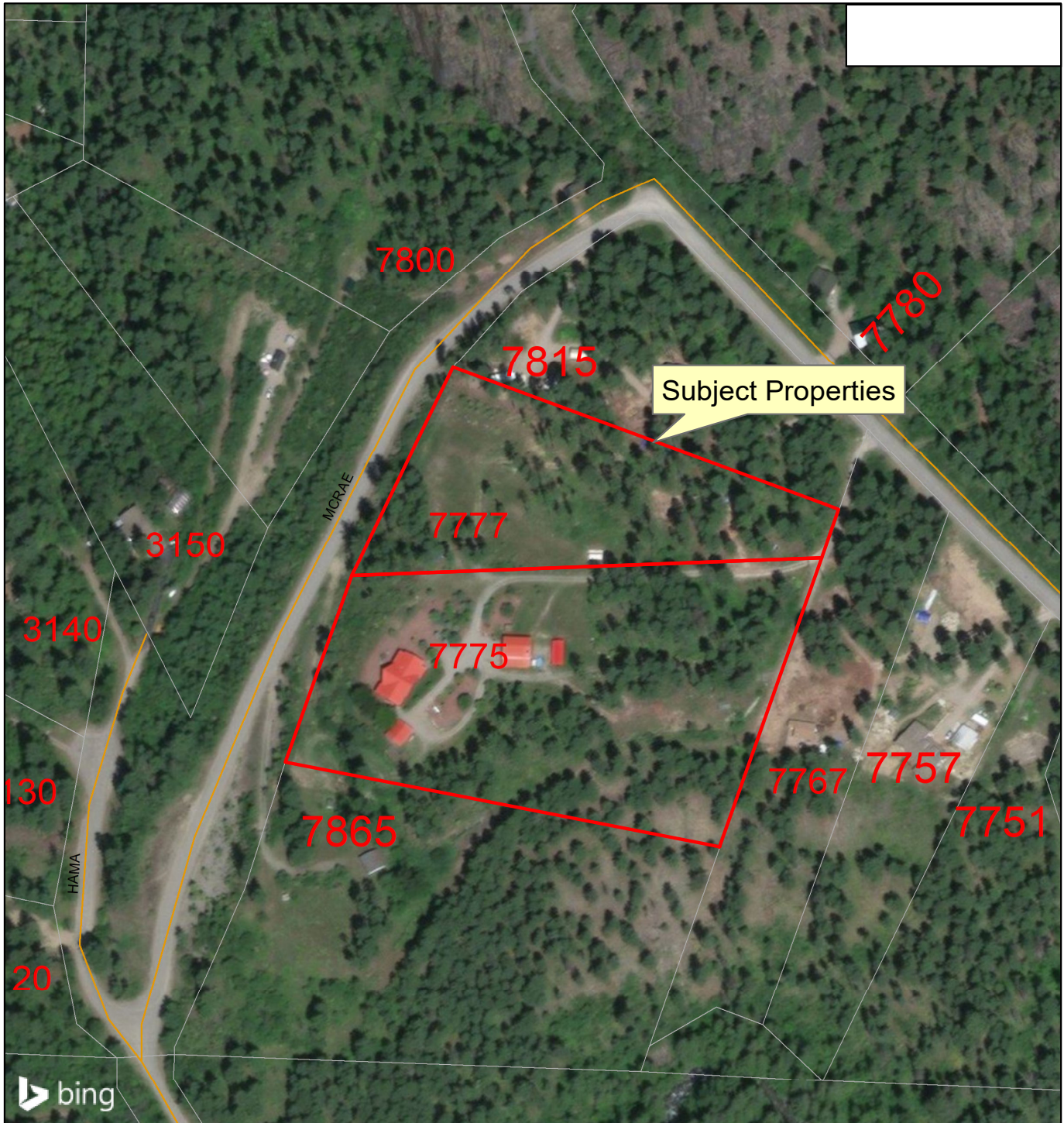
Date: 2019-07-25

## Subject Properties Map

Lots 2, Plan KAP51313 & Lot 11  
DL 4037s, SDYD



1:2,184



Document Path: P:\PD\EA\_C\C-4037-07285.055\_Combs\2019-07-09 MOTI Subdivision Referral\2019-07-23\_Combs\_SPM.mxd



## Applicant Submission

| C. SUBDIVISION APPLICATION FEES        |          | Make cheques payable to the Minister of Finance                            | PAYABLE UPON<br>(see below)       |
|--|----------|--|-----------------------------------|
| 1. Preliminary Subdivision Application | \$350.00 | Per lot or shared interest, including remainders, to a maximum of \$70,000 | Application                       |
| 2. Final Conventional Plan Exam        | \$50.00  | Per examination  | Final Subdivision Plan Submission |
|  | \$100.00 | Per lot, including remainders, on the final plan                           |                                   |
| 3. Final Strata Plan Examination       | \$100.00 | Per examination  |                                   |
|  | \$100.00 | Per lot, including remainders, on the final plan                           |                                   |
| 4. Other Strata Fees                   | \$100.00 | To examine Form P for any phased development                               | Application                       |
|  | \$100.00 | Approval (Form Q) for each phase of a phased building strata plan          | Application for phase approval    |

*Note: These fees may change without notice or amendment on this form. There may be other provincial and local government fees associated with your subdivision. To find out more, contact the local government in which the land is located, or contact the Islands Trust if located on the Gulf Islands.*

#### D. FURTHER INFORMATION AND COMMENTS (Attach a separate sheet if more space is required)

Utilities & Existing driveways tied during preliminary survey. Not shown on sketch due to overlap and clutter of dimensions near property lines. Currently they mostly follow within the boundaries of Easement Plan A15933. Owner stated they would be pushing in new driveways if the subdivision is approved. If required please inform Pendergraft Surveying and an additional sketch can be prepared in colour showing current driveways/utilities.

#### E. OWNER(S)/APPLICANT INFORMATION

|  |  |                    |
|--|--|--------------------|
| Property Owner(s) Full Name(s)               |  | Home Telephone     |
| Michael Garry Combs / Erica Lyn Boyko        |  | 604-319-5550       |
| Address                                      |  | Business Telephone |
| 7775 McRae Road                              |  |                    |
| Christina Lake, BC, V0H 1E1                  |  | Fax                |
| E-Mail                                       |  |                    |
| mikecombs@shaw.ca                            |  |                    |
| Agent Full Name                              |  | Home Telephone     |
| Pendergraft Professional Land Surveying Inc. |  |                    |
| Address                                      |  | Business Telephone |
| 8714 Main Street - PO Box 640                |  | 250-495-7127       |
| Osoyoos BC, V0H 1V0                          |  | Fax                |
| E-Mail                                       |  |                    |
| brock@pendergrachtsurveying.ca               |  |                    |

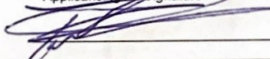
**I certify that all the information about and on all plans and other attachments is true, correct and complete.**

**I understand that this submission constitutes a preliminary application only.**

**No approvals are implied prior to receipt of written preliminary approval from the Ministry of Transportation and Infrastructure.**

Applicant/Agent Signature

Date (yyyy/mm/dd)



2019 06 17

#### COLLECTION INFORMATION

The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact District Development Technician at the nearest Ministry of Transportation and Infrastructure Office.

**The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act.**

**Further information can be found at <http://www.gov.bc.ca/citz/lao/foi/submit/general/>**





SUBDIVISION PLAN OF:


- (1) LOT 11, DL 4037s, SDYD, PLAN 31906  
(2) LOT 2, DL 4037s, SDYD, PLAN KAP51313.

PURSUANT TO SECTION 67 L.T.A.  
BCGS 82E.019

LOT 11 PID: 001-599-402  
CHARGES: COVENANT S40735 SRW S68376  
EASEMENTS S68374 & S70255  
STATUTORY BUILDING SCHEME S46005

LOT 2 PID: 018-570-569  
CHARGES: COVENANT S40735 SRW S68376  
EASEMENTS S68376 & S70254  
STATUTORY BUILDING SCHEME S46005

**SCALE 1:750**



ALL DISTANCES SHOWN ARE IN METRES

THE INTENDED SIZE OF THIS PLAN IS 560 mm  
IN WIDTH BY 864 mm IN HEIGHT (D SIZE)  
WHEN PLOTTED AT A SCALE OF 1:750

CIVIC ADDRESS:  
7775 / 7777 – McRAE ROAD, CHRISTINA LAKE

CLIENT: MIKE COMBS

FIELD SURVEY DATE: APRIL 12, 2019

VERSION #1

DRAWING DATE: MAY 30, 2019

### LEGEND

- DENOTES STANDARD IRON POST PLACED  
DENOTES STANDARD IRON POST FOUND  
DENOTES TRAVERSE HUB PLACED

GRID BEARINGS ARE DERIVED FROM GNSS DUAL FREQUENCY OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 11. TO OBTAIN LOCAL ASTRONOMIC BEARINGS REFERRED TO THE MERIDIAN THROUGH THE TRAVERSE HUB LABELLED "REB3822, SUBTRACT 0° 55' 54".

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.9996148. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 537 METERS.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.

|                   |                    |
|-------------------|--------------------|
| DATUM             | NAD83(CSRs) 2002.0 |
| UTM_ZONE          | 11                 |
| UTM_NORTHING      | 5440503.70         |
| UTM_EASTING       | 410071.04          |
| ABSOLUTE_ACCURACY | 0.02               |

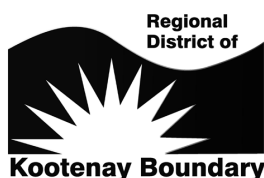
|                   |                    |
|-------------------|--------------------|
| DATUM             | NAD83(CSRS) 2002.0 |
| UTM_ZONE          | 11                 |
| UTM_NORTHING      | 5440403.68         |
| UTM_EASTING       | 410333.81          |
| ABSOLUTE_ACCURACY | 0.05               |

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT  
OF KOOTENAY BOUNDARY.

**PENDERGRAFT PROFESSIONAL  
LAND SURVEYING INC.**

BOX 640  
OSOYOOS, B.C. ©  
VOH 1V0  
PHONE: (250) 495-7127  
EMAIL: [brock@pendergrftsurveying.ca](mailto:brock@pendergrftsurveying.ca)

OUR FILE NO. 1192876 PROJ.DWG  
DC FILE NO. 1192876



## Staff Report

|              |  |                |                 |
|--------------|--|----------------|-----------------|
| <b>RE:</b>   | Ministry of Transportation and Infrastructure – Subdivision - Ferguson |                |                 |
| <b>Date:</b> | August 29, 2019  | <b>File #:</b> | E-683-03102.000 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors                    |                |                 |
| <b>From:</b> | Liz Moore, Senior Planner  |                |                 |

### Issue Introduction

The RDKB has received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area 'E'/West Boundary (see Attachments).

| Property Information            |  |
|---------------------------------|--|
| <b>Owner(s):</b>                | Virginia Ferguson  |
| <b>Agent:</b>                   | Brock Pendergraft, Pendergraft Professional Surveying Inc. |
| <b>Location:</b>                | 3605 Kettle Valley Road East                               |
| <b>Electoral Area:</b>          | Electoral Area 'E'/West Boundary                           |
| <b>Legal Description(s):</b>    | Lot 61 & 61A, Plan KAP378, DL683, SDYD                     |
| <b>Area:</b>                    | 2.0 ha (5.0 acre)<br>1.8 ha (4.54 acre)                    |
| <b>Current Use(s):</b>          | Residence, barn  |
| Land Use Bylaws                 |  |
| <b>OCP Bylaw:</b>               | NA   |
| <b>DP Area:</b>                 | NA   |
| <b>Zoning Bylaw:</b>            | NA   |
| Other                           |  |
| <b>ALR:</b>                     | Entirely   |
| <b>Waterfront / Floodplain:</b> | Kettle River   |
| <b>Service Area:</b>            | NA   |
| <b>Planning Agreement Area:</b> | NA   |

### History / Background Information

The subject properties are located on Kettle Valley Road East. Lot 61 is adjacent to the Kettle River. These parcels were created by subdivision in 1907, along with the

Page 1 of 3

P:\PD\EA\_ 'E'\E-683-03102.000 Ferguson\August 2019 MOTI Subdivision Referral\Board\2019-07-25\_Ferguson\_MOTI\_Board.docx

surrounding parcels along the Kettle River. Currently Lot 61A has a lean-to barn on the property. Lot 61 has two residences, a trailer and a number of accessory buildings. Both parcels are entirely within the ALR.

### **Proposal**

The applicant has proposed an interior parcel line adjustment that would result in both parcels having access to the Kettle River.

Proposed Lot A would have an area of 1.92 ha and would include the shop, a residence, trailer, and the existing well.

Proposed Lot B would have an area of 1.94 ha and would include a residence and barn buildings.

A lean-to barn is shown as straddling the proposed parcel line and is labelled as a building to be shared.

An easement is proposed across a portion of proposed Lot A to cover access to the residence on proposed Lot B along the present driveway.

### **Implications**

There is no OCP nor Zoning Bylaw in this part of Electoral Area 'E'/West Boundary, therefore there is no guidance for the minimum area required for a parcel created by subdivision. There are also no setbacks requirements in this area to be considered.

Most interior lot line adjustments that involve ALR land require approval from the Agricultural Land Commission prior to submission to MOTI. However, under the ALR General Regulation 171, section 10, subdivisions may be approved by an approving officer without the approval of the Commission if the proposed subdivision involves not more than 4 parcels, each of which is a minimum of 1 ha; results in no increase in the number of parcels; adjust boundaries that will allow for the enhancement of farming on the agricultural land; and with no parcel in the reserve of less than 1 ha. MOTI has stated that Section 171 applies for these parcels.

The lean-to barn is an encroachment on the proposed property line. To avoid future conflict over responsibility for this building, this encroachment should be addressed, either by adjusting the proposed parcel line to include the building on one property or another, removing the building, or by establishing an easement from one parcel to another.

### **Advisory Planning Commission (APC)**

The Electoral Area 'E'/West Boundary APC did not support this application at their August 6, 2019 meeting, with the following comments:

- That the APC recommend to the Regional District that the application not be supported because it does not allow for the enhancement of farming of the

Page 2 of 3

P:\PD\EA\_ 'E'\E-683-03102.000 Ferguson\August 2019 MOTI Subdivision Referral\Board\2019-07-25\_Ferguson\_MOTI\_Board.docx

agricultural land. A majority of the committee felt consideration should be given to providing legal access to the river for the owners of lot 61A.

### **Planning and Development Comments**

We would advise that this subdivision application be processed by the Agricultural Land Commission to assess whether the subdivision would allow for the enhancement of farming on the agricultural land.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors recommends to the Ministry of Transportation and Infrastructure that the proposed subdivision of Lots 61 and 61A, Plan KAP378, DL 683, SDYD, Electoral Area E/West Boundary, require approval of the Agricultural Land Commission prior to proceeding.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicants Submission



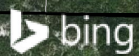
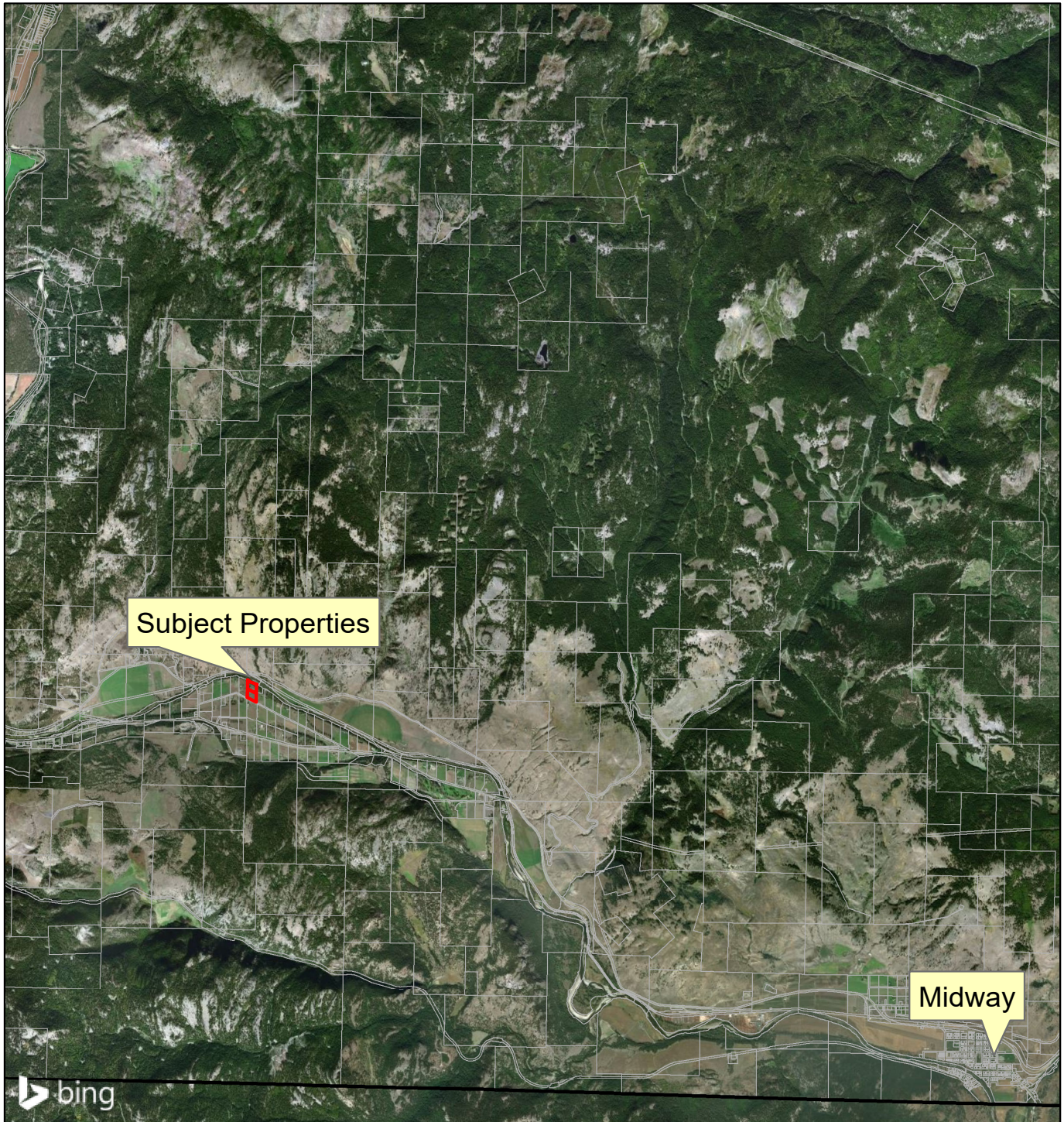
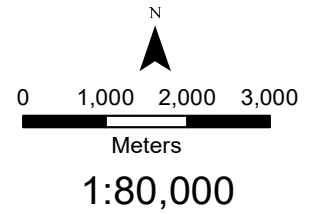


Regional District of  
Kootenay Boundary

Date: 2019-07-25

## Site Location Map

Lot 61 & 61A, Plan KAP378  
DL 683, SDYD



Document Path: P:\PD\EA\_E\E-683-03102.000 Ferguson\August 2019 MOTI Subdivision Referral\2019-07-25\_Ferguson\_SLM.mxd



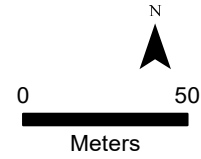


## Regional District of Kootenay Boundary

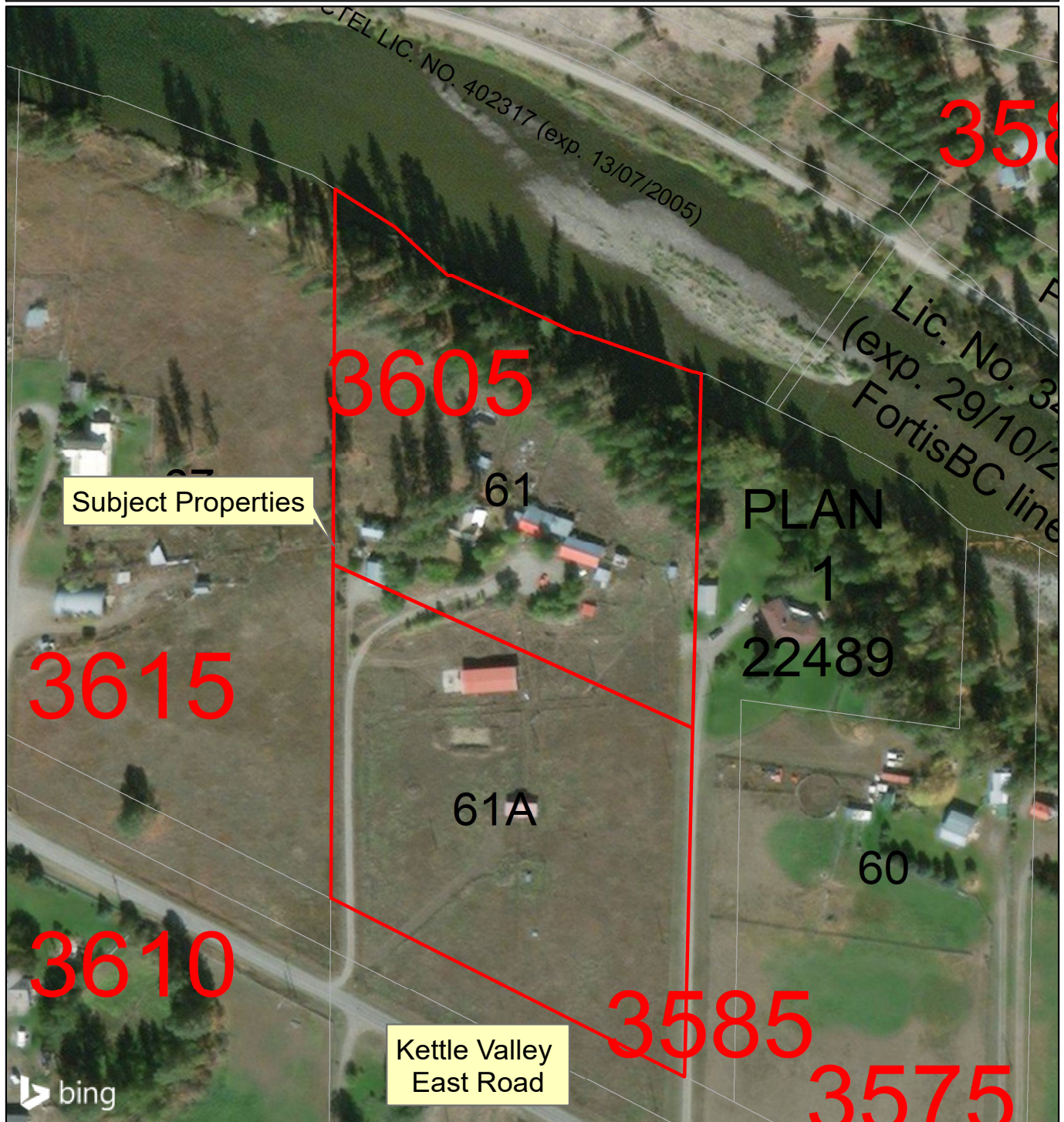
Date: 2019-07-25

## Subject Property Map

Lot 61 & 61A, Plan KAP378  
DL 683, SDYD



1:2,000



Document Path: P:\PD\EA\_E\E-683-03102.000 Ferguson\August 2019 MOTI Subdivision Referral\2019-07-25\_Laurient-Lauriente\_SPM.mxd




**BRITISH  
COLUMBIA**

 Ministry of Transportation  
and Infrastructure

Applicant Submission

## Application Summary

**eDAS File Number: 2019-03724**

### Subdivision Application:

**Subdivision Type:** Conventional

**No. of Lots:** 2

**Selected Office:** West Kootenay District

**Applicant File Number:** 1192886

#### Land Use:

**Local Government:** Regional District Kootenay Boundary

**Property Zoning:** No Zoning - Electoral Area E

**Existing Land Use:** Rural Residential / Pasture & Grazing

**Intended Land Use:** Rural Residential / Pasture & Grazing

#### Surrounding Land Use:

**North:**

Kettle River

**South:**

Road

**East:**

Residential

**West:**

Residential (Vacant Farm)

#### Services:

**Proposed Sewage Disposal:** Septic Tank

(if other)

**Proposed Water Supply:** Well

(if other)

### Location:

#### Order Location

|   |   |
|---|---|
| 1 | Map: 1516389,474782                                     |
| 2 | Legal Description: Lot 61, DL 683, SDYD, Plan 378       |
| 3 | Legal Description: Lot 61A, DL 683, SDYD, Plan 378      |
| 4 | Property Address: 3605 Kettle Valley Road E, Rock Creek |
| 5 | Description: 5 km East from Rock Creek                  |

### Subdivision Application Details:

#### Required items include:

- ☒ An authorization letter from the owner if someone else, such as an agent, is applying on the owner's behalf
- ☒ Original plus five copies of a scaleable sketch plan of proposed layout.  
The sketch must include the approximate grades and widths of roads and a design profile, preferably including a cross-section of the proposed road.  
Properly engineered drawings will be required for final approval. The sketch should contain:
  - ☒ The date it was drawn
  - ☒ The scale
  - ☒ North arrow
  - ☒ Legal description of the property being subdivided, and its adjacent properties
  - ☒ Outline of the subdivision in red or heavy black line
  - ☒ All proposed lots, remainders, parks, rights of way, easements and roads showing dimensions and areas
  - ☒ Any existing property lines or roads proposed to be removed, closed or relocated
  - ☐ All steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
  - ☒ Location of existing buildings and structures on the property and adjacent properties within 30m of property boundaries
  - ☒ Location of any onsite water sources to be developed
  - ☒ Approximate location of all existing and proposed utility services
  - ☒ Existing access roads and other roads and trails on the property (state names of roads)
  - ☐ Site locations of the soil inspection test holes and the percolation tests on each parcel
  - ☐ Approximate extent of area available for sewage disposal surrounding the test holes

Page 1 of 2

## Applicant Submission

## Application Summary

### eDAS File Number: 2019-03724

- ☐ Approximate extent of area available for sewage disposal surrounding the test holes
  - ☒ Location of sewage disposal system and wells on adjacent properties within 30 m of property boundaries
  - ☒ One copy of the current State of Title Certificate so that property encumbrances can be checked
  - ☒ Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office
  - ☒ A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed
- Include these items as well, where applicable**
- ☐ A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
  - ☐ One copy of any test required by the Regional Health Authority
  - ☐ A Development Permit and plan where applicable.
  - ☒ A copy of BC Assessment Authority Tax Notice showing property tax classification.

### Attachments:

| Filename                   | File Description  | Classification |
|----------------------------|---|----------------|
| 1192886 Title Searches.pdf | Title Searches  | Legal Document |
| 1192886 BC REG 171-2002    | Letter to Apply under BC Reg 171/2002                   | Document       |
| 1192886 MOTI Subdivision / | MOTI Subdivision Application                            | Application    |
| 1192886 MOTI Agent Auth +  | Agent Authorization + Contaminated Site Waiver          | Document       |
| S61853.pdf                 | Easement Document                                       | Legal Document |
| 378.pdf                    | Title Plan 378  | Plan           |
| 1192886 BC Reg 171-2002    | Preliminary Consent by Michele Ihas for BC Reg 171/2002 | Communication  |
| 1192886 Property Tax Asses | Property Tax Assessments                                | Document       |
| 22489.pdf                  | Adjacent Subdivision Plan 22489                         | Plan           |
| 1192886 PRO1 DETAIL July   | Proposed Subdivision Sketch Black/White                 | Plan           |
| 1192886 PRO1 DETAIL July   | Proposed Subdivision Sketch Colour                      | Plan           |
| S61854.pdf                 | Easement Document                                       | Legal Document |
| 1192886 PMBC overlay.pdf   | Existing property line orthophoto overlay - PMBC        | Photograph     |
| 1192886 Google Earth Over  | Google Earth Overlay with new linework                  | Photograph     |

### Subdivision Application Project Details:

**Project Description:** Ginger Ferguson Lot Line Adjustment Subdivision  
3605 Kettle Valley East Road, Rock Creek

**Other Information:** Preliminary consent to use BC Reg 171/2002 by Michele Ihas. Would split farm more East/West along existing fencelines vs current north/south split with landlocked parcel in the rear

### Subdivision Application Parties:

| Type      | Name/Company  | Address   | Role |
|-----------|---|---|------|
| Applicant | Pendergraft, Brock - Pendergraft Professional Land Surveying Inc. | PO Box 640, Osoyoos, BC V0H 1V0                                 |      |
| Owner     | Ferguson, Ginger  | 3605 Kettle Valley Road E, Rock Creek, British Columbia V0H 1Y0 |      |

# PROPOSED

## SUBDIVISION PLAN OF LOT 61 AND LOT 61A, BOTH OF DL 683, SDYD, PLAN 378.

PURSUANT TO SECTION 67 L.T.A.  
BCGS 82E.006

PIDs: 012-477-541 & 012-477-567  
CHARGES (ON BOTH) : SRW L8775, EASEMENT's S61853/S61854

CIVIC ADDRESS:  
3605 – KETTLE VALLEY ROAD EAST, ROCK CREEK

CLIENT: VIRGINIA FERGUSON

DATE: JULY 2, 2019

FIELD SURVEY DATE: MAY 9, 2019

VERSION # 1

### LEGEND

- DENOTES STANDARD IRON POST PLACED
- DENOTES STANDARD IRON POST FOUND
- △ DENOTES TRAVERSE HUB PLACED

GRID BEARINGS ARE DERIVED FROM GNSS DUAL FREQUENCY OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 11. TO OBTAIN LOCAL ASTRONOMIC BEARINGS REFERRED TO THE MERIDIAN THROUGH THE SOUTH EAST CORNER OF LOT 67, PLAN 378, SUBTRACT 1° 27' 36".

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.9997537. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 581 METRES.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.

### SCALE 1:750

10 5 0 10 20 30  
ALL DISTANCES SHOWN ARE IN METRES

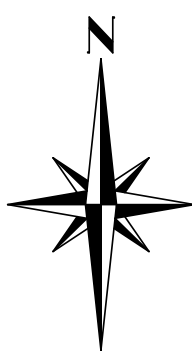
THE INTENDED SIZE OF THIS PLAN IS 560 mm IN WIDTH BY 864 mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:750

THIS SKETCH PLAN WAS PREPARED FOR SUBDIVISION APPLICATION PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF THE CLIENT SHOWN.

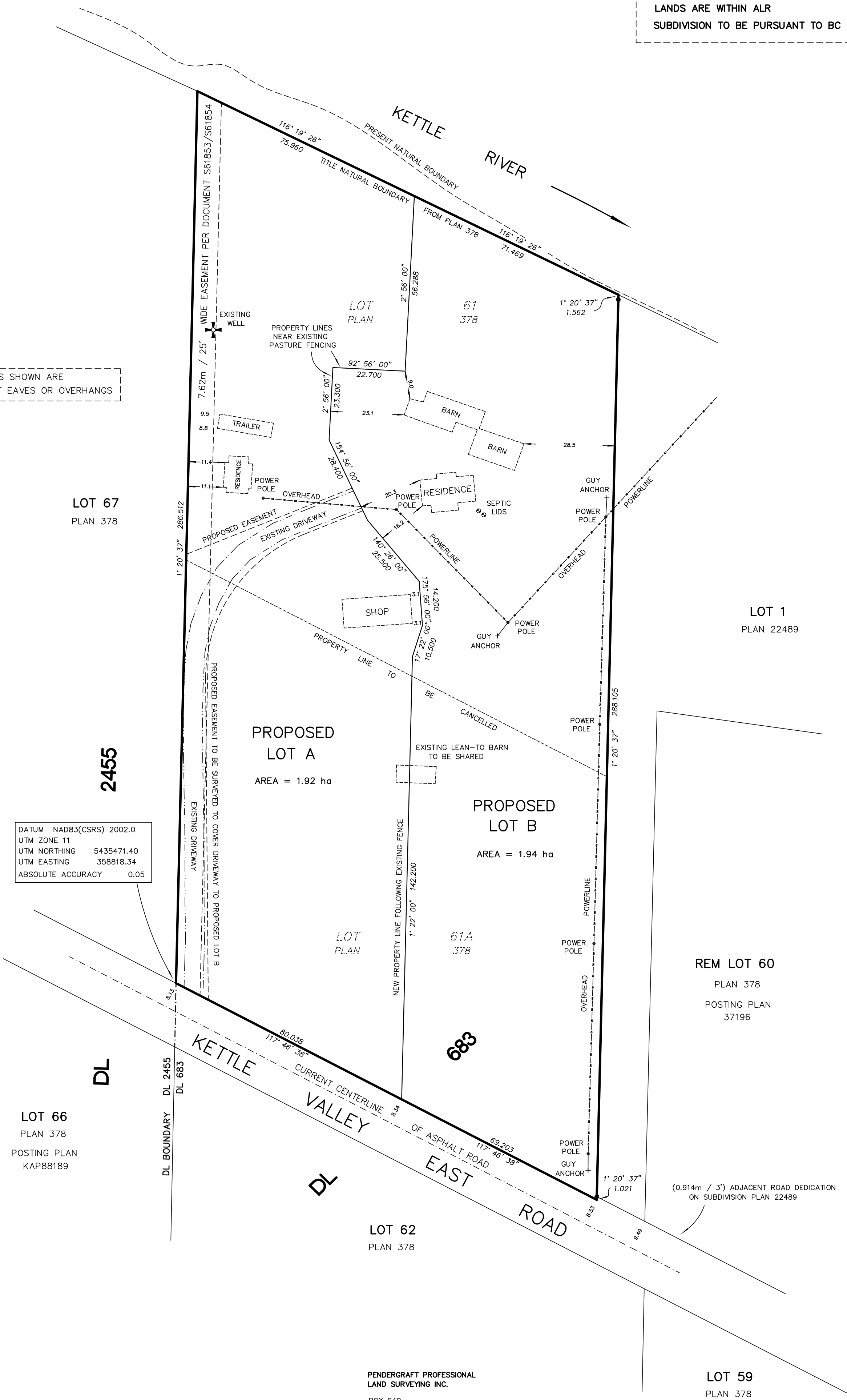
LOT BOUNDARIES SHOWN ARE DERIVED FROM CURRENT FIELD SURVEY BY BROCK PENDERGRAFT, BOLS 986, AND ARE SUBJECT TO CHANGE UPON REGISTRATION OF A COMPLETE NEW LEGAL SURVEY.

DIMENSIONS SHOWN ARE NOT TO BE USED TO DEFINE BOUNDARIES OR PROPERTY CORNERS.

LANDS ARE WITHIN ALR  
SUBDIVISION TO BE PURSUANT TO BC REG 171/2002

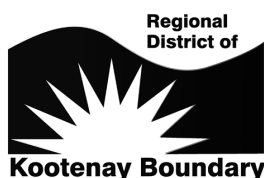


NOTE: BUILDING OUTLINES SHOWN ARE TO THE OUTER EDGES OF EAVES OR OVERHANGS



THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY.

PENDERGRAFT PROFESSIONAL  
LAND SURVEYING INC.  
BOX 640  
OSOYOOS, B.C.  
V0H 1V0  
PHONE: (250) 495-7127  
EMAIL: brock@pendergraultsurveying.ca  
OUR FILE NO. 1192886 PRO1 DETAIL.DWG  
DC FILE NO. 1172703



## Staff Report

|              |   |                |  |
|--------------|---|----------------|--|
| <b>RE:</b>   | Agricultural Land Commission – Subdivision – De Jager |                |  |
| <b>Date:</b> | August 29, 2019                                       | <b>File #:</b> | A-Twp7A-10519.100<br>A-Twp7A-10519.020 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors   |                |  |
| <b>From:</b> | Liz Moore, Senior Planner                             |                |  |

### Issue Introduction

The RDKB has received a referral from the Agricultural Land Commission (ALC) regarding a subdivision application in Electoral Area A (see Attachments).

| Property Information            |  |
|---------------------------------|--|
| <b>Owner(s):</b>                | Ben and Tersia De Jager                                  |
| <b>Agent:</b>                   | Peter Muirhead, Muirhead Land Development Solutions Ltd. |
| <b>Location:</b>                | 9328, 9340 & 9356 Station Rd.                            |
| <b>Electoral Area:</b>          | Electoral Area A   |
| <b>Legal Description(s):</b>    | Plan NEPX66, Sublot 17 & Lot A, Plan NEP7089, Twp 7A, KD |
| <b>Area:</b>                    | 19.1 ha (47.16 acre) &<br>0.5 ha (1.36 acre)             |
| <b>Current Use(s):</b>          | Vineyard, Single Family Dwelling                         |
| Land Use Bylaws                 |  |
| <b>OCP Bylaw: 1410</b>          | Agricultural Resource 1, Rural                           |
| <b>DP Area:</b>                 | NA   |
| <b>Zoning Bylaw: 1460</b>       | Agricultural Resource 1, Rural                           |
| Other                           |  |
| <b>ALR:</b>                     | Partial  |
| <b>Waterfront / Floodplain:</b> | NA   |
| <b>Service Area:</b>            | NA   |
| <b>Planning Agreement Area:</b> | Trail  |

Page 1 of 3

P:\PD\EA\_A\A-7A-TWP-10519.100 De Jager (Columbia Gardens Vineyard & Winery)\2019-08-ALC Subdivision\Board\2019-07-05\_DeJager\_ALC\_Board.docx

## **History / Background Information**

The subject properties are located on the east side of Station Road, to the east of the Columbia Gardens Industrial Park and a portion of the B.N.R railway right of way. Lot A is entirely within the ALR, while on the larger Sublot 17 property, the ALR is located only on the western portion, running parallel to Station Rd. The Agricultural Resource 1 Zone coincides with the ALR. The eastern portion of Sublot 17 is zoned Rural. The subject properties are the site of the Columbia Gardens Vineyard and Winery operations.

## **Proposal**

The applicant is proposing an interior lot line adjustment. No new parcels would be created. Lot A, which is currently 0.55 ha, is proposed to be expanded to 3.5 ha with the adjusted lot line following the ALR boundary to the west. Sublot 17 is proposed to become 16.1 ha. The applicant proposes that the lot line adjustment will consolidate the winery operations on the one parcel, which would allow the owners to semi-retire and sell the vineyard. The applicant states that the owner proposes to live on the larger parcel, keeping sheep and cattle on the non-ALR land.

## **Implications**

Policy 16.7.1.1 in the OCP speaks to supporting agricultural uses on lands that are designated as 'Agricultural Resource 1'. The application proposes to unite most of the grape and wine production onto one parcel to allow for its continued use as a winery after the owner retires. A small amount of grape production is proposed to be on the parcel with the house the owners plan to live in once they retire. The application states that they will keep cattle and sheep on this property on the non-ALR portion of the parcel. The change of the location of the parcel line essentially moves the smaller parcel located in the ALR and unites it to the non-ALR property, which has little to no effect on further fragmenting ALR land.

Uniting the winery facilities onto one parcel may provide longevity to the operation beyond the retirement of the current owners. By uniting the winery on one parcel, it may provide a more cohesive package to sell the business to future owners. This could be seen as supporting the continued agricultural use of the land.

Section 310.4) of the zoning bylaw describes how the minimum parcel area does not have to be met with an alteration to one or more interior parcel lines between two or more parcels provided that no additional parcels are created, there is no infringement of existing buildings and structures within the required setbacks, and the alteration does not reduce the required area for a sewage disposal system.

A site plan submitted by the applicant shows how setbacks would be met for buildings from the proposed parcel line (see Applicants Submission).

### **Advisory Planning Commission (APC)**

The Electoral Area 'A' APC supported this application at their August 6, 2019 meeting.

### **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 subdivision submitted by Peter Muirhead, Muirhead Land Development Solutions Ltd., on behalf of Ben and Tersia De Jager for the properties legally described as Plan NEPX66, Sublot 17 & Lot A, Plan NEP7089, Twp 7A, KD, Electoral Area 'A'.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicants Submission



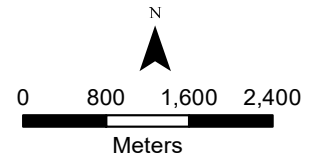


Regional District of  
Kootenay Boundary

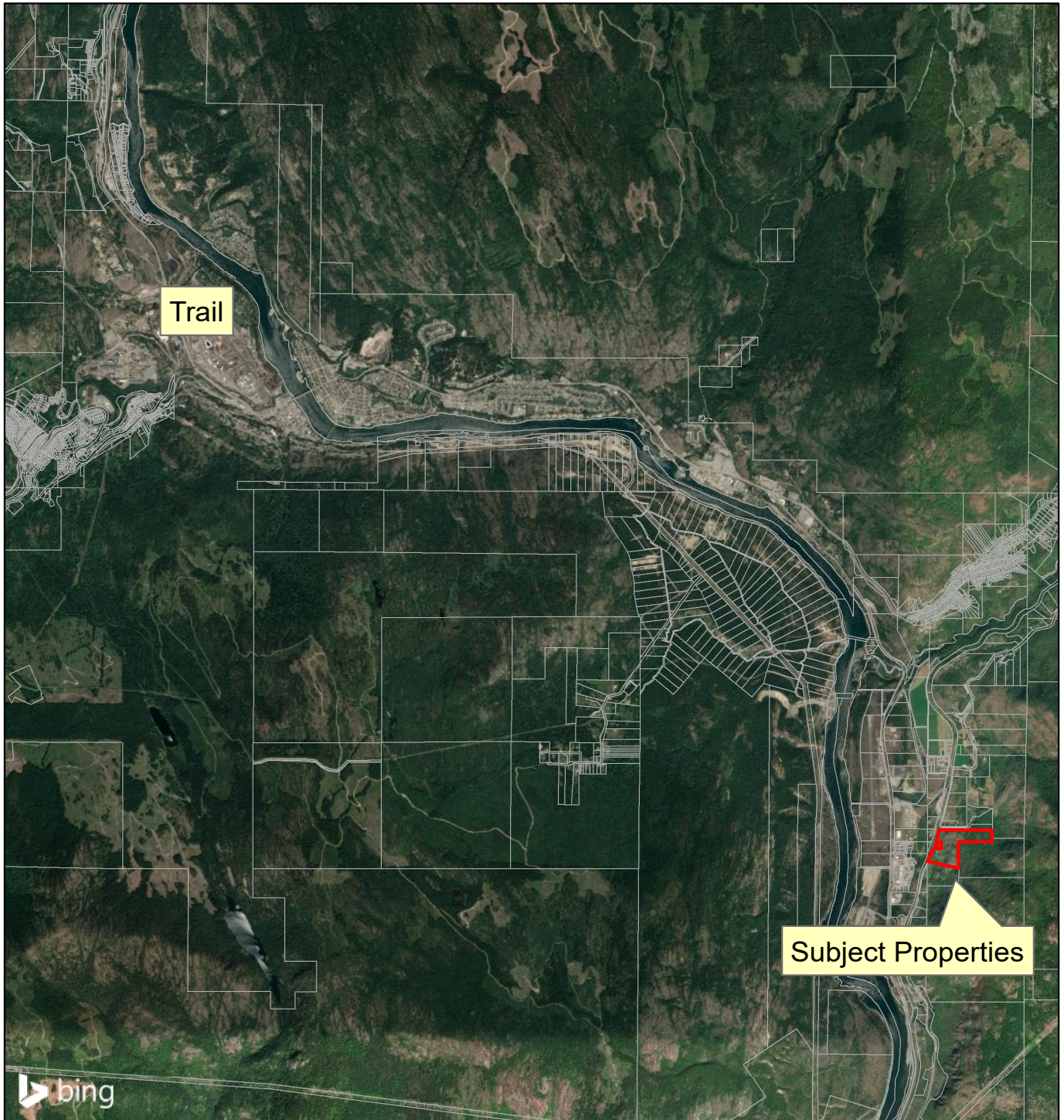
Date: 2019-07-18

## Site Location Map

NEPX66, Sublot 17 &  
Lot A, NEP7089  
TWP 7A, KD



1:63,360



Document Path: P:\PD\EA\_A\A-7A-TWP-10519.100 De Jager (Columbia Gardens Vineyard & Winery)\2019-08-ALC Subdivision\2019-07-17\_De\_Jager\_ALC\_SLM.mxd



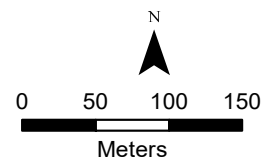


Regional District of  
**Kootenay Boundary**

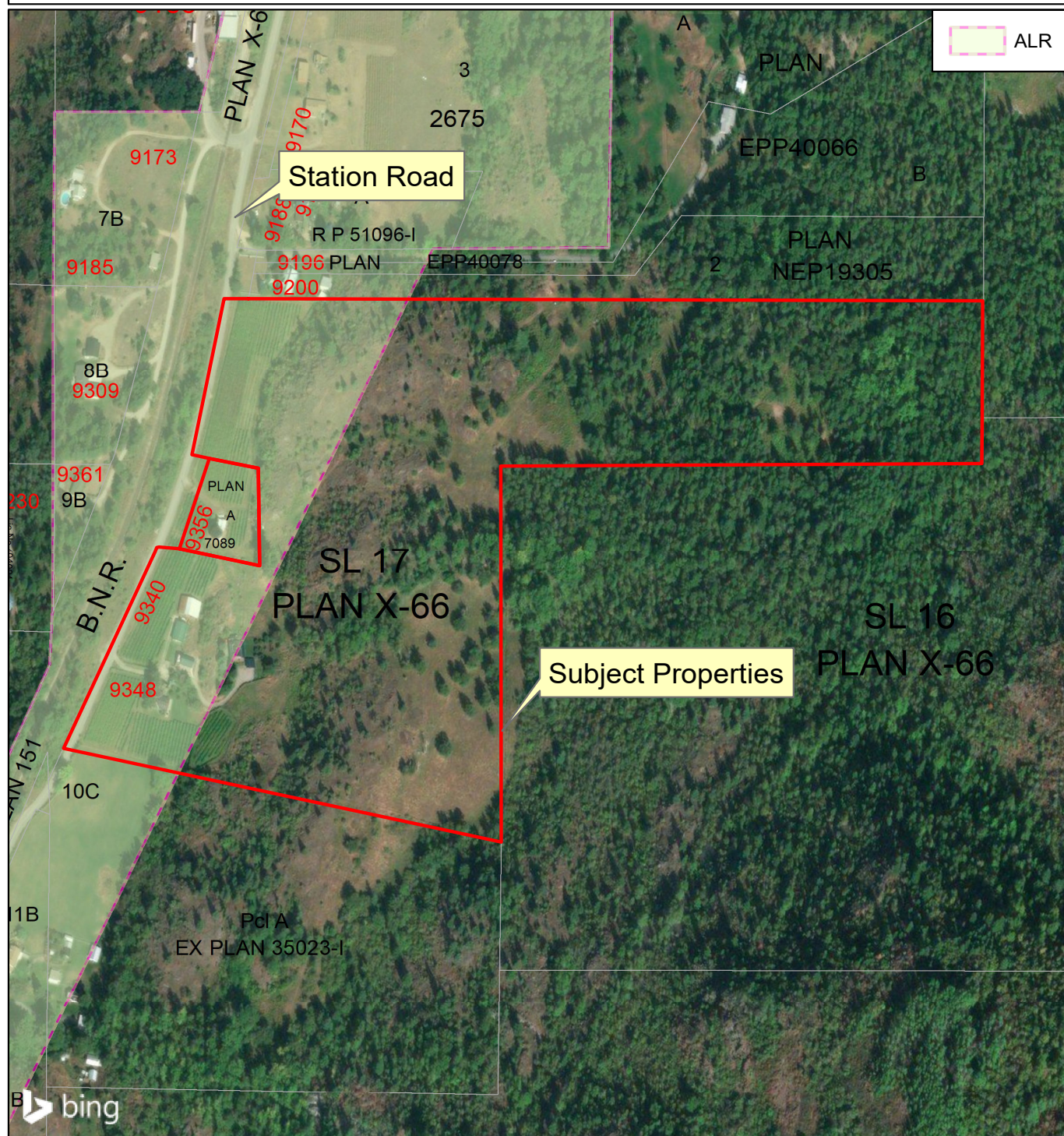
Date: 2019-07-19

## Subject Properties Map

NEPX66, Sublot 17 &  
Lot A, NEP7089  
TWP 7A, KD



1:4,482



Document Path: P:\PD\EA 'A\A-7A-TWP-10519.100 De Jager (Columbia Gardens Vineyard & Winery)\2019-08-ALC Subdivision\2019-07-17 De Jager ALC SPM.mxd

## Applicants Submission



## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 59024

**Application Status:** Under LG Review

**Applicant:** Ben De Jager , Tersia De Jager

**Agent:** Muirhead Land Development Solutions Ltd.

**Local Government:** Kootenay Boundary Regional District

**Local Government Date of Receipt:** 06/20/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** The vineyard currently encompasses portions of two parcels. The proposal will eliminate the small lot that currently cuts the vineyard in half. The proposal will consolidate the vineyard, wine production and sales parcels into 1 lot of about 3.5 ha. This will allow the owner to semi retire and sell the vineyard ,wine production and sales buildings as one viable business unit.

The owner intends to continue to live on and work the 16.1 ha remainder parcel that comprises about 0.6 ha of vineyard and guest house on the ALR portion and the owners home with sheep and cattle production on the non ALR lands. The proposed boundary adjustment is supported by the independence of both areas. The areas are independently irrigated and independently fenced. There are two accesses, one to each property as shown on a sketch attached. The owner also intends to grant an access easement to the Columbia Winery to use the access at 9340 Station road. The Wine operation will then have the benefit of both existing accesses. All buildings will meet the zoning setback requirements of the RDKB. The boundary adjustment will allow the owner to semi-retire while maintaining an area of vineyard, a separate guest house as well as cattle and sheep production. In addition the boundary adjustment will eliminate the small lot that could potential disrupt the agricultural use of the lands.

### Agent Information

**Agent:** Muirhead Land Development Solutions Ltd.

**Mailing Address:**

918 Sproat Drive

Nelson, BC

V1L 7B7

Canada

**Primary Phone:** (250) 354-9341

**Email:** Solutions@bcsubdivider.ca

### Parcel Information

#### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 013-991-248

**Legal Description:** SUBL 17 TP 7A KOOTENAY DISTRICT PL X66 EXC (1) PCL A (EP 350231)

**Applicant:** Ben De Jager , Tersia De Jager

## Applicants Submission

& (2) PTS INCLUDED IN PLS 7089 & 16210

**Parcel Area:** 19.1 ha

**Civic Address:** 9340 Station road

**Date of Purchase:** 08/15/2013

**Farm Classification:** Yes

**Owners**

1. **Name:** Ben De Jager

**Address:**

[REDACTED]

**Phone:**

[REDACTED]

**Email:**

[REDACTED]

2. **Name:** Tersia De Jager

**Address:**

[REDACTED]

**Phone:**

[REDACTED]

2. **Ownership Type:** Fee Simple

**Parcel Identifier:** 013-696-980

**Legal Description:** L A PL 7089

**Parcel Area:** 0.5 ha

**Civic Address:** 9328 Station road, Trail BC

**Date of Purchase:** 08/04/2016

**Farm Classification:** Yes

**Owners**

1. **Name:** Ben De Jager

**Address:**

[REDACTED]

**Phone:**

[REDACTED]

**Email:**

[REDACTED]

2. **Name:** Teresa De Jager

**Address:**

[REDACTED]

**Phone:**

[REDACTED]

**Current Use of Parcels Under Application**

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

**Applicant:** Ben De Jager , Tersia De Jager

## Applicants Submission

*There are approximately 2.7ha in grape production over the two parcels. There is small area of grape production in the non ALR portion of the larger parcel. The non ALR portion of the larger parcel is also used for cattle and sheep production. The owner currently seasonally raises a flock of 50 sheep as well as about 5 head of cattle.*

### **2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*The grape production area is irrigated. There are two separate irrigation systems that also coincide with the proposed lot boundaries. The properties are also independently fenced which also coincides with the proposed lot boundaries. The proposed vineyard lot has a 3000 sq ft building and a 1664 sq ft building for equipment, workshop and wine production. The proposed vineyard also has a 1000 sq ft Wine tasting and sales shop. There is a residential trailer with an addition on the proposed vineyard lot. On the proposed remainder lot within the ALR portion there is a 1200 sq ft guest house.*

### **3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*A 1600 sq ft owner occupied residential house is located on the larger proposed remainder parcel outside the ALR. There is a guest house located within the ALR on the larger proposed remainder parcel. This house may be used as guest accommodation or for wine tasting events. The owner wishes to semi-retire and operate the small guest house in addition to continuing to maintaining the vineyard, and animal production on the proposed remainder.*

## **Adjacent Land Uses**

### **North**

**Land Use Type:** Residential  
**Specify Activity:** Residential

### **East**

**Land Use Type:** Unused  
**Specify Activity:** Vacant. Steep and rocky

### **South**

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Hayfield

### **West**

**Land Use Type:** Industrial  
**Specify Activity:** Industrial

## **Proposal**

### **1. Enter the total number of lots proposed for your property.**

3.5 ha  
 16.1 ha

### **2. What is the purpose of the proposal?**

*The vineyard currently encompasses portions of two parcels. The proposal will eliminate the small lot that currently cuts the vineyard in half. The proposal will consolidate the vineyard, wine production and sales*

**Applicant:** Ben De Jager , Tersia De Jager



## Applicants Submission

*parcels into 1 lot of about 3.5 ha. This will allow the owner to semi retire and sell the vineyard ,wine production and sales buildings as one viable business unit.*

*The owner intends to continue to live on and work the 16.1 ha remainder parcel that comprises about 0.6 ha of vineyard and guest house on the ALR portion and the owners home with sheep and cattle production on the non ALR lands. The proposed boundary adjustment is supported by the independence of both areas. The areas are independently irrigated and independently fenced. There are two accesses, one to each property as shown on a sketch attached. The owner also intends to grant an access easement to the Columbia Winery to use the access at 9340 Station road. The Wine operation will then have the benefit of both existing accesses. All buildings will meet the zoning setback requirements of the RDKB. The boundary adjustment will allow the owner to semi-retire while maintaining an area of vineyard, a separate guest house as well as cattle and sheep production. In addition the boundary adjustment will eliminate the small lot that could potential disrupt the agricultural use of the lands.*

### **3. Why do you believe this parcel is suitable for subdivision?**

*The proposal is a boundary adjustment that due to the size of the smaller parcel does not qualify for subdivision consideration pursuant to BC regulation 171/2002. The parcel is less than the 1 ha minimum provided in the subdivision regulation. For this reason the owner is applying to the ALR for permission to complete this boundary adjustment. The boundary adjustment will enhance the long term agricultural use of these two parcels by ensuring the wine operation is consolidated into 1 land title unit. The adjustment also ensures that an exclusive residential use is not established on the small middle lot that could cause an interruption in the current farm activities.*

### **4. Does the proposal support agriculture in the short or long term? Please explain.**

*The proposal is a boundary adjustment in the ALR. Agricultural is enhanced by consolidating a lot that divides the winery operation. The larger remainder parcel which is mostly out of the ALR provides opportunity for the owner to semi-retire and continue with a small vineyard in the ALR and livestock production outside the ALR on the upper property.*

*The consequence of the owner not buying the small parcel that divides the winery was that another buyer would purchase and simply develop as a residential lot. That scenario will be avoided by permitting the boundary adjustment.*

### **5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.**

*No*

## Applicant Attachments

- Agent Agreement - Peter Muirhead
- Other correspondence or file information - Access location sketch
- Proposal Sketch - 59024
- Site Photo - Vineyard 3
- Site Photo - Vineyard
- Site Photo - Vineyard 2
- Site Photo - Vineyard 4
- Site Photo - Vineyard 5
- Site Photo - Vineyard 6
- Site Photo - Vineyard 7
- Site Photo - Vineyard 8
- Other correspondence or file information - Google ortho
- Other correspondence or file information - legal plan

**Applicant:** Ben De Jager , Tersia De Jager



**Applicants Submission**

- Certificate of Title - 013-991-248
- Certificate of Title - 013-696-980

**ALC Attachments**

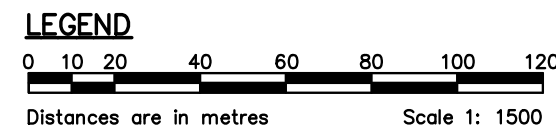
None.

**Decisions**

None.

**Applicant:** Ben De Jager , Tersia De Jager

PROPOSED SUBDIVISION OF PART OF  
SUBLOT 17, PLAN X66, EXCEPT (1) PARCEL A  
(EXPLANATORY PLAN 35023i) AND (2) PARTS  
INCLUDED IN PLANS 7089 AND 16210,  
AND LOT A, PLAN 7089,  
BOTH IN TOWNSHIP 7A,  
KOOTENAY DISTRICT

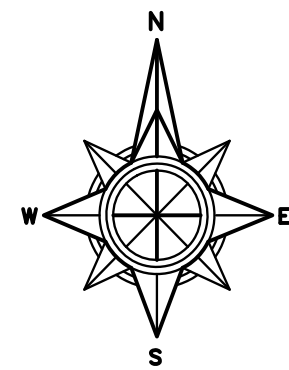


This plan is for the exclusive use of Ben De Jager.

Any use which a third party makes of this document, or any reliance on or decisions to be made based on it, are the responsibility of such third parties.

This document is prepared for mortgage or municipal purposes only and is NOT TO BE USED FOR RE-ESTABLISHING BOUNDARIES, PROPERTY CORNERS, CONSTRUCTION PURPOSES, OR FOR LITIGATION AND OTHER LEGAL MATTERS.

For PROPOSAL purposes ONLY. Final dimensions, areas and clearances may vary upon completion of legal survey. Approval subject to Approving Authority absolute discretion, review and input.



SRW PLAN EPP5268

17

18

19

20

P L A N  
28  
1 3 2 5 5

R/W PLAN 151

7B

8B

9B

NELSON AND FORT SHEPPARD RAILWAY

PLAN  
A  
7089

Parcel A  
(PLAN 35023i)  
SUBLOT 17  
PLAN X66

REFERENCE PLAN 51096-I

PLAN  
3  
2675

B  
PLAN NEP40066

2  
PLAN NEP19305

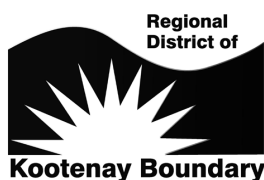
REM SUBLOT 17  
PLAN X66

SUBLOT 16  
PLAN X66

F 19-6099

HinterLand Surveying  
& Geomatics Inc.  
CANADA & B.C. LAND SURVEYORS  
1540 Second Ave., Trail, B.C.  
Tel: 250-364-1444





## Staff Report

|              |   |                |                  |
|--------------|---|----------------|------------------|
| <b>RE:</b>   | Development Permit Application – Mount Baldy – Sparrow-Fletcher |                |                  |
| <b>Date:</b> | August 29, 2019   | <b>File #:</b> | E-100s-01371.040 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors             |                |                  |
| <b>From:</b> | Liz Moore, Senior Planner                                       |                |                  |

### Issue Introduction

We have received an application for a Development Permit in order to construct a single family dwelling in Mount Baldy, Electoral Area E/West Boundary (see Attachments).

| Property Information         |                                     |
|------------------------------|-------------------------------------|
| <b>Owner(s):</b>             | Joanne Sparrow and Jeff Fletcher    |
| <b>Location:</b>             | 339 Buck Road, Mount Baldy          |
| <b>Electoral Area:</b>       | Electoral Area E/West Boundary      |
| <b>Legal Description(s):</b> | Lot 9, DL 100s, SDYD, Plan KAP82817 |
| <b>Area:</b>                 | 0.06 ha (0.16 acre)                 |
| <b>Current Use(s):</b>       | Vacant                              |
| Land Use Bylaws              |                                     |
| <b>OCP Bylaw: 1410</b>       | Wapiti Residential                  |
| <b>DP Area:</b>              | Alpine Residential and Commercial   |
| <b>Zoning Bylaw: 1460</b>    | Wapiti Residential 2                |

### History / Background Information

The subject property is on Buck Road in the Wapiti subdivision and is vacant, as are most of the lots in this subdivision. There are easements on the rear parcel lines and interior side parcel lines of many of the properties on Buck Road and Fawn Road. These easements are held under covenant to remain free of obstructions.

### Proposal

The applicants are proposing to build a single family dwelling on the property. An Alpine Residential and Commercial Development Permit is required to obtain a building permit.

Page 1 of 3

P:\PD\EA\_ 'E'\_Mt\_Baldy\MB-100s-01371.040\_Fletcher\2019-August-DP\Board\2019-07-05\_Fletcher-Sparrow\_DP\_Board.docx

## Implications

The *Mount Baldy Ski Resort Official Community Plan, Bylaw No. 1335* details guidelines for what needs to be shown in an application. The criteria for Single Family Dwellings and Duplexes are as follows:

### Roof Form for Single Family Dwellings and Duplexes

- Roofs should be simple and designed to retain snow;
- Roofs should be pitched; and
- Materials should be of low flammability especially in high density areas.

### Outdoor Lighting

- Outdoor lighting should be designed to minimize the effect of lighting on the night sky. Shielded low pressure sodium light fixtures are preferred.

### A Vegetation and Erosion Management

- This plan must include a site plan and written text outlining the following:
  - *Pre-construction Inventory*
  - *Protection of Trees and Other Vegetation*
  - *Erosion Control*
  - *Fire Protection*
  - *Selection and Planting of Vegetation*
  - *Vegetation and Erosion Management Plan Requirements*

The applicants have proposed a pitched, shed-roof design, sloping to the rear of the parcel. They propose to build a metal roof with snow retention guards placed mid-roof and at the base of the roof as a method to retain the snow. The roof extends beyond the wall of the building at the rear, where a door is located. They have proposed minimal lighting, primarily around entrances, which will be down lit to avoid light pollution (see Applicant Submission).

The applicants have provided a photograph and a description detailing limited to no vegetation on the subject property for the pre-construction inventory. In their site plan they have shown a few trees on the northern portion of the property, located in the easement, which are to be retained. They have provided for erosion control through planting of native species, placement of crushed rocks and paving of the parking area and along the side of the house to the rear patio. They have indicated that they will minimize wildfire hazard by avoiding the use of bark mulch and by maintaining a fuel free zone around the building. The applicants have indicated on their site plan snow storage areas on the property for snow removed from parking spaces (see Applicant Submission).

Page 2 of 3

P:\PD\EA\_ 'E'\_Mt\_Baldy\MB-100s-01371.040\_Fletcher\2019-August-DP\Board\2019-07-05\_Fletcher-Sparrow\_DP\_Board.docx

The *Mount Baldy Ski Resort Zoning Bylaw No. 1340*, section 315, requires that minimum of two off-street parking spaces be provided on the parcel for single and two family dwellings. The applicants have provided for three parking spaces on their site plan. All parcel line setback requirements have been met (see Applicant Submission).

### **Advisory Planning Commission (APC)**

The Electoral Area 'E'/West Boundary APC supported this application at their July 12, 2019 meeting with the condition that the wildflowers that are planted are appropriate for the area.

### **Recommendation**

That the staff report regarding the Development Permit application submitted by Joanne Sparrow and Jeff Fletcher to construct a single family dwelling on the parcel legally described as Lot 9, Plan KAP82817, DL 100s, SDYD, Electoral Area 'E'/West Boundary, be received.

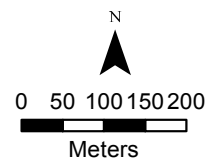
### **Attachments**

Site Location Map  
Subject Property Map  
Applicants Submission



Date: 08/07/2019

Lot 9, DL 100s, SDYD  
KAP82817



1:8,000



Document Path: H:\2019-07-08 DP Sparrow-Fletcher.mxd



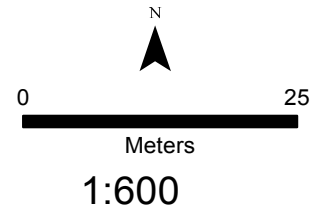


Regional District of  
Kootenay Boundary

Date: 08/07/2019

## Subject Property Map

Lot 9, DL 100s, SDYD  
KAP82817



Document Path: H:\2019-07-08\_DP\_Sparrow-Fletcher.mxd

Applicant Submission

**From:** [Joanne Sparrow](#)  
**To:** [Elizabeth Moore](#)  
**Subject:** Development Permit revision #3  
**Date:** July-05-19 1:15:32 PM  
**Attachments:** [JMFbaldyLotJuly5-19Lndscp.pdf](#)

---

To Whom It May Concern

APC and Electoral Area Directors

Re: Development Permit Area E - Mt Baldy

Attached is a PDF of the Landscape plan for Lot 9 Buck Road, Mt Baldy. It outlines locations and requirements listed in the application.

We are a **single family dwelling** and many of the guidelines included in **Appendix A: Alpine Residential and Commercial Development Permit** we are **EXEMPT** from.

We have addressed and hopefully satisfied the requirements with the following:

**Roof Form for Single Family Dwellings and Duplexes**

- \* Roofs should be simple and designed to retain snow.  
We have the addition of snow guards on the roof to stop the snow sliding.
- \*Roofs should be pitched.  
Our roof is a 2.5/12 pitch which naturally retains snow. Further more the snow storage area is behind the property away from pedestrians and traffic areas of any kind for safety and will not encroach on neighbouring properties.
- \*Materials should be of low flammability especially in high density areas.  
We plan on using a metal roof. The entire house including the roof will be aesthetically pleasing earth tones to be compatible with the surrounding area and natural habitat.

**Outdoor lighting**

- \*Outdoor lighting should be designed to minimize the affect of lighting the night sky.  
The lights outside will all be down lite and at door entry ways for safe passage to and from the building. They will not cause night sky pollution.

**Vegetation and Erosion Management**

Applicant Submission

**\*Pre-construction Inventory**

Lot 9 has been previously cleared, most likely by original developer of subdivision many years ago. There is no top soil or natural habit to disturb. See attached photo.

**\*Protection of Tress and Other Vegetation**

As previously mentioned, the lot has been cleared. There are very few existing trees on the site and very little vegetation of any description remains or grows there. I would hazard a guess that this particular lot has remained unchanged in its current state for 10 years or more.

**\*Erosion Control**

We plan on establishing Vegetative covers for stabilization in and around all of the property as shown on Landscape Plan.

We shall be seeking advise from our professional **geotechnical engineer, Don Gorman**, once he has done his site investigation, which will happen once the building permit has been issued for the property and site preparation begins. The geotech can then instruct us as to what exactly will be the most beneficial and suitable way to control erosion. It is incredibly difficult, near impossible to make such decisions before the site has been inspected and prepared. We may use drain rock around the perimeter of the building if deemed necessary by the geotech to provide stability.

**\*Fire Protection**

A fuel free zone immediately around the building will be maintained. No mulch will be used and where appropriate low flammable plants.

Applicant Submission

**\*Selection and Planting of Vegetation**

Due to the harsh climate and short growing season the selection of plants is limited, only native plants which can survive in this habit will be encouraged to grow. The alpine landscape is poor and soil development limited. Our goal for our landscaping will be to preserve and enhance the natural landscape where ever possible. Much of Mt Baldy is under snow 8 months of the year. Plants will be chosen based on location, erosion control, ground cover, hardiness, maintenance, watering requirements, drought resistant and low flammability. We will be using Yarrow, Pearly Everlasting, Kinnickinnick.

Under the snow storage areas there will be a mix of native grass and wildflowers. Easement areas will be left unobstructed.

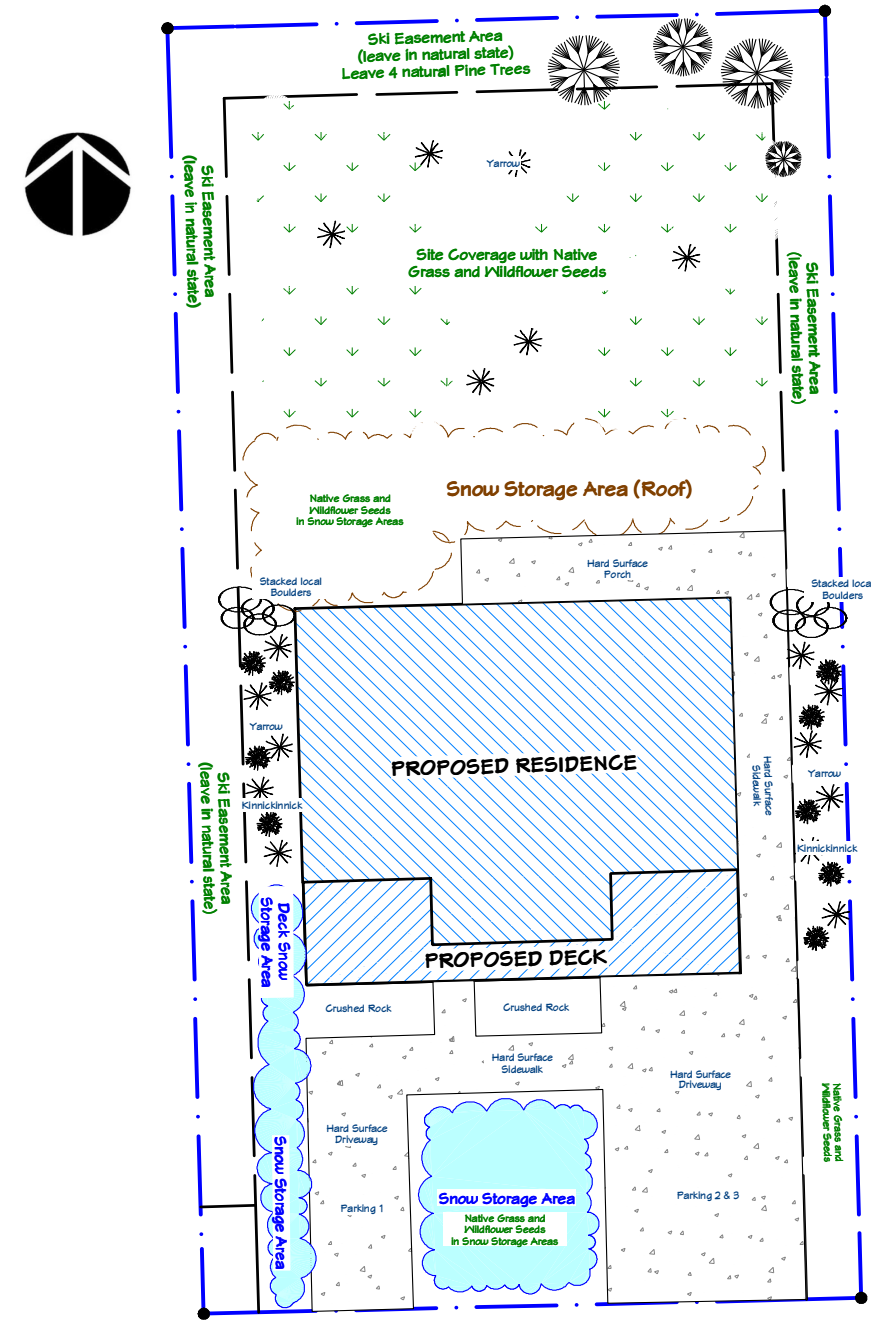
Our cabin at Mt Baldy will be aesthetically pleasing, complimentary to the surrounding terrain, add value and be an asset to the community of Mt Baldy. Currently Lot 9 is a barren, ugly rock pile, untouched or gazed upon for a decade or more.

We hope good things are happening for the resort and are happy to be apart of it and have our children grow up skiing there every winter.

Thank you

Joanne Sparrow  
Jeff Fletcher





**LANDSCAPE PLAN**  
Scale: 1" = 15ft

LOT 9 BUCK ROAD

**LEGAL DESCRIPTION**  
Lot 9 Plan: KAP82817  
DL 100s S.D.Y.D.

GROUND SNOW LOAD  
Mt. Baldy - 182psf

ENERGY EFFICIENCY  
Mountain 5,600 degree days - ZONE 7a

MIN. DEPTH OF FROST PROTECTION  
Mt. Baldy - 36"



**3D RENDERINGS -  
Representative Only**



**These Plans only for use at:**  
**JMF Const. RESIDENCE**  
Lot 9 Buck Boad  
Mt. Baldy, BC (RDKB)

**A1**

**Date:** 05/07/2019  
**Page:** 1 of 11  
**Scale:** As Indicated

**ASCT, CRD**  
**Grant@BuildingDesigner.ca**  
Box 736, Osoyoos, BC  
ph: (250) 495-5268

Custom Drafting & Design ... by Grant  
**ASTTBC** TECHNOLOGY PROFESSIONALS

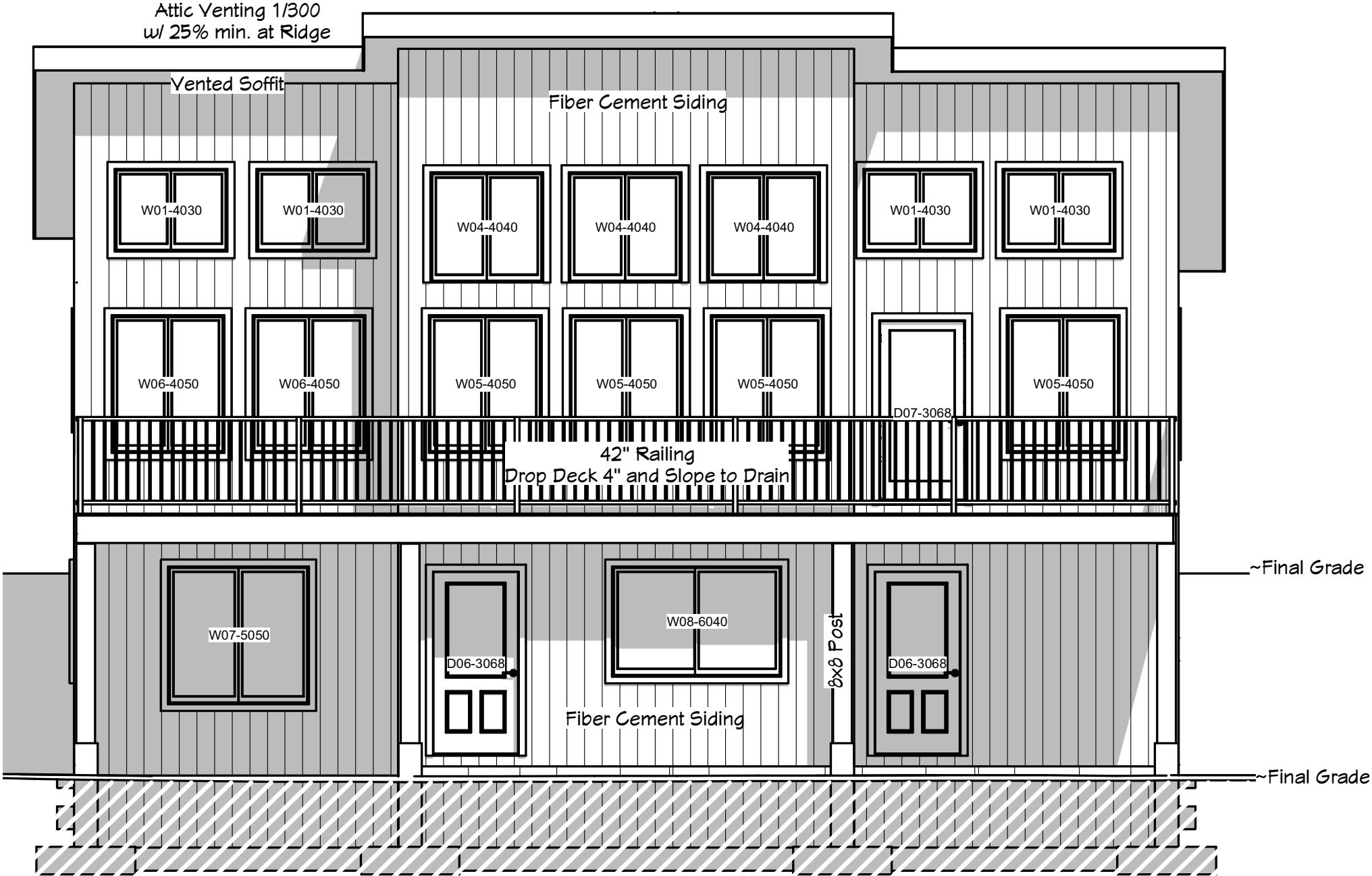
All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.



24" Roof Overhangs - Eaves  
18" Roof Overhangs - Gables

Provide flashing as per BCBC 9.27.3.8  
Head flashing with end dams; sill flashing  
where window sills are not self-flashed.  
Flash all penetrations of cladding.

Window Swings and Opening Types -  
Consult with Owners at time of Ordering



FRONT ELEVATION  
Scale: 1/4" = 1' - 0"

These Plans only for use at:  
JMF Const. RESIDENCE  
Lot 9 Buck Boad  
Mt. Baldy, BC (RDKB)

A5

Date: 01/05/2019  
Page: 5 of 11  
Scale: As Indicated

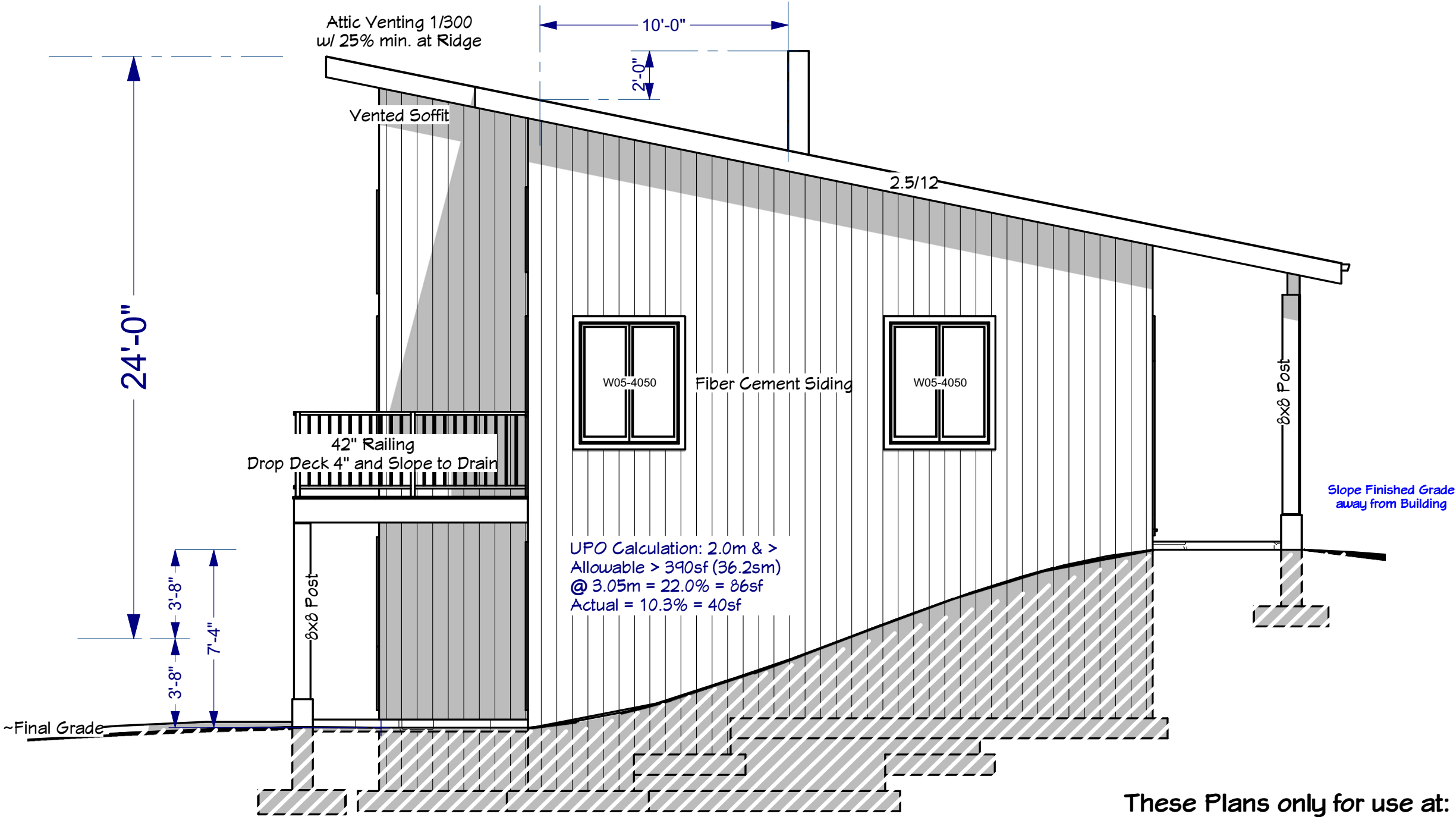
All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
AScT, CRD  
Grant@BuildingDesigner.ca  
Box 136, Osoyoos, BC  
ph: (250) 495-5268

Custom Drafting & Design ... by Grant  
ASTTBC TECHNOLOGY PROFESSIONALS

24" Roof Overhangs - Eaves  
18" Roof Overhangs - Gables

Provide flashing as per BCBC 9.27.3.8  
Head flashing with end dams; sill flashing  
where window sills are not self-flashed.  
Flash all penetrations of cladding.

Window Swings and Opening Types -  
Consult with Owners at time of Ordering



**RIGHT ELEVATION**  
Scale: 1/4" = 1' - 0"

These Plans only for use at:  
JMF Const. RESIDENCE  
Lot 9 Buck Boad  
Mt. Baldy, BC (RDKB)

**A6**

Date: 01/05/2019  
Page: 6 of 11  
Scale: As Indicated

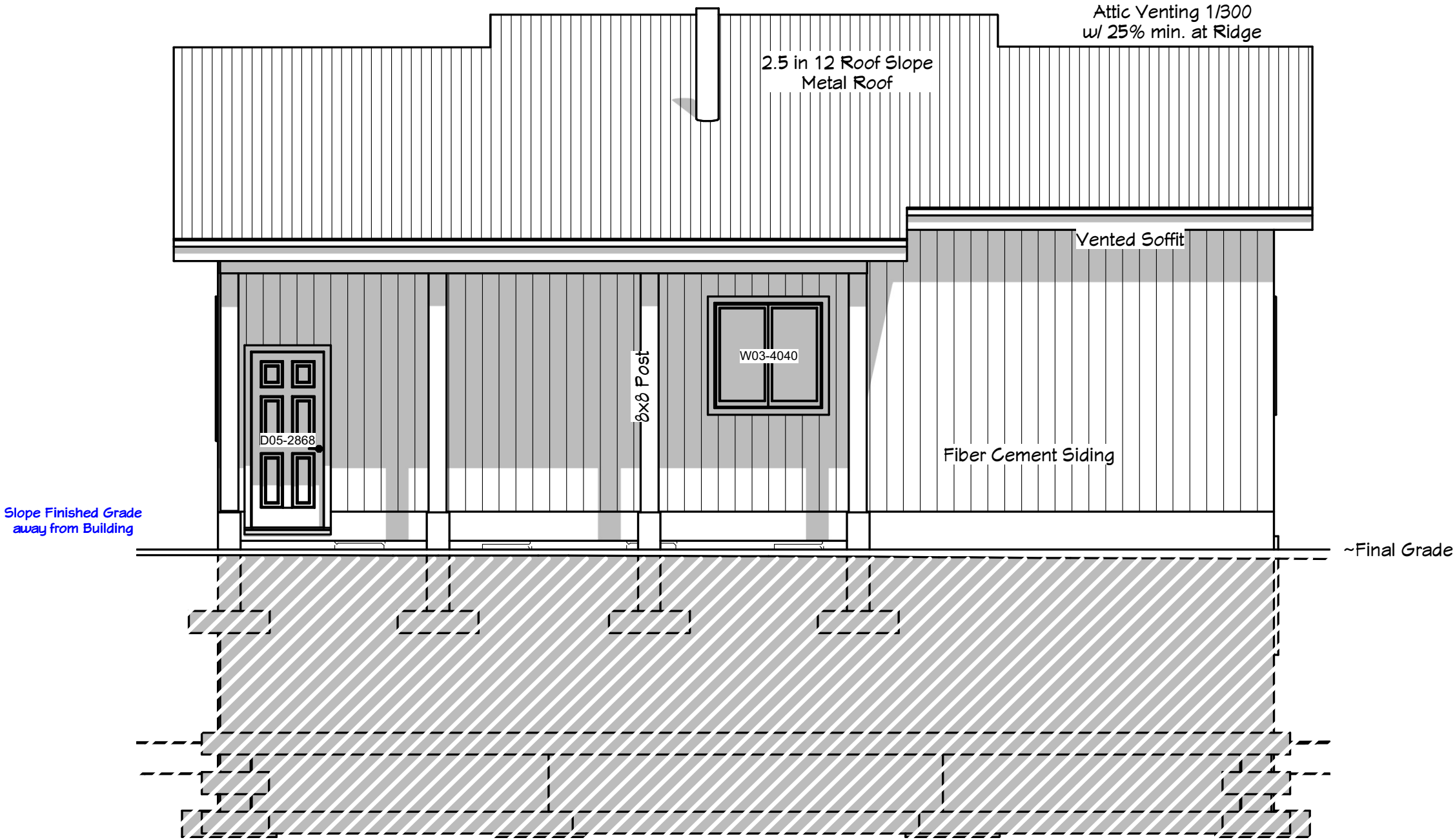
All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
ASCT, CRD  
Grant@BuildingDesigner.ca  
Box 136, Osoyoos, BC  
ph: (250) 495-5268

Custom Drafting & Design ... by Grant  
**ASTTBC** TECHNOLOGY PROFESSIONALS

24" Roof Overhangs - Eaves  
18" Roof Overhangs - Gables

Provide flashing as per BCBC 9.27.3.8  
Head flashing with end dams; sill flashing  
where window sills are not self-flashed.  
Flash all penetrations of cladding.

Window Swings and Opening Types -  
Consult with Owners at time of Ordering



REAR ELEVATION  
Scale: 1/4" = 1' - 0"

These Plans only for use at:  
JMF Const. RESIDENCE  
Lot 9 Buck Boad  
Mt. Baldy, BC (RDKB)

A-7

Date: 01/05/2019  
Page: 7 of 11  
Scale: As Indicated

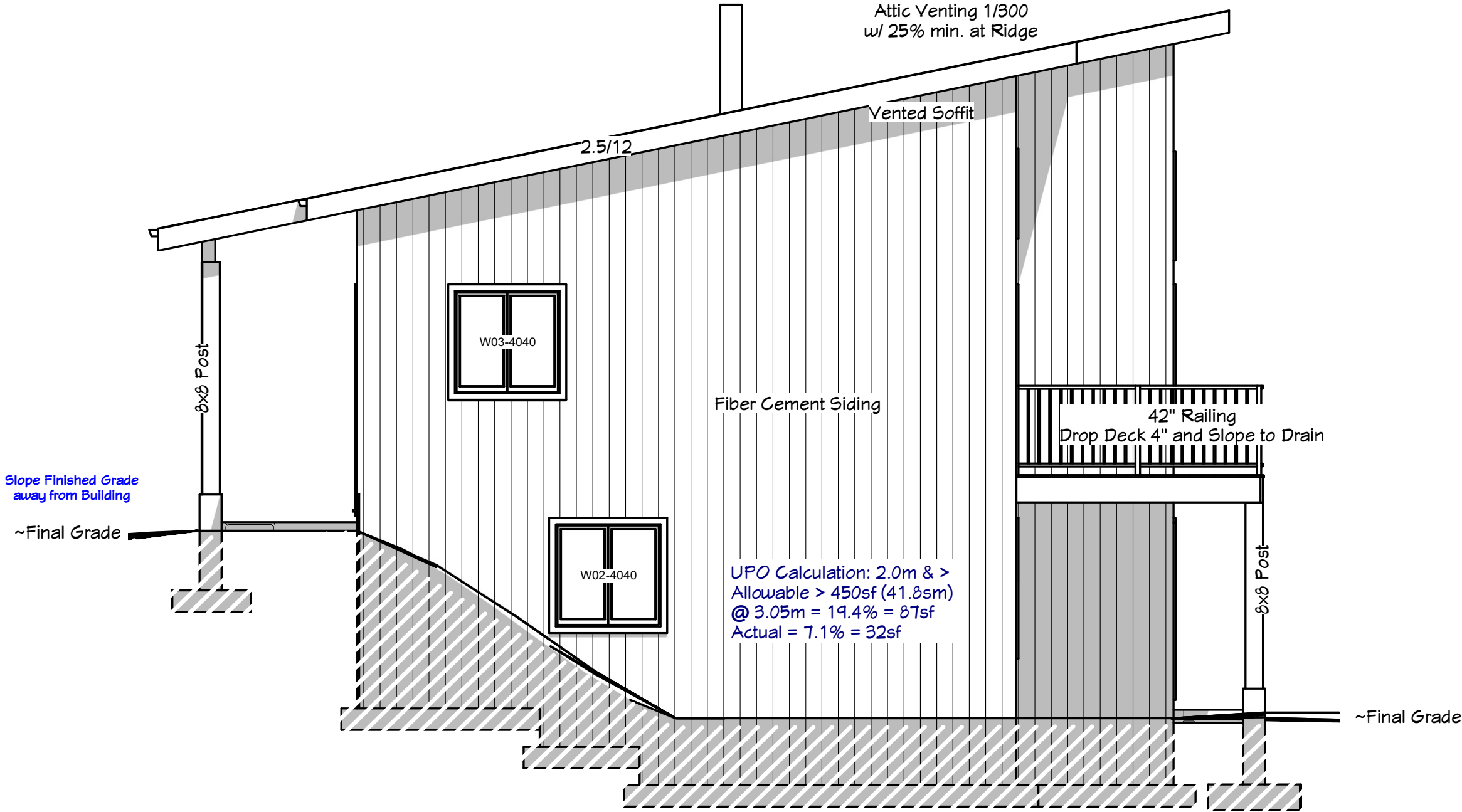
All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
ASCT, CRD  
Grant@BuildingDesigner.ca  
Box 736, Osoyoos, BC  
ph: (250) 495-5268

Custom Drafting & Design ... by Grant  
ASTTBC TECHNOLOGY PROFESSIONALS

24" Roof Overhangs - Eaves  
18" Roof Overhangs - Gables

Provide flashing as per BCBC 9.27.3.8  
Head flashing with end dams; sill flashing  
where window sills are not self-flashed.  
Flash all penetrations of cladding.

Window Swings and Opening Types -  
Consult with Owners at time of Ordering



LEFT ELEVATION  
Scale: 1/4" = 1' - 0"

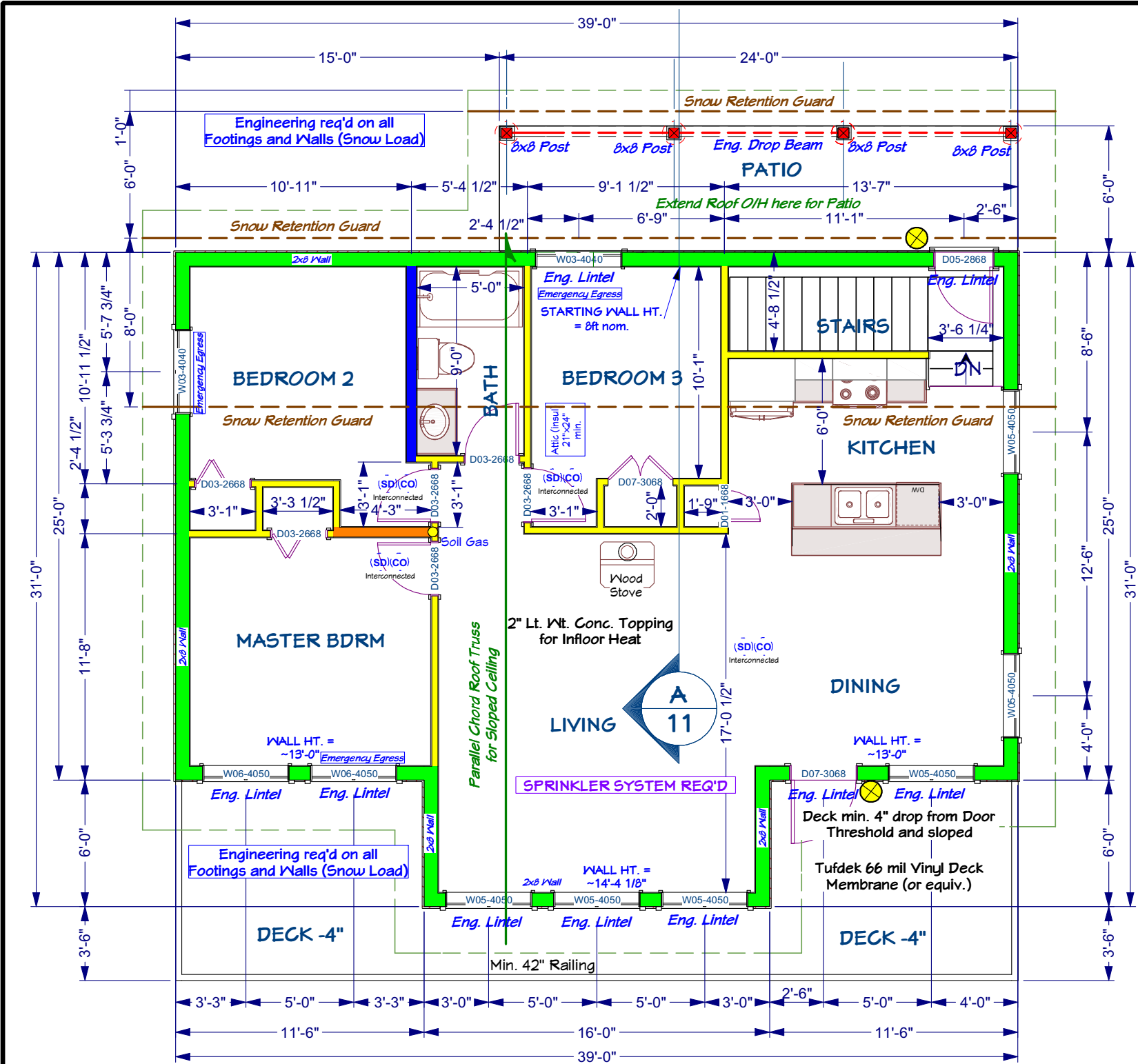
These Plans only for use at:  
JMF Const. RESIDENCE  
Lot 9 Buck Boad  
Mt. Baldy, BC (RDKB)

A8

Date: 01/05/2019  
Page: 8 of 11  
Scale: As Indicated

All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
ASCT, CRD  
Grant@BuildingDesigner.ca  
Box 136, Osoyoos, BC  
ph: (250) 495-5268

Custom Drafting & Design ... by Grant  
ASTTBC TECHNOLOGY PROFESSIONALS



MAIN FLOOR PLAN  
Scale: 3/16" = 1' - 0"

See Page A2 for General Notes

| ROOM FINISH SCHEDULE |                        |
|----------------------|------------------------|
| ROOM NAME            | AREA, STANDARD (SQ FT) |
| BATH                 | 53                     |
| BEDROOM 2            | 131                    |
| BEDROOM 3            | 108                    |
| CLOSET BDRM 2        | 9                      |
| CLOSET BDRM 3        | 8                      |
| CLOSET MSTR          | 9                      |
| DINING               | 162                    |
| KITCHEN              | 106                    |
| LIVING               | 270                    |
| MASTER BDRM          | 140                    |
| PANTRY               | 5                      |
| STAIRS               | 70                     |
| TOTALS:              | 1071                   |

| DOOR SCHEDULE |          |     |       |      |
|---------------|----------|-----|-------|------|
| NUMBER        | LABEL    | QTY | FLOOR | SIZE |
| D01           | D01-1668 | 1   | 1     | 1668 |
| D02           | D02-2668 | 3   | 0     | 2668 |
| D03           | D03-2668 | 6   | 1     | 2668 |
| D04           | D04-2868 | 1   | 0     | 2868 |
| D05           | D05-2868 | 1   | 1     | 2868 |
| D06           | D06-3068 | 4   | 0     | 3068 |
| D07           | D07-3068 | 2   | 1     | 3068 |
| D08           | D08-4068 | 2   | 0     | 4068 |

| WINDOW SCHEDULE |          |     |       |            |        |
|-----------------|----------|-----|-------|------------|--------|
| NUMBER          | LABEL    | QTY | FLOOR | DIMENSIONS | EGRESS |
| W01             | W01-4030 | 4   | 2     | 48"X36"    |        |
| W02             | W02-4040 | 1   | 0     | 48"X48"    | YES    |
| W03             | W03-4040 | 2   | 1     | 48"X48"    | YES    |
| W04             | W04-4040 | 3   | 2     | 48"X48"    |        |
| W05             | W05-4050 | 6   | 1     | 48"X60"    |        |
| W06             | W06-4050 | 2   | 1     | 48"X60"    | YES    |
| W07             | W07-5050 | 1   | 0     | 60"X60"    | YES    |
| W08             | W08-6040 | 1   | 0     | 72"X48"    |        |

⦿ OUTDOOR LIGHTING ⦿  
All outdoor lighting is down light to avoid any night light pollution

SNOW RETENTION  
\*The proposed Roof Slope is only 2 1/2 in 12.  
\*This shallow slope alone will help to maximize snow retention along with 2/3 rows of Snow Guards.  
\*The roof pitches all to the rear of the Cabin to none traffic area.  
\*The rear Entry has been designed with a covered Roof to specifically protect this area.

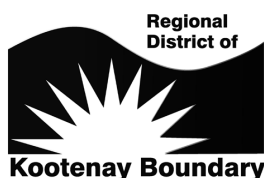
These Plans only for use at:  
JMF Const. RESIDENCE  
Lot 9 Buck Boad  
Mt. Baldy, BC (RDKB)

A4

Date: 03/07/2019  
Page: 4 of 11  
Scale: As Indicated

All designs remain the property of Grant Montgomery. They may not be reused without permission and payment.  
ASTTBC  
A5CT, CRD  
Grant@BuildingDesigners.ca  
Box 136, Osoyoos, BC  
ph: (250) 495-5268

Custom Drafting & Design ... by Grant  
ASTTBC TECHNOLOGY PROFESSIONALS



## Staff Report

|              |   |                |                   |
|--------------|---|----------------|-------------------|
| <b>RE:</b>   | Development Permit – Laurient-Lauriente             |                |                   |
| <b>Date:</b> | August 29, 2019                                     | <b>File #:</b> | C-1021s-04515.000 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors |                |                   |
| <b>From:</b> | Liz Moore, Senior Planner                           |                |                   |

### Issue Introduction

We have received an application for a development permit from James Laurient and Lori Lauriente to construct a single family dwelling on a waterfront property in Electoral Area 'C'/Christina Lake (see Attachments).

| Property Information            |                                      |
|---------------------------------|--------------------------------------|
| <b>Owner(s):</b>                | James Laurient and Lori Lauriente    |
| <b>Location:</b>                | 1852 West Lake Drive                 |
| <b>Electoral Area:</b>          | Electoral Area C / Christina Lake    |
| <b>Legal Description(s):</b>    | Lot 1, Plan KAP7440, DL 1021s, SDYD  |
| <b>Area:</b>                    | 0.07 ha (0.181 acr)                  |
| <b>Current Use(s):</b>          | Single family dwelling               |
| Land Use Bylaws                 |                                      |
| <b>OCP Bylaw No. 1250:</b>      | Waterfront Residential               |
| <b>DP Area:</b>                 | Environmentally Sensitive Waterfront |
| <b>Zoning Bylaw No. 1300:</b>   | Waterfront Residential 2 (R2)        |
| Other                           |                                      |
| <b>Waterfront / Floodplain:</b> | Partial                              |
| <b>Service Area:</b>            | NA                                   |
| <b>Planning Agreement Area:</b> | NA                                   |

### History / Background Information

This parcel is accessed along West Lake Drive and is split into two portions by the road. The lakeside portion is on the east side of West Lake Drive. There is currently a single-family dwelling on the property, which was built in 1962.

Page 1 of 3

P:\PD\EA\_ 'C\C-1021s-04515.000 Lauriente\2019 August Development Permit\Board\2019-07-25\_DP\_Lauriente\_Board.docx



The whole parcel is within the Waterfront Environmentally Sensitive Development Permit Area. A small piece of the property, on the northeastern edge, is within the 200-yr floodplain.

The property is designated as Waterfront Residential and zoned as Waterfront Residential 2. Surrounding properties to the north and south share the same OCP designation and zone. To the west, the land is designated as Natural Resource and zoned as Natural Resource 1.

### **Proposal**

The applicants propose to construct a new single family dwelling. The existing and proposed dwelling are sited on the eastern or lakefront side of the parcel. The applicant has retained Brent Dennis, P. Eng. of BWD Engineering Inc. to provide a report on the proposed septic upgrades and its compliance with our Development Permit guidelines.

The professional report submitted by BWD Engineering Inc. recommends the installation of a Type 2 combined treatment and disposal system as the most suitable sewerage system, based on the proposed 158 m<sup>2</sup>, 4 bedroom dwelling and no future expansion plans. The report and recommendations are based on the review of soil logs and a site visit by Brent Dennis, P. Eng. of BWD. Survey data was provided by Hinterland Surveying and Geomatics Inc. including the position of the current dwelling.

### **Implications**

With regard to zoning requirements, as the existing residence is to be demolished and a new residence constructed, current bylaw standards must be met. The site plan for the proposed single family dwelling shows an existing deck, which is sited within 7.5m of the natural boundary of Christina Lake; however the applicant has stated that the existing deck will not be structurally attached to the new dwelling and therefore will not trigger the need for a variance. The proposed site plan also suggests that portions of stairs on north side of the house may project into interior side yard setback. Text has been added to the Development Permit stating that the stairs may not be placed within the 1.5m interior side yard setback.

The OCP outlines guidelines for development permit applications. Before construction takes place, the owner must submit a professional report that demonstrates, to the Board's satisfaction, that the method of sewage treatment and disposal for the subject parcel is adequate to avoid undue impacts on the quality of water in adjoining lakes and watercourses. The professional report will suggest a method of sewage treatment that, wherever possible, exceeds the minimum standards required by Provincial regulation.

BWD's professional report states that the selected system is designed for the proposed dwelling. The report provides details on flows, details about the field investigations that led to the engineer's recommendation, and describes aspects of the property that would impact treatment of wastewater. The report states that the proposed system is designed for flow levels of 1,600 L/day and for full-time residency in the dwelling. The

Page 2 of 3

P:\PD\EA\_ 'C\C-1021s-04515.000 Lauriente\2019 August Development Permit\Board\2019-07-25\_DP\_Lauriente\_Board.docx

disbursal field will be located at the far west of the property, as shown in the provided site plan, with the intention of locating the field as far from the lake as possible. Soil depth and type was determined by soil test pits. The report describes how the ground water flows consistently towards the lake, though the author states that there will be no measurable impact to the lake.

The report discusses the treatment systems with regard to maintenance considerations and nutrient release. The author recommends a septic system that consists of a 4540-litre septic tank complete with an outlet filter, a 2270-litre pump tank, micro time-dose controlled pump and an Eljen GSF, Type 2 Combined Treatment and Dispersal System with a Permeable Reactive Barrier.

While the report does not state how the components of the system are an improvement over Provincial regulations, it justifies the recommendation by stating that "*this system is the most cost effective, low maintenance system with the standard of practice where nitrogen reduction is maximized and not affected by lack of maintenance or significant surges in flow.*"

The report provided by BWD Engineering follows the structure suggested in the OCP and provides pertinent information for consideration of the development permit application.

### **Advisory Planning Commission (APC)**

The Electoral Area 'C'/Christina Lake APC supported this application at their August 6, 2019 meeting.

### **Recommendation**

That the staff report regarding the Development Permit application submitted by James Laurient and Lori Lauriente to construct a single family dwelling in the Environmentally Sensitive Waterfront Development Permit area, on the parcel legally described as Lot 1, Plan KAP7440, DL 1021s, SDYD, Electoral Area 'C'/Christina Lake, be received.

### **Attachments**

*Site Location Map*

*Subject Property Map*

*Applicant Submission*

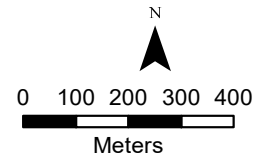


Regional District of  
Kootenay Boundary

Date: 2019-07-25

## Site Location Map

Lot 1, Plan KAP7440  
DL 1021s, SDYD



1:12,500



Document Path: P:\PD\EA\_C\C-1021s-04515.000 Laurie\2019 August Development Permit\2019-07-25\_Laurie-Lauriente\_SLM.mxd



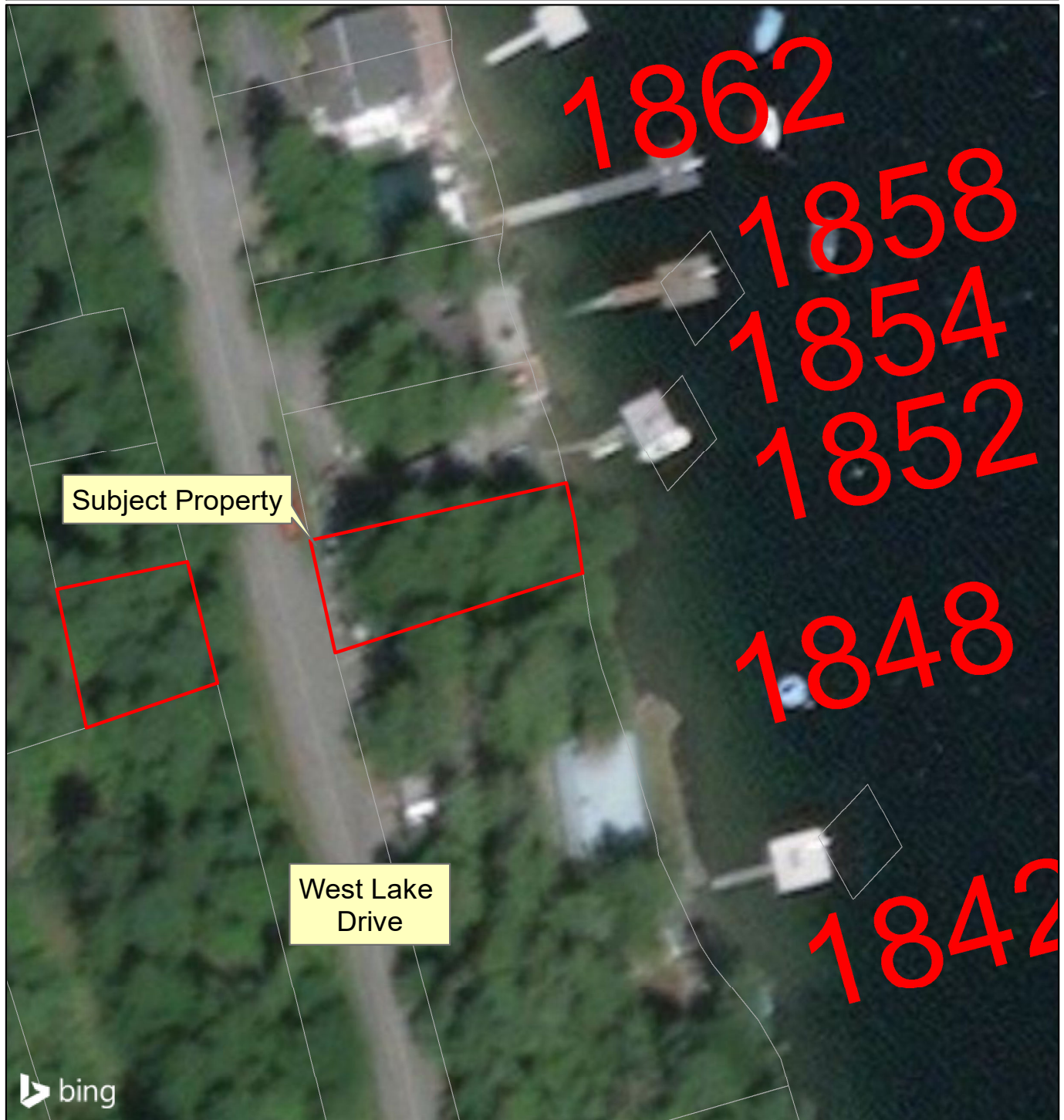
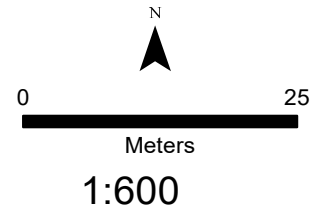


Regional District of  
Kootenay Boundary

Date: 2019-07-25

## Subject Property Map

Lot 1, Plan KAP7440  
DL 1021s, SDYD



Document Path: P:\PD\EA\_C\C-1021s-04515.000 Laurie\2019 August Development Permit\2019-07-25\_Laurient-Lauriente\_SPM.mxd



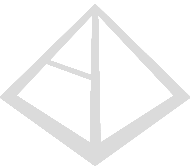




250 | 364 | 3826  
PO BOX 938  
ROSSLAND, BC  
V0G 1Y0

THESE DESIGNS AND DRAWINGS ARE COPYRIGHT OF ALL IN DESIGN. THEY ARE THE EXCLUSIVE PROPERTY OF THE FIRM AND CAN NOT BE USED, REPRODUCED OR COPIED IN FULL OR IN PART WITHOUT WRITTEN CONSENT.  
VERIFY ALL DIMENSIONS, DATUMS, LEVELS, AND OTHER INFORMATION PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY.  
CONTRACTOR TO PROVIDE ENGINEER STAMPED DRAWING FOR ALL STRUCTURAL MEMBERS.  
ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE B.C. BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

| REVISION SCHEDULE |                            |     |
|-------------------|----------------------------|-----|
| DATE              | SET                        | REV |
| 24/06/2019        | ISSUED FOR REVIEW          | A   |
| 25/06/2019        | ISSUED FOR BUILDING PERMIT | 0   |



PROJECT:  
**LAURIENTE CABIN  
BP SET**  
  
1852 WESTLAKE DRIVE  
CHRISTINA LAKE B.C.  
  
LOT 1, DISTRICT LOT 1021S, PLAN 7440  
SIMILKAMEEN DIVISION YALE DISTRICT

DRAWING TITLE:  
**COVER PAGE**

SCALE: NTS  
DATE: 06/06/2019  
DRAWN BY: EPC

JOB NUMBER: AID17-003  
SHEET #: **A0**

# LAURIENTE CABIN

CHRISTINA LAKE, B.C.



Applicant Submission

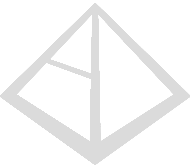


250 | 364 | 3826  
PO BOX 938  
ROSSLAND, BC  
V0G 1Y0

THESE DESIGNS AND DRAWINGS ARE COPYRIGHT OF ALL IN DESIGN. THEY ARE THE EXCLUSIVE PROPERTY OF THE FIRM AND CAN NOT BE USED, REPRODUCED OR COPIED IN FULL OR IN PART WITHOUT WRITTEN CONSENT. WRITTEN DIMENSIONS TAKE PRECEDENCE. DO NOT SCALE THIS DRAWING. VERIFY ALL DIMENSIONS, DATUMS, LEVELS, AND OTHER INFORMATION PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY.

CONTRACTOR TO PROVIDE ENGINEERED STAMPED DRAWING FOR ALL STRUCTURAL MEMBERS. ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE B.C. BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

| REVISION SCHEDULE |                            |     |  |
|-------------------|----------------------------|-----|--|
| DATE              | SET                        | REV |  |
| 24/06/2019        | ISSUED FOR REVIEW          | A   |  |
| 25/06/2019        | ISSUED FOR BUILDING PERMIT | 0   |  |



PROJECT:

LAURIENTE CABIN  
BP SET

1852 WESTLAKE DRIVE  
CHRISTINA LAKE B.C.

LOT 1, DISTRICT LOT 1021S, PLAN 7440  
SIMILKAMEEN DIVISION YALE DISTRICT

DRAWING TITLE:

SITE PLAN

SCALE: 1/4" = 1'-0"  
DATE: 25/06/2019  
DRAWN BY: EPC

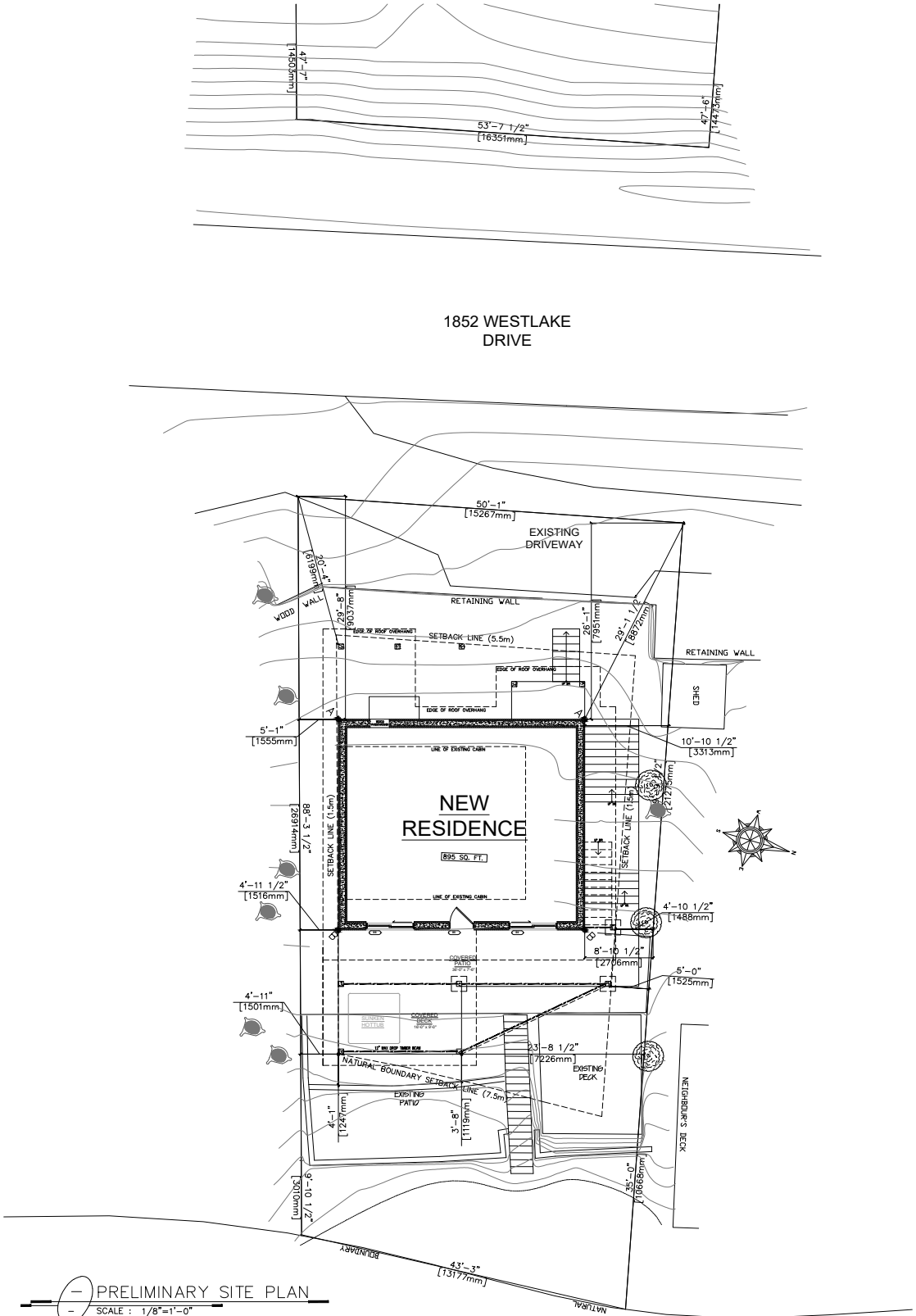
JOB NUMBER: AID17-003

SHEET #:

A1

| BUILDING HEIGHT CALCULATION                          |       | FLOOR AREAS                   |              | LOT COVERAGE CALCULATION                   |              |
|--|-------|-------------------------------|--------------|--|--------------|
| POINT - A (2 POINTS)                                 | 8.93m | MAIN FLOOR AREA               | 895 SQ. FT.  | HOUSE AREA:                                | 895 SQ. FT.  |
| POINT - B (2 POINTS)                                 | 6.04m | BASEMENT UNDEVELOPED AREA     | 174 SQ. FT.  | LOT AREA:                                  | 7325 SQ. FT. |
| AVERAGE BUILDING HEIGHT OVER 9 CORNERS (MAX 10.0m) : | 7.49m | BASEMENT DEVELOPED AREA       | 721 SQ. FT.  | PERCENTAGE OF BUILDING COVERAGE (MAX 40%): | 12.20%       |
|  |       | TOTAL FLOOR AREA ABOVE GRADE  | 1616 SQ. FT. | SURFACE COVERAGE AREA:                     | 1521 SQ. FT. |
|  |       | TOTAL LOT AREA                | 7325 SQ. FT. | LOT AREA:                                  | 7325 SQ. FT. |
|  |       | FLOOR AREA RATIO CALCULATION: | 0.22         | PERCENTAGE OF SURFACE COVERAGE (MAX 30%):  | 20.8         |

PRELIMINARY SITE PLAN  
SCALE : 1/8"=1'-0"

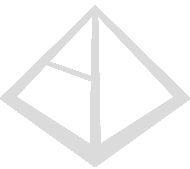




250 | 364 | 3826  
PO BOX 938  
ROSSLAND, BC  
VOG 1Y0

THESE DESIGNS AND DRAWINGS ARE COPYRIGHT OF ALL IN DESIGN. THEY ARE THE EXCLUSIVE PROPERTY OF ALL IN DESIGN AND CAN NOT BE USED, REPRODUCED OR WRITTEN DIMENSIONS TAKE PRECEDENCE. DO NOT SCALE THIS DRAWING. VERIFY ALL DIMENSIONS, DATUMS, LEVELS, AND OTHER INFORMATION PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY. CONTRACTOR TO PROVIDE ENGINEERED STAMPED DRAWING FOR ALL STRUCTURAL MEMBERS. ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE B.C. BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

| REVISION SCHEDULE |                            |     |
|-------------------|----------------------------|-----|
| DATE              | SET                        | REV |
| 24/06/2019        | ISSUED FOR REVIEW          | A   |
| 25/06/2019        | ISSUED FOR BUILDING PERMIT | 0   |



PROJECT:

LAURIENTE CABIN  
BP SET

1852 WESTLAKE DRIVE  
CHRISTINA LAKE B.C.

LOT 1, DISTRICT LOT 1021S, PLAN 7440  
SIMILKAMEEN DIVISION YALE DISTRICT

DRAWING TITLE:

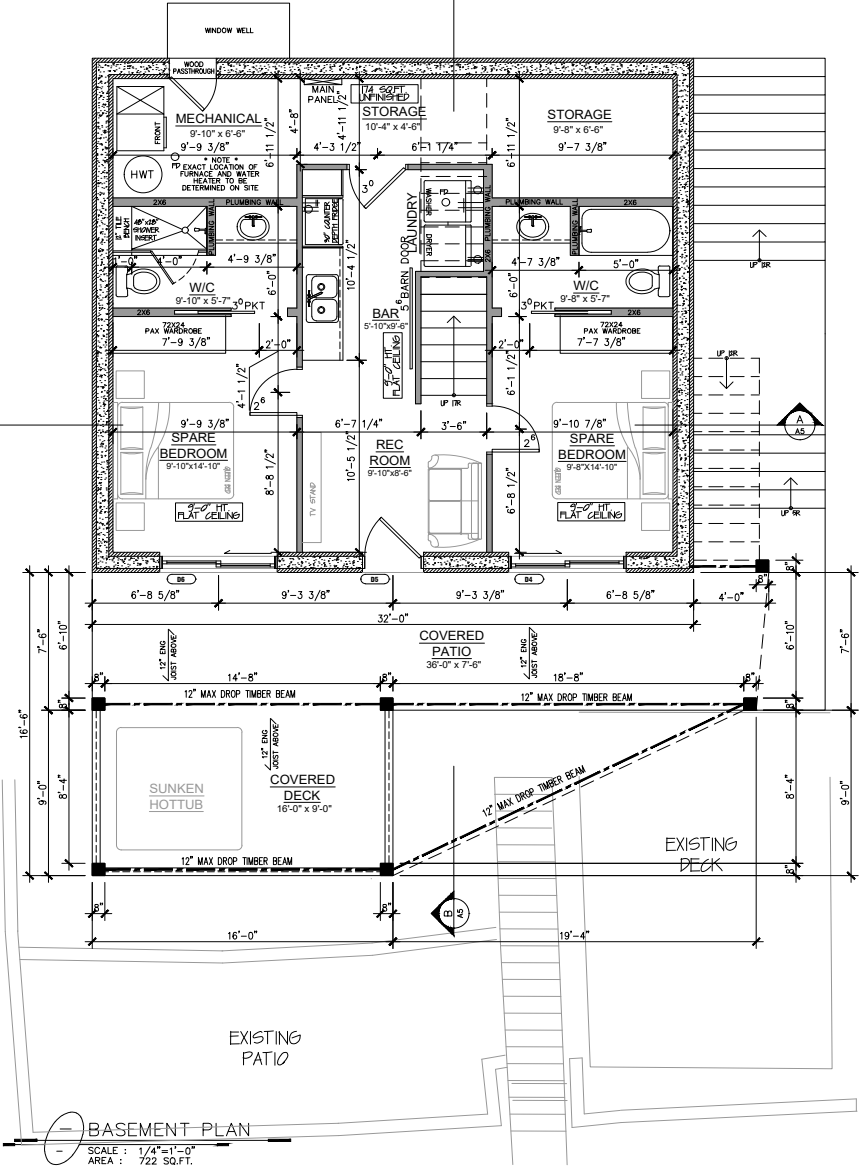
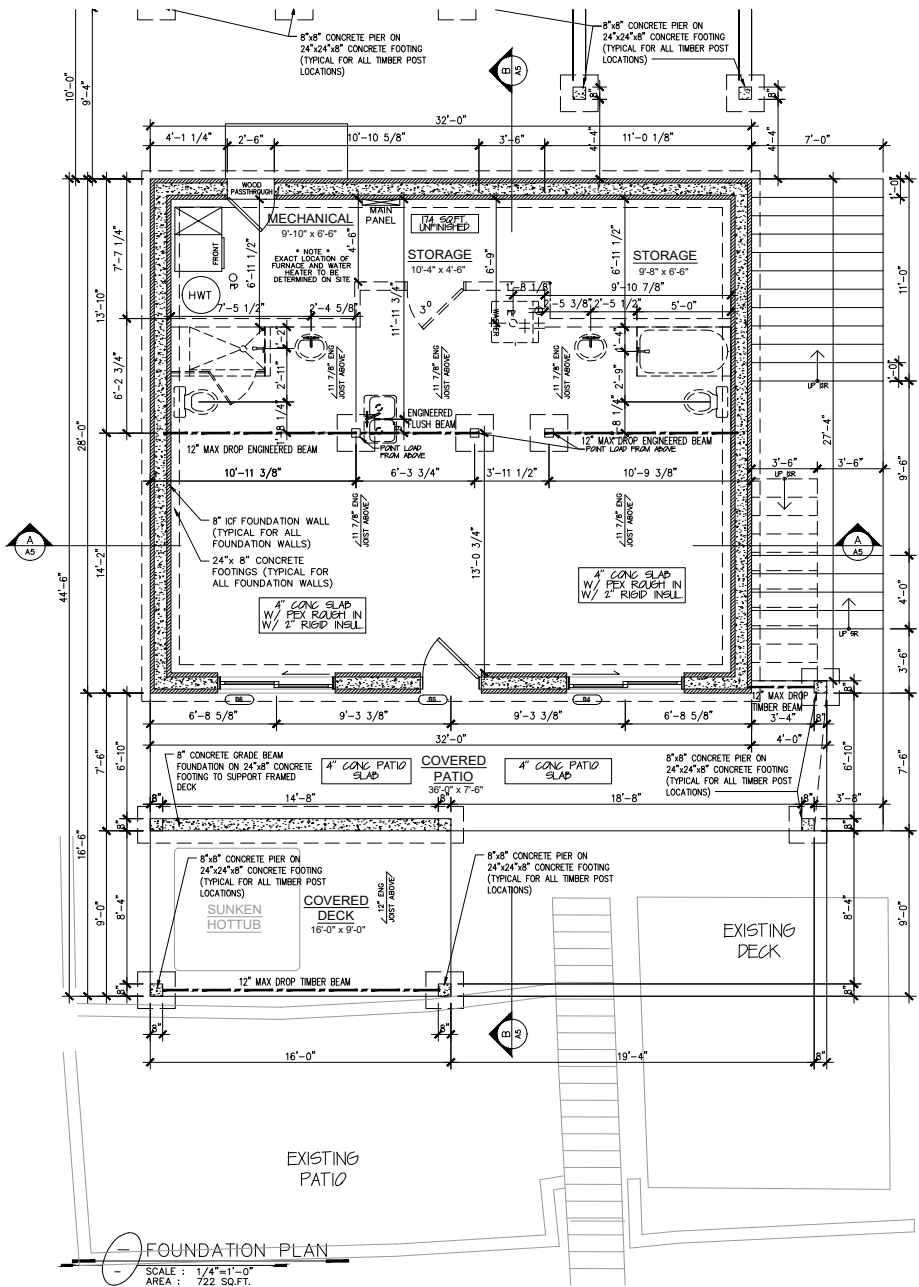
FOUNDATION &  
BASEMENT PLANS

SCALE: 1/4" = 1'-0"  
DATE: 25/06/2019  
DRAWN BY: EPC

JOB NUMBER: AID17-003

SHEET #:

A2



WINDOW HEAD NOTE:  
MAIN FLOOR: ALL WINDOW HEADS TO BE  
BUILT AT 8'-0" (CONFIRM WITH SCHEDULE)  
BASEMENT: ALL WINDOW HEADS TO BE  
BUILT AT 8'-0" (CONFIRM WITH SCHEDULE)

FLASHING NOTE:  
PROVIDE PREFINISHED FLASHING  
ABOVE ALL WINDOWS, DOORS &  
TRANSITION BANDS  
CONFIRM COLOR W/ OWNER

INSULATION NOTE:  
INSULATE ALL INTERIOR WALLS &  
FLOORS AROUND BEDROOMS AND  
BATHROOMS WITH R12 SOUND INSULATION



Applicant Submission

**Wastewater System & Site Assessment**  
**RDKB – OCP – Bylaw 1250**  
**Environmentally Sensitive Waterfront DPA**

**1852 West Lake Drive  
Christina Lake, BC,**

**June 2019**

**Project No. 19129**

**Prepared for: Mr. James Lauriente**



## Applicant Submission

15 July 2019

Attention: Mr. James Lauriente

Re: Onsite Wastewater System & Site Assessment  
 RDKB OCP Bylaw 1250 – Environmentally Sensitive Waterfront DPA  
 Civic Address: 1852 West Lake Drive, Christina Lake, BC  
 Legal Description: Lot 1, DL 1021S, SDYD Plan 7440  
 PID: 009-992-189

BWD Engineering Inc. was retained by you to review the proposed onsite wastewater system for the above noted property and prepare a report for the purpose of the RDKB Bylaw 1250 DPA. BWD Engineering Inc., since 2006, has specialized in onsite wastewater system design under the BC Sewerage System Regulation and has experience in all system types and in all areas of the province of BC. Please note that BWD Engineering Inc. and the author of this report, do not practice Hydrogeology.

This report is in support of the proposed onsite wastewater system.

## 1. Introduction

Property Ownership: James and Lori Lauriente

The existing infrastructure on the lot consists of a small cabin and privy. The location and components of any existing septic system are unknown. No records of any system exist. No parts of any existing infrastructure are to be reused.

The proposed development will remove both the cabin and the privy, replacing them with a permanent 4-bedroom residential home. The proposed residence is two floors with a total living area of 158 m<sup>2</sup>. There are no future expansion plans. As such, the proposed septic system is designed for the structures as proposed.

## 2. Site Description

The site evaluation visit including soils test pits was conducted on 4 April 2019. Soils logs as included within the Sewerage Filing as registered with Interior Health, are attached.

The property is waterfront, east facing on Christina Lake. It is within an established subdivision, is approximately 0.07 hectares with approximately 15 meters of lake frontage. The property extends west across West Lake Drive, approximately 60 meters away from the lake shore.

The property grade rises from the lake shore approximately 22 meters to the westerly property line, which is typical of neighbouring properties. The lot is mostly clear of trees from the road to the lake and treed west of the road. Water is supplied by a pump in the lake.

Site plan attached.



## Applicant Submission

### 3. Flows

Existing and proposed land use are as detailed in Section 1. The following is in reference to effluent discharge flows.

The current septic system is likely a trickle gravity system with a standard disposal field typical of the era, possibly a dry well. As no records exist, it is unknown what size and condition the field is in. No flow monitoring has been done and historical usage by previous owners is unknown.

The proposed new home is designed as a full-time residence. As such the new septic system is designed for this use. Under the current Sewerage System Regulation (SSR) and the BC Sewerage System Standard Practice Manual – Version 3 (SPM-V3), the design parameters are as follows:

|                    |  |
|--------------------|--|
| Daily Design Flow: | 1,600 L/d  |
| Disbursal Field:   | Located at far west end of the property above the road |

The native soils are very consistent. Depth to the seasonal high-water table is in excess of that required for vertical separation and liner loading. The system designed vertical separation is 75 cm. The minimum regulatory requirement is for vertical separation is 55 cm, as such the infiltration system will be proud of the surface once final landscaping is complete.

Ground water flows consistently toward the lake. Once treatment is complete and the effluent is released to the groundwater, due to the distance from the high-water line and the trees and foliage in the receiving area, the expectation is for minimal measurable impact in the hyporheic zone and no measurable impact to the lake.

### 4. Field Investigation

The original site visit and investigation was conducted on 4 April 2019. It was determined the best location for the field regardless would be as far from the lake shore as possible at the west end of the property.

The soils are as expected in this area, that is consistent loam with some sand. As distance from the lake shore is key, no other test pits were deemed necessary.

Although not required by the Sewerage System Regulation, a Permeable Reactive Barrier has been added to the constructed vertical. This will greatly reduce any residual nitrogen not already released to atmosphere.



## 5. Assessment of Alternatives

The base line for all septic systems in the province is to meet the Standard Practice Manual for BC (SPM-V3) as referred to in the BC Sewerage System Regulation. This provides for a minimum design for the purpose of health protection only.

To provide for health protection only, this filed location would support a standard Type 1 gravity system. Note: For health purposes, Type 1, 2 and 3 systems produce the same outcome and are considered equivalent.

For Type 2 and 3 systems, there are many forms of treatment available. The most common are aerobic treatment plants. Most of these are discounted for lake protection as they typically produce less nutrient reduction than a standard Type 1 system, have higher loading rates and less residence time in the treatment zone. Some ATU systems have a nitrogen reduction cycle, but these are discounted for applications having long periods of non-use and heavy surge spikes. They are also discounted in areas without mandatory maintenance bylaws in place as maintenance is critical to the reduction cycle being effective.

There are less common systems that can be used for reducing nutrient release, such as Constructed Wet Lands and, in some cases, Drip Dispersal. Unfortunately, these also require significant maintenance and should not be used for this purpose where a maintenance bylaw does not exist.

Of the standard systems, a Type 1 or some Combined Treatment and Dispersal Type 2 systems will give consistent nitrogen reduction without degradation due to surge flows or lack of maintenance. Nitrogen reduction can be enhanced with Micro-Time Dose Pressure Distribution and a Permeable Reactive Barrier. These reduces overall nitrogen and nutrient spikes in the hyporheic zone.

## 6. Recommendations and Justifications

As noted in Section 1, the system is sized for the maximum full-time residency of the structures on the property with the dispersal field at the most westerly location on the site.

The recommended septic system consists of a 4540-litre, septic tank with an outlet filter and high-level alarm, a 2270-litre pump tank, micro time-dose controlled pump and an Eljen GSF, Type 2 Combined Treatment and Dispersal System in the field c/w a Permeable Reactive Barrier.

This system is the most cost effective, low maintenance system within the standard of practice where nitrogen reduction is maximized and not affected by lack of maintenance or significant surges in flow.





## Applicant Submission

Limitations

This report is prepared for the exclusive use of Mr. James Lauriente and provides an assessment based on the information contained herein. The assessment is intended to evaluate if the proposed wastewater system on this property is sufficient to avoid undue impacts on the quality of the adjoining watercourse within compliance of the standard of practice as laid out by the RDKB and Bylaw 1250, Section 3.1 - Environmentally Sensitive Waterfront Development Permit Area.

The interpretations and inferences, concerning the site contained in this report are based on information provided and information gathered during the site visit as presented herein and are based solely on the condition of the property at the time of reference.

The findings and conclusions documented in this report have been prepared for specific application to the noted request and have been developed in a manner consistent with the level of care exercised by Wastewater Professionals currently practicing under similar conditions in the jurisdiction. BWD Engineering Inc. makes no other warranty, expressed or implied.

Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. BWD Engineering accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

If new information is discovered during future work, including excavations, soil boring, or other investigations, BWD Engineering should be requested to re-evaluate the conclusions of this report and to provide amendments, as required, prior to any reliance upon the information presented herein.



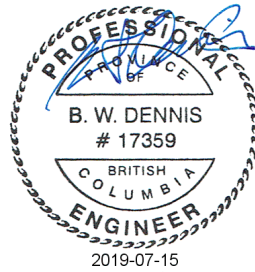
Applicant Submission

## 6. Closure

We trust the information provided is sufficient for your consideration. Should you have any questions or comments, please contact the undersigned.

Sincerely

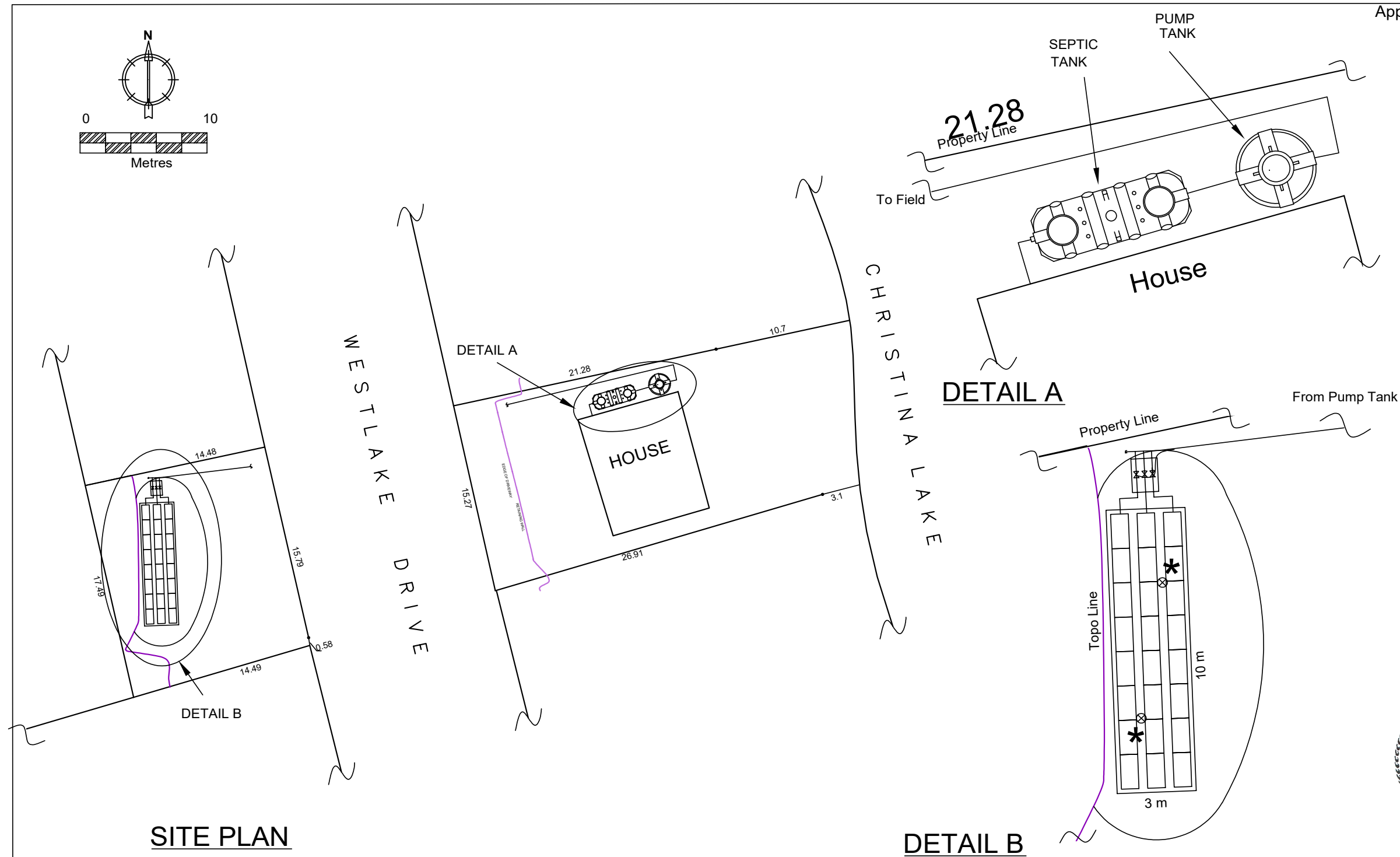
BWD Engineering Inc.



Brent Dennis, P. Eng.

Attachments:

- BWD Engineering Site Plan – Drawing Number: 19129-001 Sheet 1 of 6
- Soils Log
- Title – CA6779667
- BC Tax Assessment



Applicant Submission


**LEGEND**

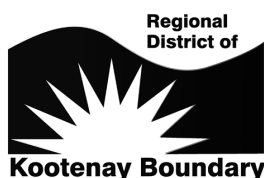
- Test Hole
- Observation Port
- Well
- Pan Lysimeter
- Mound Sand
- Washed Drainrock
- Concrete
- Soil
- Grass
- Eljen Section

**Notes:**

**PROFESSIONAL ENGINEER**  
B. W. DENNIS  
# 17359  
BRITISH COLUMBIA  
2019-05-16

| REV | DATE | DESCRIPTION           |
|-----|------|-----------------------|
| 0   |      | Issued for RSS Filing |

|   |                                  |  |                                   |                 |        |
|---|----------------------------------|--|-----------------------------------|-----------------|--------|
|  <b>Brent Dennis, P. Eng.</b><br>brent.dennis@BWDengineering.com<br>Office: 604-957-3611 Mobile: 604-789-2204<br>15822-106A Ave. Surrey BC V4N 1K7<br>www.BWDengineering.com | Client: Lauriente (James & Lori) | Description:<br><br>Onsite Wastewater System | Project Name: 1852 Westlake Drive |                 |        |
|   | Owner: Lauriente (James & Lori)  |  | Title: Site Plan                  |                 |        |
|   | Project #: 19129                 |  | Drawing #: 19129 - 001            | Sheet #: 1 of 6 | Rev: 0 |



## Staff Report

|              |   |                |                 |
|--------------|---|----------------|-----------------|
| <b>RE:</b>   | Development Variance Permit – Shaw-Jensen           |                |                 |
| <b>Date:</b> | August 29, 2019                                     | <b>File #:</b> | C-268-00186.015 |
| <b>To:</b>   | Chair Russell and members of the Board of Directors |                |                 |
| <b>From:</b> | Liz Moore, Senior Planner                           |                |                 |

### Issue Introduction

We have received an application for a development variance permit from Wendy Jensen and Patrick Shaw for the construction of a single family dwelling on a property in Electoral Area 'C'/Christina Lake (see attachments).

| Property Information            |  |
|---------------------------------|--|
| <b>Owner(s):</b>                | Wendy Jensen and Patrick Shaw              |
| <b>Location:</b>                | 157 1 <sup>st</sup> Ave.                   |
| <b>Electoral Area:</b>          | Electoral Area C / Christina Lake          |
| <b>Legal Description(s):</b>    | Parcel A, Block 8, Plan KAP8, DL 268, SDYD |
| <b>Area:</b>                    | 0.1 ha (0.275 acr)                         |
| <b>Current Use(s):</b>          | Single family dwelling                     |
| Land Use Bylaws                 |  |
| <b>OCP Bylaw No. 1250:</b>      | Rural Residential                          |
| <b>DP Area:</b>                 | NA   |
| <b>Zoning Bylaw No. 1300:</b>   | Rural Residential 3 (R3)                   |
| Other                           |  |
| <b>ALR:</b>                     | Entirely                                   |
| <b>Waterfront / Floodplain:</b> | NA   |
| <b>Service Area:</b>            | NA   |
| <b>Planning Agreement Area:</b> | NA   |

### History / Background information

The subject property is in the Cascade townsite off Highway 395, south of Christina Lake. A manufactured home was placed on the property in the spring of 2019. Upon

Page 1 of 2

P:\PD\EA\_ 'C\C-268-00186.015 Shaw-Jensen\2019 August Development Variance Application\Board\2019-07-25\_DVP\_Shaw-Jensen\_Board.docx

inspection by an RDKB Building Inspector, it was determined that the building had been placed 6.5 m from the rear parcel line. The rear parcel line setback for principal buildings in the R3 zone is 7.5 m.

### **Proposal**

The applicants propose to bring their single family dwelling into compliance by applying for a variance for the rear parcel line setback from 7.5 m to 6.5 m – a variance of 1 m.

### **Implications**

For 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 have not provided information with regard to the above considerations in their application. However, planning staff had several conversations with the applicant Wendy Jensen, with regard to the error that was made by the crew placing the manufactured home on the parcel. She stated that there were two sets of stakes marking different points on the parcel lines and that the crew used the wrong set of markers. To rehire the crew and to move the manufactured home to the correct position would be at great expense to the applicants. The 6.5 m setback is 2 m greater than the 4.5 m required by the Ministry of Transportation and Infrastructure.

### **Advisory Planning Commission (APC)**

The Electoral Area 'C'/Christina Lake APC supported this application at their August 6, 2019 meeting.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Wendy Jensen and Patrick Shaw to allow for a variance of the rear parcel line setback from 7.5 m to 6.5 m – a variance of 1 m to construct a single family dwelling on the parcel legally described Parcel A, Block 8, Plan KAP8, DL 268, SDYD, Electoral Area C/Christina Lake.

### **Attachments**

*Site Location Map*  
*Subject Property Map*  
*Applicant Submission*



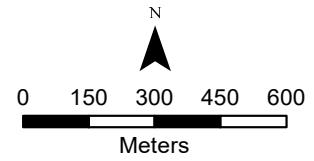


Regional District of  
Kootenay Boundary

Date: 2019-08-09

## Site Location Map

Parcel A, Block 8, Plan KAP8  
DL 268, SDYD



1:15,000



Document Path: P:\PD\EA\_C\C-268-00186.015 Shaw-Jensen\2019 August Development Variance Application\2019-07-25\_Shaw-Jensen\_SLM.mxd



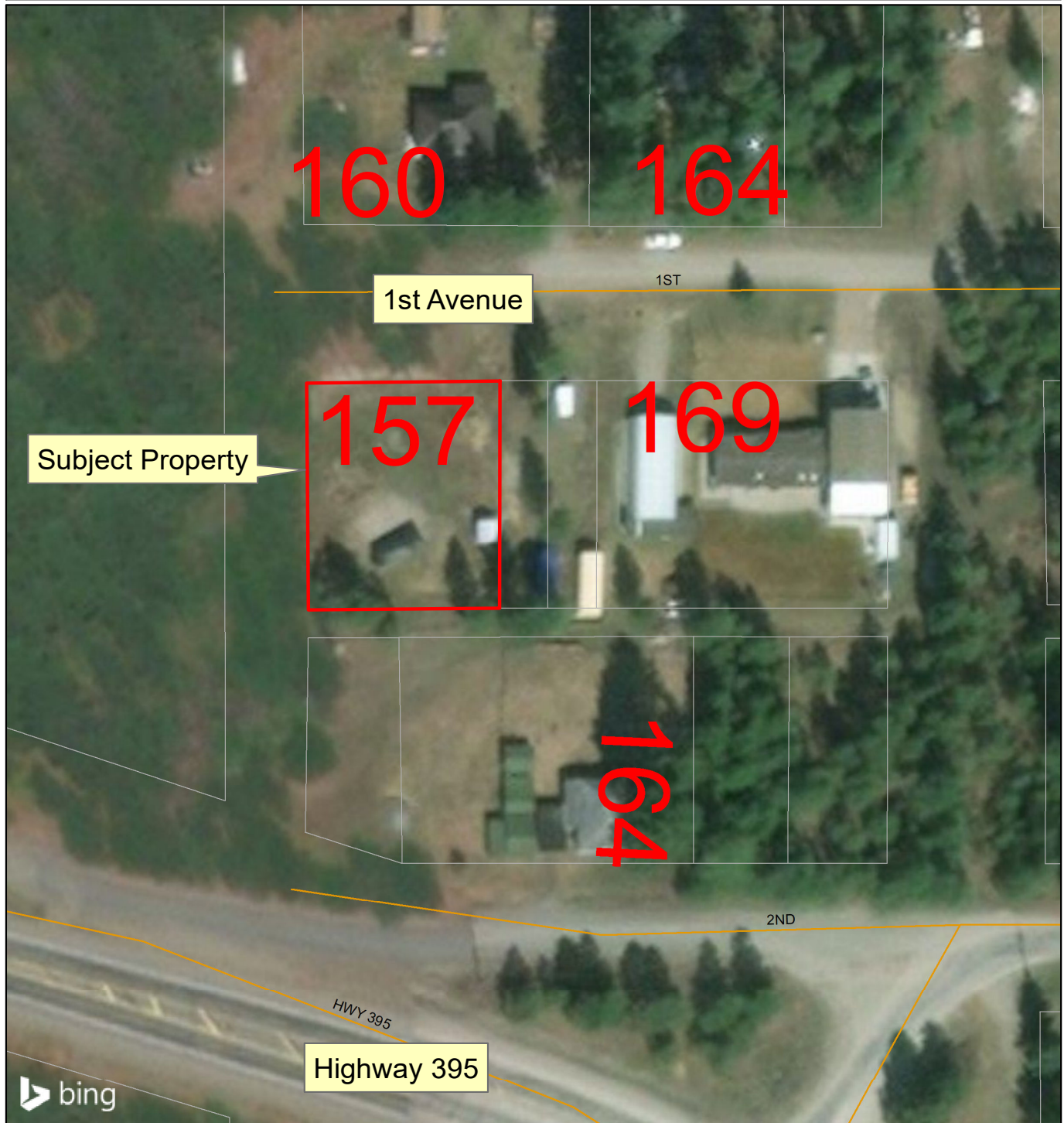
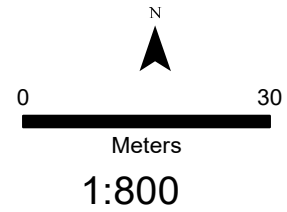


Regional District of  
Kootenay Boundary

Date: 2019-08-09

## Subject Property Map

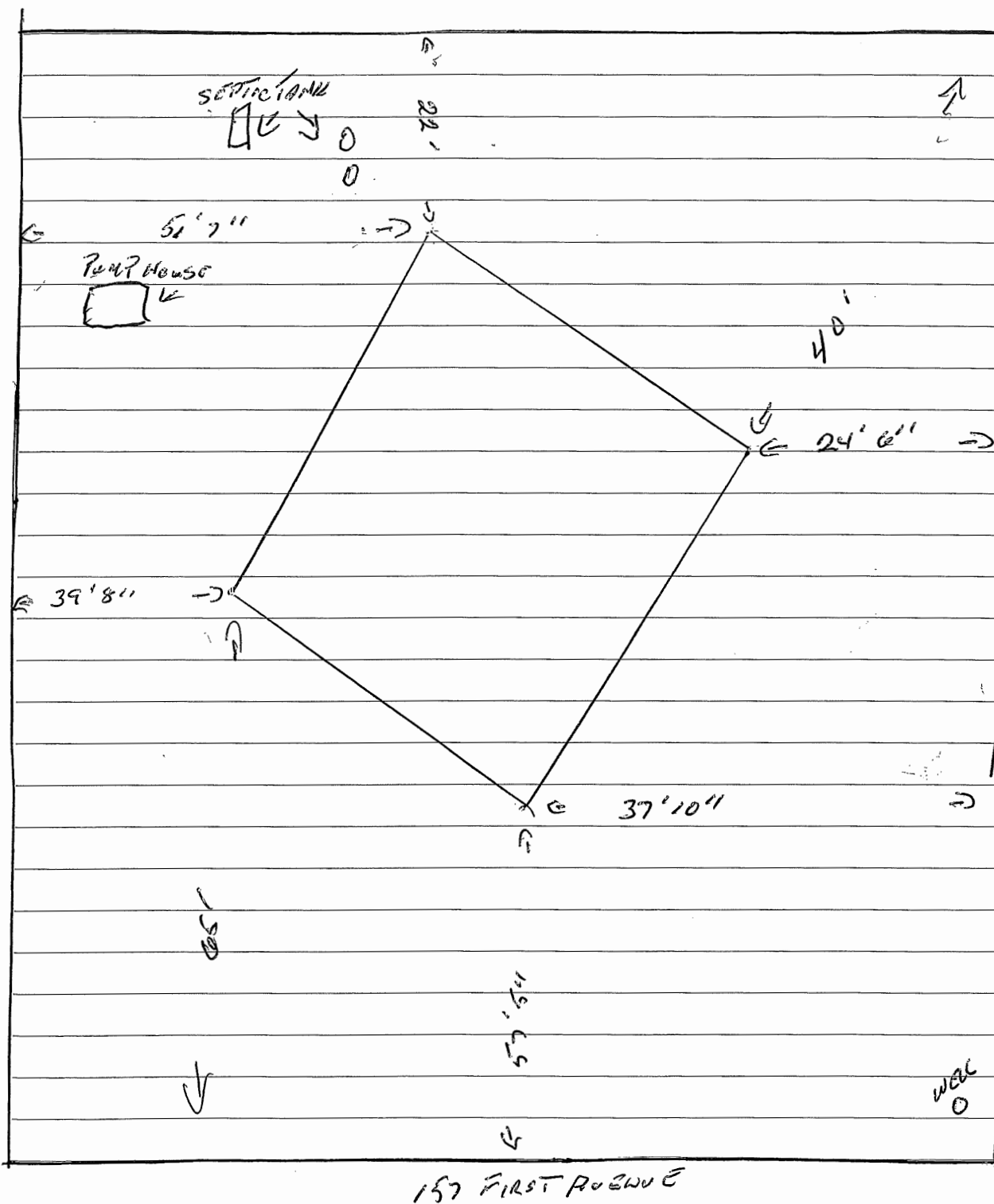
Parcel A, Block 8, Plan KAP8  
DL 268, SDYD



Document Path: P:\PD\EA\_C\C-268-00186.015 Shaw-Jensen\2019 August Development Variance Application\2019-07-25\_Shaw-Jensen\_SPM.mxd

Applicant Submission

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



Applicant Submission

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY BUILDING INSPECTION REPORT

|  |                            |
|--|----------------------------|
| Time & Date Call Rec'd                                 | PERMIT NO. <u>19-0258C</u> |
| Owner's Name <u>Shaw</u>                               |                            |
| Address or Legal Description <u>157 1st Avenue</u>     |                            |
| Inspection Requested <u>Siting - Manufactured Home</u> | Page ____ of ____          |

- ☐ Construction appears to conform reasonably with examined plans and specifications  
☐ Construction appears acceptable subject to correcting items as noted (see below)  
☒ Construction **NOT** acceptable due to deficiencies (see below)  
☐ Reinspection required  
☐ Submit Engineers Report for \_\_\_\_\_

## Notes

Site placement - Modular home located 6.5m  
from rear property line

Pins located and identified

7.5m required

Next Req'd Insp. Final

Date of Inspection June 17/2019 Time 10:30 am pm Building Official D Silva

Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.

This Report ☐ Placed on site or ☒ Received by Pat Shaw





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information/Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

|  |   |  |   |  |
|--|---|--|---|--|
| <input checked="" type="checkbox"/> Electoral Area 'A'<br>Director<br>All Grieve | <input checked="" type="checkbox"/> Electoral Area 'B'<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input type="checkbox"/> Electoral Area 'C'<br>Christina Lake Director<br>Grace McGregor | <input type="checkbox"/> Electoral Area 'D'<br>Rural Grand Forks<br>Director Roly Russell | <input type="checkbox"/> Electoral Area 'E'<br>West Boundary<br>Director Vicki Gee |
|--|---|--|---|--|

|                         |  |      |  |                            |
|-------------------------|--|------|--|----------------------------|
| Applicant:              | Rally in the Beaver Valley 2019                                |      |  |                            |
| Address:                | * % 3051 Hwy Dr. Trail, B.C. V1R 2T2                           |      |  |                            |
| Phone:                  | 250-368-7675   | Fax: |  | E-Mail: 61smokey@gmail.com |
| Representative:         | * Ian McLeod   |      |  |                            |
| Make Cheque Payable To: | * Wins Transition House \$500.00 & Sanctuary for Kids \$500.00 |      |  |                            |

\*Standard items, including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 1000.00 to Sanctuary for Kids & Grieve

What is the Grant-in-Aid for? (attach an extra sheet if necessary) Approved Director Grieve

We do charity donations from the Rally each year to Wins Transition House and Sanctuary for Kids. These are 2 groups we take pride to help where and when we can. We are also this year setting up a photo booth by donation to help with local charity. We are trying to match grant money we receive. Thank you Ian McLeod

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: \$ |

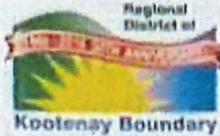
Date: 11/31/19 Applicant Signature: Ian McLeod Print Name: Ian McLeod

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foip@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

|  |   |  |   |  |
|--|---|--|---|--|
| <input checked="" type="checkbox"/> Electoral Area 'A'<br>Director<br>Ali Grieve | <input checked="" type="checkbox"/> Electoral Area 'B'<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input type="checkbox"/> Electoral Area 'C'<br>Christina Lake Director<br>Grace McGregor | <input type="checkbox"/> Electoral Area 'D'<br>Rural Grand Forks<br>Director Roly Russell | <input type="checkbox"/> Electoral Area 'E'<br>West Boundary<br>Director Vicki Gee |
|--|---|--|---|--|

|                         |  |      |  |                            |
|-------------------------|--|------|--|----------------------------|
| Applicant:              | Rally in the Beaver Valley 2019                              |      |  |                            |
| Address:                | c/o 3051 Hwy Dr, Trail, B.C. V1R 2T2                         |      |  |                            |
| Phone:                  | 250-368-7675   | Fax: |  | E-Mail: 61smokey@gmail.com |
| Representative:         | Ian McLeod   |      |  |                            |
| Make Cheque Payable To: | Wins Transition House \$500.00 & Sanctuary for Kids \$500.00 |      |  |                            |

\*Starred items, including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$

What amount are you requesting from this RDKB Director(s)? \$

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

We do charity donations from the Rally each year to Wins Transition House and Sanctuary for Kids. These are 2 groups we take pride to help where and when we can. We are also this year setting up a photo booth by donation to help with local charity. We are trying to match grant money we receive. Thank you Ian McLeod

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: 7/31/19 Applicant Signature: Ian McLeod Print Name: Ian McLeod

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_





## 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 Leonard, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foip@rdkb.com

Please check all Electoral Area Boxes You Are Making Application To:

|  |   |  |   |  |
|--|---|--|---|--|
| <input checked="" type="checkbox"/> Electoral Area 'A'<br>Director<br>All Grievé | <input checked="" type="checkbox"/> Electoral Area 'B'<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input type="checkbox"/> Electoral Area 'C'<br>Christina Lake Director<br>Grace McGregor | <input type="checkbox"/> Electoral Area 'D'<br>Rural Grand Forks<br>Director Roly Russell | <input type="checkbox"/> Electoral Area 'E'<br>West Boundary<br>Director Vicki Gee |
|--|---|--|---|--|

|                         |  |      |  |                           |
|-------------------------|--|------|--|---------------------------|
| Applicant:              | Rally in the Beaver Valley 2019                              |      |  |                           |
| Address:                | 963051 Hwy Dr Trail, B.C. V1R 2T2                            |      |  |                           |
| Phone:                  | 250-368-7675   | Fax: |  | E-Mail: 61smoke@gmail.com |
| Representative:         | Ian McLeod   |      |  |                           |
| Make Cheque Payable To: | Wins Transition House \$500.00 & Sanctuary for Kids \$500.00 |      |  |                           |

\*Stated items, including contact information, must be completed in full

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 1000.00 *Approved to Sanctuary for Kids*

What is the Grant-in-Aid for? (attach an extra sheet if necessary) *Director Worley Aug 16/19*

We do charity donations from the Rally each year to Wins Transition House and Sanctuary for Kids. These are 2 groups we take pride to help where and when we can. We are also this year setting up a photo booth by donation to help with back charity. We are trying to match grant money we receive. Thank you Ian McLeod

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: \$ |

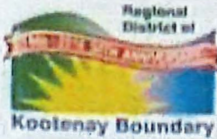
Date: July 31/19 Applicant Signature: Ian McLeod Print Name: Ian McLeod

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foip@rdkb.com

Please check all Electoral Area Boxes You Are Making Application To:

|  |   |  |   |  |
|--|---|--|---|--|
| <input checked="" type="checkbox"/> Electoral Area 'A'<br>Director<br>Ali Grieve | <input checked="" type="checkbox"/> Electoral Area 'B'<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input type="checkbox"/> Electoral Area 'C'<br>Christina Lake Director<br>Grace McGregor | <input type="checkbox"/> Electoral Area 'D'<br>Rural Grand Forks<br>Director Roly Russell | <input type="checkbox"/> Electoral Area 'E'<br>West Boundary<br>Director Vicki Gee |
|--|---|--|---|--|

|                         |  |      |  |                            |
|-------------------------|--|------|--|----------------------------|
| Applicant:              | Rally in the Beaver Valley 2019                              |      |  |                            |
| Address:                | 963051 Hwy Dr, Trail, B.C. V1R 2T2                           |      |  |                            |
| Phone:                  | 250-368-7675   | Fax: |  | E-Mail: 61smokey@gmail.com |
| Representative:         | Ian McLeod   |      |  |                            |
| Make Cheque Payable To: | Wins Transition House \$500.00 & Sanctuary for Kids \$500.00 |      |  |                            |

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ What amount are you requesting from this RDKB Director(s)? \$ 1000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary) \$250 Approved to Wins Transition House Aug 16/19

We do charity donations from the Rally each year to Wins Transition House and Sanctuary for Kids. These are 2 groups we take pride to help where and when we can. We are also this year setting up a photo booth by donation to help with local charity. We are trying to match grant money we receive. Thank you for McLeod

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: July 31/19 Applicant Signature: Ian McLeod Print Name: Ian McLeod

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** August-09-19 2:07 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Pickleball Club, email address - cassannwill@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Pickleball Club

Address: 74 Sandner Road, Christina Lake, BC

Phone:

Fax:

Email: cassannwill@gmail.com

Representative: Cassie Williams and Holly Aschenbrenner

Make Cheque Payable To: Christina Gateway Community Development Association

**Other Expenses:**

Total Cost of Project: \$2725.00 *approved Aug 22*

Amount Requested from  
RDKB Director(s): \$

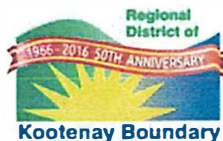
What is the Grant-in-Aid for?

Picklepalooza - The first Christina Lake, Pickleball Capital of Canada tournament and event insurance for same. (Tournament = \$2500 Event Insurance = \$225)

**List of Other Organizations Applied to for Funding**

Name of Organization





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

|   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> Electoral Area 'A'<br>Director<br>Ali Grieve | <input type="checkbox"/> Electoral Area 'B'/<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input checked="" type="checkbox"/> Electoral Area 'C'/<br>Christina Lake Director<br>Grace McGregor | <input type="checkbox"/> Electoral Area 'D'/<br>Rural Grand Forks<br>Director Roly Russell | <input type="checkbox"/> Electoral Area 'E'/<br>West Boundary<br>Director Vicki Gee |
|---|---|--|--|---|

|                         |  |      |  |
|-------------------------|--|------|--|
| Applicant:              | * christina lake arts and artisans society |      |  |
| Address:                | * 1675 highway 3, CL V0H 1E2               |      |  |
| Phone:                  | * 250 447 7636                             | Fax: |  |
| E-Mail:                 | * claasinfo@gmail.com                      |      |  |
| Representative:         | * bob dupee, president                     |      |  |
| Make Cheque Pivable To: | * christina lake arts and artisans 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? \$ 4500 What amount are you requesting from this RDKB Director(s)? \$ 3500,000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The funds will go towards a series of concerts, classes and workshops offered to locals and visitors over the summer months. The funds will help cover the cost of marketing, materials, equipment rentals, software, printing and other misc costs associated with running a successful program. We have run this program successfully over the last several years and hope to continue with the help of this Grant in Aid. Many of our classes are offered free to the public, as well as discounted tickets for seniors and students and families at all our concerts. Last year we offered free admission to flood victims to all our concerts after the devastation in May and raised and donated \$2000 from a benefit concert to the Credit Union flood relief fund.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization: BC community Gaming Grant  
 Amount Requested: \$ 1000 Amount Secured: \$ pending

Name of Organization: \_\_\_\_\_  
 Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
 Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: May 9, 2019 Applicant Signature: Print Name: bob dupee

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** July-31-19 8:30 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Community Association, email address - lcgeorge@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Community Association  
 Address: PO Box 331, Christina Lake, BC V0H1E0  
 Phone: 2504472668  
 Fax:  
 Email: lcgeorge@telus.net  
 Representative: Lewis George - Treasurer

Make Cheque Payable To: Christina Lake Community Association

**Other Expenses:**

Total Cost of Project: \$1500.00  
 Amount Requested from RDKB Director(s): \$1500.00

*Approved Director McGregor  
July 31, 2019*

What is the Grant-in-Aid for?

This Grant-In-Aid request is to fund rental of the Christina Lake Community Hall for no-profit groups to use for community fundraising, meetings, etc..

**List of Other Organizations Applied to for Funding**

Name of Organization

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** August-12-19 11:19 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Tourism, email address - cindy.christinalake@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Tourism

Address: 1675 Hwy #3 Christina Lake, BC V0H 1E0

Phone: 2504479771

Fax:

Email: cindy.christinalake@gmail.com

Representative: Cindy Alblas

Make Cheque Payable To: Christina Lake Tourism Society

**Other Expenses:**

Total Cost of Project: \$2100

Amount Requested from RDKB Director(s): \$1662 *approved Aug 21<sup>st</sup>*

**What is the Grant-in-Aid for?**

The Christina Lake Tourism Society requests your support in the form of a grant in aid to hire a student throughout September –December on Fridays, Saturdays and Sundays at the Christina Lake Visitor Information Centre at The Welcome Centre.

Amount Requested: \$1662.00 (15 hours x \$13.85 (min wage) x 8) Total Cost(\$2100 Tourism to pay 5 weeks throughout November and December 5hrs/week for Saturdays 30 hrs x \$14/hr, plus .15/hr x 120 hrs (to compensate wage to \$14=\$18)

The Christina Lake Visitor Information Centre is only required to be open 660 hours out of the year, however over the last 6 years we have grown and maintained a strong volunteer base, which has allowed us to stay open over three times that amount. The volunteers put in over 1300 hours a year to be at our desk and

be available for our visitors and community. We have worked hard at maintaining our Centre's hours, and volunteers, however, finding volunteers for weekends and throughout the fall is the most challenging time of the year, as many of our volunteers are off enjoying our beautiful province as well. We are fortunate to have the help of Canada Summer Jobs, throughout the peak summer rush, where we are able to hire a few students to help however, this ends abruptly at the end of August, at a time when we receive the most international travelers to our area. September is actually becoming a busier month than August, and the stats are backing that up. Being able to hire a student throughout the fall will enhance our visitor servicing in Christina Lake, allowing for greater visitor experiences for those who stop into our amazing Centre. Most Centre's do close throughout the off season, we are already one of the few that are able to maintain some hours during this time, thanks to our amazing volunteers, however, increasing our hours to be available throughout the times when visitors are travelling will only increase the visitor's experiences, enabling us to inspire them about our community and services, with hopes that they will return again someday, and who knows, move here. The benefits of this have been proven, as we have people currently living in Christina Lake, who once stopped at our Welcome Centre, on their travels through, fell in love, and are now residents. The time we take with visitors and community is extremely valuable even to the economic development side, we are true ambassadors who are filled with passion for this area, promoters of our community and all its services, such an important factor into drawing people into this region. We would proudly display your RDKB logo and picture at our desk during those days, to acknowledge your support and sponsorship. We sincerely hope you will see the value of maintaining longer hours throughout the fall and early winter at our Visitor Information Centre at The Christina Lake Welcome Centre, we truly appreciate your consideration of this.

Sincerely,  
Christina Lake Tourism

#### **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



**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** August-12-19 1:48 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Joan Hiram on behalf of Cops for Kids, email address - donna@christinagateway.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Joan Hiram on behalf of Cops for Kids  
 Address: #12 - 1500 Neimi Road, Christina Lake, BC V0H 1E2  
 Phone: 250 447-6438  
 Fax:  
 Email: donna@christinagateway.ca  
 Representative: Joan Hiram  
 Make Cheque Payable To: Joan Hiram

**Other Expenses:**

Total Cost of Project: \$1000.00  
 Amount Requested from RDKB Director(s): \$1000.00 *Approved Director McGregor August 12, 2019*

What is the Grant-in-Aid for?  
 Lunch provided for RCMP riders, and "Cop" Cakes and donation to the Annual Cops for Kids biking fundraiser.

**List of Other Organizations Applied to for Funding**

Name of Organization

**Melissa Zahn**

---

**From:** is@rdkb.com  
**Sent:** August 22, 2019 9:57 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Grand Forks Search and Rescue, email address - cavangates@hotmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Grand Forks Search and Rescue

Address: PO Box 1005 Grand Forks, BC V0H 1H0

Phone: 2504440512

Fax:

Email: cavangates@hotmail.com

Representative: Cavan Gates

Make Cheque Payable To: Grand Forks Search and Rescue

**Other Expenses:**

Total Cost of Project: \$1500

Amount Requested from RDKB Director(s): \$500 Approved Aug. 22nd

What is the Grant-in-Aid for?

The southern interior search and rescue teams are planning a regional special teams training weekend for rope rescue technicians at Cascade Gorge. The training allows local and visiting teams to familiarize themselves with the challenging terrain in the gorge, with each other, and with the new rope rescue

techniques being rolled out this year. Support will keep costs low for the volunteers that put in significant amounts of time to learn search and rescue techniques and specializations like rope rescue.

**List of Other Organizations Applied to for Funding**

Name of Organization    Grand Forks and District Credit Union

Amount Requested    400

Amount Secured    pending

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** June-12-19 11:51 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn  
**Subject:** Grant-in-Aid Form submitted by Boundary Peace Initiative, email address - L4peace@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Boundary Peace Initiative

Address: Box 2572, Grand Forks, B.C. V0H 1H0

Phone: 250-444-0524 or 250-442-0454

Fax:

Email: L4peace@telus.net

Representative: Laura Savinkoff

Make Cheque Payable To: Boundary Peace Initiative

**Other Expenses:**

Total Cost of Project: \$\$6,000

Amount Requested from RDKB Director(s): ~~\$\$2,000~~ \$1,000 approved Aug 21<sup>st</sup>

**What is the Grant-in-Aid for?**

We need seed money to be assured we have the funds to pay the rent to the USCC for the facility and equipment; offset some travel cost for out of town performers from as far away as Fort St. James; advertising and promotion costs and other incidentals. Our event goes beyond fundraising; we are incorporating awareness raising, especially since we are holding this event on International Day of Peace. The Boundary/Kootenay region is well known for our peace and social justice activities but as youth step into the global arena we need to remind them that we are here, are active and ready to help establish a world of peaceful living in harmony with our global family and planet. Attached is a letter with further explanation and background. We thank you in advance for your support and hopefully, generosity. We are just beginning the process of making applications to various entities so am unable to list them at this time. We have not yet

finalized the actual name of our event nor the logo but that will be done within the next week. If you need to have this information I can email it later but the funds will be handled by the Boundary Peace Initiative because we are the host and organizer.

#### **List of Other Organizations Applied to for Funding**

|                      |   |
|----------------------|---|
| Name of Organization | Boundary Arts Council--as a member applied for a share in the dissolution funds |
|----------------------|---|

|                  |  |
|------------------|--|
| Amount Requested |  |
|------------------|--|

|                |                  |
|----------------|------------------|
| Amount Secured | not yet informed |
|----------------|------------------|

|                      |  |
|----------------------|--|
| Name of Organization |  |
|----------------------|--|

|                  |  |
|------------------|--|
| Amount Requested |  |
|------------------|--|

|                |  |
|----------------|--|
| Amount Secured |  |
|----------------|--|

|                      |  |
|----------------------|--|
| Name of Organization |  |
|----------------------|--|

|                  |  |
|------------------|--|
| Amount Requested |  |
|------------------|--|

|                |  |
|----------------|--|
| Amount Secured |  |
|----------------|--|

Documents uploaded with Submission?

["to RDKB--Donation Request for International Day of Peace Telethon.pdf"]

I:\Portals\0\Documents\GIA-Attachments\



Boundary Peace Initiative,  
Box 2572,  
Grand Forks, B.C.,  
V0H 1H0  
Ph: 250-442-0434  
Cell: 250-444-0524  
Email: [I4peace@telus.net](mailto:I4peace@telus.net)

#### Donation Request for International Day of Peace Telethon

Dear Regional District of Kootenay Boundary,

The Boundary Peace Initiative, like all non-profit groups, functions on the generosity of the community it works with, in and represents. Our mandate is to bring information, educate and actively work towards a world of peace, socio-economic justice and environmental sustainability through non-violent means and under international and United Nations laws and policies. To explore more fully the level of work we do and who we are associated with go to our website at [www.boundarypeaceinitiative.org](http://www.boundarypeaceinitiative.org). And if you do have further questions please contact our coordinator Laura Savinkoff at the above contact information.

The BPI is planning a great event on the occasion of International Day of Peace in September. We are appealing to you based on our mutual desire for a community and a world where all are respected, honoured and valued as a vital part of the whole of humanity and Mother Earth.

Here is a brief outline of how this idea came about. After Dave Soroka lost his son to an overdose he wanted to do something to honour him and since he was one of the founding youth of the BPI and kept in touch with our activities, we had an idea. In January we formed a committee and have been working on a vision and a venue. We have both and are now appealing to our local and global community for support.

The idea is to host a 24-hour continuous live-streamed event which will include entertainers both local and from afar, drama, musicians, dancers and who knows what else we can come up with; local speakers and live-streamed in from around the world; a silent auction; information tables and a few surprises to generate on-line donations as well as in person. Two meals will be supplied by the Union of Spiritual Communities of Christ (USCC Doukhobors) Ladies with proceeds going to the Ladies committee, who give so generously of themselves to the wider community and will relieve the BPI of that responsibility. In partnership with the USCC this event will happen at the USCC Doukhobor Community Center in Grand Forks on Highway 3 starting at 4 pm on September 20<sup>th</sup> to 4 pm September 21<sup>st</sup>.

If you can see your way clear to donating much needed funds to offset the cost of the venue and equipment rental, advertizing and travel for performers coming from afar, we will be very, very grateful and ensure that you are listed as a contributor to our venture. The cost of bringing in the



performers from as far away as Northern B.C. is to help with travel costs and of billeting them because they are donating their time, talent and energy for the cause. Please contact Laura at the above phone and email address to inquire how you can donate.

The purpose of this fundraiser is so we can expand our programs and events and share the message of peace and socio-economic justice and environmental and human sustainability. We have functioned and survived since 2002 on meagre funds from collecting bottles and cans to asking for donations at every event, relying totally on the generosity of our members and supporters to donate time, energy, money and everything else we need. We are fortunate we live in a community that truly cares about peaceful living but it is time to go beyond survival and into pro-active action. We would like to be able to host more conferences, higher profile speakers to share their knowledge and information, and so much more but that all takes more than a couple hundred dollars here and there.

Therefore, we ask you to consider a financial and/or an in-kind donation and/or an item for the silent auction. We invite all who join us in our mutual quest for peaceful living to set up an information table. We encourage our neighbours to volunteer. It is through shared participation we can be assured of bringing the vision of an inclusive, informative, fun event to fruition and even exceeding our financial dream goal. Contact Laura at the above phone numbers or email to be part of the event.

We look forward to forming alliances locally and globally that will help change the landscape of our world to one where the ever increasing and perpetual war and conflict mentality, violence and abuse are no longer the norm and are replaced by a thriving, vital world of kindness, equality, justice, sustainable and peaceful living and love for all humanity and our planet. We thank you in advance for willing to be part of the solution rather than the source of the degradation of our life on Mother Earth.

In Universal Kinship and Loving Peace,

Laura Savinkoff

On behalf of the Boundary Peace Initiative,

Coordinator Boundary Peace Initiative  
 Coordinator B.C. Southern Interior Peace Coalition  
 Vice-President Canadian Peace Congress

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** June-17-19 3:42 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn  
**Subject:** Grant-in-Aid Form submitted by Grand Forks Curling Club, email address - ccgf@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C'/ Christina Lake Director Grace McGregor, Electoral Area 'D'/ Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Grand Forks Curling Club

Address: 7230 - 21 Street, Box 358, Grand Forks, BC V0H 1H0

Phone: 250-442-3916

Fax:

Email: ccgf@telus.net

Representative: May Lungle, Director

Make Cheque Payable To: Grand Forks Curling Club

**Other Expenses:**

Total Cost of Project: \$\$3192.00

Amount Requested from RDKB Director(s): **\$\$3100** *approved aug 21<sup>ST</sup>*

What is the Grant-in-Aid for?

The Grand Forks Curling Club is applying for Grant in Aid funding to enable us to enhance the security of our building which, in turn, enhances security for our members and guests while in the building.

We would like to install a video doorbell for the front door entrance and install a keypad with key override on the front door. This will enable someone in the office or lounge to view and speak with the person at the door and grant them entry, while being able to keep the door secured. If a keypad cannot be installed on the current doors we would like to install a locking system that can be opened by a buzzer, similar to those used in apartment buildings.

As it currently stands, whenever there is a curling league in progress the door has been left unlocked, as we encourage people to come and watch any games in progress. Unfortunately this had led to at least two instances this past winter where individuals have wandered into the facility and have created uncomfortable situations for the lounge staff and members to the point where they have contacted the police.

With a video doorbell and keypad, those individuals who are known to the club can be let in and those who constitute a possible threat can be denied entry without anyone feeling threatened.

The estimate cost of these items is as follows:

Video Doorbell \$350 + taxes

Key pad or locking system with buzzer \$2,500 + taxes

(This includes repairing the fixed door floor lock, adding a strip of steel to the opening door to provide extra insulation and security and installation costs)

Your consideration of this request is greatly appreciated.

#### **List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

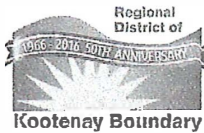
Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\



## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

|   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Electoral Area 'A'<br>Director<br>Ali Grieve | <input type="checkbox"/> Electoral Area 'B'<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input type="checkbox"/> Electoral Area 'C'<br>Christina Lake Director<br>Grace McGregor | <input checked="" type="checkbox"/> Electoral Area 'D'<br>Rural Grand Forks<br>Director Roly Russell | <input type="checkbox"/> Electoral Area 'E'<br>West Boundary<br>Director Vicki Gee |
|---|--|--|--|--|

|                         |   |      |  |         |                    |
|-------------------------|---|------|--|---------|--------------------|
| Applicant:              | * Grand Forks Seniors Society Branch 68           |      |  |         |                    |
| Address:                | * 7320 78th Avenue PO Box 553 Grand Forks V0H 1H0 |      |  |         |                    |
| Phone:                  | * 2504440333                                      | Fax: |  | E-Mail: | * mylesmom@shaw.ca |
| Representative:         | * Juliana Chadwick Secretary to GF Seniors        |      |  |         |                    |
| Make Cheque Payable To: | * Grand Forks Seniors 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? \$4200 What amount are you requesting from this RDKB Director(s)? \$3000

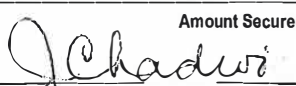
\$1,000

What is the Grant-In-Aid for? (attach an extra sheet if necessary)

approved Aug 21st

Grand Forks Seniors Society have finally acquired a permanent centre to operate out of. Having lost everything in the flood we now need to re-establish our inventory for the seniors. We are mandated to provide a safe place for seniors in the Grand Forks and KRBD area. We would use these monies to buy stacking chairs. At approximately \$70 each we would like to purchase at least 60. The amount we are asking would go entirely towards these costs. Our new location is Veronica Lodge (old Hardy View residence) and a open house for the community is planned for the end of August. It would be happy to come in and fill out any paperwork or produce any documents needed. We have put in for monies for other things listed below. Tables with the City and renovations with New Horizons.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

|                      |                     |   |                     |
|----------------------|---------------------|---|---------------------|
| Name of Organization | New Horizons        | Amount Requested: \$25,000  | Amount Secured: \$0 |
| Name of Organization | City of Grand Forks | Amount Requested: \$5000  | Amount Secured: \$0 |
| Name of Organization |                     | Amount Requested: \$  | Amount Secured: \$  |
| Date: June 15/19     | Applicant Signature |  |                     |
|                      |                     | Print Name  | Juliana Chadwick    |

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_  
 Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** August-08-19 9:52 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Kettle Valley Food Co-op, email address - turnwest@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Kettle Valley Food Co-op

Address: Box 207, 125A, Market Street Grand Forks, BC V0H 1H0

Phone: 250-442-4809

Fax:

Email: turnwest@telus.net

Representative: Jan Westlund, Volunteer Co-ordinator

Make Cheque Payable To: Kettle Valley Food Coop

**Other Expenses:**

Total Cost of Project: \$~\$2200

Amount Requested from  
RDKB Director(s):

\$500

*Approved Director Russell  
August 9, 2019*

What is the Grant-in-Aid for?

The Kettle Valley Food Co-op's Harvest Festival is looming on the horizon for the last Saturday in September again. Last year our attendance was close to 700 for a fun-packed day of music, food, displays, a farmers' race, and 4H demonstrations. This year we hope to surpass that total as the life cycle of this social event is on the upswing! People seem to love the opportunity to meet neighbours and friends, to hang out in the sunshine, listen to music and close the growing season.

All our many partners including BFISS, the Boundary Museum, Search and Rescue, the Bruins and others (City of Grand Forks Operations for sign storage and hanging) give us massive in-kind support to help us meet our objective which is to host a harvest celebration for the region....one that all our citizens can afford to attend.

To that end, we continue to accept a donation (or none) for entrance fee while serving a hearty lunch to anyone who wants it for a donation (or none). Our expectation is not to make great profits but rather to ensure participation for all.

Last year, both the RDKB and Community Futures Boundary contributed \$500 to help us meet our largest and most important expense: musician honorariums for all the diverse, high quality music that makes this such a special day in the fall sunshine. May we please ask that you do so again?

Moving forward with that designated financial support will give us the confidence that we'll be able to undertake this community harvest celebration, which is fast becoming a favoured event, while maintaining our organization's delicately balanced finances.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Community Futures Boundary

Amount Requested    \$500

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

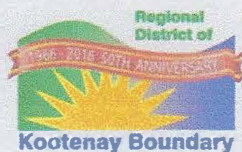
Amount Secured

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

|   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Electoral Area 'A'<br>Director<br>Ali Grieve | <input type="checkbox"/> Electoral Area 'B'/<br>Lower Columbia-Old Glory<br>Director Linda Worley | <input type="checkbox"/> Electoral Area 'C'/<br>Christina Lake Director<br>Grace McGregor | <input type="checkbox"/> Electoral Area 'D'/<br>Rural Grand Forks<br>Director Roly Russell | <input checked="" type="checkbox"/> Electoral Area 'E'/<br>West Boundary<br>Director Vicki Gee |
|---|---|---|--|--|

|                         |  |      |     |  |
|-------------------------|--|------|-----|--|
| Applicant:              | * Big White Mountain Community Development Association |      |     |  |
| Address:                | * Suite 215, 101-1865 Dilworth Dr, Kelowna BC, V1Y 9T1 |      |     |  |
| Phone:                  | * 250-801-0490   | Fax: | n/a | E-Mail: * <a href="mailto:info@ourbigwhitemountain.com">info@ourbigwhitemountain.com</a> |
| Representative:         | * Cathy Cianfagna                                      |      |     |  |
| Make Cheque Payable To: | * Big White Mountain Community Development Association |      |     |  |

*\*Starred items, including contact information, must be completed in full.*

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 2000.00 What amount are you requesting from this RDKB Director(s)? \$ 2000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

BWMCDA in joint collaboration with Big White Ski Resort will be hosting a Meet your Neighbours event on September 1st, 2019. The purpose is to invite all residents of the Boundary area 'E' and help them get to know our community and the mountain.

Big White will supply a BBQ area, staff and services to the participants as well as donate free chair-lift passes to all guests that choose to pre-register for the event. The Community Association will provide food to be covered by the requested grant-in-aid as well as volunteers to host the event and support the events offered by BWSR.

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: 19/8/19 Applicant Signature [Signature] Print Name MARK D HILLHOUSE  
PRESIDENT

Office Use Only

Grant approved by Electoral Area Director: [Signature]