



## **Board of Directors**

**Thursday, May 28, 2020**

**1:00 pm**

**Zoom Online Video Conferencing**

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

**1. Call to Order**

**2. Land Acknowledgement**

- 2.a)** We acknowledge and appreciate that the land on which we gather is the converging, traditional and unceded territory of the Syilx, Secwepemc, Sinixt and Ktunaxa Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

**3. Consideration of the Agenda (additions/deletions)**

- 3.a)** That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 28, 2020 is presented.

**Recommendation: Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 28, 2020 be adopted as presented.

**4. Draft Minutes**

- 4.a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 13, 2020 are presented.  
[Draft Minutes-Board of Directors-13 May-BoD May28 20 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 13, 2020 be adopted as presented.

**5. Delegations**

- 5.a)** At the request of the delegates and with approval from Chair Langman, the Delegations item has been moved to agenda item 9.a).

**6. Unfinished Business**

**6.a) COVID-19 Updates**

**C. Marsh and M. Stephens-Emergency Program Managers**

**Re: Verbal Update-COVID-19 and Freshet**

*Director Worley, Emergency Preparedness Liaison*

**M. Andison, CAO**

**Re: Verbal Discussion on the Impacts of the Wage Continuation COVID-19 Pandemic Policy**

*Director Cacchioni, Finance Liaison*

**Recommendation: Corporate Vote Unweighted**

That the verbal updates regarding COVID-19, Freshet and the impacts of the Wage Continuation COVID-19 Pandemic Policy as presented to the Board on May 28, 2020 be received.

**7. Communications-RDKB Corporate Communications Officer**

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

**Re: Verbal Update on RDKB Corporate Communications**

**Recommendation: Corporate Vote Unweighted**

That the verbal update on RDKB corporate communications as presented by Frances Maika, Corporate Communications Officer on May 28, 2020 be received.

**8. Communications-Information Only**

**8.a) Dennis Schafer, Stick & Stone Cannabis Co.**

**Assoc. of Canadian Cannabis Retailers (May 3/20)**

**Re: Public Safety Measures & Regulations Supporting Physical Distancing for Cannabis Retail Businesses**

[StickStone Cannabis-Ltr Of Support for PublicSafety-BoD May 13 20](#)

**8.b) City of Greenwood (May 13/20)**

**Re: Feasibility Study for Fire Services**

[Greenwood-Fire Service Feasibility Study-BoD May28 20](#)

**Recommendation: Corporate Vote Unweighted**

That Communication (information only) items 8.a)-8.b) be received and direction at the discretion of the Board.



**9. Delegation(s)**

- 9.a) Brenton Raby & Sabin Donohoe,  
Nelson's Lets Get it Right Cannabis Forum**  
**Re: RDCK UBCM Resolution on BC Cannabis Regulation S. 37**  
[Delegation Request-LetsGet it RightCannabis-BoD May 28 20](#)  
**Recommendation: Corporate Vote Unweighted**  
That the information from Brenton Raby and Sabin Donohoe, Let's Get it Right Cannabis Forum as presented to the Board on May 28, 2020, be received.

**10. Reports**

- 10.a) Monthly Cheque Register Summary**  
The monthly Cheque Register Summary will be provided at the next meeting.

- 10.b) RDKB Committee Minutes**  
The minutes of RDKB Committee Meetings as adopted by the respective Committees are presented.  
[Minutes SWMP Steering&Monitoring Committee-11 Mar-BoD May 28 20-Pdf](#)  
[Minutes-07 Apr BCDC-BoD May 13 20pdf](#)  
[Minutes-Utilities Committee -16 Apr-BoD May 28 20- Pdf](#)  
[Minutes-Electoral Area Services Committee-16 Apr-BoD May 28 20 - Pdf](#)  
[Minutes -21 Apr- BV Rec-BoD May 29 20-Pdf](#)  
[Minutes-21 Apr 2020-EES-BoD May 28 20-df](#)  
[Minutes-April 30- Policy&Personnel Committee - May 28 20-Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the following RDKB Committee minutes be received:

Solid Waste Management Plan Steering and Monitoring (March 11/20), Boundary Community Development (April 7/20), Utilities (April 16/20), Electoral Area Services (April 16/20), Beaver Valley Regional Trails and Regional Parks (April 21/20), East End Services (April 21/20) and Policy & Personnel (April 30/20).

**10.c) Recreation Commission Minutes**

The minutes of the Grand Forks and District Recreation Commission and the Electoral Area C/Christina Lake Parks and Recreation Commission meetings held during February, March and April, 2020 are presented.

[Minutes- GF Rec-Feb 13-BoD May 28 20](#)

[Minutes- GF Rec-March 12-BoD May 28 20](#)

[Minutes-GF Rec-April 9-BoD May 28 20](#)

[Minutes - Electoral Area C Parks & Rec-Feb. 12-BoD May 28 20](#)

[Minutes - Electoral Area C Parks & Rec-March 11-BoD May 28 20](#)

[Minute - Electoral Area C Parks Rec-April 8-BoD May 28 20](#)

**Recommendation: Corporate Vote Unweighted**

That the following Recreation Commission minutes be received:  
Grand Forks and District Recreation Commission (Feb. 13/20, March 12/20 and April 9/20) and Electoral Area C/Christina Lake Parks and Recreation Commission (Feb. 12/20, March 11/20 and April 8/20).

**10.d) Draft Advisory Planning Commission (APC) Minutes**

The draft minutes of the Electoral Area Advisory Planning Commission meetings held during May 2020 are presented.

[APC Minutes-Area A-Board-May 28 2020](#)

[APC Minutes-Area B- Board-May 28 2020](#)

[APC Minutes-Area C-Board-May 28 2020](#)

[APC Minutes-Area E-Board-May 28 2020](#)

**Recommendation: Corporate Vote Unweighted**

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

Electoral Area A (May 5/20), Electoral Area B/Lower Columbia-Old Glory (May 4/20), Electoral Area C/Christina Lake (May 5/20), and Electoral Area E/West Boundary (May 4/20).

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

Recommendations to the Board of Directors referred by the respective RDKB Committees are presented for consideration.

**11.a) Electoral Area Services Committee (May 14/20)  
Director Grieve, Committee Chair/Director McGregor,  
Vice Chair**

[Staff Report-DVP-Phillips-Area C-BoD May 28 20](#)

*Development Variance Permit Application- Area C/Christina Lake*

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

That the Development Variance Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of Rowland Phillips and Marnie Jacobsen (Phillips), to reduce the front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m, and to increase the maximum height of an accessory building from 4.6m to 6.5m, a

variance of 1.9m, for the construction of a detached garage on the parcel legally described as Lot 3, DL 1021s, SDYD, Plan KAP7440, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, conditional upon the issuance of a permit from the Ministry of Transportation and Infrastructure for the same variance.

**12. Refreshment Break**

**13. First Quarter 2020 Work Plan Update Reports**

The following First Quarter 2020 Work Plan Update reports are presented:  
General Government Services (001), 911 Emergency Communications (015), Emergency Preparedness (012), Building Inspection Services (004) Regional Solid Waste Management Services (010) and Big White Solid Waste Management Services (064).

**13.a) General Government Services (001)**

**Administration-Finance-Information Services-Corporate Communications-Senior Energy Specialist**

[Staff Report-Gen Gov 001-WorkPlan Update-BoD May 28 20 2020](#)  
[001 Gen Gov-2020 Work Plan](#)

**13.b) 9-1-1 Emergency Communications Service (015)**

*Director Worley, Emergency Preparedness Liaison*

[Staff Report 911-EM Comm 015-WrkPlan May 20 Update-BoD May 28 20](#)  
[015-911 EM Comm Service 2020 WorkPlan](#)

**13.c) Emergency Preparedness Service (012)**

*Director Worley, Emergency Preparedness Liaison*

[Staff Report-EM Preparedness-WorkPlan May Update - BoD May 28 20](#)  
[012 Emergency Preparedness Services 2020 Work Plan](#)

**13.d) Building Inspection Services (004)**

[Staff Report 004-Bldg Inspection-May Work Plan Update-BoD May28 20](#)  
[004 Building Services 2020 Work Plan](#)  
[Building Comparison Report for 2019 and 2020 \(to the End of April 2020\)](#)

**13.e) Environmental Services Regional Solid Waste Management (010) and Big White Solid Waste Management (064)**

*Director Russell, Environmental Services Liaison*

[Staff Report-Solid Waste Services \(010 & 064\) May WorkPlan Update-BoD May28 20](#)

[Briefing Note-Organics Infrastructure Expansion-Grand Forks-BoD May 28 20](#)

[Briefing Note - McKelvey Creek Landfill Upgrade Project-BoD May 28 20](#)

[Final 2020 Work Plan 010 Regional Solid Waste Management](#)

[Final 2020 Work Plan 064 Big White Solid Waste](#)

**Recommendation: Corporate Vote Unweighted**

That the following First Quarter 2020 Work Plan Update reports be received as presented to the Board on May 28, 2020 and further direction at the discretion of the Board:

General Government Services (001), 911 Emergency Communications (015), Emergency Preparedness (012), Building Inspection Services (004) Regional Solid Waste Management Services (010) and Big White Solid Waste Management Services (064).

**14. New Business**

**14.a) T. Dueck, Solid Waste Program Coordinator**

**Re: Commercial Recycling Processing Work**

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the work of sorting and processing recyclable materials from Big White and Boundary commercial sources is presented.

[Staff Report-Commercial Recycle Processing Work-BoD May28 20](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to enter into a Letter of Understanding with Cascades Recovery+ for the processing of printed paper and packaging materials from commercial sources in the Boundary and Big White at a processing rate of \$190 per tonne and proceed with the strategy of eliminating film plastic and glass from Boundary/Big White recycling programs. **FURTHER** that the Board refer topics of increased oversight, elimination of containers in the recycling stream or changing from single-stream to dual-stream recycling systems to the Solid Waste Management Plan Steering and Monitoring Committee for further discussion.

**14.b) B. Champlin, Manager of Building Inspection**

**Re: Building Bylaw Contravention for the property described as: 1981 Old Salmo Road, Fruitvale, B.C.-Electoral Area 'A'**

**Parcel Identifier: 010-233-636-Lot B District Lot 1236  
Kootenay District Plan 4481 Except Plan 17227**

Owner: Katerina Manolis

[Staff Report-Bylaw Contravention Manolis-Board-May 28, 2020 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Katerina Manolis, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot B, District Lot 1236, Kootenay District, Plan 4481, Except Plan 17227.

- 14.c) B. Champlin, Manager of Building Inspection**  
**Re: Building Bylaw Contravention for the property described as: 1664 Westlake Drive-Electoral Area 'C'/Christina Lake**  
**Parcel Identifier: 025-988-697-Lot 1 District Lot 317**  
**Similkameen Division Yale District Plan KAP75840**

Owners: Sean, Megan and Susan McQuarrie

[Staff Report-Bylaw Contravention McQuarrie-Board-May 28, 2020 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Sean, Megan and Susan McQuarrie, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 317, Similkameen Division Yale District, Plan KAP75840.

- 14.d) B. Champlin, Manager of Building Inspection**  
**Re: Building Bylaw Contravention for the property described as: 4485 Boat Access East Side- Area C / Christina Lake**  
**Parcel Identifier: 019-059-329-Block A District Lot 4075S**  
**Similkameen Division Yale District**

Owner: Janet Arnell

[Staff Report-Bylaw Contravention Arnell-Board-May 28, 2020 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Janet Arnell, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office

pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Block A, District Lot 4075S, Similkameen Division Yale District.

- 14.e) B. Champlin, Manager of Building Inspection**  
**Re: Building Bylaw Contravention for the property described as: 6870 Christian Valley Road, Westbridge, B.C.-Electoral Area 'E' / West Boundary**  
**Parcel Identifier: 009-371-885-Lot 1 District Lot 3637**  
**Similkameen District Yale District Plan 12818**  
Owner: Thomas Stoffel  
[Staff Report-Bylaw Contravention Stoffel-Board-May 28, 2020 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Thomas Stoffel, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 3637, Similkameen Division Yale District, Plan 12818

- 14.f) L. Moore, Senior Planner**  
**Re: Village of Midway Requesting RDKB Comments on Midway's Official Community Plan**  
A staff report from Liz Moore, Senior Planner regarding the Village of Midway's invitation for the RDKB to comment on their proposed Official Community Plan (OCP) is presented.  
[Staff Report Midway OCP Board-May 28 20](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding the referral from the Village of Midway inviting the RDKB to comment on Midway's Draft Official Community Plan, including the comments from RDKB staff and the Electoral Area E/West Boundary Advisory Planning Commission be forwarded to the Village of Midway for their review.

- 14.g) C. Scott, Planner**  
**Re: Referral from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) Private Moorage-Electoral Area E/West Boundary**  
A staff report from Corey Scott, Planner presenting a letter from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) notifying the RDKB of an application for Private Moorage under the *Water Sustainability Act* in Electoral Area E/West Boundary.  
[Staff Report MFLNRO Board-May 28 20](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report regarding "Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) – Private Moorage" on DL 1920s, SDYD, Except Plan 28042 in Electoral Area E/West Boundary be received.

**14.h) C. Scott, Planner**

**Re: Application for Subdivision in the Agricultural Land Reserve (ALR)-Electoral Area A**

A staff report from Corey Scott, Planner regarding an application for subdivision in the Agricultural Land Reserve is presented.

[Staff Report Fillmore ALC Board-May 28 20](#)

**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 the subdivision application submitted by Richard and Arleen Fillmore for the property legally described as Lot 2, DL 1236, KD, Plan 7883 Except Plans 9354 & 17488, Electoral Area A.

**14.i) C. Scott, Planner**

**Re: FrontCounter BC Referral  
Crown Land Interim Licence of Occupation  
Electoral Area B/Lower Columbia-Old Glory**

A staff report from Corey Scott, Planner presenting a referral from FrontCounter BC and providing the RDKB an opportunity to provide comments on an application for a Crown Land Interim Licence of Occupation in Electoral Area B/Lower Columbia-Old Glory.

[Staff Report FrontCounter Fortis Board-May 28 2020](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the Crown Land Interim Licence of Occupation for Fortis BC on the unsurveyed Crown land on which the proposal is to take place in Electoral Area B/Lower Columbia-Old Glory is supported.

**14.j) C. Scott, Planner**

**Re: FrontCounter BC Referral for Crown Land Tenure  
Beaverdell Community Club and Recreation Commission-  
Electoral Area E/West Boundary**

[Staff Report FCBC Board-May 28 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report "FrontCounter BC Referral-Crown Land Tenure" which includes the recommendations of the Electoral Area E/West Boundary Advisory Planning Commission to FrontCounter BC for consideration.

**14.k) Grants in Aid - as of May 21, 2020:**

[Grants in Aid-Board-May 28 2020](#)

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

That the following grants-in-aid be approved:

1. Oasis Recreation Society – Storage Shed – Electoral Area 'B'/Lower Columbia-Old Glory - \$672.37
2. West Boundary Community Services Co-operative Association – Directors and Officers Insurance for the Board – Electoral Area 'E'/West Boundary - \$558
3. West Boundary Community Services Co-operative Association – Property Insurance for Riverside Centre – Electoral Area 'E'/West Boundary - \$4,520
4. West Boundary Community Services Co-operative Association – Top up of SIDIT grant for Riverside Centre furniture – Electoral Area 'E'/West Boundary - \$655.87

**15. Board Appointments Updates**

- 15.a) 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  
(Report attached to agenda)

Boundary Weed Stakeholders Committee-Director Gee

Columbia River Treaty Local Government Committee (CRT LGC)-  
Directors Worley & Langman  
(Report attached to agenda)

Columbia Basin Regional Advisory Committee (CBRAC)  
Director Worley & Goran Denkovski, Manager of Infrastructure &  
Sustainability

West Kootenay Regional Transit Committee



Directors Cacchioni & Worley, Alternate Director Parkinson

Rural Development Institute (RDI) -Director Worley

Chair's Update-Chair Langman

[OK Film Commission-Director Gee-BoD May 28 20](#)

[CRT LGC Update-Director Worley-BoD May28 20](#)

**16. Bylaws**

There are no bylaws to consider

**17. Late (Emergent) Items**

**17.a) Grant-in-Aid-May 25/20**

**Electoral Area B/Lower Columbia-Old Glory**

**Rossland Rotary**

[Late Emergent Item-GIA-masks4all-RosslandRotary-BoD May 28 20](#)

**Recommendation: Stakeholder Vote**

**(Electoral Area Directors) Weighted**

That the following grant-in-aid be approved:

Rotary Club of Rossland-Cloth Face Masks–Electoral Area B/Lower  
Columbia-Old Glory \$2,700

**17.b) Director Grieve**

**Re: Requesting Approval of Expense-Thank You Gift**

[Director Grieve-RDKB Expense-BoD May 28 20](#)

[Policy-LiquorandCannabis](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors consider the request from Director Grieve for reimbursement of expenses, as per the RDKB Liquor and Cannabis Policy, for the purchase of a thank you gift in the amount of \$17.99. **FURTHER**, direction at the discretion of the Board.

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

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

**20. Closed Meeting**

**21. Adjournment**



**Board of Directors**  
**Wednesday, May 13, 2020**  
**Via Zoom Online Video Conferencing**  
**1:00 p.m.**  
**Minutes**

**Board Members Present:**

Director Diane Langman, Chair  
Director G. McGregor, Vice-Chair  
Director A. Grieve  
Director L. Worley  
Director R. Russell  
Director V. Gee  
Director S. Morissette  
Director M. Walsh  
Director R. Cacchioni  
Director A. Morel  
Director C. Korolek  
Director R. Dunsdon  
Director G. Shaw

**Staff Present:**

M. Andison, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Recording Secretary  
J. Chandler, General Manager of Operations/Deputy Chief Administrative Officer  
J. Dougall, General Manager of Environmental Services  
B. Ihlen, General Manager of Finance  
C. Marsh, Recovery Manager, Boundary Flood Recovery  
M. Stephens, Interim Manager of Emergency Programs  
F. Maika, Corporate Communications Officer  
D. Derby, Regional Fire Chief  
B. Champlin, Manager of Building Inspection

**Members of the Public or Media Attending:**

J. Edwards, Grand Forks Gazette

**1 Call to Order**

**1a)** The Chair called the meeting to order at 1:02 p.m.

**2 Land Acknowledgement**

**2a)** We acknowledge and appreciate that the land on which we gather is the converging, traditional and unceded territory of the Syilx, Secwepemc, Sinixt and Ktunaxa Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

**3 Consideration of the Agenda (additions/deletions)**

**3a)** The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 13, 2020 was presented.

The agenda was amended by adding a discussion on the delivery of meeting agendas and zoom invitations to Item 14-Late Emergent Items and by adding managing through crisis and lessons learned from COVID-19 to Item 15-Discussion of Items for Future Meetings, and it was;

**219-20** Moved: Director Cacchioni Seconded: Director Shaw

**Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 13, 2020 be adopted as amended.

Carried.

**4 Draft Minutes**

**4a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 30, 2020 were presented.

The April 30th Recommendation #198-20 will be revised to include all "Committee members" in the current practice of sending draft RDKB Committee minutes to Committee Chairs, and it was;

**220-20** Moved: Director Worley Seconded: Director Morel

**Corporate Vote Unweighted**

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 30, 2020 be adopted as amended.

Carried.

## **5 Delegation(s)**

**5a)** There were no delegations in attendance at the meeting.

## **6 Unfinished Business**

### **6a) COVID-19 & Freshet Planning Updates**

#### **C. Marsh and M. Stephens-Emergency Program Managers**

Re: Verbal Update-COVID-19 and Freshet Response Planning

*Director Worley, Emergency Preparedness Liaison*

*Mark Stephens, Interim Manager of Emergency Programs*

Re: COVID-19 Current River Forecast

Mr. Stephens provided an update on RDKB activities around COVID-19. Staff are working with their counterparts, various Recreation Associations and other local governments to take a collaborative and regionally phased approach for restart plans in recreation services, programs and facilities, while following best practices and the guidelines set out by the Provincial Health Officer. Mr. Stephens cautioned that the RDKB restart plan will be pulled back, should the number of COVID-19 cases begin to surge. The RDKB is taking a gradual approach.

Mr. Stephens also provided information respecting the current forecast and river levels in relation to the RDKB's freshet response planning. Sand and sandbags are ready to be launched in several Boundary locations to prepare for possible rain events as forecasted for the next week. The snow pack levels are generally beginning to lessen. EOC staff continue to monitor the forecast and river levels as well as work with the Boundary municipalities and other agencies to be fully prepared.

*Chris Marsh, Recovery Manager, Boundary Flood Recovery*

RE: Freshet Response Planning

Chris Marsh reviewed the steps and action that have been taken to prepare for flooding in the West Boundary, Christina Lake and Grand Forks area. Director Russell requested that the Directors receive qualitative indicators that they can share with the public illustrating clear communication around the Flood Response Plan trigger points. Mr. Marsh advised that staff continue to update the Flood Response Plan hoping to have some information available for release to the public in the near future.

*Mark Andison, CAO*

Re: Impacts of the RDKB Wage Continuation COVID-19 Pandemic Policy

Mark Andison, CAO updated the Board on the BC restart plan discussions taking place with local government counterparts, Mayors and Chairs as well as the different discussions and updates received from the Province. He briefly reviewed EOC activities and explained that the RDKB Corporate Communications Officer continues to work in the EOC as the Information Officer, however she also continues to undertake corporate communications work as much as possible.

The CAO reviewed the costs related to the Wage Continuation COVID-19 Pandemic Policy. He advised that some staff were paid for quarantine time while self-isolating due to colds and or after returning home from international travel. Given there is no longer international travel and less seasonal colds etc., there are less requirements for staff to self-isolate. Employees affected by the closure of RDKB facilities, programs and services have transitioned to taking on different work where paid leave wages are not necessary. Costs, as per the Wage Continuation Policy are presently declining since Pay Period 1 and the beginning of the pandemic.

For a future meeting, staff will provide the total accumulation of expenses related to the Policy so that the Board understands how much the Policy is cumulatively costing the RDKB.

**221-20** Moved: Director Grieve Seconded: Director Dunsdon

**Corporate Vote Unweighted**

That the verbal updates on COVID-19, freshet response planning and the RDKB Wage Continuation COVID-19 Pandemic Policy, as presented to the Board on May 13, 2020 be received.

Carried.

**7 Communications-RDKB Corporate Communications Officer**

**7a) F. Maika, Corporate Communications Officer**

**Re: Update on RDKB Communications**

Frances Maika, Corporate Communications Officer advised that once the risk for flooding and her EOC-oriented communications duties lessen, she will focus on corporate communications and move forward with work plan projects. She provided the Board with interesting statistics on the RDKB public engagement site (jointheconversation).

When the pandemic first began, the statistics illustrated that there were 257 site-visits (approximately 25 visits per day) and 8 new registrations. For the same time-period, from the beginning of the pandemic to the present, there have been 847 site-visits and 91 new registrations.

**222-20** Moved: Director Korolek Seconded: Director Dunsdon

**Corporate Vote Unweighted**

That the verbal update regarding corporate communications, from Frances Maika, Corporate Communications Officer as presented to the Board on May 13, 2020 be received.

Carried.

**8 Communications-Information Only**

**8a)** There were not any communications (information only) items to consider.

**9 Reports****9a) Monthly Cheque Register Summary***Director Cacchioni, Finance Liaison*

The Cheque Register Summary for the month of April 2020 was presented.

**223-20**      Moved: Director Cacchioni      Seconded: Director Korolek

**Corporate Vote Unweighted**

That the Cheque Register Summary for the month of April 2020 for \$563,470.43 be received.

Carried.

**9b) RDKB Committee Minutes**

Minutes of RDKB Committee Meetings as adopted by the respective Committees are presented.

**224-20**      Moved: Director Dunsdon      Seconded: Director McGregor

**Corporate Vote Unweighted**

That the following minutes be received:

Education and Advocacy Committee (Jan. 28/20) and Boundary Community Development Committee (April 7/20) be received.

Carried.

**9c) Recreation Commission Minutes**

Minutes of the Christina Lake Parks and Recreation Commission and the Grand Forks and District Recreation Commission meetings will be provided at a future meeting once recreational activities resume with revised COVID-19 restrictions.

**9d) Draft Advisory Planning Commission (APC) Minutes**

Draft minutes of APC meetings will be presented at the next meeting.

**10 Committee Recommendations to Board of Directors**

Recommendations to the Board of Directors referred by the respective RDKB Committees are presented for consideration.

**10a)** There weren't any Committee recommendations to consider. Recommendations made at Committee meetings held after May 13, 2020 will be presented to the Board on May 28th.

**11 New Business****11a) G. Denkovski, Manager of Infrastructure and Sustainability****Re: Application for Gas Tax Project Budget Amendment Funding - Kettle Wildlife Association - Electoral Area 'E' / West Boundary**

An application for the disbursement of Electoral Area 'E' / West Boundary Gas Tax funds to the Kettle Wildlife Association was presented.

**225-20** Moved: Director Gee Seconded: Director Grieve

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax Project Budget Amendment application submitted by the Kettle Wildlife Association and the allocation of Gas Tax funding to increase the 2019 budget of \$10,019.10 by 1,571.98 from Electoral Area 'E' / West Boundary for the costs associated with safety upgrades.

**FURTHER** that the Board approves the RDKB authorized signatories to sign and enter into an amended agreement.

Carried.

**11b) Brian Champlin, Manager of Building Inspection Services****Re: Cancellation of a Building Bylaw Contravention**

6055 Christian Valley Road, Westbridge, B.C.-Electoral Area 'E' / West Boundary-Parcel Identifier: 024-657-638-Lot 1 District Lot 3132 SDYD District Plan KAP65920  
Owners: Richard Hoffman and Shannon Krywa

**226-20** Moved: Director McGregor Seconded: Director Grieve

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

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as Lot 1, District Lot 3132, Similkameen Division Yale District, Plan KAP65920.

Carried.

**11c) B. Ihlen, General Manager of Finance****Re: 2020 First Quarter Budget Variance Report**

*Director Cacchioni Finance Liaison*

A staff report from Barb Ihlen, General Manager of Finance presenting the financial variance report for the first quarter of 2020.

The General Manager of Environmental Services answered inquiries respecting the impacts COVID-19 has had on landfill expenses as well as the volume of waste dumped at the RDKB landfills.

The General Manager of Finance addressed inquiries regarding the deferral of work projects and expenses due to COVID-19.

**227-20** Moved: Director Cacchioni Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the 2020 First Quarter Budget Variance report as presented to the Board on May 13, 2020.

Carried.

**11d) C. Gillis, Financial Services Manager**

**Re: Columbia Basin Trust Community Initiatives Funding (CBT CIF)**

*Director Cacchioni, Finance Liaison*

A staff report from Carolyn Gillis, Manager of Finance regarding the disbursement of the 2020 Columbia Basin Trust Community Initiative funds was presented.

Due to the potential for perceived conflicts of interest Chair Langman and Director Morel left the meeting (time: 1:44 p.m.). Vice Chair McGregor assumed the Chair.

The Board reviewed the staff report.

**228-20** Moved: Director Grieve Seconded: Director Morissette

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the disbursement of the 2020 Columbia Basin Trust Community Initiatives funds a presented to the Board on May 13, 2020.

Carried.

Chair Langman and Director Morel returned to the meeting at 1:46 p.m. Chair Langman resumed the Chair.

**11e) Grants in Aid - as of May 7, 2020:**

**229-20** Moved: Director McGregor Seconded: Director Worley

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

That the following grants-in-aid be approved:

1. Kootenay Columbia Learning Centre – High School Graduate Bursary – Electoral Area 'B'/Lower Columbia-Old Glory - \$750
2. West Kootenay Recreational Dirt Bike & ATV Society – Purchase of Grooming Equipment – Electoral Area 'B'/Lower Columbia-Old Glory - \$3,750



3. Boundary Country Regional Chamber of Commerce – Regional Business Advocacy, Communications and Recovery Efforts – COVID-19 – Electoral Area 'C'/Christina Lake - \$2,000
4. Boundary Country Regional Chamber of Commerce – Regional Business Advocacy, Communications and Recovery Efforts – COVID-19 – Electoral Area 'D'/Rural Grand Forks - \$2,900
5. Big White Mountain Community Development Association – Additional Bookkeeping Expenditures – Electoral Area 'E'/West Boundary - \$2,500
6. Big White Mountain Community Development Association – Insurance Expenditure Funding – Electoral Area 'E'/West Boundary - \$2,875.

Carried.

## **12 Board Appointments Updates**

**12a)** The Board Appointment Updates will be provided at the May 28, 2020 meeting.

- 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)-Directors Worley & Langman
- Columbia Basin Regional Advisory Committee (CBRAC)-Director Worley & Goran Denkovski, Manager of Infrastructure & Sustainability
- West Kootenay Regional Transit Committee (Directors Cacchioni & Worley, Alternate Director Parkinson)
- Rural Development Institute-Director Worley
- Chair's Update-Chair Langman

## **13 Bylaws**

**13a)** There were no bylaws to consider.

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

### **14a) Director Grieve**

#### **Re: Meeting Invitations, Meeting Agendas and Zoom Links**

Director Grieve requested staff to investigate a more efficient process for delivering meeting agendas that would include the agenda links in the zoom meeting invitations. She also requested that Directors be provided with a tutorial for using Outlook, email programs, etc.

**14b) Fire Survey in West Boundary**

James Chandler, General Manager of Operations/Deputy CAO provided an update regarding the meetings for the proposed West Boundary fire services and the fire survey.

**15 Discussion of Items for Future Meetings**

**15a)** Discussions on lessons learned from COVID-19 overlapping with managing through crisis and adjustments to work plans due to the activation of the EOC-to take place before next budget deliberations.

**15b)** Update on when in-person meetings will resume.

**16 Question Period for Public and Media****16a) J. Edwards, Grand Forks Gazette**

The Chair welcomed Mr. Edwards to the meeting.

Mr. Edwards referred to the "Restrictions on Commercial Water Bottling" which is part of the RDKB 2020 Advocacy Strategy and inquired as to whether this would apply to already-established businesses. Mark Andison, CAO explained that the recommendation to the province is to lobby against the issuance of water licences for future water bottling facilities and that the businesses which currently have licences will have legal-non conforming status, unless the province changes its policy.

Mr. Edwards asked Directors Russell and McGregor to explain their approval of the grant-in-aid funding as allocated to the Boundary Country Regional Chamber of Commerce. The Directors noted the value that the Chamber provides to Boundary rural areas in general, and they acknowledged the Chamber's hard work and commitment to Boundary businesses during the pandemic. Director Russell explained how the grant-in-aid funds would be used. The Directors explained that they wish to support the Chamber so that it can continue with its good work. Director Gee advised that she also values the Chamber's work and she looks forward to working together on projects that are more specific to the West Boundary.

**17 Closed Meeting**

**17a)** A closed meeting was not required.

**18 Adjournment**

**18a)** There being no further business to discuss, the meeting was adjourned (time: 1:58 p.m.).

TL

**From:** [Dennis Schafer](#)  
**Subject:** Letter of Support for Public Safety  
**Date:** May 3, 2020 12:08:32 PM  
**Attachments:** [RD Cover letter - ACCRES.pdf](#)  
[Letter for endorsement.pdf](#)

---

Dear Regional District Board of Directors,

Stick & Stone Cannabis Co. is a wee Ma & Pa cannabis retail shop located in Fernie BC. Due to current stressors and frustrations, we have collaborated with ACCRES to outline two requests for change to the current regulations that will further the safety measures designed to protect our communities in BC during these trying times and we ask for your support presenting these recommendations to the province.

- 1) Online Sales
- 2) Direct Delivery

As owners of a licensed cannabis retail shop, we have been continuously evolving our operations to ensure the safety of the community as new information about COVID-19 becomes available. We have a wide range of customers many who are predominately middle-aged and elderly who purchase our products for both recreational and medical use.

With our recommended adjustments to the current regulations that were designed for a pre-pandemic world, we would be able to continue to safely provide much-needed products to our at-risk customers who are unable to leave the house, ensure a contactless experience for those who are able to visit the store for curbside pickup and keep our staff safe.

Here is an example of the challenges our current customers are facing because they are not able to pay for our products online during COVID-19:

We received a phone call asking if a curbside pick-up was available by a customer of ours who was elderly. They were in desperate need of a product and the delivery times to order from the BC Cannabis Store were too lengthy. We informed them that we carried the product and would do our best to provide a contactless interaction but they would have to tap our terminal and the wireless system may not register outside.

When the customer arrived their vulnerability was apparent. They were approximately 90 years old with a compromised immune system, so becoming infected would likely result in their death. In order to keep them safe while accepting their payment and providing their product we were forced through the following process:

1. We tried to use the tap feature by pressing the terminal against their car window. This did not work due to card issues.
2. We then bleached the terminal and passed it through a small gap in the window so that the customer could complete the transaction.
3. The product was then left on the hood of their car for them to collect when they felt safe to do so.

Even though the utmost precautions are being taken, it is extremely stressful to force customers to go through these processes that could easily be avoided if we were able to use available technology like online payment systems.

There are processes in place for the legal online purchase and delivery of alcohol in BC as well as cannabis in other provinces which have been effective at keeping their communities safe. We are asking for the same considerations.

I can not stress enough how vital allowing online payments and delivery to be available in BC is to our

communities and retailers!! When you have someone's life in your hands, you want to have the safest measures in place.

PLEASE ENDORSE THIS LETTER OF SUPPORT

Thank you for your time,

--

**Dennis Schafer**

Stick & Stone Cannabis Co.

891 7th Ave

Fernie, BC

250.430.7848

[stickandstone.ca](http://stickandstone.ca)



To The Regional District Board of Directors,

Attached is a letter from the Association of Canadian Cannabis Retailers (ACCRES) membership to the Solicitor-General, Hon. Mike Farnworth, calling on the government of British Columbia to further modify cannabis retail regulations in support of physical distancing during the COVID-19 health emergency. ACCRES is seeking your endorsement in support of these measures, which we believe are in line with what other jurisdictions across Canada are adopting.

ACCRES is specifically calling on BC to follow the recent move by Ontario, which in response to COVID-19 has moved to allow private cannabis retailers to take online payment and make door-to-door delivery of cannabis products. Both Saskatchewan and now Ontario have allowed online payment and direct delivery with no significant complications or negative consequences, and we believe these regulatory changes are appropriate for BC as well.

We believe that many municipal governments in BC could stand to benefit from these changes, as they will hopefully reduce in-store traffic and lineups caused by physical distancing requirements for essential retailers like cannabis stores. This should further reduce the chances of spreading COVID-19, something we believe should be the ultimate priority of any regulated system right now.

Finally, we believe this measure is important in allowing licensed, regulated, and tax-compliant retailers a means of competing with unregulated retailers, who are currently quite openly selling cannabis on-line or offering in-person delivery options. With municipal resources currently very constrained and bylaw officers unable to enforce against these proliferating operators, we believe offering these options to regulated retailers could help compliant businesses to compete them out of the market instead.

ACCRES ask that you endorse these initiatives in support of regulated cannabis retailers' efforts to continue serving their customers in a way that protects public health to the greatest extent possible.

Sincerely,

Jaclynn Pehota  
Special Advisor  
*Association of Canadian Cannabis Retailers (ACCRES)*  
7787724343  
[Jaclynn@accres.ca](mailto:Jaclynn@accres.ca)

On Behalf of:  
**ACCRES Board of Directors:**  
Geoff Dear  
Andrew Gordon  
Matthew Greenwood  
Jeremy Jacob  
Alfred Schaefer  
Laurie Weitzel

**ACCRES Advisory Board:**  
Hilary Black  
Dr. Rielle Capler, MPA, PhD  
Dr. Ivan Casselman PhD  
Rosy Mondin, LL.B, B.A. (Criminology)  
Adolfo Gonzales  
Bert Hick  
Andrew Livingston  
Sophie Mas  
Jonathan Page, Adjunct Professor UBC  
Heather Tayler  
Tina Zlati



To Minister Farnworth, Solicitor General,

In response to the ongoing COVID-19 public health emergency, the *Association of Canadian Cannabis Retailers* (ACCRES) recognizes the Government of British Columbia for evolving policy to allow for regulated cannabis stores to accept product reservations online and over the phone. This change in regulatory framework will reduce the amount of time consumers have to spend in stores amid the COVID-19 crisis. The status of cannabis retail as an essential service is a recognition of the contributions of these small businesses to the general public. We believe it is appropriate to equip provincial license holders with proactive tools that will allow for them to better protect public health, bolster the legal cannabis market and ensure that these small business remain economically viable for the duration of the crisis.

ACCRES membership would like to see further proactive measures enacted that would further protect both public health and essential workers through these trying times. In supplement to "click and collect"/over the phone ordering, we request that the government enact and support two further regulatory changes to cannabis retail regulations. These measures would be effective in supporting the social and physical distancing measures recommended by public health authorities:

- Online Payment
- Direct Delivery

#### **Online Payment**

In the interest of balancing public health, along with our customers' need to access legal cannabis, and the long-term economic health of our members, we propose that the Government of British Columbia allow retailers to sell their products online or by phone and collect payment in advance.

Allowing for payment in advance avoids the major point of contamination in a "click and collect" transaction: the requirement to accept cash or interact with the payment processing machine. Pre-payment would reduce contact in store to the absolute minimum, and would facilitate the best possible circumstances for social distancing. This measure would serve to better protect both staff and customers during in store transactions.

#### **Direct Delivery**

In further support of social distancing and to accommodate those that are unable to leave their homes due to being immunocompromised or in self isolation, we ask that delivery be allowed directly to customers from the regulated private retailer of their choice. ACCRES believes the best way to ensure continuity of service in these circumstances while minimizing exposure is to allow already trained and security screened staff of private retailers to deliver orders directly to customers. Direct delivery is currently available to the residents of Saskatchewan and Ontario via provincially licensed retailers. ACCRES proposes that these existing regulations be adapted for the BC sector. Contactless age verification is as simple as requiring the upload of photo ID at the time of purchase. The ID can then be matched to the individual receiving the delivery while maintaining a distance of two meters.

Providing greater access to regulated cannabis is vital to protecting public health and safety, and to destabilizing the illicit market - both key aims of the Cannabis Act and provincial regulations. Due to the convenience the illicit market operators continue to be able to offer through direct delivery, legal sales



in BC are tens of millions of dollars behind projected targets in BC. Direct delivery from licensed private cannabis stores conducted in compliance with all health and safety standards provides local communities with an essential and regulated touchpoint that can act as a resource for education and responsible use.

ACCRES believe that by allowing these measures, cannabis retailers will be best equipped to protect public health and safety, while also ensuring the continued operations of independent cannabis retailers that provide access to safe and regulated products. These measures will allow essential services to continue without unnecessarily endangering public health, and we believe these measures will strengthen BC's overall response to the COVID-19 pandemic and the legal cannabis industry in this province.

Sincerely,

Jaclynn Pehota Special Advisor  
 Association of Canadian Cannabis Retailers (ACCRES)  
 778.772.4343  
[Jaclynn@accres.ca](mailto:Jaclynn@accres.ca)

On Behalf of:

**ACCRES Board of Directors:** Geoff Dear Andrew Gordon Matthew Greenwood Jeremy Jacob Alfred Schaefer Laurie Weitzel

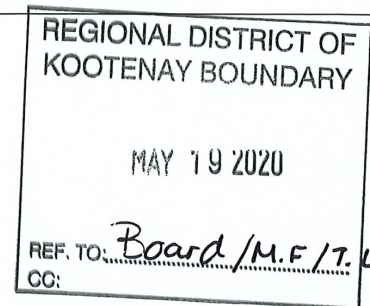
**ACCRES Advisory Board:** Dr. Rielle Capler, MPA, PhDDr. Ivan Casselman PhD Rosy Mondin, LL.B, B.A. (Criminology) Adolfo Gonzales Bert Hick Andrew Livingston Sophie Mas Jonathan Page, Adjunct Professor UBC, CSO Aurora Cannabis Heather TaylerDr. Zachary Walsh, PhD Tina Zlati



# CITY OF GREENWOOD

PO Box 129  
Greenwood, BC V0H 1J0

May 13, 2020



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

Re: Proposed Feasibility Study on the Greenwood Fire Department

RDKB Board Members,

On April 9, 2020, the City of Greenwood sent a letter to the Regional District of Kootenay Boundary regarding a feasibility study on the Greenwood Fire Department.

Based on lack of consultation with Council of the City of Greenwood, the following motion was passed on May 11, 2020:

*"THAT the City of Greenwood will not be participating in a Feasibility Study for Fire Services; and The City of Greenwood will not be participating in a future Referendum."*

Yours sincerely,

Wendy Higashi, CAO / CO  
City of Greenwood,  
Greenwood, BC





# CITY OF GREENWOOD

PO Box 129  
Greenwood, BC V0H 1J0

---

April 9, 2020

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

Re: Proposed Feasibility Study on the Greenwood Fire Department

RDKB Board Members,

It has come to the attention of the City of Greenwood that RDKB board members passed a motion to do a feasibility study on the Greenwood Fire Department.

The Greenwood Fire Department is under the jurisdiction of the municipality; not the Regional District. A feasibility study on a municipal service requires the approval of Council from the City of Greenwood.

Prior to giving permission for a feasibility study, the City of Greenwood requires a letter to identify the following:

- the purpose of the feasibility study;
- what does RDKB hope to achieve on the completion of the study; and
- what type of information are you looking for in the feasibility study.

Yours sincerely,

Wendy Higashi, CAO / CO  
City of Greenwood,  
Greenwood, BC

Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included.

Name of organization you are representing is also required.

Name(s): Brenton Raby and Sabin Donohoe presenting for Nelson's Lets Get it Right Cannabis Forum

Subject of delegation

(What information will be presented?) RDCK Resolution 64/20 to UBCM concerning BC Cannabis Regulation prohibiting cannabis consumption locations. Resolution attached to e mail.

What is the purpose of delegation?

(Please check where appropriate):

Information Only. Building awareness and answering questions regarding this important resolution

Contact Person. Brenton Raby

Telephone: 250 352 3239

Email: brentonraby@yahoo.ca

Meeting Date Requested: May 29 Board Meeting

Technical Requirements: YES

Will you be using a power-point meeting on a memory stick? YES

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.

For more information, please contact:

Manager of Corporate Administration

202-843 Rossland Avenue

Trail, BC V1R 4S8

Phone: 250-368-9148

Toll Free: 1-800-355-7352

Fax: 250-368-3990

Email: tlenardon@rdkb.com

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:

Name of Delegate/Group Representative Brenton Raby

Date April 30 2020

Signature Brenton Raby

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: May 1/20

Approved May 1/20

If declined provide explanation:

Date

Declined

Date of delegation (if applicable): May 28/20

Applicant informed of decision: May 1/20

Manager of Corporate Administration

Date May 5/20

*Theresa Lenardon*

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

“64/20

WHEREAS in British Columbia, and specifically in the Kootenay Region, there is a historical legacy of cannabis cultivation and a clear acknowledgment that the cannabis industry is a pillar of our regional economy;

AND WHEREAS Section 37 of the BC Cannabis Control Regulation prohibits the promotion of any place to consume or to spend time after consuming cannabis, which significantly limits the ability for the cannabis industry to thrive, and in many cases limits potential business owners to operate all together;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities work with the provincial government to remove Section 37 from the BC Cannabis regulation, which will remove a significant barrier to the success of the cannabis industry in British Columbia.”

Still nowhere to  
socialize and  
enjoy cannabis.

My patch of four did  
great, and I want to  
share!

It's that provincial  
regulation, Section 37,  
that has us stuck.

Surely we could meet  
somewhere better than the  
muddy riverbank.

We need to get rid  
of Section 37.

Then we could meet  
at the cafe, or the  
farmhouse!



## What Is The Issue?

**B.C. Cannabis Control  
Regulation Section 37,  
Marketing:** A person must not  
market, advertise or promote  
any place as a place to consume  
cannabis or to spend time after  
consuming cannabis.

## What Does It Mean?

No permitted place in town  
to gather, socialize and  
enjoy cannabis.

No farm tours or tastings.

## What Can We do?

Take the Survey!

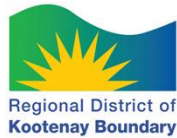
Explore the links.

Have informed conversations.

Contact your Provincial & Local  
Representatives.



I can provide our Power Point as soon as Tuesday next week if that will help.  
Sincerely, Brenton



**Solid Waste Management Plan Steering & Monitoring Committee  
Minutes**

**Wednesday, March 11, 2020  
RDKB Board Room, Trail, BC**

**Committee Members Present:**

Director G. McGregor, Chair  
Director R. Russell, Vice-Chair  
Director L. Worley  
Director V. Gee  
Director R. Cacchioni

**Other RDKB Directors Present:**

Director D. Langman-RDKB Chair  
Director A. Morel

**Staff Members Present:**

M. Andison, RDKB CAO  
J. Dougall, General Manager of Environmental Services  
T. Dueck, Solid Waste Program Coordinator  
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order at 10:30 am.

**ELECTION OF VICE CHAIR**

Committee Chair, Director Grace McGregor called a first time for nominations for the position of Vice-chair of the Solid Waste Management Plan Steering & Monitoring Committee.

Director Russell was nominated and accepted the nomination.

Page 1 of 5

**Solid Waste Management Plan Steering & Monitoring Committee Meeting  
March 11, 2020**

Chair McGregor called a second time for nominations for the position of Vice-Chair of the Solid Waste Management Plan Steering & Monitoring Committee.

Chair McGregor called a third time for nomination for the position of Vice-Chair of the Solid Waste Management Plan Steering & Monitoring Committee.

Hearing no further nominations, Director Russell was declared, by acclamation, Vice-Chair of the Solid Waste Management Plan Steering & Monitoring Committee for the year 2020.

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

The agenda for the March 11, 2020 Solid Waste Management Plan Steering & Monitoring Committee was presented.

Moved: Director Worley    Seconded: Director Cacchioni

That the agenda for the March 11, 2020 Solid Waste Management Plan Steering & Monitoring Committee be adopted as presented.

Carried.

**MINUTES**

The minutes for the Solid Waste Management Plan Steering & Monitoring Committee meeting held on November 14, 2019 were presented.

Moved: Director Cacchioni    Seconded: Director Russell

That the minutes of the Solid Waste Management Plan Steering & Monitoring Committee meeting held on November 14, 2019 be adopted as presented.

Carried.

## **OLD BUSINESS**

**T. Dueck**

### **Re: Business Recycling Contract**

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding options for Small Business Recycling services in the McKelvey Creek Wasteshed.

J. Dougall, General Manager of Environmental Services, discussed the various options for the new contract.

The Committee discussed the pros and cons of each option.

Moved: Director Russell      Seconded: Director Cacchioni

That the Solid Waste Management Plan Steering and Monitoring Committee recommend that the Board of Directors direct staff to award a modified contract to Alpine Disposal and Recycling that includes processing and marketing of materials for:

- Rossland and Beaver Valley Curbside Services from May 1, 2020 -April 30, 2021 at a cost of \$9,250/month (plus applicable taxes). After this one year, the small business curbside program will be discontinued.
- McKelvey Creek Landfill Bin (Depot) Services from May 1, 2020 -April 30, 2023 at a cost of \$3,200/month (plus applicable taxes). A 3% annual increase to the cost to be applied at each anniversary date of the contract after the first year.

Carried.

## **ITEMS FOR DISCUSSION**

### **A) Review Terms of Reference for the Committee**

Janine Dougall, General Manager of Environmental Services, discussed the Committee's original Terms of Reference and the changes that were proposed. It is unclear if these changes were endorsed by the Policy & Personnel Committee.

The following were suggestions for inclusion in the Terms of Reference:

- Add the word "Monitoring" to the name of the committee.
- In the Duties section, modify the 6th duty to include, after planning, implementation and monitoring.

Page 3 of 5

**Solid Waste Management Plan Steering & Monitoring Committee Meeting  
March 11, 2020**



The Committee discussed the fact that in the past, there has been an Environmental Services Committee and perhaps it is time to revive it.

The Committee also discussed the possible involvement of Frances Maika, Corporate Communications Officer, in the Organics Upgrade process.

The creation of a briefing note for public awareness was discussed.

Moved: Director Worley    Seconded: Director Cacchioni

That the Solid Waste Management Plan Steering & Monitoring Committee meet at regular intervals, ideally every 2 months, as decided by the Chair of said Committee.

Carried.

#### B) Organics Grant Success-Moving Forward

##### 1. Grand Forks Organics Facility Upgrade Project

An update was provided by Janine Dougall, General Manager of Environmental Services, regarding the Grand Forks Organics Facility Upgrade Project.

Detailed designs are scheduled to be completed by the Fall of 2020, with Procurement Documents available by the Spring of 2021. Construction work would be scheduled to begin April 2021.

##### 2. McKelvey Creek Landfill Project

Janine Dougall, Manager of Environmental Services, provided an update on the McKelvey Creek Landfill Project. Design work to be completed in 2020 with construction in 2021.

##### 3. Proposed East End Curbside Collection Working Group

The Committee discussed the creation of the new working group. The following points were brought up:

- The Terms of Reference will be limited to the curbside collection project only.
- Meetings to be scheduled on an as needed basis.
- Elected Officials would be the only members but that could be expanded later.
- All East End Directors would be members of the Working Group.

Page 4 of 5

**Solid Waste Management Plan Steering & Monitoring Committee Meeting  
March 11, 2020**

Moved: Director Worley Seconded: Director Cacchioni

That the Solid Waste Management Plan Steering & Monitoring Committee support the creation of an East End Curbside Collection Working Group.

Carried.

C) Mailouts and Publication

The Committee agreed that a communications plan regarding the organics program needs to be developed. Director Cacchioni suggested that a short briefing note be developed for public information and consultation and Chair McGregor agreed.

It was suggested that a group photo with all the partners in the organics project should be taken to help with public education.

**LATE (EMERGENT) ITEMS**

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

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

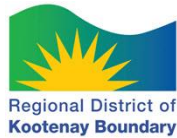
There was no discussion of items for future meetings.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

There being no further business to discuss, the Chair adjourned the meeting at 11:35 am.



## **Boundary Community Development Committee**

### **Minutes**

**Tuesday, April 7, 2020**

**Held Via Zoom Video Online Conferencing**

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

Director G. McGregor, Chair  
Director R. Russell  
Director V. Gee  
Director C. Korolek  
Director R. Dunsdon  
Director G. Shaw

#### **Staff present:**

J. Chandler, General Manager of Operations/Deputy CAO  
M. Forster, Executive Assistant/Recording Secretary  
B. Ihlen, General Manager of Finance  
D. Dean, Manager of Planning and Development  
F. Maika, Corporate Communications Officer  
D. Green, Manager of Information Systems  
K. Anderson, Watershed Planner  
C. Scott, Planner  
E. Moore, Senior Planner  
S. Carlysle-Smith, TOTA  
Scott Leslie, BC Timber Sales  
Kathryn Howard, BC Timber Sales  
Brad White, BC Timber Sales

#### **CALL TO ORDER**

The Chair called the meeting to order at 10:02 am.

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

The agenda for the April 7, 2020 Boundary Community Development Committee meeting was presented.

---

**Page 1 of 6**  
**Boundary Community Development Committee**  
**April 7, 2020**

Moved: Director Korolek    Seconded: Director Dunsdon

That the agenda for the April 7, 2020 Boundary Community Development Committee meeting be adopted as presented.

Carried.

### **ADOPTION OF MINUTES**

The minutes of the March 4, 2020 Boundary Community Development Committee meeting were presented.

Moved: Director Russell    Seconded: Director Shaw

That the minutes of the March 4, 2020 Boundary Community Development Committee be adopted as presented.

Carried.

### **GENERAL DELEGATIONS**

#### **S. Carlisle-Smith, TOTA Re: Boundary Country Update**

S. Carlisle-Smith, TOTA, attended the meeting and provided a verbal update on Boundary Country tourism activities. Some of the topics covered were:

1. TOTA activities during COVID-19,
2. Next steps,
3. Marketing, and
4. MRDT funding.

She invited any messaging from the Committee members and the RDKB, which would be passed on to the Ministry of Tourism daily calls. Discussion ensued on accommodators/accommodations and amenities in the area for essential service providers as well as messaging to people who have second homes in the area.

She left the meeting at 10:28 am.

Moved: Director Russell    Seconded: Director Dunsdon

That the Boundary Community Development Committee receive the TOTA Tourism Update as presented by S. Carlysle-Smith, TOTA.

Carried.

**J. Summerland, OK Film Commission**  
**Re: Update on Activities**

J. Summerland was not in attendance at the meeting.

**Scott Leslie, Kathryn Howard, Brad White, BC Timber Sales**  
**Re: Presentation**

Brad White, BC Timber Sales, provided a presentation to the Committee members with information on the BC Timber Sales Forest Stewardship Plan and Operating Plan as well as information on BC Timber Sales as a stand-alone government agency within FLNRORD. Kathryn Howard spoke to the Forest Stewardship Plan and the development cycle.

The BC Timber Sales representatives left the meeting at 10:45 am.

Moved: Director Korolek Seconded: Director Shaw

That the Boundary Community Development Committee receive the presentation from BC Timber Sales.

Carried.

**OLD BUSINESS**

**J. Chandler, General Manager of Operations/Deputy CAO**  
**Re: Verbal Update - BC Transit**

J. Chandler informed the Committee members, that during the COVID-19 pandemic, progression of the procurement for a new service provider will be limited. The RFP recently issued for a service provider has been extended to permit more time for respondents. Staff will continue with launching the online public engagement during this period but will not be a priority.

**NEW BUSINESS**

**K. Anderson, Watershed Planner**

**Re: Boundary Integrated Watershed Service (BIWS) Monthly Update**

The April 2020 report on activities of the BIWS was presented.

Moved: Director Russell    Seconded: Director Shaw

That the Boundary Community Development Committee receive the April 2020 BIWS Update from K. Anderson as presented.

Carried.

**Information**

**Re: Notification of Kettle Falls International Railway Intent to Cease Operation of All Lines in Canada**

J. Chandler, General Manager of Operations/Deputy CAO, provided the Committee members with a letter from Kenneth R. Peel, Barrister, regarding a notification of Kettle Falls International Railway intent to cease operation of all lines in Canada within the next three years. RDKB staff has tried to contact the Kettle Falls International Railway for more information in this regard but have had no success. Staff will contact Interfor for their opinion on this matter as well as J. Wetmore, Community Futures Boundary, for any information on economic impacts that this decision may have for the Boundary area.

Moved: Director Shaw    Seconded: Director Dunsdon

That the Boundary Community Development Committee directs staff to contact Interfor and J. Wetmore, Community Futures Boundary for any additional information on the intent of Kettle Falls International Railway to cease operations of all lines in Canada in order to have future discussions around this issue.

Carried.

**Information**

**Re: Karen McKay - Boundary Country Veterinary Services Ltd.**

The Committee members reviewed and discussed a request from Karen McKay, Boundary Country Veterinary Services Ltd. to have an extension on the building lease and a deferral of lease payments due to issues related to COVID-19.

Moved: Director Russell    Seconded: Director Korolek

That the Boundary Community Development Committee approves a 3-month extension of the lease between RDKB and Boundary Country Veterinary Services Ltd. but not deferral of lease payments.

Carried.

**Director Gee - Update**

**Re: Scaling up the Meat Sector in Boundary Country**

Director Gee informed the Committee member of recent developments in the meat sector in Boundary Country. RDKB staff will coordinate potential communications for the meat-processing project as a good news story, when applicable.

**Director Gee - Update**

**Re: Food Hub Project**

Director Gee provided the Committee members with an update on the Food Hub Project. She informed the members that the next step was purchasing a trailer to house the lab and finding a location for the lab. She suggested that the lab be located on the 19-acre Doukhobor heritage site in Grand Forks. Additional information was requested on the ownership of the delivery of the project, zoning implications, clarity around the footprint for the lab equipment and clarity around the demand for this service and will it match the value that will be delivered to residents.

Moved: Director Gee    Seconded: Director McGregor

That the Boundary Community Development Committee supports Director Gee to come back with a plan from S. Mark, West Boundary Community Services Co-op, on how to move forward with the Food Hub Project.

Carried.

**Director Gee - Update**

**Re: Divisions of Family Practice: Future of Primary Care Clinics**

Director Gee informed the Committee members that there might be an opportunity in the Grand Forks area for possible collaboration with doctors in regards to primary care clinics. There will be more conversation in this regard at a future meeting.

**LATE (EMERGENT) ITEMS**

Director Dunsdon and Director Gee spoke to the Fire Service Feasibility Study.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

A discussion of items for future agendas was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period for public and media was not required.

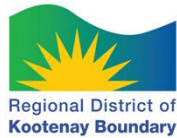
**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 11:40 am.





**Utilities Committee  
Minutes  
Thursday, April 16, 2020  
Held Via Zoom Online Video Conferencing**

**Committee Members Present:**

Director R. Cacchioni, Chair  
Director G. McGregor, Vice-Chair  
Director A. Grieve  
Director L. Worley  
Director V. Gee  
Director A. Morel  
Director S. Morissette (joined the meeting at 11:35 am)  
Alternate Director A. Parkinson

**Staff members Present:**

J. Dougall, General Manager of Environmental Services  
G. Denkovski, Manager of Infrastructure and Sustainability  
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order at 11:00 am.

**LAND ACKNOWLEDGEMENT**

We acknowledge and appreciate that the land on which we gather is the converging, traditional and unceded territory of the Syilx, Secwepemc, Sinixt and Ktunaxa Peoples, as well as the Metis Peoples whose footsteps have also marked these lands.

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

The agenda for the April 16, 2020 Utilities Committee meeting was presented.

Moved: Director Grieve      Seconded: Director McGregor

That the agenda for the April 16, 2020 Utilities Committee meeting be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Utilities Committee meeting held on February 12, 2020 were presented.

Moved: Director Worley      Seconded: Director Gee

That the minutes of the Utilities Committee meeting held on February 12, 2020 be adopted as presented.

Carried.

**GENERAL DELEGATIONS**

There were no general delegations to the April 16, 2020 Utilities Committee Meeting.

**UNFINISHED BUSINESS**

**G. Denkovski**

**Re: Grant Opportunity Tracking**

A report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities, was presented.

An update was given on the status of the CPCC grant application.

There are many grants on the list and Director Cacchioni suggested that the ones that the RDKB has applied for or will be applying for be highlighted in the report.

Moved: Director Worley      Seconded: Director Grieve

That the report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities be received.

Carried.

### **NEW BUSINESS**

#### **G. Wiebe**

##### **Re: Irrigation Controller Rebate Program**

A staff report from Gabe Wiebe, Engineering and Safety Coordinator, to present a SWAT Irrigation Controller Rebate Program for RDKB owned water utilities was presented.

This program is in the early stages. It is very progressive and, if implemented, would be the first such program in British Columbia.

The possibility of receiving program funding through CBT was discussed.

The possibility of this program replacing the Water Ambassador Program was discussed.

The Committee wondered if the program could be expanded to include non-municipalities. There are limitations though the Local Government Act and more research is needed.

The Committee wondered if, in the future, the program could be expanded to included drought tolerant landscaping as well.

Moved: Director Morel      Seconded: Director Worley

That Staff develop the SWAT Irrigation Controller Rebate Program, investigate funding sources and explore options to included areas not covered in the original program

Carried.

Moved: Director Morel   Seconded: Director Worley

That the Utilities Committee receive Staff Report from Gabe Wiebe, Engineering and Safety Coordinator, regarding the SWAT Irrigation Controller Rebate Program.

Carried.

**G. Denkovski**

**Re: Deer Ridge Water Association Transition Study**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding a transition study for the Deer Ridge Water Association was presented.

The Committee wondered if there was a process though which the water systems could be ranked as to which ones should be given priority and if such a list could be presented at the next Utilities meeting. This matter was discussed and it might be too early in the process to produce such a report.

Staffing levels were discussed.

Moved: Director Gee   Seconded: Director McGregor

That the Utilities committee receive the Deer Ridge Water Association Transition Study as presented.

Carried.

**G. Denkovski**

**Re: Oasis Waterworks District Transition Study**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding a transition study for the Oasis Waterworks District was presented.

Capital improvements needed by the various water systems and the risks that the RDKB might assume when taking over the said systems were discussed.

The RDKB has a Utility Transition Policy and Goran Denkovski will send copies to each of the Committee Members.

Moved: Director Morel   Seconded: Director Grieve

That the Utilities committee receive the Oasis Waterworks District Transition Study as presented.

Carried.

**G. Denkovski**

**Re: Flow Meter Report for Volume Data Collected**

Flow meter report summarizing volume data collected was presented.

Moved: Director Grieve   Seconded: Director Morel

Flow meter report summarizing volume data collected for the months January to February 2020 is presented.

Carried.

**G. Denkovski**

**Re: Christina Lake Water January to March 2020 Monthly Reports**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water January to March 2020 Monthly reports was presented.

Moved: Director McGregor   Seconded: Assistant Director Parkinson

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Utility January to March 2020 Monthly reports, be received.

Carried.

**Jeff Paakkunainen**

**Re: CPCC Sanitary Sewer Monthly Report December 2019 to February 2020**

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for December 2019 to February 2020, was presented

Moved: Director Morel      Seconded: Director McGregor

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report from December 2019 to February 2020, be received.

Carried.

**J. Paakkunainen**

**Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - December 2019 to February 2020**

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for December 2019 to February 2020, was presented.

Moved: Director Grieve      Seconded: Assistant Director Parkinson

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the East End Water Monthly reports from December 2019 to February 2020, be received.

Carried.

**G. Denkovski**

**Re: Beaver Valley Water System Report December 2019**

A staff report from Goran Denkovski, regarding the BVWS Water Monthly report for December 2019, was presented.

Moved: Director Grieve      Seconded: Director Worley

That the staff report by Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Beaver Valley Water System Monthly report for December 2019, be received.

Carried.

**G. Denkovski**

**Re: Solar Aquatic Center Operations Reports**

A staff report from Goran Denkovski, regarding the Solar Aquatic Center Operations reports for the 3rd and 4th quarter 2019 and the 1st quarter 2020, was presented.

Moved: Director McGregor   Seconded: Assistant Director Parkinson

That the Solar Aquatic Center reports be received.

Carried.

**LATE (EMERGENT) ITEMS**

Director Gee suggested that the Committee look into flood control methods using green infrastructure.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

There was no discussion of items for future meetings.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period for the public nor the media was not required.

**CLOSED (IN CAMERA) SESSION**

A Closed (In Camera) Session was not required.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 11:36 am.



**Electoral Area Services Committee  
Minutes**

Thursday, April 16, 2020  
Held Via Zoom Online Video Conference

**Directors Present**

Director Ali Grieve  
Director Grace McGregor  
Director Roly Russell  
Director Vicki Gee

**Directors Absent**

Director Linda Worley

**Alternate Directors Present**

Alternate Director Bill Edwards

**Fringe Area Directors Present**

Director Robert Cacchioni

**Staff Present**

Mark Andison, Chief Administrative Officer  
Donna Dean, Manager of Planning and Development  
Goran Denkovski, Manager of Infrastructure and Sustainability  
Corey Scott, Planner  
Maria Ciardullo, Recording Secretary

**Members of the Public**

Dan Sahlstrom  
Darryl Hammond

**CALL TO ORDER**

Chair Grieve called the meeting to order at 3:30 p.m.



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

**April 16, 2020**

Items 6M, 6B and 6C were moved ahead on the agenda after the approval of the March 12, 2020 minutes.

Moved: Director McGregor

Seconded: Director Gee

That the April 16, 2020 Electoral Area Services Agenda be adopted as amended.

Carried.

**MINUTES**

**March 12, 2020**

Moved: Director McGregor

Seconded: Alternate Director Edwards

That the March 12, 2020 Electoral Area Services Minutes be adopted as presented.

Carried.

**ITEMS MOVED AHEAD ON THE AGENDA**

**Union of BC Municipalities**

**RE: Federal Gas Tax Fund Compliance**

Goran Denkovski, Manager of Infrastructure and Sustainability, reviewed the criteria for gas tax project signage and the addition of specific wording in the contract(s) with regard to signage.

Moved: Director McGregor

Seconded: Director Russell

That the memo dated March 10, 2020 from the Union of BC Municipalities regarding Federal Gas Tax Fund compliance be received.

Carried.

**Darryl & Heather Hammond****RE: Development Variance Permit**

141 Brown Road, Electoral Area C/Christina Lake

RDKB File: C-969-04329.000

An explanation of the proposed development was given. It was noted that the Electoral Area C/Christina Lake APC suggested deferring consideration of this application until the owners have had an opportunity to make an application to the Province for a permit to replace the retaining wall.

Moved: Director McGregor

Seconded: Director Russell

That the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Darryl and Heather Hammond, for the reconstruction of an existing deck and retaining wall on the property legally described as Lot 10, DL 969, SDYD, Plan 9357, Electoral Area C/Christina Lake, be deferred until a Provincial approval for the reconstruction of the retaining wall has been issued and the applicant has had an opportunity to present a modified variance request.

Carried.

**Darryl & Heather Hammond****RE: Flood Plain Exemption**

141 Brown Road, Electoral Area C/Christina Lake

RDKB File: D-969-04329.000

Moved: Director McGregor

Seconded: Director Russell

That the application for a Site-Specific Exemption to the Floodplain Bylaw submitted by WSA Engineering (2012) Ltd., on behalf of Darryl and Heather Hammond, in order to reconstruct an existing deck and retaining wall within the required floodplain setback on the property legally described as Lot 10, DL 969, SDYD, Plan 9357, Electoral Area C/Christina Lake, be deferred until a Provincial approval for the reconstruction of the retaining wall has been issued.

Carried.

**DELEGATIONS**

There were no delegations in attendance.

Electoral Area Services

April 16, 2020

Page 3 of 9

Page 3 of 9

**UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**NEW BUSINESS**

**Waneta Expansion Power Corporation**

**RE: Development Permit**

Highway 22A, Electoral Area A

RDKB File: A-205A-00944.000

The temporary measures being put in place to manage the 2020 freshet were discussed.

Moved: Director McGregor

Seconded: Director Gee

That the staff report regarding the Development Permit application submitted by Columbia Power Corp., on behalf of Waneta Expansion Power Corp., outlining their interim flood mitigation works in the Industrial and Columbia Gardens Aquifer Development Permit Area, on the parcels legally described as Lot 6A and Lot 7A, DL 205A, KD Plan 800, Except part included in SRW Plan 15510 and EPP60444, Electoral Area A, be received.

Carried.

**Ken & Elaine Kalesnikoff**

**RE: Development Variance Permit**

3273 East Lake Drive, Electoral Area C/Christina Lake

RDKB File: C-3063s-07052.000

Moved: Director McGregor

Seconded: Director Russell

That the Development Variance Permit application submitted by Peter Buchanan of North Architecture Studio Inc., on behalf of Ken and Elaine Kalesnikoff, to reduce the required minimum setback from the Natural Boundary of Christina Lake from 7.5m to 3.0m, a variance of 4.5m, for the construction of a new single family dwelling and deck on the parcel legally described as Lot 25, DL 3063s, SDYD, Plan KAP1919, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Electoral Area Services

April 16, 2020

Page 4 of 9

Page 4 of 9

**Ken & Elaine Kalesnikoff**  
**RE: Floodplain Exemption**

3273 East Lake Drive, Electoral Area C/Christina Lake  
 RDKB File: C-3063s-07052.000

Moved: Director McGregor      Seconded: Alternate Director Edwards

That the application for a Site-Specific Exemption to the Floodplain Bylaw submitted by Peter Buchanan of North Architecture Studio Inc., on behalf of Ken and Elaine Kalesnikoff, in order to construct a new single family dwelling and deck within the required floodplain setback on the parcel legally described as Lot 25, DL 3063s, SDYD, Plan KAP1919 be presented to the Regional District of Kootenay Boundary Board of Directors for consideration with a recommendation of approval, subject to: adherence to all the recommendations included in the Flood Hazard Assessment report submitted by Deverney Engineering Services Ltd., dated March 5, 2020 and the owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

Carried.

**Ken & Elaine Kalesnikoff**  
**RE: Development Permit**  
**3273 East Lake Drive, Electoral Area C/Christina Lake**  
 RDKB File: C-3063s-07052.000

Moved: Director McGregor      Seconded: Director Russell

That the staff report regarding the Development Permit application submitted by Peter Buchanan of North Architecture Studio Inc., on behalf of Ken and Elaine Kalesnikoff, to construct a new single family dwelling, in the Waterfront Environmentally Sensitive Development Permit Area on the parcel legally described as Lot 25, DL 3063s, SDYD, Plan KAP1919, Electoral Area C/Christina Lake, be received.

Carried.

**Esso Gas Station**  
**RE: Development Permit Amendment**  
 1590 McGregor Frontage Road, Electoral Area C/Christina Lake  
 RDKB File: C-498-02994-030

Moved: Director McGregor      Seconded: Director Russell

That the staff report regarding the Development Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of 1040215 BC Ltd., to construct a 15.7m<sup>2</sup> (169ft.<sup>2</sup>) accessory building for washroom facilities, in the General Commercial Development Permit Area on the parcel legally described as Lot 1, DL 498, SDYD, Plan KAP52010, Electoral Area C/Christina Lake, be received.

Carried.

**Inez Seymour**

**RE: MOTI Subdivision**

575 & 701 Border Road, Electoral Area C/Christina Lake

RDKB File: C-312-02632-260

Moved: Director Russell

Seconded: Alternate Director Edwards

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 32, DL 312, SDYD, Plan 29935 Except Plan KAP56175 and Lot 1, DLs 312 and 347, SDYD, Plan KAP56175, Electoral Area C/Christina Lake, be received.

Carried.

**Michael Francis**

**RE: Development Variance Permit**

3485 Davy Road, Electoral Area D/Rural Grand Forks

RDKB File: D-333-03860.055

Director Russell inquired about notification letters to adjacent property owners and it was confirmed that letters would be sent prior to the Board meeting.

Moved: Director Russell

Seconded: Director McGregor

That the Development Variance Permit application submitted by Michael Francis to allow for an increase in the maximum permitted height of an accessory building from 5.0m to 5.8m, a 0.8m variance, for the construction of a detached garage on the property legally described as Lot B, DL 333, SDYD, Plan KAP41743, Electoral Area D/Rural Grand Forks be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Electoral Area Services

April 16, 2020

Page 6 of 9

Page 6 of 9

**Harland Venema**

**RE: MOTI Subdivision**

5155 Legebokoff Road, Electoral Area D/Rural Grand Forks

RDKB File: D-365-03787.050

Moved: Director Russell

Seconded: Director McGregor

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot 1, DL 365, SDYD, Plan KAP45565, Electoral Area D/Rural Grand Forks, be received.

Carried.

**Robin Wellman and Scott Saura**

**RE: Development Permit**

386 Feathertop Way, Big White

RDKB File: BW-4222-07500.825

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Robin Wellman & Scott Saura to construct a cabin in the Commercial and Multi-Family and Alpine Environmentally Sensitive Development Permit Areas on the parcel legally described as SL 45, DL4222, SDYD, Strata Plan KAS3134, Electoral Area E/West Boundary-Big White, be received.

Carried.

**Tony and Tanya Molachyk**

**RE: Development Permit**

331 Buck Road, Mt. Baldy

RDKB File: E-100s-01371.030

Moved: Director Gee

Seconded: Director Russell

That the staff report regarding the Development Permit application submitted by Antony Molachyk to construct a cabin, in the Alpine Residential and Commercial Development Permit Area on the parcel legally described as Lot 7, DL 100s, SDYD, Plan KAP 82817, Electoral Area E/West Boundary-Mount Baldy be received.

Carried.

Electoral Area Services

April 16, 2020

Page 7 of 9

Page 7 of 9

**Ministry of Agriculture**

**RE: Bill 15 - Agricultural Land Commission Amendment Act, 2019  
(Exclusions, Statutory Rights-of-way and Application Fee Process)**

Moved: Director Russell

Seconded: Director McGregor

Donna Dean reviewed 3 changes including: permissions for Statutory Rights of Way; ALR application fee process; and exclusion applications.

That the letter dated March 18, 2020 from the Ministry of Agriculture regarding Bill 15- Agricultural Land Commission Amendment Act, 2019 (Exclusions, Statutory Rights-of-way and Application Fee Process, be received.

Carried.

**Grant in Aid Report**

Moved: Director McGregor

Seconded: Alternate Director Bill Edwards

That the Grant in Aid report be received.

Carried.

**Gas Tax Report**

Vicki Gee stated in the Electoral Area E\West Boundary Gas Tax report, the amount in the section called "earmarked funding" can be deleted as this amount has now been approved and appears in the body of the report.

Moved: Alternate Director Edwards

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

**LATE (EMERGENT) ITEMS**

There were no late/emergent items.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

There was no discussion for future agendas.

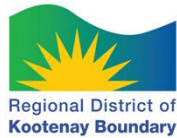
**CLOSED (IN CAMERA) SESSION**

A Closed/In Camera meeting was not required.

**ADJOURNMENT**

There being no further business to discuss, Chair Grieve adjourned the meeting at 4:25 p.m.





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

### **Minutes**

**Tuesday, April 21, 2020**

**Held Via Zoom Video Online Conferencing**

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

Director A. Grieve, Chair

Director S. Morissette

Director M. Walsh

#### **Staff present:**

M. Daines, Manager of Facilities and Recreation

M. Forster, Executive Assistant/Recording Secretary

#### **CALL TO ORDER**

The Chair called the meeting to order at 9:00 am.

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

The agenda for the April 21, 2020 Beaver Valley Regional Parks and Regional Trails Committee meeting was presented.

The agenda was amended by the addition of a late item: painting of facilities at Haynes Park.

Moved: Director Morissette Seconded: Director Walsh

That the agenda for the April 21, 2020 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as amended.

Carried.

### **ADOPTION OF MINUTES**

The minutes of the February 18, 2020 Beaver Valley Regional Parks and Regional Trails Committee meeting were presented.

Moved: Director Walsh Seconded: Director Morissette

That the minutes of the February 18, 2020 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as presented.

Carried.

### **DELEGATIONS**

There were no delegations.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

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

M. Daines, Manager of Facilities and Recreation, provided the Committee members with an update on current projects.

Moved: Director Morissette Seconded: Director Walsh

That the Beaver Valley Regional Parks and Regional Trails Committee receive the Committee Action Items Memo from M. Daines, Manager of Facilities and Recreation, as presented.

Carried.

**M. Daines, Manager of Facilities and Recreation**  
**Re: Trail Residency Program for Recreation - Discussion**

The Committee was informed that the Trail Residency Program for Recreation would come up for renewal this fall. Staff will draft a letter to the City of Trail requesting data on usage.

**M. Daines, Manager of Facilities and Recreation**  
**Re: Investing in Canada Infrastructure Program Grant - Discussion**

M. Daines, Manager of Facilities and Recreation, informed the Committee members that the grant application for the playground at Beaver Valley Family Park was denied.

**M. Daines, Manager of Facilities and Recreation**  
**Re: How the Covid-19 Pandemic Has Affected Recreation Programs - Discussion**

M. Daines, Manager of Facilities and Recreation, updated the Committee members on the closure of recreation facilities, programs and parks due to the Covid-19 pandemic. Recreation staff will continue to look after the parks.

**Newsletter Additions**

A discussion on newsletter additions was not required.

**LATE (EMERGENT) ITEMS**

**Painting at Haynes Park**

The Committee members and staff discussed the painting of backstops needed at Haynes Park. Staff will look into this.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

A discussion of items for future agendas was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

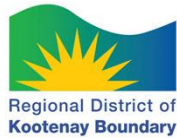
A question period for public and media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 9:48 am.



## **East End Services Committee**

### **Minutes**

**Tuesday, April 21, 2020**

**Held Via Zoom Video Online Conferencing**

#### **Committee members:**

Director L. Worley - Chair  
Director A. Grieve  
Director A. Morel  
Director R. Cacchioni  
Director M. Walsh  
Director S. Morissette  
Alternate Director A. Parkinson

#### **Staff present:**

J. Chandler, General Manager of Operations/Deputy CAO  
M. Forster, Executive Assistant/Recording Secretary  
B. Ihlen, General Manager of Finance  
B. Reilly, Victim Services Coordinator  
E. Krest, Trail & District Chamber of Commerce  
D. Jones, Trail & District Chamber of Commerce

#### **Call to Order**

The Chair called the meeting to order at 10:30 am.

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

The agenda for the April 21, 2020 East End Services Committee meeting was presented.

The agenda was amended by an addition of a new item 6B): Update on Lands in Waneta Industrial Park.

Moved: Director Cacchioni Seconded: Director Morissette

That the agenda for the April 21, 2020 East End Services Committee meeting be adopted as amended.

Carried.

### **Minutes**

The minutes of the March 17, 2020 East End Services Committee meeting were presented.

Moved: Director Walsh Seconded: Director Grieve

That the minutes of the March 17, 2020 East End Services Committee meeting be adopted as presented.

Carried.

### **Delegations**

**D. Jones, President - Trail & District Chamber of Commerce**

**E. Krest, Executive Director - Trail & District Chamber of Commerce**

Erika Krest and Doug Jones, Trail & District Chamber of Commerce, attended the Committee meeting and provided a presentation on the Chamber and its role in the community. They were seeking financial aid from the RDKB to deliver high-level advocacy work for all businesses.

They left the meeting at 10:50 am.

Moved: Director Grieve Seconded: Director Cacchioni

That the East End Services Committee receive the presentation and information from the Trail & District Chamber of Commerce as presented.

Carried.

Discussion ensued on the funding request from the Trail Chamber of Commerce. There was general agreement to revisit this request during budget deliberations in the coming fall for a fulsome discussion.

Moved: Director Cacchioni Seconded: Director Morel

That the East End Services Committee will revisit the financial aid sought by the Trail & District Chamber of Commerce during budget deliberations in September/October 2020.

Carried.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

#### **J. Chandler, General Manager of Operations/Deputy CAO Re: Addition of the Safe Kids & Youth (SKY) Coordinated Response**

A staff report seeking approval from the East End Services Committee for the addition of the Safe Kids & Youth (SKY) Coordinated Response to be undertaken by the RDKB Victim Services, was presented. Brianna Reilly attended the meeting via Zoom and reviewed the staff report.

Moved: Director Grieve Seconded: Director Cacchioni

That the Regional District of Kootenay Boundary Board of Directors approve the inclusion of the Safe Kids & Youth (SKY) Coordinated Response program as part of the Victim Services portfolio, as per the staff report dated April 15, 2020. **FURTHER**, that staff be directed to draft an agreement with Kootenay Boundary Community Services Co-operative for the provision of the Safe Kids & Youth program, starting April 2020 and that the agreement will be renewed annually, providing up to \$12,834 per year. **FURTHER**, that the RDKB Board of Directors approve the RDKB approved signatories to authorize the agreement.

Carried.

**A. Grieve**

**Re: Lands in Waneta Industrial Park**

Director Grieve provided a brief history on the wrap up of the Waneta Expansion Project as it related to the lands in the Waneta Industrial Park. The Committee members were informed of issues around the extensive remediation activities currently ongoing.

**Late (Emergent) Items**

There were no late (emergent) items to discuss.

**Discussion of items for future agendas**

J. Chandler informed the Committee that work plans will be reviewed in May.

**Question Period for Public and Media**

A question period for public and media was not required.

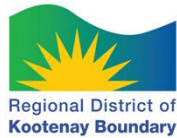
**Closed (In camera) Session**

A closed (in camera) session was not required.

**Adjournment**

The Committee meeting was adjourned at 11:25 am.





## **Policy and Personnel Committee**

**Thursday, April 30, 2020  
RDKB Board Room, Trail, BC**

### **Minutes**

#### **Committee Members Present:**

Director G. McGregor, Chair  
Director A. Grieve, Vice Chair  
Director V. Gee  
Director L. Worley  
Director S. Morissette  
Director D. Langman  
Director R. Dunsdon

#### **Staff Present**

M. Andison, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Corporate Officer  
B. Ihlen, General Manager of Finance  
J. Dougall, General Manager of Environmental Services

#### **CALL TO ORDER**

The Chair called the meeting to order at 10:00 a.m.

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

The agenda for the April 30, 2020 Policy and Personnel Committee meeting was presented.

Moved: Director Morissette    Seconded: Director Grieve

That the agenda for the April 30, 2020 Policy and Personnel Committee meeting be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the February 12 and February 27, 2020 Policy and Personnel Committee meetings were presented.

Moved: Director Dunsdon    Seconded: Director Grieve

That the minutes of the February 12 and the February 27, 2020 Policy and Personnel Committee meetings be adopted as presented.

Carried.

**GENERAL DELEGATIONS**

There were no delegations in attendance.

**UNFINISHED BUSINESS**

**J. Dougall, General Manager of Environmental Services  
Re: Contaminated Soils Policy**

A Staff Report from Janine Dougall, General Manager of Environmental Services regarding proposed updates to the Contaminated Soil Policy specifically associated with setting applicable fees, was presented.

Staff reviewed the report and provided history on the Committee's decisions and direction given at meetings held in November 2019 and in January and February 2020. The Committee reviewed the soil questionnaire and the application document as well as the Notice Requirements and Procedures for Elected Officials and waste disposal fees and staff answered inquiries regarding soils generated from within the McKelvey Creek Wasteshed.

Moved: Director Worley    Seconded: Director Morissette

That the Policy and Personnel Committee approve the Draft Contaminated Soil Policy as presented to the Committee on April 30, 2020 and refer it to the Directors for comment.

Carried.

**NEW BUSINESS**

**B. Ihlen, General Manager of Finance/CFO  
Re: Director Remuneration**

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding Director remuneration and the related remuneration increase with the removal of the one-third tax exemption, was presented.

Staff provided a summary of the financial impacts of the federal government's removal of the one-third tax exemption for local government elected officials, what increases did occur over the last few years, and the best practices for Director remuneration provided by the UBCM Guide.

Staff recommended that the calculation of Director remuneration and allowances be simplified and easier to understand by including all remuneration in one bylaw and ensuring all stipends and allowances have an annual increase based on the BC CPI with inclusion of allowances for eligible expenses such as vehicle, office and technology.

The Committee discussed the Statements of Financial Information (SOFI) details from other regional districts and for a future meeting, staff was requested to provide a report that adds information regarding the average SOFI to the remuneration comparisons with other Regional Districts. In addition, the Committee requested specific information regarding whether the recent increases in remuneration had a positive or negative impact on the Directors when the federal government removed the one-third tax exemption for local government elected officials.

Moved: Director Grieve    Seconded: Director Worley

That for a future meeting and as per discussions held at the April 30, 2020 Committee meeting, that staff provide a report that includes information from the Statement of Financial Income (SOFI) reports from comparison regional districts and specific information as to whether the recent increases in remuneration had a positive or negative impact on the Directors when the federal government removed the one-third tax exemption for local government elected officials.

Carried.

#### **Discussion Item - Best Practices for Building Relationships with First Nations. What is the RDKB's role in Reconciliation?**

The Committee discussed the current territorial acknowledgement that is delivered by the Chair at the beginning of RDKB Board meetings and in the near future will be delivered by Committee Chairs at Committee meetings. It was agreed that this is a good first start to building relationships with First Nations.

Mark Andison, Chief Administrative Officer provided a summary on staff discussions regarding First Nation relationships as it relates to UNDRIP and how to manage relationships in anticipation of forthcoming guidelines. Director McGregor and staff met with the Osoyoos Indian Band to discuss the RDKB Boundary Community Forests initiative as well as First Nations projects that are located at Christina Lake.

Director Gee advised that conversations and relationship building, based on RDKB projects have commenced in the West Boundary and that the Lower Similkameen Indian Band has reached out to have a Band representative sit on the new Meat Strategy Steering Committee for the "Scaling up the Meat Sector in the Boundary Country" project.

#### **Discussion Item-Structure of Future Work Plans**

There was a discussion regarding the structure of the current workplans and the inclusion of references to financial information other than the maximum requisition limits. It was agreed that beginning with the 2021 work plans, future plans will only include figures on the requisition limit.

#### **Discussion Item-Re: Process for Grant Applications Gas Tax, Grant-in-Aid, West Boundary Recreation, etc.**

The Committee members discussed the current workflows with respect to the approval process for RDKB grant applications such as Gas Tax, Grant-in-Aid and Recreation Grants (West Boundary, Electoral Area B-Lower Columbia/Old Glory).

It was agreed that these applications will be referred directly to the Board of Directors rather than presented first to the Committee. It was noted that these applications are vetted by the Electoral Area Directors and staff before they are included on a meeting agenda.

#### **LATE (EMERGENT) ITEMS**

There were no late emergent items to discuss.

#### **DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

- Process for review of the RDKB Solid Waste Management Plan budget.

#### **QUESTION PERIOD FOR PUBLIC AND MEDIA**

A question period was not required.

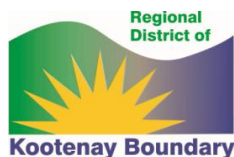
#### **CLOSED (IN CAMERA) SESSION**

A closed meeting was not necessary.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned (time: 11:34 a.m.).

TL



**Grand Forks & District Recreation Commission**  
**Regular Meeting**  
**Thursday, February 13, 2020**  
**David Borchelt Meeting Room**  
**8:45 AM**  
**Minutes**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held February 13, 2020 in the Jack Goddard Memorial Arena

**Present**

Brian Noble  
 Bob MacLean  
 Chris Moslin  
 Eric Gillette  
 Jaime Massey  
 Nigel James  
 Terry Doody  
 Susan Routley

**Absent**

Roly Russell

**Staff**

Paul Keys/Lilly Bryant

**1. CALL TO ORDER: 8:45am**

**2. ACCEPTANCE OF THE AGENDA  
 (ADDITIONS/DELETIONS)**

- The agenda for the February 13, 2020 Grand Forks and District Recreation Commission meeting is presented.

**Additions:**

- # 8-New Business- Free Admission to the Pool and Arena for 80+
- # 9a- YTD- Program Stats

**Recommendation:** that the agenda for the February 13, 2020 Grand Forks and District Recreation Commission meeting be adopted as amended

**01-20 Moved:** Susan Routley

**Seconded:** Nigel James  
**Carried**

**3. ADOPTION OF MINUTES-**

- The minutes of the Grand Forks and District Recreation Commission meeting held on December 5, 2019 are presented.



- The Steering Committee met with City Council on February 10<sup>th</sup> to present the Community Centre concept and discuss the option to move forward with the project

**Recommendation**, that the Grand Forks Recreation Commission send a letter to the steering committee in support of the proposed new Community Center located adjacent to the Aquatic Centre.

**06-20      Moved: Terry Doody      Seconded: Eric Gillette**  
**Carried**

- **Solar Integration Project with RDKB-**
- Freya Phillips will be actively involved and engaged in future energy efficiency projects at the Aquatic Centre, Arena and Curling Rink
- **Strategic Planning Session**
- It is believed that a strategic planning session would provide valuable direction for the Recreation Commission to guide Grand forks Recreation into the future
- TABLED until James Chandler can attend a Recreation Commission meeting to discuss By-Law questions
- **Access and Inclusion Program**
- Information on GF Recreation's existing program was presented to the Commission
- Jamie Massey will present this program at the next School District Trustee board meeting
- **Recreation Refund Policy**

**Recommendation**, that the Grand Forks Recreation Commission adopt the Admission refund policy as presented in the February 13, 2020 Agenda package, pages 23 to 25.

**07 -20      Moved: Terry Doody      Seconded: Eric Gillette**  
**Carried**

- **80 Plus Free Admission to the Aquatic Centre and Arena for Drop In Programs**

**Recommendation**, that the Grand Forks Recreation support free admission for drop in programs at the Grand Forks Aquatic Centre and the Jack Goddard Memorial Arena for all clients 80 and over. Program to be implemented April 1, 2020

**08 -20      Moved: Nigel James      Seconded: Bob Maclean**  
**Carried**

**9. INFORMATIONAL ITEMS****A. Financial Plan**

- 2020 Budget to be approved at the BCDC meeting
- YTD-2019 Revenue Report-GFREC--Received for Information
- YTD-2020 Revenue Report-GFREC--Received for Information
- YTD/ 2020 –Program Report-Received for Information
- YTD/2020 – Arena Status Report-Received for Information

**B. Supervisor Reports**

- Aquatic Maintenance Coordinator- **Received for Information**
- Aquatic Program Coordinator – **Received for Information**
- Arena Maintenance Chief Engineer- **n/a**
- Recreation Program Services Supervisor
  - National Child's Day Skate- 100 Participants
  - Holiday Events: Elks Santa Visit/Kal Tire Holiday Swim/Senior Tea/Festive Fitness Days/Old Fashion Christmas – verbal Report
  - 2020 Winter programs- **Received for Information**
  - December Flyer – **Received for Information**
  - Pharmasave Christina Lake Triathlon-Verbal Report

**10. LATE EMERGENT ITEMS****11. ROUND TABLE**

- **School District # 51**
- **Library and Arts Societies (Culture) - None**
- **Recreation and Culture Committee of City Council**
  - Chris Moslin discussed the future West End Development opportunities
- **Community Members at Large-**
  - Bob Maclean would like to discuss options for financial assistance for children who would like to join sports groups in our community.
  - What financial support is in place to support families
  - There are on-line and local support in place for families

**12.DISCUSSION OF ITEMS FOR FUTURE MEETINGS****13.QUESTION PERIOD FOR PUBLIC MEDIA****14.CLOSED (IN CAMERA) SESSION****15. ADJOURNMENT**

**09 -20    Moved:** Susan Routley  
**carried**

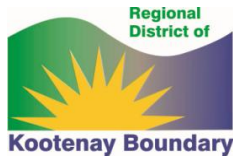
---

Lilly Bryant, Recording Secretary

---

Brian Noble, Chairperson





**Grand Forks & District Recreation Commission**  
**Regular Meeting**  
**Thursday, March 12, 2020**  
**David Borchelt Meeting**  
**Room 8:45 AM**  
**Minutes**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held March 12, 2020 in the Jack Goddard Memorial Arena

**Present**

Susan Routley  
 Bob MacLean  
 Terry Doody

**Absent**

Roly Russell  
 Brian Noble  
 Chris Moslin  
 Eric Gillette  
 Jaime Massey  
 Nigel James

**Staff**

Paul Keys/Melina Van Hoogevest

**1. CALL TO ORDER: 9:00am**

**No Quorum** - Vice Chair, Terry Doody at 9:00am, 15 minutes after the scheduled start time, declared that the meeting would not be called to order.

**2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)**

- The agenda for the March 12, 2020 Grand Forks and District Recreation Commission meeting is presented.

**Additions:**

7 – New Business – Caronavirus verbal report  
 7 – New Business – Lilly Bryant update

**Recommendation:** that the agenda for the March 12, 2020, Grand Forks and District Recreation Commission meeting be adopted as amended

**Moved:**

**Seconded:**

**3. ADOPTION OF MINUTES**

- The minutes of the Grand Forks and District Recreation Commission meeting held on February 13, 2020 are presented.

**Recommendation:** that the minutes for the Grand Forks and District Recreation Commission meeting held on February 13, 2020, be adopted as presented.

**Moved:**

**Seconded:**

**4. DELEGATION: N/A**

**5. CORRESPONDENCE**

**6. OLD BUSINESS: N/A**

**7. NEW BUSINESS**

**8. INFORMATIONAL ITEMS**

**A. Financial Plan**

**B. Supervisor Reports**

- Aquatic Maintenance Coordinator- **Received for Information**
- Aquatic Program Coordinator – **Received for Information**
- Arena Maintenance Chief Engineer- **Received for Information**

**9. LATE EMERGENT ITEMS**

**10. ROUND TABLE**

- School District # 51
- Library and Arts Societies (Culture) - None
- Recreation and Culture Committee of City Council
- Community Members at Large-

**11. DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

**12. QUESTION PERIOD FOR PUBLIC MEDIA**

**13. CLOSED (IN CAMERA) SESSION**

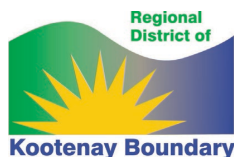
**14. ADJOURNMENT**

---

Melina Van Hoogevest  
Recording Secretary

---

Brian Noble  
Chairperson



**Grand Forks & District Recreation Commission**  
**Regular Meeting**  
**Thursday, April 9, 2020**  
**Zoom Meeting from individual offices/homes**  
**8:45 AM**  
**Minutes**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held April 9, 2020 through a ZOOM meeting.

**Present**

Brian Noble  
 Bob MacLean  
 Chris Moslin  
 Jaime Massey  
 Roly Russell  
 Susan Routley  
 Terry Doody

**Absent**

Eric Gillette  
 Nigel James

**Staff**

Paul Keys/Melina Van Hoogevest

**1. CALL TO ORDER: 8:46am**

**2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)**

- The agenda for the April 9, 2020 Grand Forks and District Recreation Commission meeting is presented.

**Recommendation:** that the agenda for the April 9, 2020 Grand Forks and District Recreation Commission meeting be adopted as presented.

**10-20 Moved: Susan Routley**

**Seconded: Chris Moslin**

**Carried**

**3. ADOPTION OF MINUTES-**

- The minutes of the Grand Forks and District Recreation Commission meeting held on March 12, 2020 are presented.

**Recommendation:** that the minutes for the Grand Forks and District Recreation Commission meeting held on March 12, 2020 be adopted as presented.

**11-20 Moved: Jamie Massey**

**Seconded: Bob MacLean**

**Carried**

**4. DELEGATION: N/A**

**5. CORRESPONDENCE: N/A**

**6. OLD BUSINESS**

- **Agenda of March 12, 2020 Grand Forks and District Recreation Commission meeting.**

Administration provided an update on Lilly Bryant's leave of absence from the work place.

**7. NEW BUSINESS**

- Coronavirus Staff Report – Received for information
- RDKB recognizes the financial and mental strain the COVID shutdown is having on residents, and how important getting outside is.
- City of Grand Forks is experiencing loss of revenue and is looking at re-budgeting due to COVID shutdown.
- A local Wellness Committee was mentioned as a possible group that can help lead Grand Forks through the COVID-19 recovery process.

**8. INFORMATIONAL ITEMS****A. Financial Plan**

- YTD/2020 – Revenue Report – Received for information
  - Improved connectivity to the main RDKB office and other benefits of the fibre optics I.T. project were discussed
  - Confirmed plans were to use this time at the Aquatic Centre as the annual shutdown period, avoiding the need to close the pool again in late August.

**B. Supervisor Reports**

- Aquatic Maintenance Coordinator – Received for information
  - Staff confirmed that when drained pool water is put into the City sewer system, in coordination with the City of Grand Forks ensuring that the system is not overwhelmed by the influx of water.
- Aquatic Program Coordinator – Received for information
- Arena Chief Engineer – Received for information

**9. LATE EMERGENT ITEMS: NA****10. ROUND TABLE**

- **School District # 51**
  - Plans were put in place over the school spring break to provide on-line learning opportunities for students.
  - Teachers were now providing services over the internet for all students
  - Ministry was looking at daycare options for Level 1 and 2 healthcare workers
  - Bus drivers were being used to deliver food to vulnerable students that take advantage of the school's "Backpack (Breakfast) Program".
- **Library and Arts Societies (Culture)**
  - No Report
- **Recreation and Culture Committee of City Council**
  - Supportive of outdoor recreation opportunities, particularly local trail usage that can support social distancing
  - City of Grand Forks was rearranging staff schedules to ensure social distancing while still providing primary services throughout the community.

- **Community Members at Large-**
  - Request for members to look for opportunities where the Recreation Commission can assist other groups in these difficult times.

**11. DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

**12. QUESTION PERIOD FOR PUBLIC MEDIA**

**13. CLOSED (IN CAMERA) SESSION**

**14. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned (time: 9:33am)

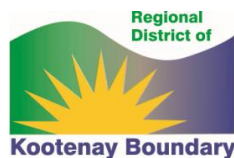
**12-20      Moved: Susan Routley      Seconded: Chris Moslin**  
**Carried**

---

Melina Van Hoogevest,  
Recording Secretary

---

Brian Noble,  
Chairperson



**Electoral Area "C" Parks & Recreation Commission**  
**Regular Meeting**  
**Wednesday, February 12, 2020**  
**Christina Lake Welcome Centre**  
**8:00 AM**  
**Minutes**

**Recreation Commission Members present:**

**Present**

Adam Moore  
 Brenda Auge  
 Ericka McCluney  
 Joe Sioga  
 Paul Beattie  
 Randy Gniewotta  
 Tara Bobocel

**Absent**

Josh Strzelec

**Area Director**

Grace McGregor-Away-Advised

**Alternate Area Director**

Donna Wilchynski – Acting Chair

**Staff and others present:**

**RDKB Staff**

Paul Keys/Lilly Bryant

**1. CALL TO ORDER:**

The Acting Chair called the meeting to order at 8:04am

**2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)**

The agenda for the ~~November 19, 2020~~ February 12, 2020 Christina Lake Parks & Recreation Commission meeting was presented.

**i. ADDITION;#9 Late Emergent Item:**

- Thank you letter to MOT for installing the crosswalk
- Triangle Property at the Sands Resort / Nature park
- BC Parks – Invite to a future meeting to discuss trails and parks in the area

**Recommendation:** That the Agenda for the February 12, 2020 Christina Lake Parks & Recreation Commission meeting is adopted as amended.

**06-20 Moved: Brenda Auge**

**Seconded: Adam Moore**

**Carried**

**3. ADOPTION OF MINUTES-**

The minutes of the Christina Lake Parks & Recreation Commission meeting held on January 14, 2020, are presented.

**Recommendation:** That the minutes for the Christina Lake Parks & Recreation Commission meeting held January 14, 2020, be adopted as presented.

**07-20 Moved:** Joe Sioga

**Seconded:** Adam Moore  
**Carried**

**4. DELEGATION: N/A****5. OLD BUSINESS: N/A****6. NEW BUSINESS- N/A****7. INFORMATIONAL ITEMS****A. Financial Plan**

RDKB Financial Statement – YTD Statements are not available at this time

**B. Project Updates**

- **Cove Bay to Brown Road**

MOT responded to RDKB request for a possible trail from Cove Bay to Brown Road. They were not very receptive to the idea because of the proximity to Highway #3. They did not say no, but feel this project will need more in-depth planning and mapping by RDKB. Donna Deane will be asked to be involved and provide more guidance for the future of this project

- **Kettle River Walk Trail – Verbal Update**

A meeting date has been set between RDKB and the Osoyoos Indian Band, in Oliver on Friday, March 6, 2020, to discuss future development projects at Christina Lake, including the Kettle River Walk Trail

- **Christina Lake Community and Nature Park Viewing Dock**

A meeting date has been set between RDKB and the Osoyoos Indian Band, in Oliver on Friday, March 6, 2020, to discuss future development projects at Christina Lake, most notably the Viewing Dock

- **Tennis Court Repairs**

Paul Keys and James Chandler will meet in the spring to discuss the future renovation of the tennis courts and additional pickleball courts, with a focus on long term management of infrastructure

- **Pedestrian Bridge – Verbal Update**

There was no update on the grant as of today's meeting

- **Disc Golf Course**

The development of a Disc Golf Course will be a topic of discussion with the OIB at the March 6, 2020, meeting

### **C. Sub Committee Report**

- **COP** – There has been incidents of theft in the Christina Lake area lately
- **Trails** – Josh was unable to attend the meeting or provide an update.

### **E. Staff Monthly Report/Community Events Report**

- **Recreation Program**
  - February Flyer included in meeting package
  - Pharmasave Christina Lake Triathlon
- **Park Maintenance** – N/A
- **Community Coordinator Report**
  - Pickleball group is very excited about the Spring Tournament, with 110 registrations to date.
  - Better at Home program has been established for the Christina Lake area
  - Newly hired assistant, Kelly Fletcher

## **8. LATE EMERGENT ITEMS:**

- **Thank you letter to MOT**

It has been noticed by many that the new crosswalk on Highway #3 has been well used and has helped to slow traffic down since being installed last summer.

**Recommendation:** **THAT** a thank you letter be sent to MOT for installing the crosswalk on Highway #3 at Kimura Road, noting that residents have noticed many walkers using the crossing, as well as a reduction in vehicle speed in the area.

**8-20 Moved: Paul Beattie**

**Seconded: Brenda Auge**  
**Carried**

- **Triangle Property at north end of the Nature Park**

This parcel of land is owned by the Christina Sands Resort. The thought of legally obtaining the land has fallen by the wayside after years of effort. There are hurdles to overcome because of the ownership structure of Christina Sands, however, money remains in trust to purchase the land and make it a part of the Nature Park. Paul Beattie is to bring a more formal presentation of the history back to the commission at a later date.



- **BC Parks Representative to a future meeting**

The Christina Lake Recreation Commission would like to have a BC Parks representative attend a future meeting of the Commission to discuss BC Parks activities in the area, such as trail maintenance and development, and future plans at the north end of the lake.

## **9. DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

## **10. ADJOURNMENT**

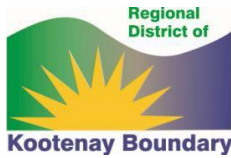
**09-20 Moved: Brenda Auge**

---

Lilly Bryant, Recording Secretary

---

Grace McGregor, Chairperson



**Electoral Area “C” Parks & Recreation Commission  
Regular Meeting  
Wednesday, March 11, 2020  
Christina Lake Welcome Centre  
8:00 AM  
Minutes**

**Recreation Commission Members present:**

**Present**

Josh Strzelec  
Brenda Auge  
Paul Beattie  
Ericka McCluney  
Adam Moore

**Absent**

Joe Sioga  
Randy Gniewotta  
Tara Bobocel

**Area Director**

Grace McGregor- Present

**Alternate Area Director**

Donna Wilchynski – Away - Advised

**Staff and others present:**

**RDKB Staff**

Paul Keys/Melina Van Hoogevest

**1. CALL TO ORDER:**

Chair McGregor called the meeting to order **without quorum** at 8:00am. It was decided that those present would run quickly through the agenda, but that no motions or decisions would be accepted.

**2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)**

The agenda for the March 11, 2020 Christina Lake Parks & Recreation Commission meeting was presented.

**Additions:**

#7d – Staff Update – Lilly Bryant

**Recommendation:** That the Agenda for the March 11, 2020, Christina Lake Parks & Recreation Commission meeting is adopted as amended.

**Moved:**

**Seconded:**

**3. ADOPTION OF MINUTES-**

The minutes of the Christina Lake Parks & Recreation Commission meeting held on February 12, 2020, are presented.

- Corrections to be made to the minutes:
  - Correction of the date of the old agenda from November 19, 2019 to **January 14, 2020** February 12, 2020.
  - Removed “However, money in trust to purchase the land and make it a part of the Nature Park.”, from Section 8, Late Emerging Items, Triangle Property at north end of the Nature Park.

**Recommendation:** That the minutes for the Christina Lake Parks & Recreation Commission meeting held March 11, 2020, be adopted as presented.

**Moved:**

**Seconded:**

**4. CORRESPONDENCE:**

- **Incoming** – Christina Lake Pickleball letter of thanks
- **Incoming** – Ministry of Transportation and Infrastructure
- **Outgoing** – Letters of thanks sent to Dan Marcoux for packing winter trails, and to Hugh Eberle with Ministry of Transportation for the Highway #3 crosswalk.

**5. DELEGATION: N/A****6. OLD BUSINESS:**

- **Richard Williamson**  
Staff has been unable to contact Richard Williamson regarding the potential of seal coat paving of the parking lot.
- **BC Parks Representative Invitation**  
Jonathan Finlay, Area Supervisor East Okanagan, for BC Parks has agreed to attend the April 8 Commission meeting.
- **Christina Sands Resort Triangle Property**  
Paul Beattie was present to report on this ongoing issue. Item is to be left on the agenda for a full meeting of the Commission.

**7. INFORMATIONAL ITEMS****A. Financial Plan**

RDKB Financial Statement – YTD Statements are not available at this time

**B. Project Updates**

- **Osoyoos Indian Band March 6 Meeting**

March 6, RDKB delegation including Chair McGregor, Vice Chair Wolchinski, and RDKB staff members James Chandler, Donna Dean, and Paul Keys, met with staff members Amanda Anderson and Patricia Falkus of the Osoyoos Indian Band, to discuss projects at Christina Lake and the need for archeological studies to be completed prior to those projects moving forward. Chair McGregor reported that the meeting was very positive, with Osoyoos expressing that they had always had a good relationship with RDKB in the past. A future meeting with representatives from the Osoyoos Indian Band in Christina Lake has been scheduled for April 28, 2020.

- **Pickleball Court Expansion / Tennis Court Repairs**

Paul Keys was working to connect with contractor Tomko Sports System to learn more history about the project with an eye on long term development of the courts.

- **Pedestrian Bridge – Verbal Update**

There was no update on the grant as of today's meeting

- **Cove Bay to Brown Road Trail**

Feedback from Ministry of Transportation and Infrastructure through the Planning Department indicated that due to proximity to Highway #3, more detailed GPS imaging was going to be needed to move forward.

### **C. Sub Committee Report**

- **Trails**

Josh Strzelec presented his video report, "Trail Work 2019" on the Christina Lake Trail Network, illustrating the time and effort that he and area volunteers have put into establishing and maintaining trails in the area. Josh also presented stats indicating that Christina Lake Trails were a desirable destination, noting that having trails pass through 3 ecosystems was a unique feature to the Christina Lake network. This is also attributed to the trail work being done and the improvements made to the infrastructure to improve safety for riders.

The video presented is intended to be used for small local presentations. There is desire to create a marketing video promoting the trail network using drone footage. Coordination of community groups is still needed to capture the required footage.

### **D. Staff Monthly Report/Community Events Report**

- **Lilly Bryant**

Chair McGregor noted that Lilly Bryant was not in attendance of the meeting as she was away from work on a leave of absence. Chair McGregor further expressed her appreciation for Lilly's contribution to Christina Lake Recreation, her knowledge and history of the area and of the RDKB operations in Christina Lake and Grand Forks.

- **Recreation Program**

March Flyer was included in the meeting package. All updates to the flyer are to be sent to Karlee Bowman while Lilly is out of the office.

- **Park Maintenance**

Leo Morand is scheduled to return to work as Parks and Recreation Attendant for the summer season beginning March 27, 2020

- **Community Coordinator Report**

Christina Gateway Community Development was nominated for an Economic Development Award for the Pickleball Capital of Canada project.

## **8. LATE EMERGENT ITEMS:**

## **9. DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

## **10. ADJOURNMENT**

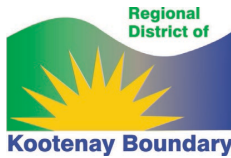
**Moved:**

---

Paul Keys, Recording Secretary

---

Grace McGregor, Chairperson



**Electoral Area “C” Parks & Recreation Commission**  
**Regular Meeting**  
**Wednesday, April 8, 2020**  
**Teleconference Meeting**  
**8:00 AM**  
**Minutes**

**Recreation Commission Members present:**

**Present**

Brenda Auge  
 Erica McCluney  
 Paul Beattie  
 Tara Bobocel

**Absent**

Adam Moore  
 Josh Strzelec  
 Joe Sioga  
 Randy Gniewotta

**Area Director**

Grace McGregor

**Alternate Area Director**

Donna Wilchynski

**Staff and others present:**

**RDKB Staff**

Paul Keys/Melina Van Hoogevest

**1. CALL TO ORDER:**

A quorum for the Christina Lake Parks and Recreation Commission meeting of April 8, 2020 was not reached therefore there was no legal meeting. The following information has been recorded as “notes” and is for reference purposes only.

**2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)**

The agenda for the April 8, 2020 Christina Lake Parks & Recreation Commission meeting was presented.

**Recommendation:** That the Agenda for the April 8, 2020 Christina Lake Parks & Recreation Commission meeting be adopted as presented.

**Moved:**

**Seconded:**

**3. ADOPTION OF MINUTES-**

The minutes of the Christina Lake Parks & Recreation Commission meeting held on February 12, 2020 are presented as part of this package due to the lack of quorum needed to adopt them as presented at the March 11, 2020 meeting.

The notes of the Christina Lake Parks & Recreation Commission meeting held on March 11, 2020 are presented.

**Recommendation:** That the minutes for the Christina Lake Parks & Recreation Commission meeting held February 12, 2020 be adopted as presented.

**Moved:**

**Seconded:**

**Recommendation:** That the notes for the Christina Lake Parks & Recreation Commission meeting held March 11, 2020 be adopted as presented.

**Moved:**

**Seconded:**

#### **4. CORRESPONDENCE:**

- **Incoming – Investing in Canada Infrastructure Program – Christina Lake Pedestrian Bridge**

The application for funding of the pedestrian bridge project through Investing in Canada Infrastructure Program (ICIP) was denied.

A letter expressing disappointment that the application for funding was not approved and encouraging the ICIP open a second round of applications for funding future infrastructure expansions was sent to the Ministry.

#### **5. DELEGATION:**

- **BC Parks Representative Invitation- Jonathan Finlay, April 8, 2020**

Administration spoke with Jonathan Finlay from BC Parks on April 7, 2020. Jonathan was not able to attend the April 8, 2020 Christina Lake Parks & Recreation Commission meeting due to an 8am provincial announcement on the closure of BC Provincial Parks that day. Jonathan has been invited to attend the next Christina Lake Parks & Recreation Commission meeting scheduled for May.

#### **6. OLD BUSINESS:**

- **The March 11, 2020 Agenda of Christina Lake Parks & Recreation Commission meeting.**

The agenda from March 11, 2020, was included in this meeting package for review and to address items requiring quorum. Items were not addressed due to the lack of quorum at this meeting.

#### **7. NEW BUSINESS- N/A**

#### **8. INFORMATIONAL ITEMS**

##### **A. Financial Plan**

RDKB Financial Statement – N/A

**B. Project Updates**

- **Pickleball Court Expansion- Verbal Update**  
Administration is researching construction options for repair of the tennis court surface, including the possibility of converting one tennis court to multiple pickleball courts.

**C. Sub Committee Report**

- **COP** - Joe Sioga was unable to attend the meeting or provide an update.
- **Trails** – Josh was unable to attend the meeting or provide an update.

**D. Staff Monthly Report/Community Events Report**

- **Coronavirus Update**
  - The Grand Forks Aquatic Centre has started an early shutdown maintenance schedule while the Jack Goddard Arena is in their typical seasonal shutdown maintenance period. RDKB is committed to keeping their employees working during the pandemic period.
  - Signage was requested to be posted for the closure of the Christina Lake Community Hall basketball court and baseball field. Signage has also been requested for the Christina Lake Dog Park to encourage social distancing measures for all users.
- **Park Maintenance**
  - Leo Morand, Christina Lake Parks and Recreation Attendant, began his season of employment on March 27, 2020.

**9. LATE EMERGENT ITEMS:**

- The 2020 Christina Lake Triathlon and Homecoming have been cancelled due to the Coronavirus.

**10. DISCUSSION OF ITEMS FOR FUTURE MEETINGS:**

- Pedestrian Bridge Project, and how to move forward with it while balancing other projects

**11. ADJOURNMENT:****8:43am**

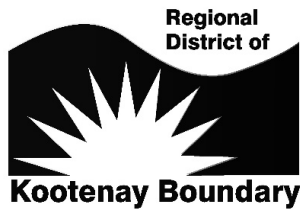

---

Melina Van Hoogevest,  
Recording Secretary

---

Grace McGregor,  
Chairperson





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

Tuesday, May 5, 2020 via tele-conference, commencing at 4:30 p.m.

**PRESENT:** Fred Buckley, Rob Ironmonger, Shelley Levick, Craig Stemmler,  
Tyleen Underwood  
**ABSENT:** Linda Green  
**RDKB** Ali Grieve  
**DIRECTOR:**  
**RDKB STAFF:** Corey Scott

---

**1. CALL TO ORDER**

The meeting was called to order at 4:30 PM.

**2. ADOPTION OF AGENDA**

It was moved and seconded that the May 5, 2020 Electoral Area 'A' APC agenda be adopted.

**3. ADOPTION OF MINUTES**

It was moved and seconded that the April 7, 2020, 2020 Electoral Area 'A' APC minutes be adopted.

**4. DELEGATIONS**

None

---

Electoral Area 'A' APC Minutes  
May 5, 2020  
Page 1 of 2

**5. NEW BUSINESS**

**Black Variance A-1236-05301.010)  
1692 Columbia Gardens Road**

Correspondence received from the owners of the neighbouring property at 1696 Columbia Gardens Road was provided for the committee's information. The owners stated that they had not been informed of the variance application. Corey Scott provided background on the application. The committee provided no recommendations.

**6. Richard and Arleen Fillmore  
RE: ALC Subdivision  
RDKB File: A-1236-05538.031**

Discussion/Observations:

The application was discussed with comments that there had been a previous application approved for subdivision by the Agricultural Land Commission.

Recommendation:


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

**7. For Information**

Director Grieve provided some information on the Renewable Natural Gas Plant to be built on the Old Atco Mill site at Park Siding. At present there are limited details provided as to the design and process involved. Ren Energy has been requested to provide additional details to the community.

**8. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 4:50 PM.

 <p>Regional District of Kootenay Boundary</p>	<p><b>ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY</b></p> <p><b>ADVISORY PLANNING COMMISSION</b></p> <p><b>MINUTES</b></p>
---	--

Monday May 4, 2020 via Zoom video-conference, commencing at 7:00 p.m.

**PRESENT:** Grant Saprunoff, Mary MacInnis, Fern Acton, Henk Ravestein,  
Graham Jones, Darlene Espenhain

**ABSENT:**

**RDKB DIRECTOR:** Linda Worley, Bill Edwards, Alternate.

**RDKB STAFF:**

**GUESTS:**

**1. CALL TO ORDER**

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

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

It was moved and seconded that the May 4, 2020 Electoral Area B'/Lower Columbia-Old Glory APC agenda be adopted. Done

**3. ADOPTION OF MINUTES**

It was moved and seconded that the April 6, 2020 Electoral Area B'/Lower Columbia-Old Glory APC minutes be adopted. One amendment. Meeting was held by Zoom. Minutes adopted as amended. Done

**4. DELEGATIONS**

**5. UPDATES TO APPLICATIONS AND REFERRALS**

**6. NEW BUSINESS**

**A. Fortis BC**

**RE: Electric Power Line SRW**

RDKB File: B-732-03485.110

Discussion/Observations:

This appears to be a housekeeping item.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the application be supported. Simply an item of housekeeping.

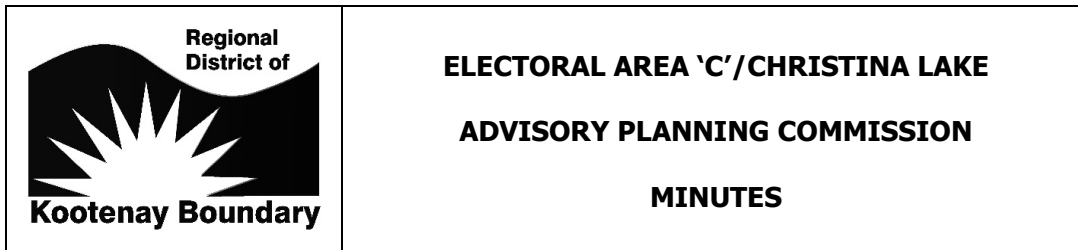
**7. FOR INFORMATION**

We had a short discussion about properties that are reverting to province for any number of reasons. One of the reasons for owners not keeping these properties is the high cost of soil remediation because of possible contamination from leaking oil/gas tanks, or removal of asbestos. We feel that Regional District should be made aware of these ownership changes. We will investigate who should be contacted and further discussion at next meeting.

**8. FOR DISCUSSION**

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:30 p.m.



Tuesday, May 5, 2020 via Zoom, commencing at 7:00 p.m.

**PRESENT:** Peter Darbyshire, Phil Mody, Terry Mooney, Dave Bartlett, Jeff Olsen, Jason Patrick Taylor, Annie Rioux, Jessica Coleman, Butch Bisaro

**ABSENT:** David Durand

**RDKB DIRECTOR:** Grace McGregor, Alternate Director Donna Wilchynski

**RDKB STAFF:**

**GUESTS:**

**1. CALL TO ORDER**

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

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

**Recommendation:** That the May 5, 2020 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as amended. Peter/Butch

Add:

Election of Chair after adoption of minutes

Under 7.0 For Information: 7.1 Pending Liquor Licence Application

Under 8.0 Discussion: 8.1 APC Role and Rules for Variance Applications

**3. ADOPTION OF MINUTES**

**Recommendation:** That the April 7, 2020 Electoral Area 'C'/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented.

Jason/Peter

### **ELECTION FOR APC CHAIR**

Director McGregor informed that APC Chair David Durand has stepped down. Director McGregor conducted election for APC Chair, Terry Mooney was nominated, Director McGregor called 3x for nominations for APC Chair, hearing no further nominations, Terry accepted Chair position.

Director McGregor informed that Terry Mooney is the current secretary for APC. The committee would now have to nominate for this as well, or as an alternative, Gateway Coordinator Donna Wilchynski would also be able to do this service. Director McGregor also reminding that Donna does not get a vote at this table as she is RDKB alternate and this role would be strictly administrative. Hearing no nominations for APC Secretary, Donna agreed to help out in this regard.

Chair was handed over to Terry Mooney from this point forward in the meeting.

#### **4. DELEGATIONS**

None

#### **5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS**

**Rowland Phillips and Marnie Jacobsen**

**RE: Development Variance Permit**

1858 West Lake Drive

RDKB File: C-1021s-04517.000

**Recommendation:** It was moved, seconded and resolved that the APC recommend to the Regional District that the application be: Supported Phil/Peter

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

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

##### **7.1 Pending Liquor Licence Application**

Brought forward for information only, Christina Lake Marina is applying for a liquor license and proponent requires support letter as part of the application process from RDKB. APC discussed the merits and challenges of having a liquor outlet at this location.

**8. DISCUSSION**

**8.1 APC Role and Rules For Variance Applications**

APC members would like clarification on why some variance applications would be supported by this committee and others not, for example varying environmental set back on the lake. Discussion ensued regarding APC role as an advisory body only and that all applications are considered on an individual basis. Would like to have an RDKB staff member attend for a further discussion.

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:28 p.m.



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

Monday, May 4, 2020 via tele-conference (1-877-385-4099 Code: 3469533#)  
 commencing at 6:00 p.m.

**PRESENT:** Jamie Haynes, Florence Hewer, Fred Marshall, Randy Trerise,  
 Frank Van Oyen Lynne Storm, Michael Fenwick-Wilson

**ABSENT** with  
 notification:

**Absent** without Grant Harfman  
 notification

**RDKB DIRECTOR:** Vicki Gee

**RDKB STAFF:**

**GUEST:**

---

1. **CALL TO ORDER** The meeting was called to order at 6:05 PM.
2. **ADOPTION OF AGENDA**  
**Recommendation:** That the May 4, 2020 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented. Moved by Flo and seconded by Michael. Motion carried.
3. **ADOPTION OF MINUTES**  
**Recommendation:** That the April 6, 2020 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. With regards to the Naturo application noted in the minutes, Vicki informed us that the staff report did not clearly frame the application and as a result there was confusion at the APC. The application was not for continued non-farm use. Instead it was for the removal of a condition that was stated on the 2015 decision letter regarding approvals for expansion within the non-farm use footprint. Moved by Randy and seconded by Jamie. Motion carried.

---

Electoral Area E' APC Minutes  
 May 4, 2020  
 Page 1 of 4



**4. DELEGATIONS** None

**5. UPDATES TO APPLICATIONS AND REFERRALS**

Vicki updated us on the RDKB board meeting and their decision on the Naturo application. The bottom line is the board voted and did not support the removal of the non-transferability clause. Issues were raised regarding the aquifer and the recharge rate. There is a lack of solid information on the state of the aquifer and the recharge rate. A new application from the current owners would be an opportunity to re-evaluate the situation.

Vicki also gave us an update on the board's review of the plan from BCTS. This plan was not from our local BCTS office but was from the Okanagan office of BCTS. The board passed a motion to write a letter to BCTS and request the opportunity to provide further input once more detail becomes available on the cutblock locations. Vicki spoke to the planning department about the APC agenda not being delivered to the APC on time. It was late because it was prepared with staff all in different locations due to Covid and it was the largest number of applications & referrals ever. They were apologetic and going forward the agendas will be sent to us in time for our meetings.

**6. NEW BUSINESS**

**A. Beaverdell Community Club**

**RE: Front Counter BC referral – road creation**

RDKB File: E-473s-License of Occupation

**Discussion/Observations:**

We reviewed the application. The community club gets funding to maintain the cemetery but currently has no access to do the maintenance without crossing private land. Currently they have to go through a private driveway to access the cemetery and to the maintenance. It was suggested that the parking lot should be close to the highway with a walking trail where the current proposal shows a road. A much shorter route that could be used is to access the area from near the SE corner of the cemetery site to the nearby road but there is a locked gate on the road near the highway. We are not sure whether the gate is legal and whether the road is a section 4 road or a permitted road.

**Recommendation:**

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

Supported with conditions (state the conditions):

We would like to see access to the site from a point near the southeast (SE) corner with the parking lot alongside the road. Access to the burial site would be via a 1 meter wide trail but not by vehicles. We expect the parking lot will be relatively small and parking alongside the road may be adequate. This will minimize the development work and ground disturbance required.

If this is not possible, we would like the parking lot moved close to the highway with a walking trail where the current proposal shows a road. We need to know the status of the road permit # 403916 (has it be renewed or is it expired?) and whether it is on crown land.

Providing foot access by trail provides relatively good site security and reduces the potential for abuse of the site by partying, overnight camping, campfires and littering etc.

Once the site is established the Community should commit to maintain the site to ensure it remains clean and tidy and is not abused as far as reasonably possible.

## **B. MFLNRO**

### **RE: Private Moorage Dock**

RDKB File: E-1920s-04956.000

#### **Discussion/Observations:**

Frank let us know that there is road access to the dock and recused himself from voting on the motion as the property is owned by his son in law. There is an existing small dock and the applicants wants to enlarge the current dock.

#### **Recommendation:**

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

Supported with conditions (state the conditions): The dock must be well secured and built to provincial standards.

**C. Village of Midway****RE: OCP Review**

RDKB File: M-2

**Discussion/Observations:**

The OCP was discussed. They should consider inclusion of a no discharge of firearms ordinance in the OCP. It was suggested that under section 2.2.4 number 4 they should prevent negative environmental impacts; however, if this is not possible then they should be minimized and mitigated as far as possible.

**Recommendation:**

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

Supported with conditions (state the conditions): They consider a no discharge of firearms statement in the OCP. Under section 2.2.4 number 4 they should prevent rather than mitigate environmental impacts.

**7. FOR INFORMATION:** None

**8. FOR DISCUSSION:**

Vicki shared APC requests for clarity from Planning Dept. on process for meetings (e.g. can the Chair make a motion, is an abstention the same as support for the motion, etc.).

**9. ADJOURNMENT** Flo moved to adjourn at 7:10 PM.



## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit – Phillips and Jacobsen		
<b>Date:</b>	May 14, 2020	<b>File #:</b>	C-1021s-04517.000
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received an application for a development variance permit from Rod Bergum of Bergum Contracting Ltd., on behalf of the owners of 1858 West Lake Drive, for the construction of a detached garage in Electoral Area C/Christina Lake (see attachments).

Property Information	
<b>Owner(s):</b>	Rowland Phillips; Marnie Jacobsen (Phillips)
<b>Agent:</b>	Bergum Contracting Ltd. c/o Rod Bergum
<b>Location:</b>	1858 West Lake Drive
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description(s):</b>	Lot 3, DL 1021s, SDYD, Plan KAP7440
<b>Area:</b>	0.07ha (0.18ha)
<b>Current Use(s):</b>	Single family dwelling
Land Use Bylaws	
<b>OCP Bylaw 1250:</b>	Waterfront Residential
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw 1300:</b>	Waterfront Residential 2
Other	
<b>ALR:</b>	N/A
<b>Waterfront / Floodplain:</b>	Partial – Christina Lake
<b>Service Area:</b>	NA

### History / Background Information

The subject property is located along West Lake Drive in Electoral Area C/Christina Lake. It has a "Waterfront Residential" Official Community Plan (OCP) land use designation and is zoned "Waterfront Residential 2". Christina Lake abuts the eastern property boundary. As such, it is within the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area.

The property is a 'hooked' parcel that is 700m<sup>2</sup> (0.07ha) in size. It is bisected by West Lake Drive, with approximately 250m<sup>2</sup> on the west side of the road and the remaining

450m<sup>2</sup> on the east side, adjacent to Christina Lake. There is currently one cabin on the property along with two sheds that are approximately 8.1m<sup>2</sup> and 11.0m<sup>2</sup> in size.

### **Proposal**

The applicant is proposing to demolish the existing sheds situated between the cabin and West Lake Drive and replace them with a new 62m<sup>2</sup> detached garage (see attachments). For the construction of the detached garage, they are requesting to vary:

- the minimum front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m; and,
- the maximum height of an accessory building from 4.6m to 6.5m, a variance of 1.9m.

### **Implications**

For Development Variance Permit applications, the RDKB considers whether the proposed variance will:

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

To summarize the applicant's rationale for the variance:

- The shallow lot and steep topography along West Lake Drive limit the ability to meet the siting and height regulations of the Zoning Bylaw;
- It is common for homes along West Lake Drive to have detached garages that encroach within the front yard setback (see attachments for neighbouring examples); and,
- The garage will be an improvement over the two sheds that are on the property.

As the variance is within the required 4.5m setback area from a highway (road), the Ministry of Transportation and Infrastructure (MOTI) also require a structure permit in order for the development to proceed. The applicant has submitted their request to MOTI for consideration. Should the development variance permit be approved, it would be conditional upon approval of a structure permit for the same variance by MOTI.

The applicant also states that the height variance is required to establish a footing at the rear of the structure. The proposal works with the existing topography on the lot and the garage floor would be a suspended slab. The rear elevation shows a door at the base of the rear of the structure (see attachments). This area is intended to be an optional storage area and is not the reason for the application. The storage area would be approximately 30m<sup>2</sup>.

### **Advisory Planning Commission (APC)**

The application was considered by the Electoral Area C/Christina Lake APC at their April 7 and May 5, 2020 meetings. At the first meeting only the front setback variance was requested. At the second meeting both variances were considered.

The APC did not have any concerns and provided a recommendation of support for the application a setback and height variance.

### **Recommendation**

That the Development Variance Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of Rowland Phillips and Marnie Jacobsen (Phillips), to reduce the front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m, and to increase the maximum height of an accessory building from 4.6m to 6.5m, a variance of 1.9m, for the construction of a detached garage on the parcel legally described as Lot 3, DL 1021s, SDYD, Plan KAP7440, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, conditional upon the issuance of a permit from the Ministry of Transportation and Infrastructure for the same variance.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicant Submission

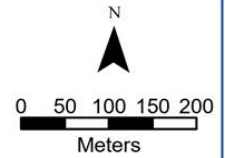


Regional District of  
Kootenay Boundary

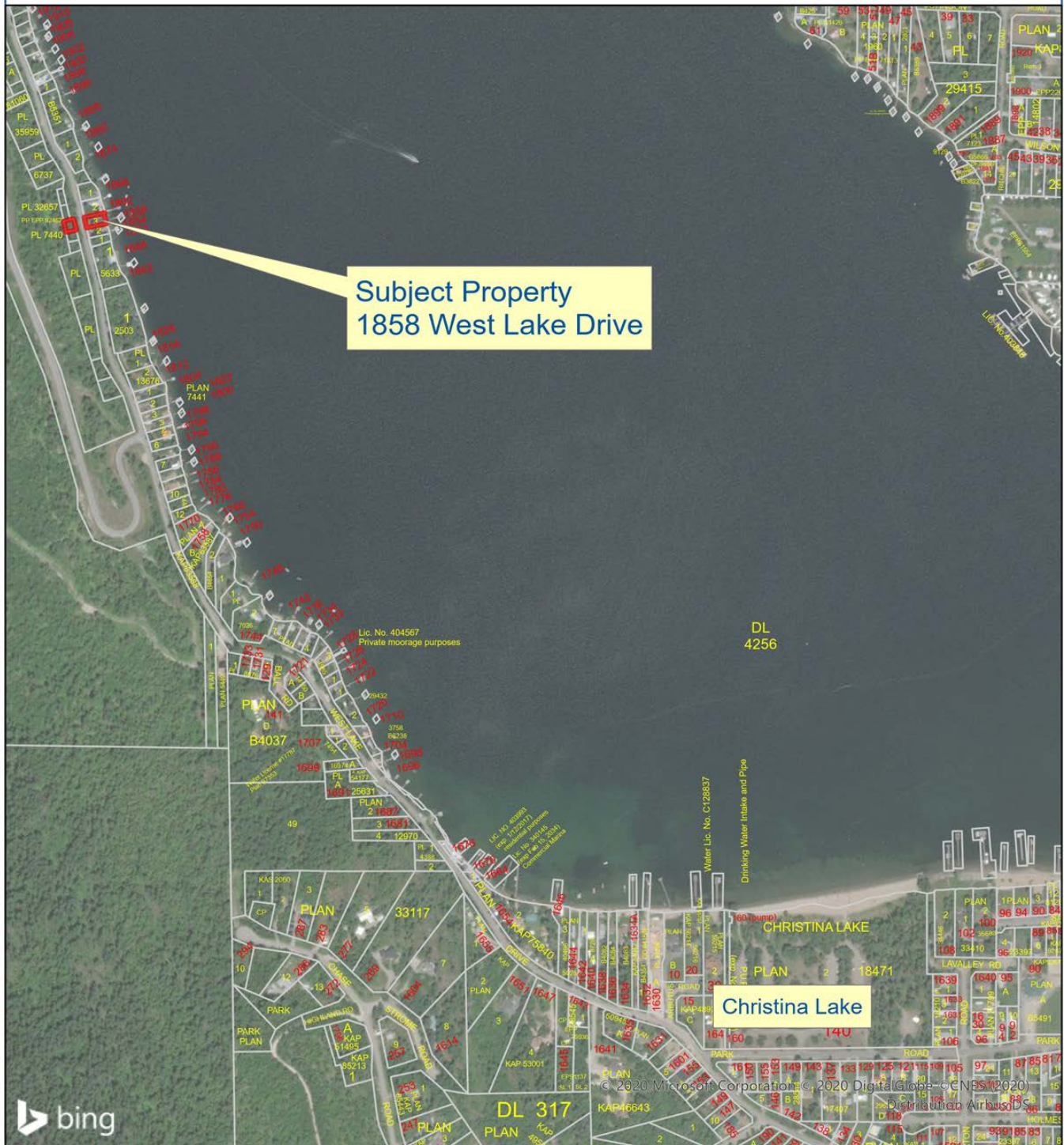
Date: 2020-03-24

# Site Location Map

Lot 3,  
Plan KAP7440, DL 1021S  
SDYD



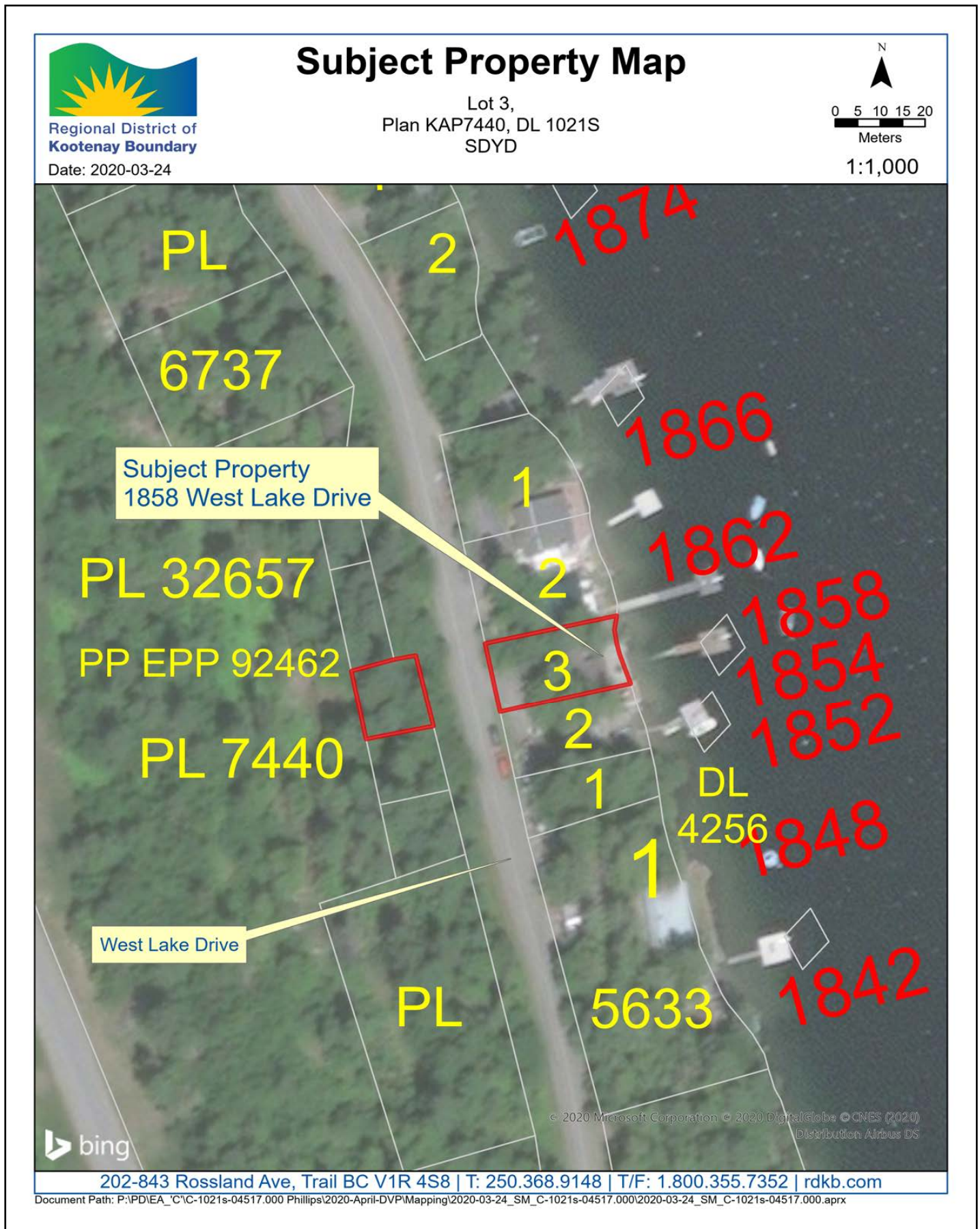
1:7,500



202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | rdkb.com

Document Path: P:\PD\EA\_C\1021s-04517.000 Phillips\2020-April-DVP\Mapping\2020-03-24\_SM\_C-1021s-04517.000\2020-03-24\_SM\_C-1021s-04517.000.aprx







# SITE PLAN SHOWING SELECT FEATURES ON LOT 3 DL 1021S SDYD PLAN 7440.

Scale 1:200



## LEGEND

Dimensions derived from Plan 7440.  
All dimensions are in metres.  
Elevations are assumed.

x 101.2 Spot elevation



DL

WEST LAKE DRIVE

101.4

Edge of pavement

101.4

1021S

PLAN 32657

CHRISTINA LAKE

Natural boundary from Plan 7440

Shed

2.55  
3.16  
2.55

2.49  
2.49  
2.49

1.25

15.57

96.2

96.5

96.2

96.5

96.2

96.5

96.2

PLAN 32657

EXISTING BUILDINGS

2

1440

1

1.51

29.96

1.45

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

7.93

8.04

7.97

5.88

29.38

5.97

1.6

Concrete at top of stairs

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.51

29.96

1.45

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

7.93

8.04

7.97

5.88

29.38

5.97

1.6

Concrete at top of stairs

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.6

1.51

29.96

1.45

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5

96.2

96.5



Survey date: October 2, 2017.  
Drawing date: October 4, 2017.

Photos

**Subject:** Photos

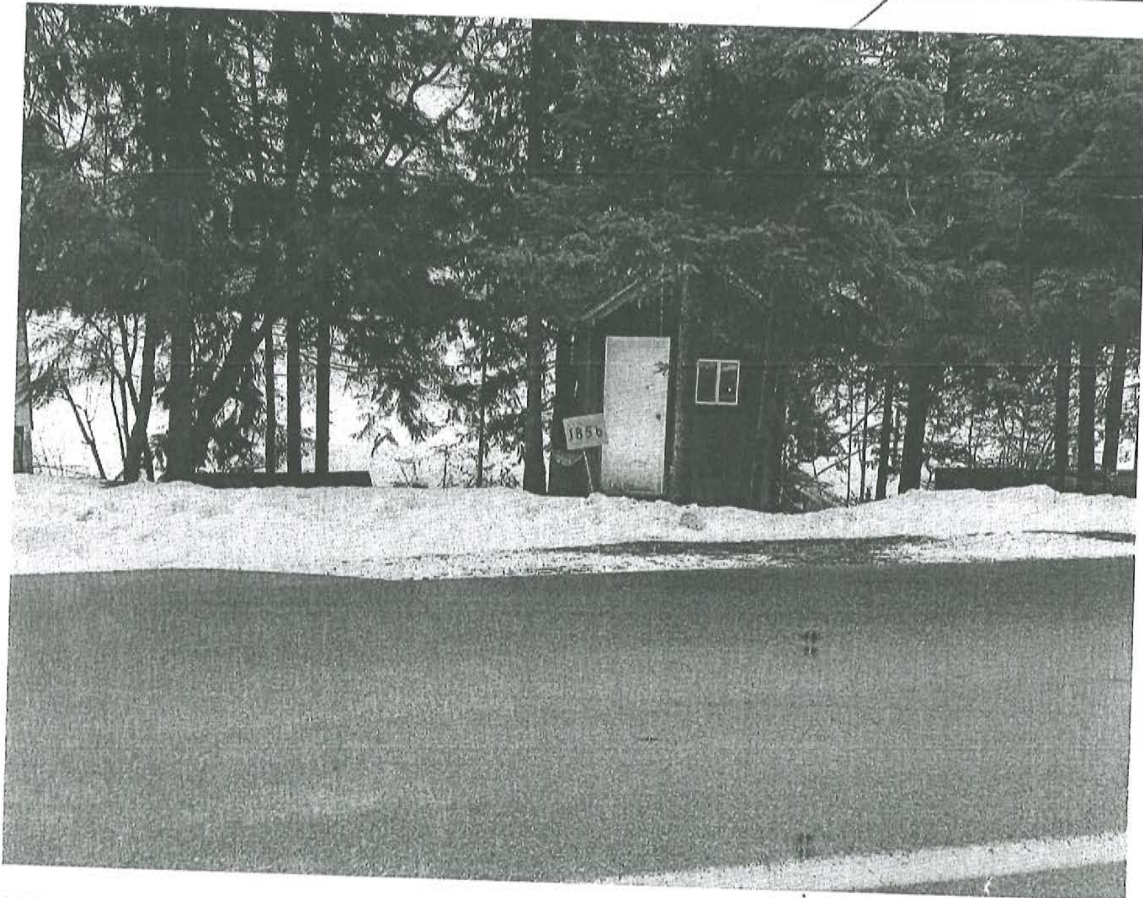
**From:** Rod Bergum <bergumc21@gmail.com>

**Date:** 2020-03-11, 12:10 p.m.

**To:** Rod Bergum <bergumc21@gmail.com>

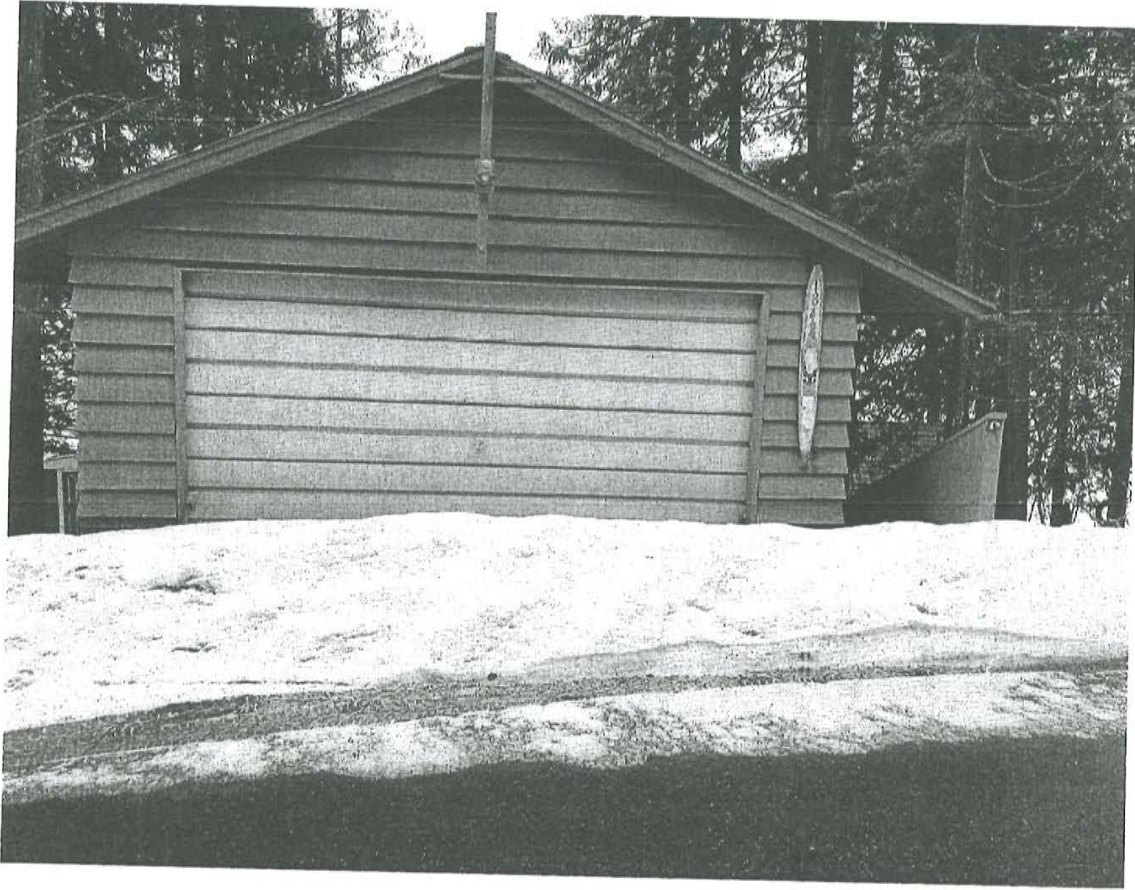
—IMG\_4968.jpg—

*SUBJECT PROPERTY*



—IMG\_4969.jpg—

## Photos



*1888 - W. LAKE*

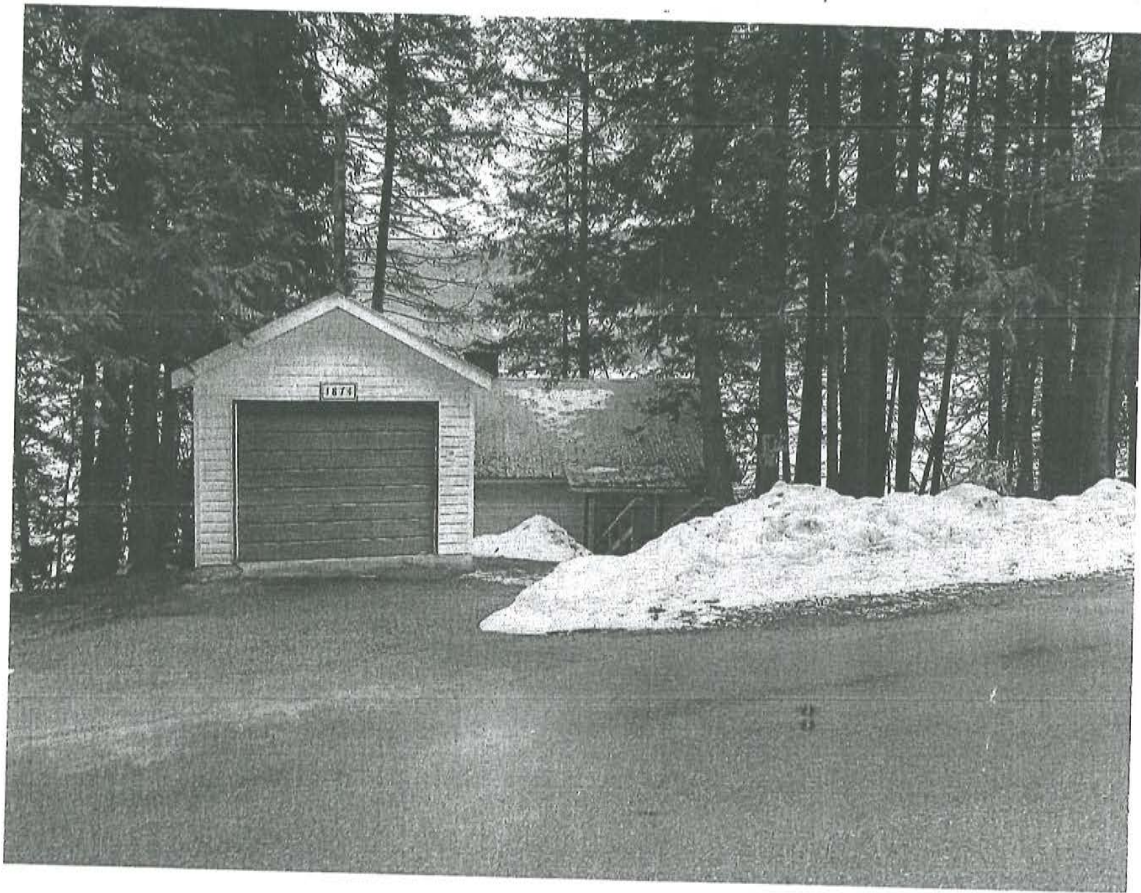
Sent from my iPhone

— Attachments: —

IMG_4968.jpg	1.2 MB
IMG_4969.jpg	985 KB
IMG_4970.jpg	1.0 MB
IMG_4972.jpg	1.0 MB
IMG_4973.jpg	1.1 MB
IMG_4975.jpg	973 KB



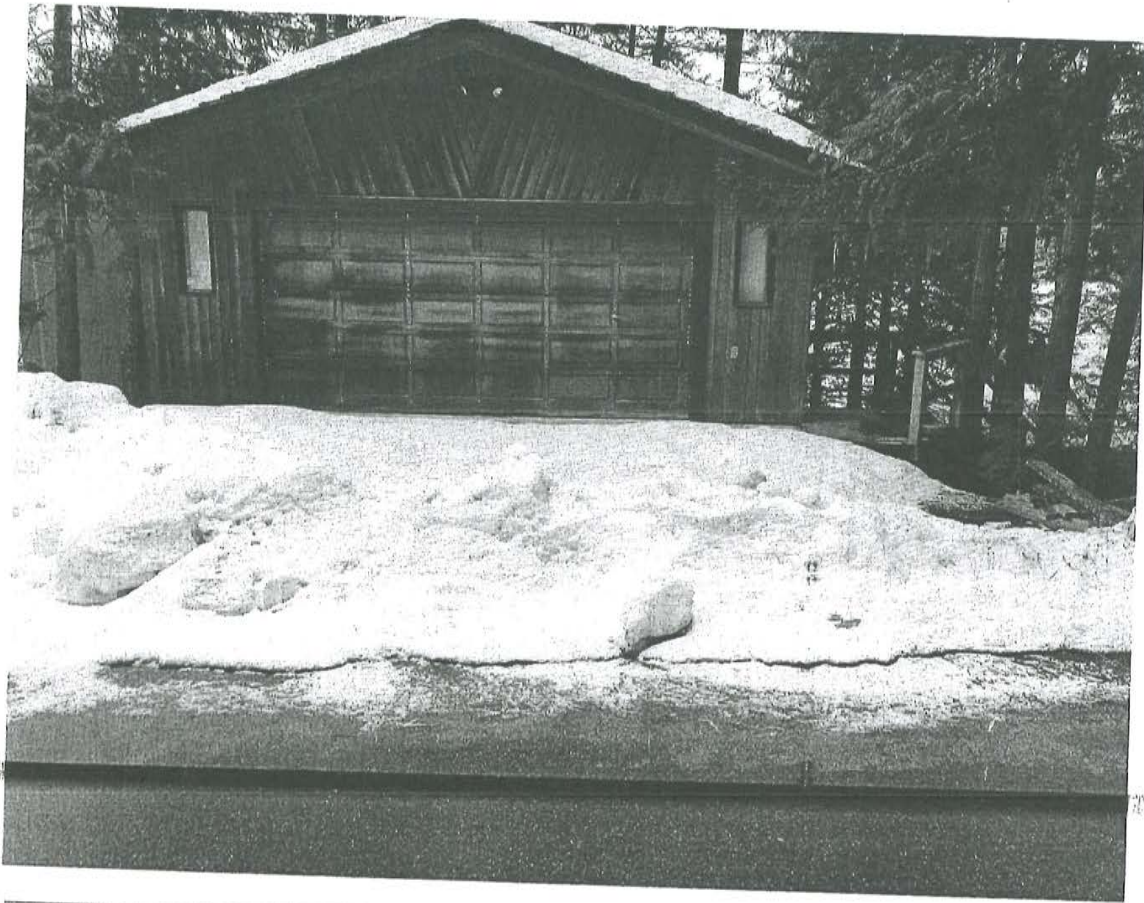
Photos



1874 W. LAKE

—IMG\_4975.jpg—

Photos

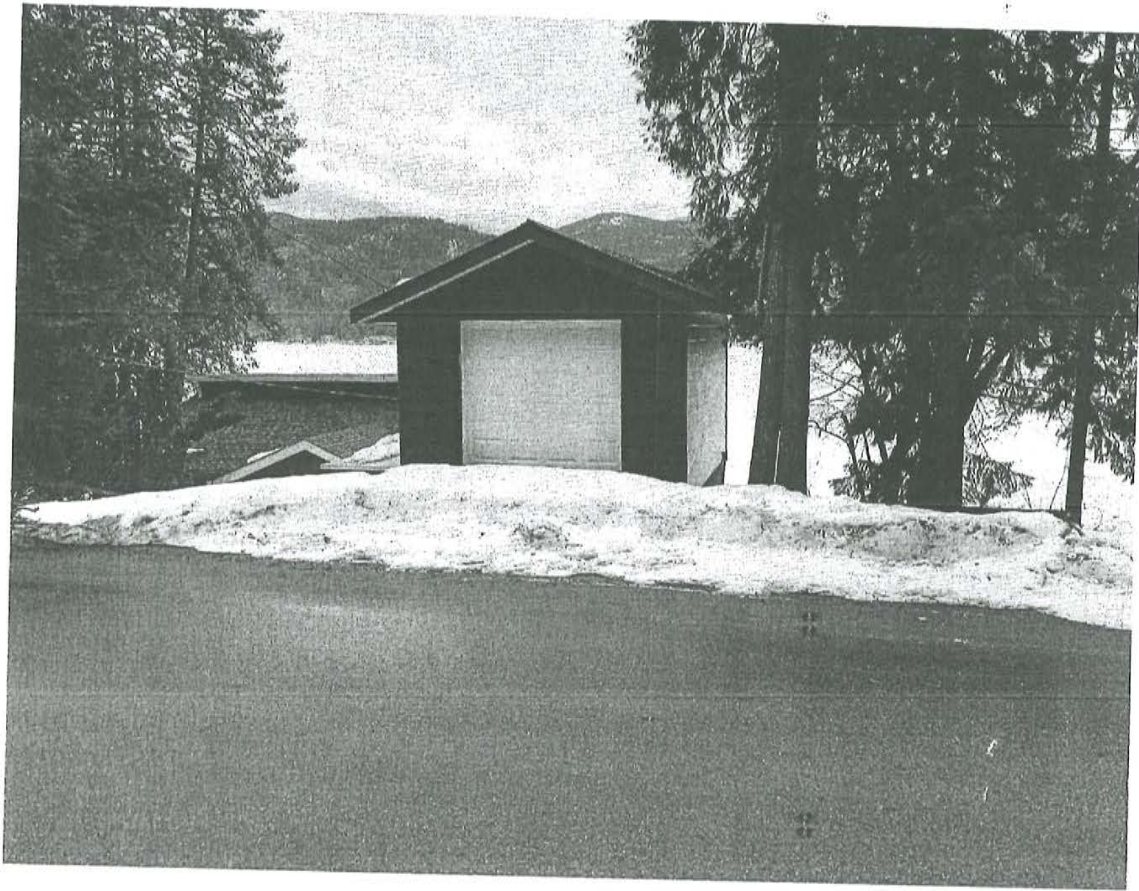


1896- W. LAKE.

—IMG\_4973.jpg—



Photos



1862 - W. LAKE

—IMG\_4972.jpg—

**BERGUM CONTRACTING LTD**

Mail To: P.O. Box 485

Christina Lake, BC V0H 1E0

Office: 24-Park Rd

Tel/Fax: (250) 447-6229

Christina Lake, BC

Cell: (250) 442-6761

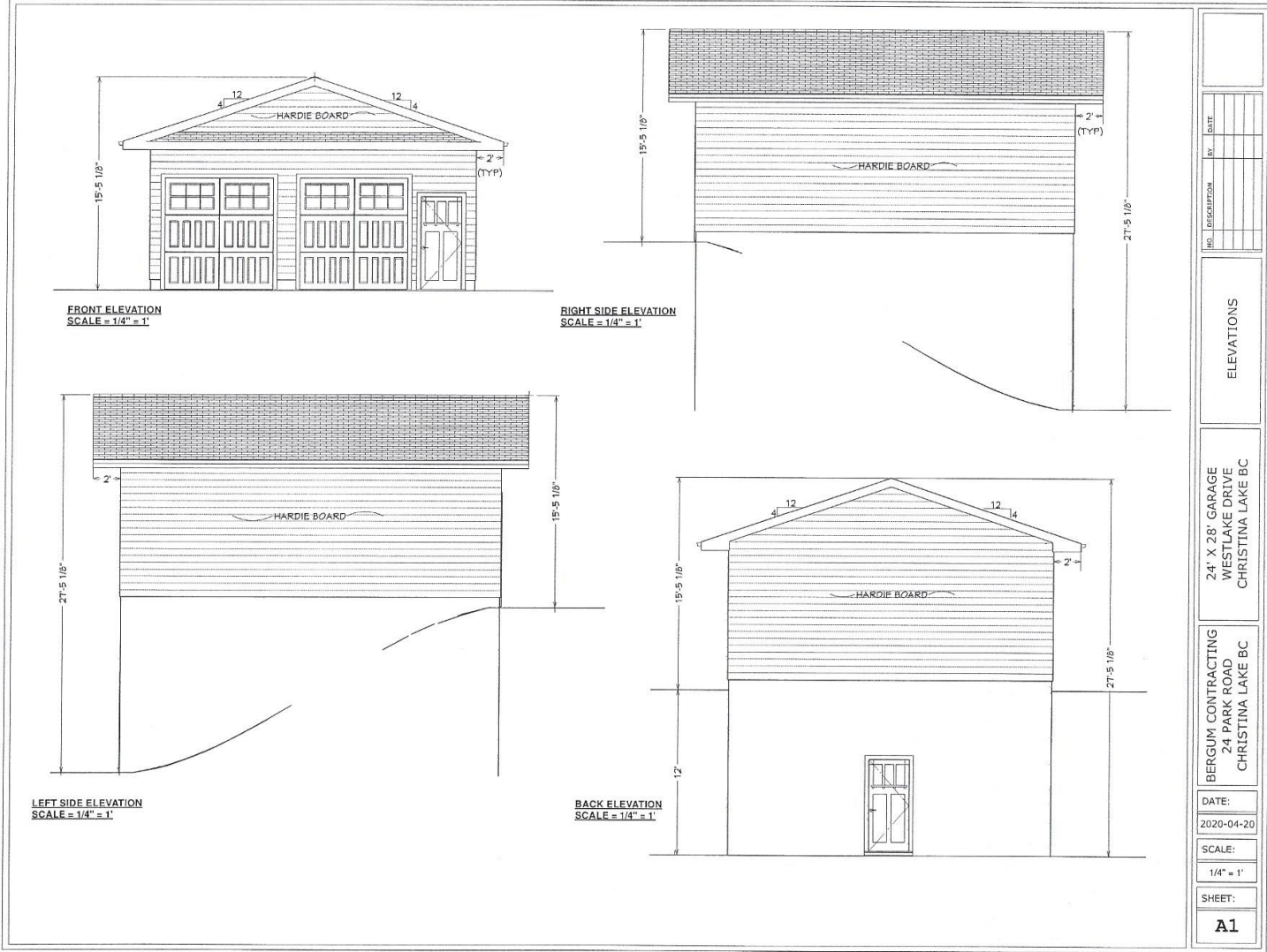
**April 21, 2020**

**Re: Phillips Rowland & Marnie  
1858 West Lake Dr, Christina Lake, BC**

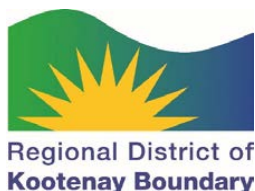
**Request for variance for height for accessory building.  
From 4.5 meters to 6.5 meters**

**Thank you,**

**Rod Bergum**







## STAFF REPORT

**Date:** May 21, 2020  
**To:** Chair Langman and Board of Directors  
**From:** Mark Andison, Chief Administrative Officer  
**Re:** 2020 Work Plan Update – General  
 Government Service (001)

**File** 2020 Work Plans

### Issue Introduction

The purpose of this report is to provide an update on the 2020 General Government Service (001) work plan.

### History/Background Factors

The RDKB Service work plans are developed by RDKB Managers in concert with the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Work plans for General Government, Regional Solid Waste, Emergency Preparedness, Emergency Communications, and Building Inspection Services and subsequent update reporting are presented directly to the RDKB Board of Directors. Work plans for the remaining RDKB services are submitted to the individual committees for review.

Staff provide updates on the work plans in May, September, November and January.

### 2020 "General Government Services" (001) Work Plan – May 2020 Update

Service Name	Project	Budget	Status
General Government	Asset Management	\$30,000 for 2020	Detailed data collection – completed from Environmental Services including Utilities. Expect facilities and building data completed by the end of May.  Next steps – work with consultants to create Model Life Cycle Strategies and Financial Strategies & AMIP Report.

Service Name	Project	Budget	Status
General Government	Asset Management Con't		Draft Asset Management Plan completed in the Fall for Board review.
General Government	Big White Community Issues Assessment	\$30,000 grant from Ministry of Municipal Affairs and Housing	Urban Systems Ltd. Has begun work on the project doing background research, etc., however the timeline for completion has been extended into 2021 to allow an opportunity for public consultation during the winter operating season. Early closure of the resort in March due to COVID 19 concerns required the original consultation plan to be re-vamped. Ministry of Municipal Affairs and Housing staff have reviewed the new project plan/timeline and have supported the changes.
General Government	Corporate Communications Plan	N/A	Plan approved in mid-2019. Implementation in on-going.
General Government	Completion of rdkb.com Website Re-design	\$12,000 in 2019/2020 now committed to ongoing content production by contractor	Behind original schedule of late spring beta launch for public feedback, with finalization in fall 2020 due to COVID-19 and Freshet2020 emergencies.  Corporate Communications Officer (CCO) continues to work with staff and content specialist (contractor) to draft departmental materials and deliver those to RDKB Web Analyst for content placement and programming. Revised schedule will see beta launch delayed until summer 2020 with public review, feedback and revisions ongoing through fall 2020.

Page 2 of 7  
Staff Report-2020 "General Government Service" Work Plan Update  
Board Meeting, May 28, 2020

Service Name	Project	Budget	Status
General Government	Emergency Communications Plan	N/A	Completed.
General Government	Implementation of Online Engagement Platform	\$12,000 per year for platform subscription 2018 through 2020, increasing in 2021.	Ongoing – 24 staff are now project administrators and training continues. Platform fully implemented but expertise in use will require ongoing training and analysis led by the Corporate Communications Officer in cooperation with the consultants and platform providers: Bangthetable.
General Government	Board Room Audiovisual Communications Technology Refresh	\$4,500 in 2020	All audiovisual upgrades are complete in both Boardrooms. There is a videoconferencing subscription service (Zoom) and all necessary supporting hardware is in place. HD 1080p Meeting Owl cameras should be available in Canada by Q3, so that may require a very brief service outage to replace the existing cameras, but that's a very minor maintenance operation and a very small capital expense.
General Government	IT Infrastructure Handoff	N/A	Ongoing, although the Network Infrastructure Analyst (NIA) is largely self-sufficient now. A new risk to this project is looming on the horizon however. The NIA is planning to take a substantial paternal leave once global conditions permit, so IT will be attempting to hire a temporary staff to cover that leave. This is a risk because senior technical analysts are scarce to begin with, even more scarce here in the Kootenays, and scarcer still because this is a temporary position. There's a very real possibility that IT may not be

Service Name	Project	Budget	Status
General Government	IT Infrastructure Con't.		able to hire anyone at all to cover this leave. There is the possibility of hiring a consultant to cover some of the infrastructure functions, but that's a measure of last resort and would incur a substantial expense.
General Government	CityView Software Upgrade	N/A/ for 2020	The software vendor who is providing this service has completed much of the discovery and even much of the pre-implementation phases of this upgrade. A substantial constraint on this project has been the availability of some key RDKB staff to provide the necessary feedback for the software vendor to complete the discovery and pre-implementation chores. At this time, this project is waiting on some information from staff that staff simply haven't had time to provide.
General Government	Primary Corporate Storage Replacement	\$140,000	The Manager of IT has been investigating the ecosystem of hyperconverged storage technology, now much more the standard for corporate storage than it was in 2014. A risk to this project is manufacturer supply chain constraints as a result of the global pandemic, as well as currency fluctuations. The Canadian dollar lost much of its value since the financial plan was created in Q4 2019, so that affects the spending power of the budget outlined for this item. There is also a risk that the Network Infrastructure Analyst will be departing for leave right about the time when the new storage device is arriving

Service Name	Project	Budget	Status
General Government	Document Management System	\$765 (Annual maintenance of LogicalDoc)	There is a lesser known, fairly basic document management system (DMS) in place (LogicalDoc) and several departments, mainly Emergency Preparedness, is using it so far with good results. In time, the hope was always that this basic DMS would pave the way for a more fully featured, corporate scale DMS. As a low-cost, low-risk pilot however, the LogicalDoc has been a success.
General Government	Electronic and Paper Records Management	People Resources Legal review of records retention bylaw- approx. \$2,500. Records Management Professional-Term Position-\$25,911 for ½ of 2020 (in Financial Plan). Recruitment is pending.	Ongoing Project Digitize historical Admn paper studies, consultant reports etc. <b>Behind schedule</b> (work to resume with access to the paper reports in office). Records Retention Schedule & Bylaw requires legal review & recruitment of records & document management professional. <b>Ongoing</b> . Discuss centralized RDKB document management systems with IS Department. <b>Fall 2020. Ongoing</b> File-name conventions. <b>In progress to Oct./20</b> . Inclusion of electronic filing category folders per Local Gov. Records Management manual has commenced. <b>Ongoing</b> . Corporate process for paper & digital filing of contracts, agreements, leases- <b>Complete</b> . Digitizing Admn. general paper files- <b>Complete</b> .
General Government	Freedom of Information Protection of Privacy	Human Resources Legal review of FoI	Almost Complete. Staff revising RDKB FoI Bylaw based on completed legal review. <b>In Progress</b> .

Page 5 of 7  
Staff Report-2020 "General Government Service" Work Plan Update  
Board Meeting, May 28, 2020

Service Name	Project	Budget	Status
General Government	FoIPPA Con't.	Bylaw- approx. \$2,000.	FoI Bylaw to Board July-Aug.
General Government	Procedures Bylaw Review	Human Resources  Financial implications- N/A	P&P Committee work has concluded.  Bylaw presented to full Board for review April 30 <sup>th</sup>  Staff updating revised bylaw with Board's edits. <b>In Progress</b>  Bylaw presented to Board for final review & Adoption end of June to mid-July 2020.
General Government	Grand Forks Rural Fire Hall Transfers	Human Resources  Budget for Legal Fees- <b>Ongoing</b>	GF Fire Dept. assigned leases to RDKB: 1) Carson Hall, 2) Big Y Hall, 3) Nursery Hall -Lease Assignments to Landlords for signing. <b>Complete</b>  George Evans Hall-Is a Lease (not Assignment)-transfer to RDKB <b>Complete</b>  Property transfers for other 3 firehalls <b>Ongoing</b>  RDKB Solicitors working on transfer for Nursery Hall- Starchuk Rd. firehall. Issues with landlords re. signing Assignment need resolve. <b>Ongoing</b>
General Government	Energy and Climate Change Project – Fortis BC Agreement	No change	EV infrastructure design – the consultants have been engaged to undertake design for the Trail and Grand Forks office. The FCM grant application for 50% funding has been submitted. The design is scheduled to be completed August.  Low Carbon Fleet Management Plan is being drafted.  New FortisBC commercial energy audit program is being

Page 6 of 7  
Staff Report-2020 "General Government Service" Work Plan Update  
Board Meeting, May 28, 2020

Service Name	Project	Budget	Status
General Government	Energy & Climate Change Con't.		<p>launched in early summer. RDKB facilities are being identified and a timetable is being developed.</p> <p>Preparing for the 2022 Building Code (Step Code) – update at May 28 Board.</p> <p>Residential energy efficiency program has focused on income qualified residents. Currently on hold due to COVID19.</p>
General Government	Anaconda Community Water Service Establishment Review	N/A	<p>A preliminary petition process has demonstrated an interest from the Anaconda community in pursuing a RDKB service establishment process. Consultation with the Anaconda community about parcel consolidations as a precursor to service establishment has been delayed due to COVID-19 restrictions.</p>

### Implications

#### Operational Service Level Impacts – COVID-19.

Work on some projects has been postponed as a result of the restrictions on public engagement as a result of COVID-19 (eg. Big White Community Issues Assessment, Anaconda Community Water Service Establishment Review). Other project work, such as those projects managed by the Corporate Communications Officer, have been delayed as a result of other operational work commitments associated with the COVID-19 emergency activation in combination with the freshet emergency activation. have been No specific impacts to asset management initiative due to COVID-19.

### Advancement of Strategic Planning Goals

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

### Alternatives

1. That the RDKB Board of Directors receive the 2020 Workplan Update Report.
2. That the RDKB Board of Directors not receive the 2020 Workplan Update report.

**Recommendation(s):** That the Regional District of Kootenay Boundary Board of Directors receive the May 21, 2020 staff report titled 2020 Work Plan update – General Government Service (001).

---

*Page 7 of 7*

*Staff Report-2020 "General Government Service" Work Plan Update  
Board Meeting, May 28, 2020*



# General Government Services (Administration)

## 2020 Work Plan



2020

Mark Andison,  
Chief Administrative Officer





## General Government Services (Administration)

### 2020 Work Plan

**Service Name:** General Government Services

**Service Number:** 001

**Committee Having Jurisdiction:** Board

**General Manager/Manager Responsible:**  
Mark Andison, CAO

**Description of Service:**

This service provides legislative and administrative support to the Board.

The legislative of the service include:

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

- d. certifying documents and custody of the Corporate Seal
- e. processes and manages official documents related to land transactions and property transfers
- f. conflict of interest and ethics
- g. legal matters
- h. Freedom of Information Protection of Privacy Officer, and
- i. Paper and Electronic Records Management

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

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

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

The RDKB's climate action and sustainability functions and initiatives also included under this service.

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

**Establishing Authority:**

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

**Requisition Limit:**

Not Applicable

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$251,509        /    \$3,726,849    /    \$3,294,970

**Regulatory or Administrative Bylaws:**

Proposed RDKB Procedure Bylaw No. 1616, 2016

## Service Area Map



## Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

## Service Levels

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

15. Undertaking the Regional District's obligations to develop and manage an organization-wide occupational health and safety program.
16. AKBLG and UBCM Resolutions.
17. Oversees, manages and is first point of contact for employees regarding the RDKB Employee and Family Assistance Program (EFAP).

#### **Human Resources:**

##### **Administration:**

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

##### **Finance:**

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

##### **Information Technology:**

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

##### **2019 Accomplishments:**

Since the recruitment of a new Corporate Communications Officer in late 2017, as a new position to the organization, the communications work over the past two years targeted at pursuing the core communications objectives of the organization, including:

- Ongoing communications and media relations in support of day-to-day operations and emergency operations;

- Work toward the development of a Corporate Communications Plan to provide a roadmap for communications activities over the coming years;
- Work with Information Services to redesign and rebuild the RDKB website;
- Work with Emergency Management staff to develop an emergency communications plan that includes a separate web presence tied to the new RDKB website;
- Work on the 2019 RDKB Brand Refresh Project intended to ensure consistent and intentional visual representation of the RDKB to staff, the public and stakeholders;
- Work toward increasing the RDKB's capacity for online communication and engagement, including the development of an online engagement platform and a social media presence;
- Support to the Board and staff with ongoing internal and external communications needs ranging from media monitoring and development of plain language content to communicate about Board decisions; the 2018 Local Government Elections and Referenda; departmental projects and initiatives; and doing so using formats/media/channels suitable for a wide range of audiences.

The RDKB was successful in recruiting a new Chief Financial Officer in 2019. Having a new finance lead, combined with three of the other four positions in the department being filled by new staff to those positions in 2018, had a significant impact on the department due to the required recruitment efforts and training. It was a significant accomplishment for Finance Department staff to be able to maintain service levels to the organization, given the staffing disruptions experienced in 2019.

There was a significant increase in the number and complexity of Freedom of Information and Protection of Privacy Act requests from the public in 2019 and the volume of requests for records increased again in 2019 approximately 29% (76 requests in 2018 to 98 requests in 2019). The Manager of Corporate Administration and with the help of a new 80% FTE were able to respond to the requests well within the legislative deadlines. Managing requests for records is highly legislative and demanding. At different times, the work required uses all RDKB resources (especially Building Inspection in Grand Forks and Trail), Planning / land use and Fire for locating files, tabbing relevant records and submitting to the Corporate Officer/FOI Head for severing.

Recovery work associated with the 2018 Boundary flood event continues to consume a significant amount of staff resources.

The RDKB was successful in recruiting a new Senior Energy Specialist to implement the work identified in a funding agreement signed with FortisBC, the funding body for the new position. The work plan includes a range of both corporate and community energy and greenhouse gas reduction activities.

Staff worked with the Policy and Personnel Committee to review and update several RDKB policies as well as the current RDKB Procedure Bylaw. The policy reviews and the bylaw review and updates have been successful as the Committee and staff continue to move forward in a productive manner.

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

**Significant Issues and Trends:**

The cost of providing the administration service is distributed to services through a Board Fee. A review of the Board Fee is expected in the 2020 budget cycle.

Access to information requests continue to increase which has a significant time and resource impact on all departments. Requests are now processed on a weekly basis and with an additional 80% FTE.

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

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

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

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

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





With a new Senior Energy Specialist staff resource, and a signed agreement committing the RDKB to undertake specific work utilizing that resource, there will be considerable focus over the next two years on corporate and community energy and greenhouse gas reduction activities.

**2020 Project Summary**

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
	Asset Management	Led by GM Finance, with GM Operations and GM Environmental Services as sub-leads. Consultant services being utilized.	High
  	Big White Community Issues Assessment	Led by CAO, with involvement by multiple departments and utilizing consultant services	High
   	Corporate Communications Plan	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists	High
  	Completion of rdkb.com Website Re-design	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists	High
   	Emergency Communications Plan	Jointly led by the Manager of Emergency Programs and the Corporate Communications Officer	High
  	Implementation of Online Engagement Platform	Led by Corporate Communications Officer with input from all departments, utilizing external online engagement platform	High
   	Board Room Audiovisual Communications Technology Refresh	Led by Manager of Information Technology, with assistance from Corporate Communications Officer regarding application of the technology	High
	IT Infrastructure Handoff	Manager of Information Technology and IT staff	High
   	Document Management System	Manager of Information Technology and IT staff	Medium

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
 	Electronic and Paper Records Management (RDKB Internal Filing Systems)	Jointly led by the Manager of Corporate Administration and Manager of Information Technology, with assistance from Administration staff	Medium
	CityView Software Upgrade	Led by Manager of Information Technology, working with Building Inspection Department and IT staff	High
 	Primary Corporate Storage Replacement	Led by Manager of Information Technology, with Network Infrastructure Analyst	High
  	Procedures Bylaw Review	Led by Manager of Corporate Administration	High
	Freedom of Information and Protection of Privacy	Led by Manager of Corporate Administration	High
	Continuation of Property Transfers – Grand Forks Rural Firehalls	Led by Manager of Corporate Administration, working with RDKB solicitors	High
  	Energy and Climate Change Project	Led by Senior Energy Specialist	High
 	Anaconda Community Water Service Establishment Review	Led by Environmental Services with assistance of multiple departments	High

## Legend:

-  Responding to Climate Change Impacts
-  Cost Effective and Efficient Services
-  Responding to Demographic / Economic / Social Change
-  Improve and Enhance Communication



**2020 Projects:****Project:**      **Asset Management****Project Description:**

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

**Project Timelines and Milestones:**

Consultant has been engaged in the process 2018 & 2019 and is expected to be involved into 2020 working with RDKB staff.

**Project Risk Factors:**

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


**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

A budget of \$60,000 was allocated in both the 2018 and 2019 financial plans. Similar funding levels are proposed for 2020.

**Relationship to Board Priorities:**

	<p>Cost Effective and Efficient Services - Having better information on assets will enable the Board to make informed decisions relating to capital planning. Board goal – cost effective services.</p>
---	---

**Project: Big White Community Issues Assessment****Project Description:**

At its July 26, 2018 meeting, the Board of Directors received a request from the Big White Community Development Association to initiate a municipal incorporation study for the Big White community. After reviewing subsequent staff reports on the issue, a number of steps have been undertaken leading toward a study being completed, including:

- a meeting with Ministry of Municipal Affairs and Housing staff at the 2018 UBCM Convention;
- a written request to the Ministry of Municipal Affairs and Housing requesting they provide the RDKB with written information and advice on how a governance review process might be designed for the community of Big White;
- a follow-up letter from the September 2018 UBCM meeting from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing suggesting that the RDKB consider initiating a "community issues assessment" process rather than an incorporation study for Big White;
- A meeting members of the Big White Community Development Association to discuss the approach suggested by the Ministry;
- A formal request to the Minister of Municipal Affairs and Housing for Provincial funding to undertake the suggested Community Issues Assessment study;
- Work with Ministry of Municipal Affairs and Housing staff to develop a draft terms of reference document for the proposed study; and
- Receipt on November 20, 2019 of a letter from the Minister of Municipal Affairs and Housing confirming that \$30,000 in funding has been approved for the project.

With the recent receipt Provincial funding confirmation, the next step in the process will be to finalize the terms of reference for the project. When that step is complete, the RDKB will subsequently receive a letter and cost-share agreement specifying the terms and conditions of the grant, as well as the timelines for deliverables and payments. Once that agreement has been signed, the RDKB will be in a position to begin seeking a consultant to undertake the Community Issues Assessment work through a Request for Proposals process.

The work on this project will be coordinated by RDKB Administration staff, but input will be sought from various stakeholders, including other Regional District staff, regarding the issues identified and to be addressed in the course of the study.

**Project Timelines and Milestones:**

Through 2020

**Project Risk Factors:**

The project is dependant upon \$30,000 in approved funding from the Ministry of Municipal Affairs and Housing. It is anticipated that the Community Issues Assessment process will require a considerable amount of community and stakeholder engagement to provide adequate information to assess the services that the RDKB provides to the community and any additional services that may be suggested through the process. Public engagement exercises are generally quite costly for consultants to undertake and there will need to be attention paid to the scoping of the project to ensure the work can be completed on budget.




**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

\$30,000 of funding has been approved by the Ministry of Municipal and Housing toward this project. RDKB costs for the project will consist primarily of staff time – primarily that of the Administrative staff, but also other staff will contribute to the project.

**Relationship to Board Priorities:**

	Improve and Enhance Communication – The Community Issues Assessment process will provide an opportunity for the RDKB to engage in two-way communication with community members and other stakeholders with respect to the types and adequacy of services provided at Big White.
	Cost Effective and Efficient Services – The process will provide an opportunity for a consultant, working with the RDKB and the community to assess the cost effectiveness and efficiency of current services provided to the Big White community, and potential new services.
	Responding to Demographic / Economic / Social Change – with a changing demographic of residents at Big White, the RDKB has received requests for additional recreational services, etc. in the community. The process will provide a forum to assess those requests.

**Project:       Anaconda Community Water Service Establishment Review**

**Project Description:**

The residents of Anaconda have a historic community water system through which 49 parcels and approximately 100 residents are provided water by the adjacent City of Greenwood. There is, however, no single legal entity responsible for the water system. The City of Greenwood is concerned about providing continued water service to the community without some form of legal agreement and/or entity to provide the basis for the service arrangement. The Ministry of Municipal Affairs and Housing has provided five options that may be pursued to allow the community continued access to water. One of those options entails the establishment of a Regional District of Kootenay Boundary community water service to assume ownership and operational responsibility for the system. WSP Canada Group (WSP) has provided the RDKB with an assessment of the capital and operating costs associated with the RDKB assuming control of the water system. Staff and Director Gee have been consulting with residents of Anaconda to determine whether the community is receptive to the RDKB establishing a community water service for Anaconda, considering the anticipated capital and operating costs associated with RDKB operation of the system.

**Project Timelines and Milestones:**

Currently, the RDKB is seeking initial input from residents of Anaconda through a “Preliminary Petition” process to determine whether there is a sufficient level of interest for the RDKB to engage in more detailed consideration of the service establishment. If more than 50% of Anaconda residents express an interest in the RDKB assuming ownership of the system, it is anticipated that the assessment and community engagement work on this project will continue through 2020 until a formal petition is presented to the residents for consideration.

**Project Risk Factors:**

The work associated with this project is dependent upon receiving a positive indication from residents that they are interested in the RDKB establishing a service and making the necessary capital upgrades to the water system.

**Internal Resource Requirements:**



This project will require involvement from various departments including: Administration to guide the petition process; Environmental Services to discuss management of the water system and capital implications; Planning to map the service area and discuss with residents parcel consolidation options; and Communications to lead the public engagement aspect of the project.

**Estimated Cost and Identified Financial Sources:**

The costs associated with the project consist primarily of staff time.

**Relationship to Board Priorities:**

This project advances two of the Board's key strategic priorities:

	Exceptional Cost Effective and Efficient Services – This project provides an opportunity to deliver an improved level of water service to residents of Anaconda.
	Improve and Enhance Communication – Engagement with Anaconda residents will allow them to make an informed decision as to whether they wish to have an RDKB water service, having considered all of the implications associated with the change.

**Project: Corporate Communications Plan Implementation****Project Description:**

Beginning in early 2018, the RDKB embarked upon the development of a corporate communications plan to guide and prioritize the work of the new position. A key deliverable of the Corporate Communications Officer was to develop and implement a Corporate Communications Plan to improve and enhance communication with those people we serve across the region.

The plan includes four focus areas:

1. Clear Brand
2. Digital Presence
3. Internal Expertise
4. Engagement

Each focus area includes corresponding strategic objectives, goals and sub-goals for the remainder of 2019 into 2020.

The plan guides the Regional District of Kootenay Boundary's communications priorities over the next year, and 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.

**Project Timelines and Milestones:**

The plan was completed in summer 2019 when it received final Board approval, with implementation of the plan ongoing through 2019 and 2020.

**Project Risk Factors:**

The scope and nature of the work that the Corporate Communications Officer undertakes will be contingent upon budget allocations for communications initiatives in 2020.

**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

The cost of project planning consisted primarily of staff time –that of the Corporate Communications Officer, but also other staff contributed to completion of the plan. Plan implementation will require budget for ongoing major projects such as the Website Redesign Project, listed elsewhere in this work plan, as well as some costs related to Brand Refresh Project implementation including building signage and vehicle decals.

**Relationship to Board Priorities:**

This project primarily advances one of the Board's key strategic priorities:



Improve and Enhance Communication – The Corporate Communications role links directly to this strategic objective and exists to further it.

The Communications Plan also supports the other three strategic priorities:



Responding to Climate Change Impacts – the Communications Plan supports all RDKB departments and projects including those with outcomes related to climate change.



Responding to Demographic / Economic / Social Change – one of the Communications Plan's four focus areas is Digital Presence. Increasing the RDKB's digital presence through our online engagement platform [jointheconversation.rdkb.com](https://jointheconversation.rdkb.com), a new website, an increased social media presence, and better audio-visual systems that allow for streaming of board meetings online respond directly to a changing demographic that expects digital access to government services and information and the ability to engage online with staff and the Board.



Exceptional Cost Effective and Efficient Services – one of the Communications Plan's four focus areas is Internal Expertise. The Corporate Communications Officer has been training staff in a variety of areas that allow for greater communications capacity within the organization and more effective and efficient communication and engagement including online engagement and consistent branding.

**Project: Completion of rdkb.com Website Redesign****Project Description:**

rdkb.com is being redesigned from the ground up with a modern version of the Content Management software and under the guidance of the Corporate Communications Plan.

**Project Timelines and Milestones:**

This work is ongoing and represents a significant effort on behalf of the Web Analyst and the Corporate Communications Officer (CCO). The CCO has hired a contractor specializing in user experience (UX) design who has developed a process to ensure staff, the Board and external website users are engaged in site design and navigation. As the contractor completes the engagement process and provides navigation and web page templates, the Web Analyst will execute the necessary changes. The contractor will also work with staff to develop new, plain language content, a web style guide, and design a website evaluation and measurement process so the website can be adjusted and improved through 2020. All new content will be delivered to the Web Analyst who inserts that content into the new web templates.

**Project Risk Factors:**

Delays due to spikes in workload of Web analyst who also provides Help Desk services. Ongoing multiple demands on the CCO's time due to the broad mandate of the position. Challenges balancing updates to the existing website while ensuring the focus is on developing content for the new site. Maintaining consistent messaging and branding is also a challenge while we transition to the news site.




**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

Much of the redesign and branding has been contracted to a small group of consultants in 2019 at a cost of roughly \$50,000. Further consulting services may be required in 2020, but the bulk of the work is now paid for.

**Relationship to Board Priorities:**

	Exceptional Cost Effective and Efficient Services - Site redesign keeps rdkb.com fresh, relevant and better suited for mobile device use, thereby enhancing public communications and use of online services as developed.
	Improve and Enhance Communication – fresh Website design that reflects the Corporate Communications Plan and Brand Refresh promotes clear, consistent messaging and better public understanding of RDKB services. New CMS permits responsive design for a better user experience while using a mobile device.
	Responding to Demographic / Economic / Social Change – Site redesign keeps rdkb.com fresh, relevant and better suited for mobile device use, thereby enhancing public communications and use of online services as developed, especially as expected by a younger demographic.



**Project:        Emergency Communications Plan**

(also included in 012 – Emergency Preparedness Service Workplan)

**Project Description:**

Many aspects of the response to major emergencies the past years, including the 2018 Boundary Floods, were very successful. However, one of the significant after action items recommended from these events was the development of an enhanced Emergency Communications Plan (ECP).

Development of this plan will greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

**Project Timelines and Milestones:**

The plan is now 90 per cent completed. The ECP is one component in the Regional Emergency Plan, included in the Emergency Preparedness Service Workplan.

**Project Risk Factors:**

Very few risk factors as the plan is nearing completion.





**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

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

**Relationship to Board Priorities:**

	Improve and Enhance Communication – the plan's purpose is the same as this priority.
	Exceptional Cost Effective and Efficient Services – use of internal staff resources to develop the plan.
	Responding to Demographic / Economic / Social Change – includes use of an online Emergency/Evacuation Notification system, Emergency Website. Greater use of digital assets to communicate to a younger population that expects digital communication.
	Responding to Climate Change Impacts – increasing likelihood of emergency events related to climate change mean the need for better emergency communication is paramount.

**Project:** Implementation of Online Engagement Platform - [jointheconversation.rdkb.com](https://jointheconversation.rdkb.com)

**Project Description:**

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

**Project Timelines and Milestones:**

In late 2018, the RDKB purchased an online engagement platform called EngagementHQ through provider Bangthetable Canada Ltd. The platform, <https://jointheconversation.rdkb.com>, now includes a total of 20 projects (16 external and 4 internal). The site has had about 3,000 site visits and 200 site registrations. The Corporate Communications Officer (CCO) will continue to work with all RDKB departments to ensure other projects and initiatives take advantage of the new platform so that the RDKB can expand its online engagement processes toward engaging with more stakeholders in the region.

**Project Risk Factors:**

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




**Internal Resource Requirements:**

The CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh. The CCO will include online engagement in any departmental communication plans developed in 2019. The CCO will continue to train project administrators for the site, from among staff who engage with the public.

**Estimated Cost and Identified Financial Sources:**

Cost of renewing the online engagement platform for 2019/20 is \$12,000, the same rate as 2018/19. Additional funding will be required in 2020/2021 to pay for a fourth year of the platform subscription if the RDKB continues with the same platform as annual rates will increase.

**Relationship to Board Priorities:**

	Improve and Enhance Communication – the plan's purpose is the same as this priority.
	Exceptional Cost Effective and Efficient Services – use of internal staff resources to develop the plan.
	Responding to Demographic / Economic / Social Change – includes use of an online Emergency/Evacuation Notification system, Emergency Website. Greater use of digital assets to communicate to a younger population that expects digital communication.

**Project:      Board Room Audiovisual Communications Technology Refresh****Project Description:**

The audiovisual (AV) technology in the Grand Forks and Trail Board rooms is undergoing a refresh. Through late 2019 and early 2020, IT will be implementing a new video conferencing integration with the existing Crestron base system to permit meaningful video conferencing capacity. In the course of this integration, the touch interfaces in both rooms will undergo a small redesign to make the touch controls more useful and relevant.

The mic subsystem in Grand Forks is the last vestige of the original 2008 AV system and is being replaced in Q4 2019. Several RFP responses were received for this project and a successful contractor selected to install Sennheiser mics and add some more speakers around the room.

**Project Timelines and Milestones:**

November 2019 – March 2020

**Project Risk Factors:**

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

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk. IT has settled on a Cloud VC service that explicitly uses encrypted, domestic transit and storage and is therefore eligible for BC local government use.

**Internal Resource Requirements:**





Information Technology will be responsible for acquiring the services of an audio visual integrator, providing specifications and assisting the integration contractor with implementation details. Corporate Communications will work with IT to explore uses of the new system for online streaming of board meetings to further the RDKB's digital presence in the region.

**Estimated Cost and Identified Financial Sources:**

- Crestron / Zoom integration kits + professional services = roughly \$13,000 per Board room
- Monthly Zoom subscriptions = \$65 per Board room & \$27/mo/meeting organizer
- Mic / speaker subsystem for Grand Forks = roughly \$30,000

These costs are all accounted for in the 2019 capital budgeting.

**Relationship to Board Priorities:**

	<i>Improve and Enhance Communication</i> - Improved video communications capacity in the Boardrooms provides more options for conducting Board, staff and community group collaborative functions. Possibility for online streaming of content responds to public expectations among for accessible, transparent government.
	<i>Responding to Climate Change Impacts</i> – effective video conferencing reduces the need for travel to meetings
	<i>Responding to Demographic / Economic / Social Change</i> – a younger workforce is accustomed to video conferencing as a standard communications tool, so corporate VC should aid in the retention of younger workers. Possibility for online streaming of content responds to public expectations among for accessible, transparent government, especially among younger demographics.
	<i>Exceptional Cost Effective and Efficient Services</i> - Video conferencing capacity has the potential to substantially decrease meeting costs, travel costs, energy use, and GHG emissions.

**Project:        Infrastructure Handoff****Project Description:**

With the hiring of a dedicated Network Infrastructure Analyst (NIA) comes a period during which responsibility for various sections of infrastructure will be incrementally handed off to the NIA. As of this writing, this handoff is largely complete. The NIA has assumed responsibility for most technical subsystems and has acquired training and vendor certification for some of those systems.

**Project Timelines and Milestones:**

September 2017 – February 2020

**Project Risk Factors:**

At this point, the RDKB has a significant investment in the current NIA staffing, so the risk of retaining this staff becomes greater as his skills become more marketable. Skilled IT workers are in short supply, and local governments have to compete with all other industries for these workers at all times.


**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

Minimal financial impact. If any, only some vendor training to bridge any training gaps for the NIA. Estimated training costs for 2019 are around \$4000, with perhaps slightly more planned for 2020 as the NIA's training requirements become more specialized.

**Relationship to Board Priorities:**

	<p>Exceptional Cost Effective and Efficient Services - Handing off infrastructure to a dedicated NIA greatly improves the capacity of IT to deliver technological innovation in the primary services so that they operate more efficiently.</p>
---	---

**Project: Document Management System****Project Description:**

Implementation of corporate document management strategy. Electronic Document Management represents a critical milestone along the path to corporate information maturity.

**Project Timelines and Milestones:**

At this time, the RDKB has implemented a Document Management System (DMS) for a small group of pilot participants. Initial adoption is going slowly, but as that pilot generates success, it should pave the way for further adoption by other functional groups.

**Project Risk Factors:**

The third party DMS in use is from a relatively small and unknown player in the DMS space, but it fit the needs and resources of the RDKB nicely. Support is delivered by a small group in Europe, so is delivered on a next-business-day basis. There's also the risk that the software developer might be bought by a larger group or fold entirely.





**Internal Resource Requirements:**

IT will continue to provide administration and, to the extent that it can, user support for users of this DMS.

**Estimated Cost and Identified Financial Sources:**

This particular DMS costs US\$3770 to license initially, with an ongoing maintenance cost of 22%, so is a very good value.

**Relationship to Board Priorities:**

	Improve and Enhance Communication – the initial DMS pilot group is the Emergency Operations group, which is now much more effectively able to collaborate with external agencies in the event of an EOC activation
	Responding to Climate Change Impacts – an effective DMS program reduces the amount of paper required to conduct the business
	Exceptional Cost Effective and Efficient Services - DMS supports primary services allowing them to operate more efficiently.
	Responding to Demographic / Economic / Social Change – Younger workers from other environments will expect digital workflows as the standard, so an effective DMS

	service for corporate documents will become increasingly critical in retaining those workers.
--	---

**Project: Electronic and Paper Records Management (RDKB Internal Filing Systems) (2019-2020)****Project Description:**

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is ongoing and as part of the broader RDKB "document management" piece, Administration will work with Information Services. The work includes creating electronic folders and sub-folders on the RDKB's internal common network drive for some of the RDKB's common records that all employees need access to, organizing all future Administration Department's general files as electronic records, scanning and filing important historical paper files, studies, consultant reports into the network drive and creating a records retention schedule.

Given the uniqueness of some of the RDKB's services, not all departments wish to file in an overall corporate system. This results in the project shifting to a records management system (paper and electronic), using the Local Government Management Association (LGMA) model, for only the Administration Department's general files and the overall Corporation's contracts, leases agreements, etc.

**Project Timelines and Milestones:**

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

Began January 2019 and Continues Beyond 2020

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network. **Complete.**
- February 2019 to April 2019: Reorganize and create additional space for the Administration Department's paper file folders. **Complete.**
- May 2019-Fall 2019 – Add extensions to both paper file folders and the electronic files (e.g. as per the LGMA Records Management model). **Complete.**
- Fall 2019 and Ongoing into 2020 - Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file folder system. **This part of the project has been removed.**

**2020**

- January 2020 - March 2020 Continue to identify which current historical paper records should be digitized and begin the duplication process onto the network drive.
- March-May 2020 - Continue to research and review a Records Retention Schedule(s) and bylaw.
- June-Fall 2020 – Move towards adoption of a records retention bylaw. Consult with solicitors and records management professional.
- Fall 2020 - Work with Information Systems Department in the overall RDKB document management system (microfiche). Consult with professional.



**Project Risk Factors:**

This project continues to require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2020 could possibly be delayed with unforeseen and or other emergent work that may arise. The work to completion will be ongoing in 2020 and beyond. Staff are discussing a temporary term-position (e.g. librarian, records management specialist) to assist and funds have been included in the 2020 General Government - Administration budget

**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources (2020):**

- Approximately \$1,500 for solicitor's opinions and legal work on the records retention bylaw.
- The proposed 2020 Budget includes funds for a temporary, term-position to work with the Corporate Office to move towards completion.
- Staff resources and time.

**Metrics for Term Position Work****Work Commencing Approx. June 2020 to December 2020****(Updates for BoD Jan 30\_20)**

- Work with Corporate Officer to become familiar with the work that has been completed to date both for paper and electronic records.
- Engage with Department/Service Managers to determine the level of support for an organizational-wide records management system.
- Review, explain and introduce the Local Government Management Association (LGMA) of BC Records Management System as well as other potential options for the RDKB, which in general will organize document management and access overall.
- Review and suggest possible options for departments that may not fit into an overall system.
- Determine level of willing overall departmental participation.
- Work with Corporate Officer and Manager of Information Systems (IS) to organize moving forward with electronic/digital filing within the overall document management system.
- Review the current RDKB records management classification system, subject headings, file naming conventions.
- Review possible policies and procedures.
- Records Classification System.
- Model Records Management Bylaw, Records Retention Bylaw.
- Look ahead to FoIPPA requirements both paper and electronic.
- Begin to develop training of relevant designated Staff.
- Archiving, records-destruction, quality assurance and auditing will need to be considered and work executed to move forward.

**Relationship to Board Priorities:**

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*
  - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.

**RDKB Strategic Objectives:**

	<p><i>Exceptional Cost Effective and Efficient Services -</i></p> <p>Records Management provides for more <i>efficient and effective management</i> of the organization's documents keeping records filed and organized in a systematic manner. Electronic filing reduces the cost for storage equipment, paper and other stationary supplies and provides benefits for staff time management as a proper system should reduce the time it takes to search for, and locate records. Records management allows information-sharing with the public, the Board and the overall internal corporation to become more efficient.</p>
	<p><i>Environmental Stewardship/Climate Preparedness -</i></p> <p>The electronic component of records management reduces the volume of paper, file-folders and other stationary from going into our landfills.</p>

**Project:** CityView Upgrade**Project Description:**

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView. Despite bearing the same names, these are fundamentally different products, separated by more than a decade of development and innovation.

**Project Timelines and Milestones:**

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019/20. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2020. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.


**Project Risk Factors:**

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

**Internal Resource Requirements:**

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

**Relationship to Board Priorities:**

	<p>Exceptional Cost Effective and Efficient Services - New software will permit BI staff to operate more efficiently and mitigates the risk of running outdated software. As more CityView modules put into service, other Administration functions will operate more efficiently.</p>
---	--

**Project: Primary Corporate Storage Replacement****Project Description:**

The primary corporate storage device is from 2014, so is due for replacement as a normal capital replacement.

**Project Timelines and Milestones:**

RDKB was an early adopter of Nutanix hyperconverged storage devices and remains committed to this specific technology. Since 2014, several neighboring organizations have also purchased Nutanix storage devices, the presence of which adjacent install base strengthens the case for continuing to use this storage vendor. By the next storage replacement capital cycle in 2025, it may even be practical to pool storage devices with some of these neighbors, which exponentially strengthens the robustness of this particular technology beyond the simple sum of the storage devices.

**Project Risk Factors:**

Storage in any one data centre poses a risk, irrespective of its individual robustness. IT will be abating this risk to a reasonable extent by locating a backup of crucial storage in a secondary location.



**Internal Resource Requirements:**

This project will fall largely on the Network Infrastructure Analyst (NIA) who, by Q2 of 2020 will have acquired Nutanix Engineer certification from the vendor.

**Estimated Cost and Identified Financial Sources:**

\$140,000 is budgeted in the IT capital financial plan for 2020.

**Relationship to Board Priorities:**

	Exceptional Cost Effective and Efficient Services – The existing storage device will be 6 years old by the time of its replacement and will no longer be eligible for vendor support by 2021, so this replacement is good capital planning. The new device has also roughly twice the capacity of the outgoing, which should accommodate all the necessary growth of the business through to 2025.
	Responding to Climate Change Impacts – Nutanix hyperconverged appliances are exceeding efficient of power, cooling and rack space vs. traditional storage design

**Project:**      **Procedure Bylaw Review-Revised Bylaw (2019-2020)****Project Description:**

The general procedures to be followed by Regional District Boards and Municipal Councils and their respective committees in conducting business must be established by a “procedure” bylaw (S. 225 LGA). It is a lengthy and comprehensive bylaw that acts as a guide for the Board, public and staff. The bylaw must specify the details for giving the elected officials and the public notices of meetings and general meeting and electronic meeting procedures. The procedure bylaw must also set out the agenda delivery timelines and the rules for closed meetings.

Based on Board and the Policy and Personnel (P&P) Committee’s direction from 2016-2017, the main objective of this project was to: include additional elements to the current procedures and rules for RDKB electronic meetings and to provide staff an opportunity to assess how, and the timelines for, the delivery and posting of meeting notices and agendas.

Through the initial work in early 2019, Staff identified several areas of the bylaw that were out of date and which needed to be resolved to reflect the names of current Committees, the addition of new Committees, updates to staff titles and removal of Committees that no longer exist. Staff worked on incorporating housekeeping updates and changes to the order of the bylaw sections to make the content more streamlined/organized. Inclusion of a consent agenda and removing the names of movers and seconders from the record were also brought forward for discussion by the P&P Committee and already approved by the Board.

Parts 1-8 have now been reviewed and the changes proposed by the P&P Committee have been incorporated into the draft bylaw. Some specific parts of the bylaw, including electronic meetings, closed meetings and delegations were reviewed attentively and the Committee’s proposed changes have been made in the draft version.

In 2020, Staff and the Policy and Personnel Committee will continue to move forward with assessment of the remaining pieces of the bylaw (Parts 9-14). The work is tedious and discussions for the Committee members are involved and take a significant amount of time. The proposed draft procedure bylaw will be presented to the overall Board for review and feedback before it is re-presented for adoption.

**Project Timelines and Milestones:**

Commenced February 2019 with completion initially targeted for fall 2019. As of November 2019, the project is not complete. The Policy and Personnel Committee has dedicated a large volume of time reviewing the bylaw throughout 2019. Discussions have been thorough and productive. Both staff and the Committee require more time in order to complete the work and present a final revised bylaw to the Board for adoption in 2020.

- February 2019 to April 2019 – Staff research bylaw compliance with provincial requirements, research other local government procedure bylaws, complete the “housekeeping” amendments and assemble example bylaws and background materials to present to the Policy and Personnel Committee’s review in March or April. Staff present research material and examples regarding consent agendas and removing the names of movers and seconders **Complete.**
- April-May 2019 – Staff research consent agendas and Eli Mina re. removing the names of elected officials who move and second motions from the record incorporate in draft bylaw and present to both the P&P Committee and the Board of Directors. **Complete.**
- June 27, 2019 - The Board approved the proposed streamlining edits and the reorganization of the bylaw as recommended by staff and the P&P Committee. The Board also approved the addition of consent agendas and agreed to removing the names of movers and seconders from the record.
- September 2019 – Staff provides the Committee with focus areas for review in Parts 3-5 (Board and Committee agendas, meeting details, notices of meetings, agenda delivery and electronic meetings). **Complete.**
- October – November 2019 – Staff work through electronic meeting sections to include the P&P Committee’s changes from September into the draft bylaw. **Complete.**
- November 2019 - The Committee continued its review of electronic meeting procedures and rules. Staff provided further focus areas in Parts 6-8 (attendances at meetings, order of business, meeting procedures) and the Committee provided several edits, which staff is currently working to include in the proposed bylaw. **Ongoing.**

## 2020

- January-March 2020– Staff provide the P&P Committee focus areas and discussion points for a review of Parts 9-14 to complete the overall Committee review.
- April-May 2020 – Bylaw review by staff for any omissions, spelling, grammar and formatting. Staff to determine whether the P&P Committee needs to consider any other legislative or important procedural matters that may have been missed during 2019.
- June - Present the proposed draft procedure bylaw to the P&P Committee for final review and further possible edits.
- June-July 2020 – Present proposed draft bylaw to Board of Directors for discussion and feedback and possible referral back to staff and P&P Committee for further edits.
- July-August – Present bylaw to the Board of Directors for adoption.

### Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. The milestones and completion of the project will depend largely on the discussions and decisions of the Policy and Personnel Committee and Board of Directors. Adoption of a revised bylaw is critical in order to make the RDKB’s meeting and notice procedures compliant with the legislation, timely, and to incorporate the current internal procedures and processes that are not captured in the current bylaw.

### Internal Resource Requirements:




Manager of Corporate Administration

**Estimated Cost and Identified Financial Sources:**

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

**Relationship to Board Priorities:**

- In 2016, the Board directed staff to begin work on a framework and policies and procedures for electronic meetings. Direction was also given for to staff to assess how, and the timelines for, the delivery and posting of meeting notices and agendas.
- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*

	<p><b><i>Improve and Enhance Communication-</i></b></p> <p>A local government procedure bylaw is a legislative requirement and as such, must comply with the <i>Local Government Act</i> and <i>Community Charter</i>, regardless of the other procedures that the local government wishes to include in the bylaw. The draft RDKB bylaw does include sections that are additional to the required/legislative content and which should be reviewed every few years to ensure they fit with the present Board's strategic priorities.</p> <p>Given the bylaw acts as a "guide" or reference document, it communicates with staff, the Board and the public about the RDKB's meeting arrangements and details as well as procedures and policies that should be recognized and understood by all of the aforementioned groups during a meeting.</p>
	<p><b><i>Exceptional Cost Effective and Efficient Services</i></b></p> <p>The inclusion of electronic meetings in the RDKB procedure bylaw, provides an alternative for staff, the Board and Committee members having to drive to attend meetings. If used, electronic meetings could result in an opportunity for the RDKB to spend less financial resources on gas, driving time and meals for both staff and elected officials.</p>
	<p><b><i>Environmental Stewardship/Climate Preparedness</i></b></p> <p>When used, electronic meetings would result in less greenhouse gas emissions as staff and the elected officials will be able to participate in the meeting without having to drive a vehicle.</p>

**Project: Freedom of Information and Protection of Privacy (2019-2020)****Project Description:**

The Office of the Information and Privacy Commissioner for British Columbia enforces the *Freedom of Information and Protection of Privacy Act* (FOIPPA) which sets out the access and privacy rights of individual's as they relate to the public sector. The Act establishes an individual's rights to access to records, including access to a person's own personal information and records in the custody and or control of a public body. The Act also sets out the terms under which a public body can collect, use and disclose personal information of individuals, how much can be charged for the local government's work and the timeline for the local government to reply to requests. Public bodies are accountable for their information practices as they are required to take reasonable steps to protect the privacy of personal information they hold while balancing transparency and individuals' rights to access records.

In most BC local governments, the Corporate Officer is usually the *Freedom of Information and Protection of Privacy Act* Head or Coordinator. The head relies heavily on staff from other departments such as building inspection, fire and planning/land use to search, locate and identify the records that are requested. The Act is large (6 parts) and the work to release records, if that is the case can be complex, takes a significant amount of staff time and requires attention to details to process the different types of requests for records.

The FOIPPA Head responded to 42 more requests for records in 2018 (76) than in 2017 (34) and the number of requests increased from 76 in 2018 to 98 to date in 2019 (increase in volume of approximately 29%). The strain of working through the volume of requests while managing other corporate work, and ensuring that the FOIPPA Head replies to requests within the legislative deadline has largely been offset with the addition of an 80% FTE (4 days per week) position. This position assists the FOIPPA Head with managing the requests within the deadline and also assumes procedures for clerical and duplication work as well as providing the Corporate Officer with a review of the proposed records for disclosure. This position has made a positive and large difference for RDKB FOIPPA Head's work in FOIPPA.

To provide better service to those requesting records and to reduce the amount of time for all RDKB staff with their contributions to the process, the RDKB FOIPPA Head worked with Civic Legal LLP to create a list of routinely released documents, which was provided to Managers and staff. The RDKB FOIPPA bylaw will be presented as well once it has been revised and updated.

The RDKB's current FOIPPA Bylaw is old and needs work to modernize legislative references and other pieces. The Bylaw has also been referred to the RDKB Solicitors for a legal review to ensure compliance with the FOIPP Act as well as with RDKB policies. Staff has not received the legally reviewed version back yet.



In 2020, staff propose to provide the members of the RDKB Board of Directors with some training under the FoIPPA as well as providing them with the list of routinely released records, which also includes guidance as to when to turn over requests to the Head. Records that are not routinely released must be referred to the Head for review and disclosure processes as it is illegal for any other position to reply to, disclosure records and redact if necessary.

#### **Project Timelines and Milestones:**

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

- March-April 2019 - create list of routinely released documents and refer to solicitors for review. **Complete.**
- May to August 2019 – Staff review current RDKB FOIPPA Bylaw to ensure it fits with RDKB policies such as the *Use of Surveillance Cameras at RDKB Facilities Policy*. **Complete.**
- June 2019 – FoIPPA Head meet face to face with Solicitors re. the final draft of the routinely released records. **Complete.**
- September 2019 - FoIPPA Head meet fce to face with Solicitors re. the RDKB FoIPPA Bylaw. **Complete.**
- October- Bylaw referred to RDKB solicitors to ensure compliance with the FoIPPA. **Complete.** Legal review still underway.
- November 2019 – List of routinely released records distributed to RDKB Managers and staff.

#### **Project Risk Factors:**

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. Until mid-2019 and with limited resources to assume and assist with other administration/corporate work until summer 2019, the 2019 project timelines and milestones have had to be adjusted.

#### **Internal Resource Requirements:**

- Manager of Corporate Administration, Manager of Information Services and Administration Clerk/Secretary/Receptionist

#### **Estimated Cost and Identified Financial Sources:**

- Time and human resources.
- \$1,600 (2019)
- Approximately an additional \$1,500 for the legal review on the bylaw will need to be allocated in the 2020 budget.

#### **2020**

- February-March 2020 - Once the solicitors have completed the legal review on the RKDB FoIPPA bylaw, the Corporate Officer/FoIPPA Head will present it to the Board of Directors for adoption.
- March-April 2020 – The FoIPPA Head will present to, and review the Bylaw with staff.

- May-July 2020 –Develop content for an FoIPPA page on the RDKB website and other communications pieces that will assist staff, elected officials and the public understand the legislation as well as the RDKB FoIPPA practices and procedures.

**Relationship to Board Priorities:**

- Local governments have a duty to create, receive and use records as a normal part of conducting business. The manner in which the RDKB manages requests for records and ensures compliance with the *Freedom of Information and Protection Privacy Act* directly affects the Board’s ability to operate effectively and to remain transparent.
- RDKB Mission Statement: *“...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*



*Improve and Enhance Communication -*

Ensuring that the current RDKB FoIPP records processes and practices are communicated to the public in a clear and informative manner so that the public understands the rules around the release of records will provide timely access to requested records and assist the Board of Directors to be seen as transparent and open with the public.

**Project:        Continuation of Property Transfers – Grand Forks Rural Firehalls (2019-2020)****Regulatory Bylaws and Regulations:**

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

**Staff:****Chief Administrative Officer****Manager of Corporate Administration****Clerk, Secretary, Receptionist (Administration)**

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

There are 4 rural firehalls within the service:

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

Work began in January 2017 and in 2019, Staff will continue to work with the RDKB Solicitor. It is difficult to determine when this work will be completed. However, Staff's work will continue throughout 2020 once the RDKB solicitors have completed working with the private landowners' legal teams.

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

**Relationship to Board Priorities:*****Exception Cost Effective and Efficient Services -***

This initiative is part of larger plan to rationalize the Grand Forks Rural Fire Service, which is intended to result in long-term savings to residents



**Project: Energy and Climate Change Project - FortisBC Agreement****Project Description:**

The implementation of the Senior Energy Specialist (SES) Services work plan as documented in the RDKB and FortisBC Funding Agreement. The work plan covers both corporate and community energy and greenhouse gas reduction activities, specifically demand side management, transport, renewable natural gas and natural gas for remote communities.

Key deliverables within the work plan include:

- Regional Residential Energy Efficiency Program (REEP) - develop a plan that reduces energy cost and improve living conditions for residences in our communities, and reduce greenhouse gas emissions.
- Preparing for the 2022 Building Code (Step Code) – develop a region wide transition plan to prepare the building industry and trades, municipalities and regional district for the construction of new homes and commercial building to the update 2022 Building Code.
- Low Carbon Fleet Management Plan - Report on a low carbon fleet management plan options for the Regional District of Kootenay Boundary.
- Build energy retrofit plans for top 5 energy consuming facilities - Review current energy consumption at the RDKB facilities, undertake energy assessments to identify energy reduction opportunities and to develop energy retrofit plans for the top 5 energy consuming facilities.

**Service Levels**

**New:** Management of the RDKB corporate and community energy and climate change programs.

**Human Resources:**

Senior Energy Specialist (100%)

**Project Timelines and Milestones:**

August 2019 – August 2021

**Project Risk Factors:**

The key risks to the project are:

- the municipalities are not willing or unable to engage in the development of the program due to limited resources and different priorities. This could result in a fragmented approach across the region and some communities not included.
- resources are diverted from this project to other priorities or new projects resulting in the work not being completed and losing FortisBC funding.
- service and other managers are not available or interested in supporting the review of existing fleet usage and requirements, or participating in the energy assessments resulting in either delay in project or gaps within the project deliverable.

- funding to undertake the energy assessments at these top 5 energy consuming facilities is not available due to grant funding not being obtained and FortisBC no longer providing their energy assessment program.

**Internal Resource Requirements:**

Development of REEP & the Transition Plan for 2022 Building Code - There will be a need for involvement from planning, building inspection and corporate administration (communications) departments.

Low Carbon Fleet Management Plan - There will be a need for involvement of managers to understanding their fleet vehicle usage and requirements, development of the RDKB travel profile and the review of the Fleet Vehicle Replacement Policy.

Facilities Energy Retrofit Plan - There will be a need commitment and involvement from Service Managers and key staff managing and running the operations.

**Estimated Cost and Identified Financial Sources:**




The cost of the project will consist primarily of staff time – primarily the time of the Senior Energy Specialist who's position is funded through FortisBC 2 year SES Funding Agreement. It will also involve staff to contribute.

In addition, there will be a cost associated with undertaking the Energy Assessments at the different facilities. Previously FortisBC charged \$300 per site.

Potential funding sources:

- FortisBC funding and rebates for Energy Assessments,
- Columbia Basin Trust Grant opportunities,
- CARIP reserve fund, and
- Gas Works.

**Relationship to Board Priorities:**

	<i>Environmental Stewardship/Climate Preparedness</i> This project advances one of the Board's key strategic priorities for Environmental Stewardship/Climate Preparedness and commitment that we will plan for climate change mitigation.
	<i>Exceptional Cost Effective and Efficient Services -</i> This program will advance this strategic priority of the Board by proactively analyzing opportunities for better efficiency opportunities associated with energy use and climate change mitigation.
	<i>Improve and Enhance Communication -</i> This project will allow an opportunity for the RDKB to communicate with the community the various initiatives associated with climate change mitigation and energy efficiency

**Outstanding Action Items:**

GENERAL ADMINISTRATION			
Initiation Date	Action / Issue	Staff Resources	Comments
Mar. 2018	<u>Community Group Use of Fire Halls:</u> That the use of RDKB fire halls by external community groups be referred to the Policy and Personnel Committee for further discussion around the development of a policy that would set out guidelines for the use of the local halls by external community groups and the role of the Regional Fire Chief.	Administration Staff	
Feb. 2016	<u>Reserve Policy:</u> That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating/maintenance requirements. Further, that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive, and Personnel Committee.	Finance Staff	The policy is to be developed in conjunction with the development of the RDKB's Asset Management Plan which is currently in process.
June 2017	<u>Succession Planning:</u> That Staff prepare a report on the RDKB's Succession Plan.	Administration Staff	



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 13, 2020 **File**  
**To:** Chair Langman and RDKB Board of Directors  
**From:** Dan Derby, Regional Fire Chief  
**Re:** 2020 Work Plan update – May Update – 911  
 Emergency Communications Service

### **Issue Introduction**

The purpose of this report is to provide an update on the 2020 911 Emergency Communications Service Workplan.

### **History/Background Factors**

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

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

### **2020 911 Emergency Communications Service (015) Workplan – May 2020 Update**

Service Name	Project	Budget	Status
911 Emergency Communications Service	Fire Dispatch Network Radio Coverage Assessment	\$10,000	Project initiation is anticipated to occur in June.

### **Implications**

#### Operational Service Level Impacts – COVID-19.

Response to the COVID-19 pandemic, freshet planning and response have had a significant impact on staff time. Since the beginning of March staff have been dedicated to planning and response activities.

---

*Page 1 of 2*

*Staff Report-2020 "911 Emergency Communications Service". Workplan Update  
May 28, 2020*



**Advancement of Strategic Planning Goals**

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

**Background Information Provided**

1. 2020 911 Emergency Communications Service (015) Workplan

**Alternatives**

1. That the RDKB Board of Directors receive the 20020 Workplan Update Report.
2. That the RDKB Board of Directors not receive the 2020 Workplan Update report.

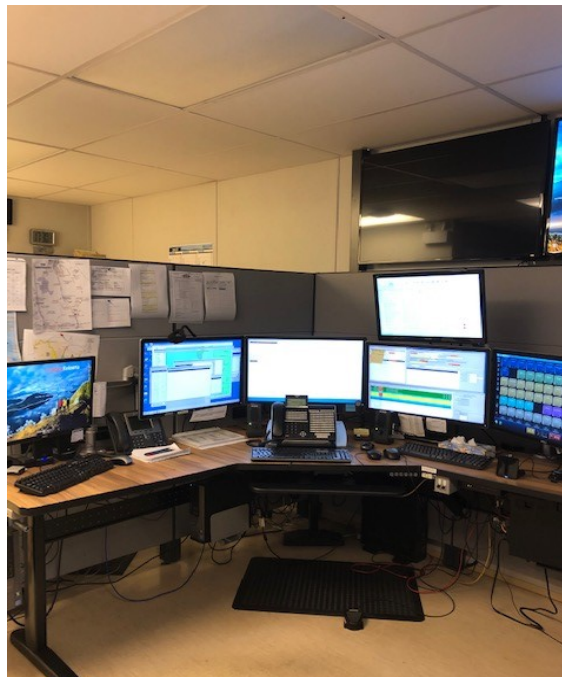
**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the May 13, 2020 staff report titled "2020 Work Plan update – May Update – 911 Emergency Communications Service".



# 9-1-1 Emergency Communications Service

## 2020 Work Plan



**9-1-1 EMERGENCY COMMUNICATIONS SERVICE**

Dan Derby, Regional Fire Chief/Fire Dispatch Manager  
Service Number 015  
As of December 3, 2019



## 9-1-1 Emergency Communications Service

### 2020 Work Plan

**Service Name:** 9-1-1 Emergency Communications Service

**Service Number:** 015

**Committee Having Jurisdiction:** Board of Directors – Protective Services Committee

**General Manager/Manager Responsible:**

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

**Description of Service:**

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

**Establishing Authority:**

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

Bylaw No. 1152 adopted 26<sup>th</sup> day of July, 2001

**Requisition Limit:** N/A

**2019 Requisition / Budgeted Expenditures:**

\$323,966 / \$369,691

**Regulatory or Administrative Bylaws:** Not Applicable

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



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

**Human Resources:**

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

**2019 Accomplishments:**

In May 2018, Trail Fire Dispatch closed and fire dispatch services were transitioned to the City of Kelowna's Fire Dispatch, under a 5-year contract (April 30, 2018 – December 31, 2022) . In September the RDKB, board approved the extension of 9-1-1 agreement with the Regional District Central Okanagan (November 18, 2019 – December 31, 2020).

Operationally all repeater sites had preventative maintenance and repairs completed in 2019. Our Granite Mountain repeater west of Rossland suffered radio signal interference because of landlord improvements. Working with contractors, regulators and co-location tenants' solutions were identified to restore communications to normal levels.

Renewal of repeater site and network agreements continues to be a priority to ensure the long-term reliability of our fire dispatch network.

**Significant Issues and Trends:**

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

While four of the seven departments serviced by our dispatch network upgraded to a fibre network connection through the transition process in 2018. The other three fire departments (Greenwood, Midway & Beaverdell) will need to be upgraded to a fibre connection when fibre connectivity is available to Kelowna.

Upgrades to our repeater site and dispatch centres radio networks will provide significant cost pressures moving forward (2022) to meet federal Next Gen911 standards.

**2020 Projects:**

**Project #1:** Fire Dispatch Network Radio Coverage Assessment

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

**Project Timelines and Milestones:** Based on communications consultants availability and site access the project is anticipated to take four months with completion in time for the 2021 budget cycle.

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

**Internal Resource Requirements:** N/A

**Preliminary Cost and Identified Financial Sources:** The 2020 budget includes \$10,000 for consulting services to coordinate the technical and operational requirements of our fire dispatch repeater site network.

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

**Project #2:** Asset Management Planning

**Project Description:** Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2020.

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

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

**Estimated Cost and Identified Financial Sources:** N/A

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

**Remaining Board Action Items:**

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



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 13, 2020  
**To:** Chair Langman and RDKB Board of Directors  
**From:** Dan Derby, Regional Fire Chief  
**Re:** 2020 Work Plan update – May Update –  
 Emergency Preparedness Service

**File**

### **Issue Introduction**

The purpose of this report is to provide an update on the 2020 911 Emergency Preparedness Service Workplan.

### **History/Background Factors**

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

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

### **2020 911 Emergency Communications Service (012) Workplan – May 2020 Update**

Service Name	Project	Budget	Status
<b>Emergency Preparedness Service</b>	Grant applications and management: 2020 CRI FireSmart, CEPF ESS, CEPF EOC Training CEPF Evacuation Route Planning	\$1,000	<p>2020 CRI FireSmart: Grant application submitted and the RDKB has been awarded the grant for phase two of the RDKB FireSmart framework.</p> <p>CEPF ESS: Grant application submitted, awaiting a response.</p> <p>CEPF EOC Training: Grant application submitted, awaiting a response.</p> <p>CEPF Evacuation Route Planning: Application Intake postponed due to COVID-19.</p>

*Page 1 of 3*  
**Staff Report-2020 "Emergency Preparedness Service". Workplan Update**  
**May 28, 2020**



			If successful with these grants the RDKB will seek extensions to enable the successful completion of the projects. If no extension is given then it will be difficult to complete the projects in the time frame given.
	Emergency Program Act Modernization Submission	No budget assigned	RDKB official comments have been submitted. We will await our opportunity to provide further comments in the fall when the Province starts their next round of consultation.
	Development of an RDKB specific FireSmart for homeowners plan, project management	\$5,000	This Project has been put on hold due to current EOC activations for COVID-19 and 2020 Boundary Freshet. As more COVID-19 restrictions are eased our FireSmart consultant will be able to restart the project. However Emergency Management staff time will remain limited due to response and recovery needs as a result of the two EOC activations.
	Pet & Livestock Plan	\$1,000	This project was proposed if there were not EOC activation in 2020. Given the current EOC activation for both COVID-19 and 2020 Boundary Freshet it remains unlikely that this project will be completed in 2020.
	Capturing Boundary Freshet 2018 Business Continuity Strategy	No budget assigned	This project was proposed if there were not EOC activation in 2020. Given the current EOC activation for both COVID-19 and 2020 Boundary Freshet It remains unlikely that this project will be completed in 2020.
	Public Education and Community Outreach	\$4,000	This project was proposed if there were not EOC activation in 2020. Given the current EOC activation for both COVID-19 and 2020 Boundary Freshet It remains unlikely that this project will be completed in 2020.
	Analysis of emergency evacuation routes and alternatives	\$1,000	This project was proposed if there were not EOC activation in 2020. Given the current EOC activation for both COVID-19 and 2020 Boundary Freshet It remains unlikely that this project will be completed in 2020.

## Implications

### Operational Service Level Impacts – COVID-19 and 2020 Boundary Freshet.

Response to the COVID-19 pandemic, freshet planning and response have had a significant impact on staff time. Since the beginning of March staff have been dedicated to planning and response activities.

**Advancement of Strategic Planning Goals**

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

**Background Information Provided**

1. 2020 Emergency Preparedness Service (012) Workplan

**Alternatives**

1. That the RDKB Board of Directors receive the 2020 Workplan Update Report.
2. That the RDKB Board of Directors not receive the 2020 Workplan Update report.

**Recommendation(s)**

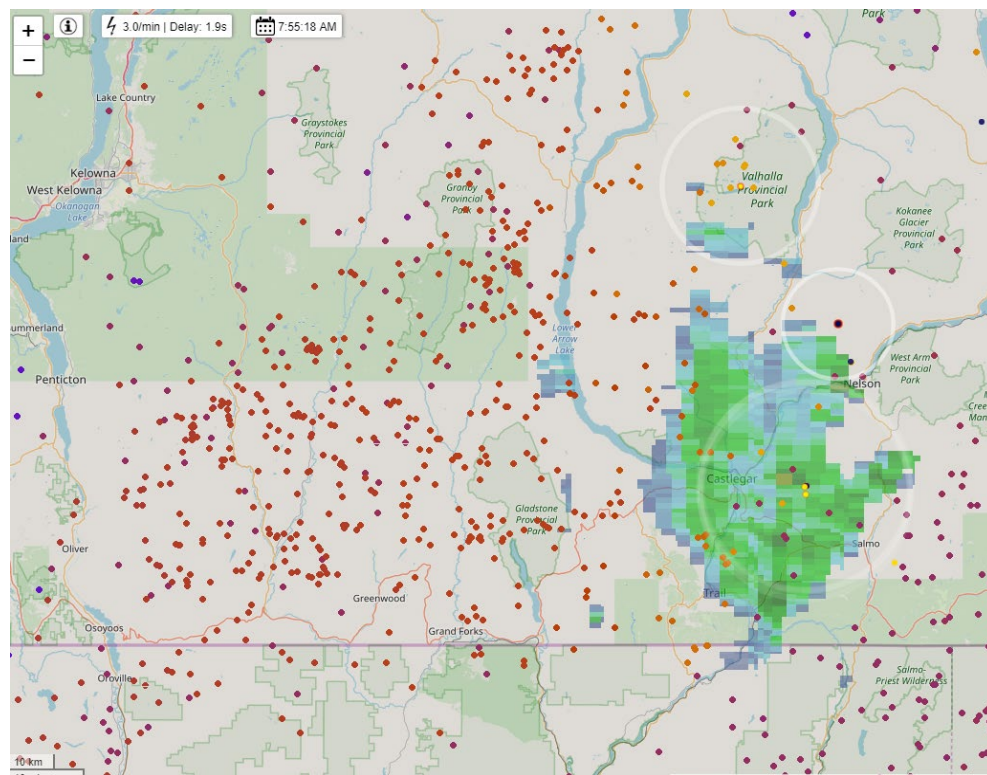
That the Regional District of Kootenay Boundary Board of Directors receive the May 13, 2020 staff report titled "2020 Work Plan update – May Update – Emergency Preparedness Service".



Regional District of  
Kootenay Boundary

# Emergency Preparedness Service

## 2020 Work Plan



LIGHTNING STRIKES OVER THE RDKB 2

### EMERGENCY PREPAREDNESS SERVICE

Mark Stephens, Interim Manager of Emergency Programs

Service Number 012

As of November 29, 2019



## Emergency Preparedness Service

---

### 2020 Work Plan

**Service Name:** Emergency Preparedness

**Service Number:** 012

**Committee Having Jurisdiction:** Board of Directors – Protective Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager Operations / DCAO Reporting to Mark Andison, CAO

Dan Derby, Kootenay Boundary Regional Fire Rescue, Regional Fire Chief reporting to James Chandler, General Manager Operations / DCAO

Mark Stephens, Interim Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

**Description of Service:**

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

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. Based on the BC Emergency Management System, the plan is intended to meet the requirements of all applicable Provincial legislation and regulations. The RDKB works cooperatively with other internal and external Emergency Plan Holders, Agency Partners and Emergency Responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan along with its policies and procedures on an on-going basis, Emergency

Program staff participate in annual exercises and training to further advance the ability of the RDKB and partner municipalities to effectively coordinate the response to any emergency or disaster that occurs within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

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

**Establishing Authority:**

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

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

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

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

**Requisition Limit:** Not Applicable

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$259,111/ \$564,158 / \$ 3,161,905

**Regulatory or Administrative Bylaws:**

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

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



### Service Levels

Emergency planning, response, mitigation, and recovery services.

### Human Resources:

2020 Staffing				
EM Staff	Operational FTE	Operational Day	Project FTE	Project Days
Interim manager of Emergency Programs	76%	171	24%	54
Fire & Emergency Services Administrative Assistant	50%	112.5	0%	0
Regional Fire Chief / Fire Dispatch Manager	25%	56.25	0%	0

The staffing table above shows the configuration of staffing for 2020. Chris Marsh, Deputy Flood Recovery Manager will remain working on the Boundary Flood Recovery file full time until at least October 2020. Funding has been confirmed for the backfilling of his position until Late October 2020. The Interim Manager of Emergency Programs will continue to be the sole staff member in the emergency program until such time. Events over the last number of years have demonstrated a need to develop both the Policy Stream and an Operational Stream of Emergency Management. The Policy Stream is needed for program development and documentation, whereas the Operational Stream relates to the Response and Recovery functions of emergency events.

### 2019 Events:

In 2019, the RDKB was fortunate to have less active freshet and wildfire seasons. Although the EOC was not officially activated during the 2019 Freshet, a level one response was necessary while monitoring precipitation events during times of high water. Similarly, during the wildfire season, a number of smaller, less than one-hectare fires started within the RDKB. These fires were monitored and updates were provided to Area Directors, staff and the general public. Additionally, the Eagle Bluff Fire that burned outside of Oliver BC required monitoring as it burned within 7 km of the RDKB Area 'E' boundary and within 10 km of Mt Baldy Ski Resort. Below is a list of events within the RDKB in 2019.

- Salmo River Fuel Spill, March 2019, 2 Days, Level 1 Activation
- Severe Weather, April 2019, 2 days, Level 1 Activation
- Freshet, April-May 2019, 10 days, Level 1 Activation
- Wildfire, July 2019, 10 days, Level 1 Activation
- Teck Acid Spill, July 2019, 2 Days, Level 1 Activation

A ratio of response to recovery work that is widely used in the Emergency Management field is 1:50. This means that for every one day the EOC is active, there will be 50 days of recovery work. A response is defined as an event that requires the activation of the EOC with an EMBC task number.

In 2019 the following projects were completed.

- Flood Response plan - Complete
- New Dedicated RDKB Emergency Website – Complete
- Evacuation Alerting System – Complete
- EOC Technology Upgrades, grant – Complete
- Implementation of Cloud Base storage for Emergency Management files – Complete
- Emergency Communication Plan complete
- Boundary ESS/ Canadian Red Cross Mobile Office and Storage, grant – 40% Complete
- Evacuation Route Planning, grant – 50% complete
- CRI FireSmart Project, grant – 30% complete

### Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are affecting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record, followed by a moderate freshet and fire season epitomize the instability and unpredictability of our environment due to climate change. This pattern highlights the need for significant application of resources to Emergency Management functions within local government.

Recently released reports such as the *Climate Action Initiative* are pointing to rising temperatures in all seasons as well as decreased precipitation in the summer and increased precipitation in the fall-

winter and spring. The report also notes that we will experience more severe weather events with day-to-day heavy rain expected to increase by 25% and rain events will be 30% more likely to be heavy rain. By all accounts, the RDKB will face an increase in both the number of events and the intensity of events. These events pose a challenge to staff as severe weather often manifests with little to no warning. Current alerting systems in place at Environment Canada and the Province of British Columbia are not set up to provide notice of these rapidly developing weather events. The current systems often need 24 hours or more of weather data and modeling to provide useful notice.

An ongoing focus on relationship building and interagency cooperation are crucial for the effective delivery of the Emergency Management program throughout the RKDB and for a successful EOC activation. Priority needs to be given in future years to service delivery over projects if the current staffing model is not adjusted. Although grants are an innovative way to fund projects and consultants can take the main bulk of the workload, there is always a staff time component and this needs to be taken into consideration. On average a small grant, less than \$30,000, takes roughly 10 days of staff time to see through from application to final report, as the reporting requirements are increasing. Larger grants can see staff time needs as high as 40 days. The time needed to manage these grants and projects can take valuable time away from running the Service and can affect interagency relationships, for example leaving volunteer groups feeling unsupported.

In recent months, there has been a large turnover of staff at a number of our municipal partners, along with new staff at both our municipal partners and the RDKB. The Emergency Management program looks to develop a training and exercise program to help ensure that there are trained EOC team members able to respond to activations when they are needed.

In late 2020 the funding to backfill the Deputy Flood Recovery Manager will run out, the Emergency Program will start the transition conversation during the first part of the year to map out this transition. This does not mean that the recovery from the 2018 freshet is complete, there will be some recovery items and project remaining, this will become clearer as we get closer to the transition time.

The Work Plan projects as detailed below represents roughly 438 days of staff time to complete. Given the five-year average event workload and Emergency Program administrative workload of 171 days, the total time available in 2020 for Work Plan projects is **54 days**.

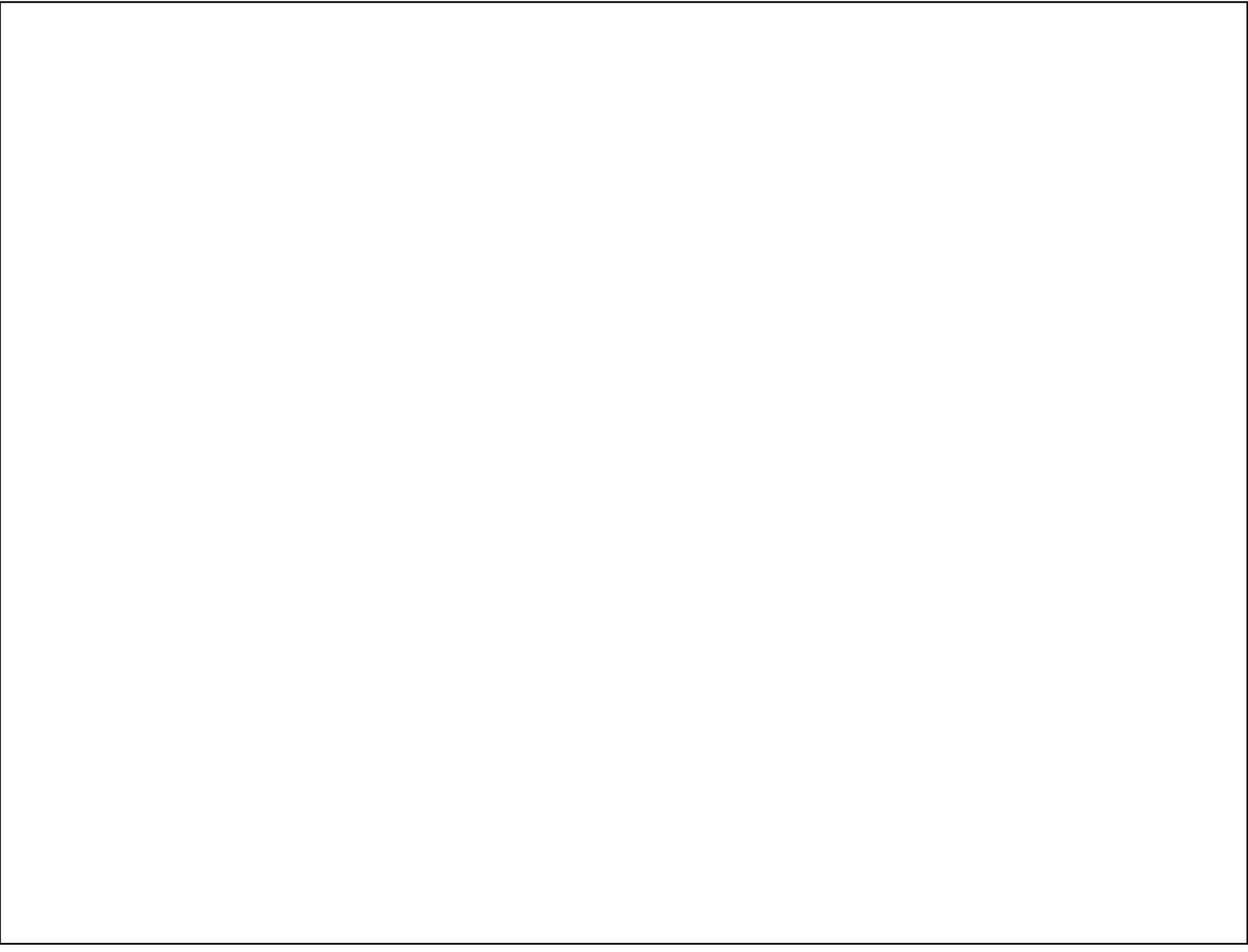
The discussion will need to take place in 2020 on how the Emergency Management program will be staffed as it pertains to program development, grant opportunities, response and recovery activities, and the impact this will have on the list of projects.

The list of projects below is roughly ordered based on what the Emergency Management staff see as Board priorities, funding availability and best use of staff time.






















**Project time cutoff line**

Normal Activation		54 day project time given 5 year EOC activation average.
No Activation		If 2020 has no EOC activations an additional 68 days will be available for project work. The Emergency Program will update the Board of Directors as to this status during the quarterly updates.



## 2020 Projects

Strategic Priority	Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority
   	Grant Applications and Management: 2020 CRI FireSmart, CEPF ESS, CEPF EOC Training, CEPF Emergency Program Act Modernization Submission	45	Both	\$1,000	High
		3	Internal	N/A	High
  	Development of an RDKB-specific FireSmart for homeowners plan, project management	20	External	\$5,000	Medium
   	Pet & Livestock Plan	20	Internal	\$1,000	Medium
  	Capturing Boundary Freshet 2018 Business Continuity Strategy	3	Internal	N/A	
 	Public Education and Community Outreach	20	Both	\$4,000	High
 	Analysis of emergency evacuation routes and alternatives	20	Both	\$1,000	Medium
   	Update Regional HRVA	30	Both	\$30,000	High
   	Update Regional Emergency Plan	40	Both	\$30,000	Medium
   	RDKB EOC Activation Business continuity planning	50	Both		Medium
	Asset Management Planning	2	Internal	N/A	Low
 	RDKB First Responder Radio Communications System Evaluation	30	External	\$25,000.00	Low
  	Flood Fighting Trailer Grant Request	15	Internal	N/A	Medium
 	Update flood plain mapping for entire RDKB & CEPF Flood Risk Assessment Grant	3	Both	N/A	High
	Records management of EM files	10	Internal	N/A	Medium
 	Analysis and recommendation of best practices re: emergency evacuations	15	Both		Medium
  	Development of an RDKB – wide community wildfire risk and prevention plan	15	External		Medium

		Analysis of the rapid damage assessment process used in 2018, identify best practices	3	Internal	Medium
		 Scoping for a stand-alone EOC for Grand Forks	10	Both	Low
		Pre-positioning emergency management supplies across the Boundary region	20	Internal	Low
		Development of a common IT operating platform for EOC operations	20	Internal	Low
		  EOC Staff Training/ Orientation / Exercise	20	Internal	High
		 Regional weather station network	40	Both	Low
		 Remote river monitoring system	40	Both	Medium
<b>Total</b>			<b>494</b>		

**STAFF REPORT**

**Date:** May15, 2020  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** 2020 Work Plan update – SERVICE MAY 2020 REPORT

**File****Issue Introduction**

The purpose of this report is to provide an update on the Building Inspection Services 004 Workplan.

**History/Background Factors**

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

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

**2020 "Building Inspection Services" (004) Workplan – May 2020 Update**

Service Name	Project	Budget	Status
Building Inspection Services	Development & Implementation of <b>Step Code</b> .	\$5000 Budget, No monetary costs incurred yet	In Progress. Freya Phillips and I have met on several occasions to discuss our process map identifying the benefits and risks and the impact on our internal processes. Next steps were discussed on April 15, 2020 and the changes to the bylaw will be minimal.
Building Inspection Services	<b>Mentorship Program</b> for our Building Officials	<b>\$2250</b> from yearly training Budget. \$1250 spent to date.	<b>Online training from BCIT:</b> Kevin has completed all level 3 training courses, Brian Z has completed the Level 2 training courses and Dan is half way through his level 2 training courses from BCIT.

*Page 1 of 3*  
**Staff Report-2020 "Building Services 004". Workplan Update**  
**Board of Directors May 28, 2020**

Building Inspection Services	Asset Management Planning	N/A	In Progress: A.M.P. being led by Finance Department with participation by all other departments
Building Inspection Services	Labor Reserve for 2 FT Building Official Positions	Commitment of \$50,000 to Reserves, based on annual surplus revenues.	In Progress, Monitoring Process

### Implications

#### Operational Service Level Impacts – COVID-19.

The Values of Construction for most areas in the region are above seasonal norms, except for Fruitvale and Greenwood which are lower than last year at this time.

According to our Comparison Building Report for the End of April, the Regional District issued **104 Building Permits** in **2019** and **146 Building Permits** in **2020**.

Similarly, the Total Value of Construction across the Region was **\$8,314,931** in **2019** and **\$12,056,166** in **2020**.

No shortfalls in revenue were realized in the first quarter of this year, even with having to adapt to a new way of conducting business to keep staff and members of the public safe.

Some of the benefits of conducting business using an electronic platform provided the means to keep our business moving forward and allowed for greater discretion and flexibility on the part of the Building Officials and our clients to work together to achieve a common goal.

Other realized benefits were less distractions for Building Officials due to the offices being closed to the public, leading to a more direct communication path for our clients with our building officials using telephone and email communications networks to answer questions and solve problems.

### Advancement of Strategic Planning Goals

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

**Background Information Provided**

2020 ..... "Building Inspection Services" ..... (004) Workplan  
Building Comparison Report for the Period Ending April 30, 2020

**Alternatives**

1. That the RDKB Board of Directors receive the 2020 Workplan Update Report.
2. That the RDKB Board of Directors not receive the 2020 Workplan Update report.

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the "May 28, 2020" staff report titled "Building Services 004 1<sup>st</sup> Quarter Update Report".



# Building Inspection Services



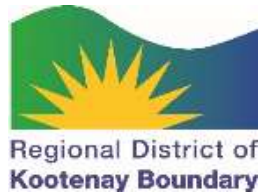
## 2020 Work Plan



## RDKB BUILDING INSPECTION DEPARTMENT

Brian Champlin, Manager of Building Inspection Services





## Building Inspection Services

### 2020 Work Plan

**Service Name:** Building Inspection Services

**Service Number:** 004

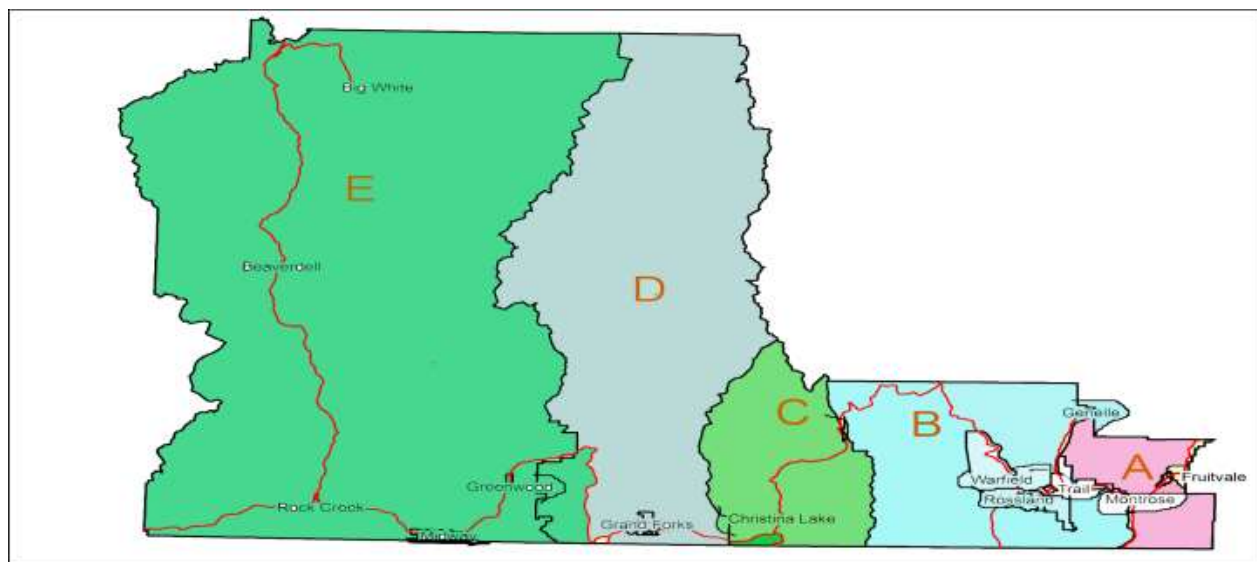
**Committee Having Jurisdiction:** Committee of the Whole – Finance

**General Manager/Manager Responsible:**

J. Chandler, General Manager, Operations/DCAO / B. Champlin, Manager of Building Inspection Services

**Description of Service:**

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



### Structure of Building Inspection Services

RDKB Building Inspection Services is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, 1985 and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

### Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008; but has since approached the Regional District to engage in a new contract to provide vacation relief services for the City of Rossland's Building and Plumbing Official. Discussions are underway, but the details of the contract have not been finalized. The City of Grand Forks terminated its contract in 2013.

The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

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

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

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

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2020 is based upon each participant's respective construction values in 2018), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

**Establishing Authority:**

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, Ch. 323)  
Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

**Requisition Limit:** No requisition limit

**2020 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$1,001,606 / \$1,189,958 / TBD

**Regulatory or Administrative Bylaws:**

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

**Service Area / Participants:**

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

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

**Human Resources:**

The Manager of Building Inspection Services is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is currently staffed with nine employees. All employees report directly to the Manager of Building Inspection Services.

Staffing for the department is composed of:

- 2 Building and Plumbing Officials – Grand Forks
- 3 Building and Plumbing Officials - Trail
- 1 Clerk/Secretary/Receptionist – Grand Forks
- 1 Clerk/Secretary/Receptionist – Trail
- Manager of Building Inspection Services – Trail

- *2 (Relief coverage/casual Clerk/Secretary/Receptionists) – Trail and Grand Forks*

The Building Inspection Department's staff contingent is split between two work sites. In the Trail office, there are currently 2 Level 1 Building and Plumbing Officials, 1 Level 2 Building and Plumbing Official and 1 Level 3 Building and Plumbing Official (Manager) and 1 full time Clerk/Secretary/Receptionist, with 1 Vacation Relief Clerk/Secretary/Receptionist that serve all of the Lower Columbia communities in Electoral areas A and B, except Rossland.

In the Grand Forks office there is 1 Level 3 Building and Plumbing Official, 1 full-time Clerk/Secretary/Receptionist, 1 Vacation Relief Clerk/Secretary/Receptionist, and recruitment nearing completion to fill the second Building and Plumbing Official position, vacant due to retirement in October 2019, serving Electoral Areas 'C' - Christina Lake, 'D' – Rural Grand Forks and 'E' – West Boundary.

## **2019 Accomplishments:**

### **Building Permit Applications**

The primary goal of the Building Inspection Service is to provide a responsive and accountable level of building inspection services on a day-to-day operational basis for the communities and clients that the department serves, given the resources available. Accordingly, one of the goals of the 2019 departmental work plan was to: *"Continue to provide prompt and effective building and plumbing inspection services to property-owners and contractors throughout the RDKB."* Comments from our industry stakeholders regarding our customer service, promptness of inspections and issuance of building permits has been very positive, as our building department staff continue to strive to provide a professional level of customer service, meeting the needs of homeowners, contractor and other industry stakeholders in the building community. Inspections are conducted on the daily and Residential and Commercial Part 9 Building Permits are issued within 10 working days and Building Permits for larger Part 3 Projects are issued within the industry standard timeframe of 20 to 30 working days.

The operations of the department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and file management of submitted documentation.

In 2019, the number of building permit applications processed by the department was similar to the 2018 numbers, but the total number of building permits issued for the year decreased slightly by 0.418% to **481**, from a total of **502** in 2018 and the value of construction also decreased by \$8,269,625. The detailed statistics, with building permit numbers and values to the end of December 2019 are broken down by electoral area and municipality and are shown in the tables on the following pages:

**COMPARISON BUILDING REPORT FOR 2018 AND 2019 (TO THE END OF DECEMBER, 2019)**

<b>AREA</b>	<b># PERMITS</b>	<b># UNITS</b>	<b>TOTAL VALUE</b>
<b>FRUITVALE</b>			
Year Ending 2019	40	3	\$2,518,076
Year Ending 2018	29	8	\$2,016,339
<b>GREENWOOD</b>			
Year Ending 2019	12	0	\$214,980
Year Ending 2018	10	1	\$233,250
<b>MIDWAY</b>			
Year Ending 2019	12	3	\$564,234
Year Ending 2018	7	3	\$520,000
<b>MONTROSE</b>			
Year Ending 2019	9	0	\$121,800
Year Ending 2018	20	2	\$876,037
<b>TRAIL</b>			
Year Ending 2019	163	6	\$7,636,581
Year Ending 2018	170	3	\$18,996,240
<b>WARFIELD</b>			
Year Ending 2019	16	1	\$424,800
Year Ending 2018	27	0	\$1,508,942
<b>AREA 'A'</b>			
Year Ending 2019	24	4	\$1,706,747
Year Ending 2018	25	1	\$809,420
<b>AREA 'B'</b>			
Year Ending 2019	35	10	\$3,046,426
Year Ending 2018	29	12	\$3,558,158
<b>AREA 'C'</b>			
Year Ending 2019	55	20	\$7,688,700
Year Ending 2018	62	13	\$5,010,300
<b>AREA 'D'</b>			
Year Ending 2019	46	11	\$3,428,317
Year Ending 2018	74	6	\$4,489,400
<b>AREA 'E'</b>			
Year Ending 2019	40	14	\$7,658,800
Year Ending 2018	31	6	\$4,254,200

<b>AREA 'BIG WHITE'</b>			
Year Ending 2019	29	13	\$14,551,200
Year Ending 2018	18	13	\$15,558,000
<b>TOTAL YEAR ENDING 2019</b>	481	85	\$49,560,661
<b>TOTAL YEAR ENDING 2018</b>	502	68	\$57,830,286

### **Property Management Software System**

The Building Inspection Department is using an outdated, unsupported version of CityView software to manage its building permitting system and documentation. The software is being replaced with a new version to avoid an inevitable software failure that could have a significant impact upon the department's productive capacity. Preparations for staff training on this new version of Cityview is underway.

### **New Inspection Checklist Procedures**

During 2019, the Building Inspection Department refined the building and plumbing inspection checklists that we have been using to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws.

One of the goals identified in the 2019 department work plan was to ensure that all building officials are consistently using these checklists while conducting inspections.

During the course of the year it was identified that the inspection checklist is being used more consistently by all inspectors and ongoing consistency is imperative to our operations in order to reduce our risk of liability. Moving forward, our goal for 2020 is still 100% compliance which is achievable and the move from paper to mobile electronic inspection software will ensure that this goal is met now and in the future.

The benefits of electronic inspection software in addition to being simple and easy to use, is the consistency that is automatically achieved when a user enters data into the inspection program; leaving no room for complacency. In addition to this, once the report is filed, a copy of the inspection is automatically sent to the Contractor, Owner or both, and Building Department along with any photographs of deficiencies that were taken during the inspection.

### **Building Bylaw Review**

Another goal identified in the 2019 departmental work plan was to review and develop a new building bylaw. The Building Inspection Department has revised the current building bylaw that applies to the electoral areas (Bylaw 449, 1985) as the Municipal Insurance Association of BC has now produced an updated "Core Building Bylaw" for local governments to use as a model bylaw to ensure their building bylaws are up to date and mirror current provincial building regulations. It was expected that the new building bylaw would be ready for adoption by the Board in late February or early March of 2019; however, we chose to delay the adoption of this bylaw until the province introduced some additional legislation into the to the BC Building Code that may have affected our proposed building bylaw. The bylaw has been vetted by our solicitors and will be presented to the Board of Directors for review and adoption by the summer of 2020.

### **Asbestos Exposure Control Safe Work Procedure Implementation**

Another goal identified in the 2019 departmental work plan was to monitor the process for the recent implementation of the new Asbestos Exposure Control Safe Work Procedures program, developed to ensure that all workers were following these regulations on a day to day basis to ensure employee safety. A new safe work procedure was established through the RDKB's Occupational Health and Safety Committee in late 2016 which has impacted upon the operation of the service. Based on a September 2016 WorkSafe BC inspection and a subsequent requirement imposed by WorkSafe BC, the RDKB has developed a new Asbestos Exposure Control Plan and some safe work procedures associated with that plan. One of the safe work procedures relates directly to the work of Building and Plumbing Officials. The new procedure applies to renovation and demolition work on pre-1990 buildings. It requires owners or contractors to retain a qualified person to perform a hazardous materials survey prior to conducting work where hazardous materials may be disturbed. The inspection report and any abatement requirements must be posted at the site. Any required abatement must be undertaken by qualified hazardous materials abatement workers. Written confirmation that any required abatement has been completed must be provided before any work on the building commences. While these are generally considered to be WorkSafe BC regulatory requirements, the RDKB Building Inspection Department has been enforcing these requirements through the new safe work procedure to protect RDKB inspection staff from potential exposure to hazardous materials in the course of their inspection work. There have been a number of impacts associated with the new safe work procedure. For those owners and contractors who previously had not been retaining qualified persons to perform hazardous materials surveys, this additional requirement has added to the cost of projects. Based upon staff's discussions with prospective applicants about the newly imposed requirements, the new requirements had an impact on property-owners decisions as to whether they will begin a new project. The new requirements have very likely resulted in an increase in the number of projects that proceed without a required building permit, to avoid the additional costs associated with having a hazardous materials survey completed and any subsequent abatement work. The ultimate benefit of the new procedure is greater assurance that RDKB inspection staff, construction workers, and other workers that may be exposed to hazardous materials downstream (eg: landfill site workers) are better protected from exposure to hazardous materials. Our review throughout the year has revealed that all of our employees are in compliance with the hazardous materials regulations.

### **Enforcement**

*"Continued enforcement of the various building bylaws administered by the department throughout the RDKB"* was also a goal of the 2019 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration. Our ultimate goal for 2019 and future years is 100% voluntary compliance.

## Significant Issues and Trends:

### Staffing

The Building Inspection Services department once again faced a major staffing issue in 2019 that points to a longer term issue that will initially impact the department moving forward for the next couple of years, as the department lost a Level 3 Building and Plumbing Official due to retirement and the department was only able to recruit a Level 1 replacement. In addition to this, at the beginning of October 2019 our Senior Level 3 Building and Plumbing Official in the Grand Forks office moved to another City and his position is currently vacant, but soon to be filled, as the recruitment process is nearing completion. Two of our building officials from the Trail office are covering off, the inspections in Grand Forks and the surrounding areas one to two days per week, until a replacement can be found to fill this position. It is important to note, that we have only one Level 3 Building and Plumbing Officials in addition to the Manager. Our goal is to recruit or develop internal staff to the Level 3 qualification.

With the new statutory regime that has been enacted by the provincial government relating to Building Inspection, there are mandatory qualification requirements applying to local government building inspection staff which takes effect on February 28, 2021. It will be necessary at that time for any work undertaken by a local government on complex buildings (commercial, industrial, multi-family residential, etc.) to be processed by a building inspector that has achieved Level 3 status.

The challenges faced by local governments across the province recruiting qualified building officials is significant and will increase over the next few years in light of the new regulatory requirements.

### Building Activity

While the increased building activity over the past couple of years, economic projections, and local anecdotal information, are now showing that building activity in 2020 will decline slightly at the beginning of the year and may continue with lower permit numbers and revenue throughout the year.

## 2020 PROJECTS

### Legend – RDKB Board Strategic Priorities



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication



**Project: Development and Implementation of the Step Code****Project Description:**

Include a section in our new Building Bylaw to allow for the inclusion of various “Steps” of the step code, to be introduced into the electoral areas, based upon the “Revised Core Building Bylaw” which has been produced by the Municipal Insurance Association following the enactment of the *Building Act* and associated regulations.

**Project Timelines and Milestones:**

The proposed new Building Bylaw is currently underway and being vetted by our Lawyers and is expected to be ready for Board review and adoption by the summer of 2020.

**Project Risk Factors:**

Timeline dependent upon review and updating the new core bylaw which may include one or more of the 5 steps for residential buildings and 4 steps for larger complex buildings, regulated by the energy step code to address specific requirements within the RDKB, prior to adoption by the board.

**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

Approximately \$5,000 for legal review.

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB’s strategic plan:



Responding to Demographic/Economic/Social Change



Environmental Stewardship/Climate Preparedness

**Project: Continuation of the Mentorship Program for RDKB Building Officials to achieve Level 3 Qualifications.****Project Description:**

This program is for all RDKB Building Officials who currently do not meet all of the requirements for Provincial Qualification, as the new statutory requirements enacted by the provincial government related to building inspection come into force on February 28, 2021. After this date, Building and Plumbing Officials will only be able to conduct plan reviews and inspections for the level of inspection they have qualified for, such as level 1 – “Houses and Duplexes”, level 2 – “Small Commercial Buildings, plus level 1 buildings” or level 3 – All

buildings. Inspectors will also have to achieve qualifications for level 1 or 2 plumbing in order to conduct plumbing inspections in the Province.

The program consists of in-house Building and Plumbing Inspection Training Modules and inter-departmental work experience in the planning and mapping, environmental services, administration and Public Safety departments, supplemented by online Building Code courses from BCIT and examinations from ICC/BOABC and has a program duration just over one year.

**Project Timelines and Milestones:**

Ongoing from January 2020 with completion on or before February 28, 2021.

**Project Risk Factors:**

There is a significant risk to the ability of the department to conduct plan reviews and building inspection after February 28, 2021 if these goals are not achieved.

**Internal Resource Requirements:**

The project will be administered by the Building Inspection Department and an interdepartmental training component of shared work experience resources will be the only requirement from other departments. No monetary resources will be required from other departments.

**Estimated Cost and Identified Financial Sources:**

The primary source of funding would be the annual tax requisition and it is anticipated that no additional revenue will be required over and above those resources previously allocated in 2020 budget, as much of this training will be in-house. This training allowance is taken from Page 10 "Travel Expenses" and includes Technical Seminars, Technical Conferences, and Training and Examinations.

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

**Project:**        **Asset Management Planning**

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**

Throughout 2020/2021.

**Project Risk Factors:**

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

**Internal Resource Requirements:**

The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**Estimated Cost and Identified Financial Sources:** N/A

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

**Project:** Labor Reserve for 2 Building Official Positions

**Project Description:**

The Goal is to implement a labor reserve for a two year period to offset labor costs during slow times.

**Project Timelines and Milestones:**

Throughout 2020/2022

**Project Risk Factors:**

With construction trends slowing currently, labor costs could impact the number of Building Official positions required to continue the services that we provide the general populous over the next couple of years.

**Internal Resource Requirements:**

Labor Reserve – Goal 2 years wages for 2 Building Officials

**Estimated Cost and Identified Financial Sources:**

The goal is to budget \$50,000 annually, with the funds allocated from our year end surplus until accumulations reach \$200,000. Financial Sources will be from annual surplus revenues, as applicable.

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB's strategic plan:

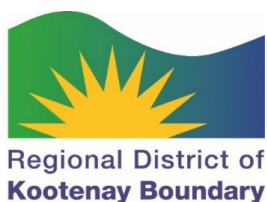


Exceptional Cost Effectiveness and Efficient Services



Thank you for the opportunity to submit this work plan for 2020

COMPARISON BUILDING REPORT FOR 2019 AND 2020 (TO THE END OF APRIL, 2020)			
AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2020	9	1	\$150,815
Year Ending 2019	11	0	\$1,478,000
GREENWOOD			
Year Ending 2020	0	0	\$0
Year Ending 2019	2	0	\$29,000
MIDWAY			
Year Ending 2020	2	1	\$270,000
Year Ending 2019	2	1	\$110,000
MONTROSE			
Year Ending 2020	8	0	\$365,780
Year Ending 2019	1	0	\$10,000
TRAIL			
Year Ending 2020	63	11	\$5,233,486
Year Ending 2019	44	2	\$1,931,271
WARFIELD			
Year Ending 2020	6	1	\$907,450
Year Ending 2019	7	1	\$303,500
AREA 'A'			
Year Ending 2020	9	0	\$237,385
Year Ending 2019	1	0	\$15,000
AREA 'B'			
Year Ending 2020	9	1	\$282,500
Year Ending 2019	11	2	\$1,334,000
AREA 'C'			
Year Ending 2020	10	0	\$997,500
Year Ending 2019	5	1	\$403,000
AREA 'D'			
Year Ending 2020	9	1	\$729,500
Year Ending 2019	8	2	\$441,160
AREA 'E'			
Year Ending 2020	12	4	\$958,000
Year Ending 2019	5	3	\$719,000
AREA 'BIG WHITE'			
Year Ending 2020	9	8	\$1,923,750
Year Ending 2019	7	2	\$1,541,000
TOTAL YEAR ENDING 2020	146	28	\$12,056,166
TOTAL YEAR ENDING 2019	104	14	\$8,314,931

**STAFF REPORT**

**Date:** May 28, 2020  
**To:** Chair Langman and Board of Directors  
**From:** Janine Dougall, General Manager of  
 Environmental Services  
**Re:** May 2020 Work Plan Update – Solid Waste  
 Services 010/064

**File** ES – Solid Waste

**Issue Introduction**

The purpose of this report is to provide an update on the 2020 Solid Waste Services (010/064) Work Plans.

**History/Background Factors**

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

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

**2020 Solid Waste Services Work Plans – May 2020 Update**

Service Name	Project	Budget	Status
<b>Regional Solid Waste Management - Service 010</b>	Boundary Service Truck Replacement	\$95,000	Draft Request for Proposals Developed – to be issued by end of May 2020
<b>Regional Solid Waste Management - Service 010</b>	Fuel/Oil Storage Upgrades - Grand Forks Landfill	\$25,000	Not Started – To be Initiated in June 2020
<b>Regional Solid Waste Management - Service 010</b>	McKelvey Landfill Truck Replacement	\$45,000	Truck on Order Actual Cost: \$45,078
<b>Regional Solid Waste Management - Service 010</b>	Environmental Services Truck Replacement	\$45,000	Not Started

<b>Regional Solid Waste Management - Service 010</b>	Boundary Processing Recycling Contract Renewal	N/A	In-Process
<b>Regional Solid Waste Management - Service 010</b>	McKelvey Creek Wasteshed Commercial Recycling Contract Renewal	N/A	Complete – Contract Awarded
<b>Regional Solid Waste Management - Service 010</b>	Big White Recycling Infrastructure Upgrades	\$30,000	Not Started
<b>Regional Solid Waste Management - Service 010</b>	Mount Baldy - General Infrastructure Upgrades	\$25,000	Not Started
<b>Regional Solid Waste Management - Service 010</b>	Asset Management Planning	N/A	Ongoing – Led by Finance Department
<b>Regional Solid Waste Management - Service 010</b>	Grand Forks Landfill – Organics Infrastructure Upgrade	\$155,000	Engineering Consultant Hired – Site visit/project kick-off meeting May 12, 2020  Project Briefing Note Developed (see attached)
<b>Regional Solid Waste Management - Service 010</b>	McKelvey Creek Landfill - Upgrades	\$80,000	Request for Proposals being developed to hire required Engineering Consultant  Project Briefing Note Developed (see attached)
<b>Big White Solid Waste Management - Service 064</b>	Drainage Upgrades	\$24,000	Not Started
<b>Big White Solid Waste Management - Service 064</b>	Big White Transfer Station Maintenance Contract Renewal	N/A	In-Process
<b>Big White Solid Waste Management - Service 064</b>	Community Issues Analysis	N/A	On-Hold

---

Page 2 of 3

Staff Report-2020 "Solid Waste Service (010/064)" Work Plan Update  
Board Meeting May 28, 2020



## **Implications**

### Operational Service Level Impacts – COVID-19.

- The most significant impacts to Solid Waste Management Services has been at the attended facilities where new sanitization protocols have had to be implemented as well as additional PPE obtained.
- Signage has been installed at all facilities and operational hours have, for the most part, been maintained.
- Public education regarding hours of operation and new protocols at facilities was of high priority during initial stages of Covid-19.
- One of the remaining challenges is associated with the training of new employees. Protocols are being developed to allow required training to take place in compliance with Public Health Orders.
- Site usage at both the Grand Forks and McKelvey Creek Landfills by the public was higher than normal in April. Staff will continue to monitor usage data and tipping fee revenue to assess potential budget implications.

## **Advancement of Strategic Planning Goals**

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

## **Background Information Provided**

1. Briefing Note – Organics Infrastructure Expansion Project – Grand Forks
2. Briefing Note – McKelvey Creek Landfill Upgrade Project
3. 2020 Regional Solid Waste Management (010) Work Plan
4. 2020 Big White Solid Waste Management (064) Work Plan

## **Alternatives**

1. That the RDKB Board of Directors receive the 2020 Work Plan Update Report.
2. That the RDKB Board of Directors not receive the 2020 Work Plan Update Report.

## **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the May 28, 2020 staff report titled "May 2020 Work Plan Update – Solid Waste Services 010/064".



## Organics Infrastructure Expansion Project – Grand Forks



**Regional District of  
Kootenay Boundary**

BRIEFING NOTE – May 2020

Regional District of Kootenay Boundary

Contact Information: Solid Waste Management Plan Steering and Monitoring Committee Chair  
Grace McGregor: (250) 442-7118; gmcgregor@rdkb.com

...

## Organics Infrastructure Expansion Project – Grand Forks

- The intention of this project is to upgrade the composting operation at the Grand Forks Landfill to expand the RDKB's organics processing capacity to include food waste materials from the ICI sector throughout the Boundary region and initiate food waste collection for residents from the City of Greenwood. The upgraded facility will primarily process food waste, wood and yard & garden waste but also septage and biosolids from the City of Grand Forks. The facility will create a Class A product for use in landscaping, erosion control, and agricultural applications throughout the RDKB.
- This project has been funded in part by the Government of Canada and the Province of British Columbia through the Low Carbon Economy Leadership Fund - Organics Infrastructure Program.
- All upgrades to the composting operation are to be in compliance with regulatory standards including the Organic Matter Recycling Regulation.
- The upgrades to the Grand Forks composting operation will include the installation of impermeable surfaces, leachate collection and control, surface and storm water diversion, in-trench active aeration of composting bunkers, and enhanced odour control via GORE membrane covers.
- Estimate of organic waste processing capacity (tonnes/year): 4,000
- The total project cost is estimated at \$3,546,020. Of this total, \$2,364,012 are grant monies with the remaining RDKB required portion (\$1,182,008) from reserve funds.
- Key Project Specific Timelines:
  - Planning/Design – Complete by November 30, 2020
  - Procurement/Construction Award – Complete by March 31, 2021
  - Construction – Physical Construction of Infrastructure cannot be initiated until April 1, 2021. To be complete by October 15, 2021
  - Equipment Supply – Complete by October 15, 2021
  - Post Construction/Operation – Complete by February 28, 2022
- Relationship to Board Priorities:



The expansion of organic waste collection and composting operations is a significant opportunity for the RDKB to minimize green house gas emissions from landfill. In addition,

...

the upgrades to the Grand Forks Composting facility will result in improvements to leachate collection and management, as well as odour management.



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The projects have implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions.

## McKelvey Creek Landfill Upgrade Project



**Regional District of  
Kootenay Boundary**

BRIEFING NOTE – May 2020

Regional District of Kootenay Boundary

Contact Information: Solid Waste Management Steering and Monitoring Committee Chair

Grace McGregor: (250) 442-7118; gmcgregor@rdkb.com

...

# McKelvey Creek Landfill Upgrade Project

- The Board has provided direction that for the organic waste generated in the McKelvey Creek Wasteshed a partnership with the RDCK was the preferred option. As such a letter of support and commitment was provided to supply/and or direct collected organic food waste to the Central Landfill facility once the organics processing infrastructure is constructed and operational and by no later than the end of 2022.
- The RDCK has been successful in receiving an Organics Infrastructure Program grant, and as such, the project to construct organics processing infrastructure at the Central landfill will be proceeding with completion anticipated for March 2022.
- To facilitate the transport of collected food waste from residential and commercial sources to the RDCK facility, the RDKB will be proceeding with the construction of a transfer station facility at the McKelvey Creek Landfill.
- As the current layout of existing infrastructure may have to be relocated to accommodate transfer station construction, it would be prudent to consider in the design process other upgrades to the facility that would result in better traffic flow (eg. second scale), minimizing safety issues, and the provision of water and sewer services. This is a multi-year project that would be fully implemented over approximately three years.
- In 2020/2021 work associated with the project will include:
  - Stakeholder consultation related to initiation of green bin curbside collection programs;
  - Preliminary design work including geotechnical assessment, water/sewer option evaluation;
  - Detailed design, cost estimates and tender development.
- In 2021/2022 work associated with the project will include:
  - Organic material transfer station construction and commissioning;
  - Other site upgrades including water/sewer services, revamped layout and second scale depending on resources and budget availability.
- Relationship to Board Priorities:



The initiation of food waste collection and diversion from landfill is a significant opportunity for the RDKB to minimize green house gas emissions from landfill.

...



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The project has implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions. In addition, changes to traffic flow and the addition of a second scale will improve wait times and reduce congestion.





# Regional Solid Waste Management

## 2020 Work Plan



### REGIONAL SOLID WASTE MANAGEMENT

2020

Janine Dougall, General Manager, Environmental Services



# Regional Solid Waste Management

## 2020 Work Plan

**Service Name:** Regional Solid Waste Management

**Service Number:** 010

**Committee Having Jurisdiction:** Board of Directors

**General Manager/Manager Responsible:** Janine Dougall, General Manager of Environmental Services

**Description of Service:**

Regionalized Solid Waste Management Services is one of the few fully integrated region-wide services in the RDKB providing solid waste management services to every person, business or organization in the RDKB daily, either directly or indirectly.

Solid waste disposal services are provided to all residents and businesses through landfills and transfers stations. The RDKB operates three regional landfills, three staffed transfer stations, 4 unstaffed transfer stations, as well as curbside organics and garbage collection in the Boundary.

Disposal facilities are regulated by the province and the RDKB must comply with operating certificates and permits that specify responsibilities including but not limited to environmental monitoring, types and quantities of materials buried and site security.

Waste diversion programs, which are an integral component in achieving “zero waste”, include curbside collection, depot operations and partnerships with Extended Producer Responsibility (Stewardship) programs such as RecycleBC and Product Care Recycling.

**Establishing Authority:**

Bylaw 1090, the service establishment bylaw that created the fully regionalized integrated solid waste management service area states that the purpose of the function is to, “*undertake and carry out, or cause to be carried out solid waste management in and for the local service area (the entire RDKB including all municipalities and electoral areas) and do all things necessary or convenient in connection therewith including, but not limited to, collection, removal, recycling, treatment and disposal of waste and noxious, offensive or unwholesome substances*”.



Bylaw 1090 was established in 2000 to regionalize solid waste management services partly in response to provincial legislation adopted in the early 1990's which delegated responsibility for solid waste management to regional districts.

**Requisition Limit:**

Bylaw 1090 limits the annual tax requisition to the greater of either \$1,000,000 or \$0.50 of net taxable value of land and improvements in the RDKB, which calculated out sets the current tax requisition ceiling at \$2,546,018.

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

Requisition - \$1,310,420 / Budgeted Expenditures - \$4,705,420 / Projected Actual Expenditures - \$4,273,284.

The majority of revenue is generated from user fees. In 2019, user fee revenue is projected to be approximately \$2,600,000.

**Reserve Balance Projections:**

	2019	2020	2021	2022	2023	2024
Opening Balance	\$2,122,083	\$2,035,437	\$2,510,092	\$463,946	\$496,885	\$531,854
Closing Balance	\$2,035,437	\$2,510,092	\$463,946	\$496,885	\$531,854	\$567,173

**Regulatory or Administrative Bylaws:**

RDKB Bylaw 1605 - A Bylaw to regulate and set fees for the use of Solid Waste Management Facilities in the Regional District of Kootenay Boundary.

**Service Area / Participants:**

Electoral Area 'A', Electoral Area 'B'/Lower Columbia/Old Glory, Electoral Area 'C'/ Christina Lake, Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, Fruitvale, Montrose, Trail, Warfield, Rossland, Grand Forks, Greenwood and Midway.

**Service Levels:**

The RDKB operates six staffed disposal facilities as follows:

Facility	Location	Hours of Operation	Total Number of Hours Open Per Week
Beaverdell Transfer Station	40 Beaverdell Dump Rd.	<b>Open:</b> Wednesday, Sunday: 10am to 2pm. <b>Closed:</b> Monday, Tuesday, Thursday, Friday, Saturday and Statutory Holidays.	8
Rock Creek Transfer Station	1610 Rock Creek Dump Rd.	<b>Open:</b> Monday, Thursday, Saturday: 10am - 3pm, Sunday: 10am - 5pm. <b>Closed:</b> Tuesday, Wednesday, Friday and Statutory Holidays.	22
Christina Lake Transfer Station	834 Cascade Dump Rd.	<i>September-June:</i> <b>Open:</b> Saturday to Monday, Thursday: 10am to 3pm. <b>Closed:</b> Tuesday, Wednesday, Friday and Statutory Holidays.	20
		<i>July-August:</i> <b>Open:</b> Saturday to Tuesday, Thursday: 10am to 3pm. <b>Closed:</b> Wednesday, Friday and Statutory Holidays.	25
West Boundary Regional Landfill	2050 Motherlode Rd.	<b>Open:</b> Tuesday, Friday, Saturday: 9am to 4pm. <b>Closed:</b> Monday, Wednesday, Thursday, Sunday and Statutory Holidays.	21
Grand Forks Regional Landfill	8798 Granby Rd.	<b>Open:</b> Tuesday to Saturday: 8:30am to 4pm, Sunday: 12pm to 4pm. <b>Closed:</b> Monday and Statutory Holidays.	41.5
McKelvey Creek Regional Landfill	1900 Hwy 3B, Trail	<b>Open:</b> Monday to Friday: 7am-5pm. Saturday, Sunday: 10am-5pm. <b>Closed:</b> Statutory Holidays	64

Unattended RDKB transfer stations are located at:

- Big White
- Idabel Lake
- Christian Valley – garbage only
- Mount Baldy

In addition, green bin (organic food waste) and garbage collection is provided across all electoral areas and municipalities in the Boundary region with the exception of Greenwood. Small business curbside recycling collection service is provided in Rossland and Beaver Valley communities.

Residential packaging and printed paper recycling is provided by RecycleBC, which is a non-profit stewardship organization that was formed and is funded by brand holders in response to packaging and printed paper being added to the BC Recycling Regulation. RecycleBC provides recycling collection programs bi-weekly to about 95% of households in the RDKB. Recycling depots funded by RecycleBC and operated by the RDKB provide recycling services to those households not serviced by curbside and are also utilized by households serviced by curbside collection. The RDKB operate recycling bins at 6 staffed facilities plus provide 3 unattended recycling bins (see table below).

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

Location	Residential Drop Off	Residential Funded by RecycleBC	ICI Drop Off
Rock Creek Transfer Station	Yes	Yes	Yes
Christina Lake Transfer Station	Yes	Yes	Yes
Beaverdell Transfer Station	Yes	No	Yes
Big White Transfer Station (Unattended)	Yes	No	Yes
Idabell Lake Transfer Station (Unattended)	Yes	No	Yes
Mount Baldy Transfer Station (Unattended)	Yes	No	Yes
West Boundary Landfill	Yes	Yes	Yes
Grand Forks Landfill	No*	No*	Yes
McKelvey Creek Landfill	Yes	Yes	Yes

Note: \*The Grand Forks residential depot was transitioned to the Grand Forks Bottle Depot in October 2018.

#### Human Resources:

Staff: GM of Environmental Services (80% FTE), Operations Coordinator, Landfill Supervisor, Program Coordinator (95%), Engineering and Safety Coordinator (50% FTE), Clerk (50% FTE), Chief Operator, 2 Drivers, Landfill Operator, 11 Site Attendants.

Contractors: Collections in the Boundary, heavy equipment operations in Trail, various consulting firms retained (groundwater monitoring, volume measurements).

**2019 Accomplishments:****Planning Projects***Organics Composting Infrastructure:*

Region-wide organics diversion is a RDKB strategic priority. Organics diversion is successfully implemented across the Boundary (excluding Greenwood) with the focus on materials generated from the residential sector. Remaining goals are establishment of residential organics diversion for the eastern communities and region-wide commercial organics diversion. As there are a number of options regarding location of infrastructure and technology selection, the development of an Organics Management Strategy for the RDKB is seen as a key step in the process.

In the development of the Organics Management Strategy a number of scenarios were investigated including upgrading of existing RDKB composting operations, siting and construction of new composting infrastructure as well as the potential partnership with the Regional District of Central Kootenay. Following a thorough review of available scenarios, the RDKB Board of Directors indicated that the upgrading of the organics processing facility in Grand Forks as well as partnering with the Regional District of Central Kootenay for organics generated in the McKelvey Creek Wasteshed was the preferred option in moving forward.

Given this, the RDKB submitted an application under the Organics Infrastructure Program to upgrade the existing Grand Forks facility to take additional organic waste materials generated in the Boundary portion of the RDKB.

With respect to the food waste generated in the McKelvey Creek Wasteshed, at the April 10, 2019 Regional District of Kootenay Boundary Board meeting, the following resolution was passed:

"196-19

*That the Regional District of Kootenay Boundary Board of Directors approve, In Principle, the partnership with the Regional District of Central Kootenay in that the RDKB will supply and/or direct collected organic food waste from the McKelvey Creek Wasteshed to the Central Landfill facility once the organics processing infrastructure is constructed and operations and by no later than the end of 2022."*

Although it was originally indicated that successful projects under the Organics Infrastructure Program would be announced in mid 2019, to date no formal announcements have been made.

*Update of Landfill Closure/Post Closure Liability:*

It is recommended that a qualified consultant be hired every three years to complete an analysis of the landfill lifespan and closure/post closure funding requirements for the McKelvey Creek, Grand Forks and West Boundary Landfills. A consultant for this work was secured and the work completed in early 2019 with results included in the 2019-2022 approved budget.

*Landfill Design Operations Closure Plan Updates:*

Planned for 2019 was the completion of updates to the Design, Operation, Closure Plans for the West Boundary, Grand Forks and McKelvey Creek Landfill. The RDKB did proceed with the updating of the DOC Plan for the West Boundary Landfill. The project is anticipated to be completed by the end of 2019.

**Capital Projects***Weigh Scale Upgrades:*

Works were also completed at the Rock Creek Transfer Station in 2018 to allow for the installation of the weigh scales that were removed from the Grand Forks facility. In 2019, the scale was put into place, calibrated and operational.

*Excavator Purchase:*

A new excavator was purchased to replace an existing piece of equipment in the fall of 2019. Delivery of the new excavator is anticipated for early 2020.

*McKelvey Creek Landfill – Additional Property Purchase:*

In 2019 an opportunity presented itself to the RDKB to purchase a 130 acre (53 hectare) property within the City of Trail and located above the McKelvey Creek Landfill. Securing the property will create additional buffer between the landfill and other properties, and ensure that the existing trail network between Miral Heights and Sunningdale remains intact and available for local recreation. The RDKB used \$170,000 in reserve funds to pay for the property.



***Grand Forks Landfill – Paving:***

In 2019, paving work at the Grand Forks Landfill was completed to finish areas around the weigh scale that was previously installed in 2018. Following a procurement process, Selkirk Paving Ltd. was contracted and the work was completed in early November.

***2019 Projects Not Completed:***

There were a number of projects planned for 2019 that were not completed for various reasons. These projects included:

- Design, Operation, Closure Plan Updates for Grand Forks and McKelvey Creek Landfills – As the success of the grants for the development of organics composting infrastructure at the Grand Forks and McKelvey Creek sites will impact DOC Plan development, these projects are being held off until grant application results are known.
- Purchase of Service Truck – Once in the process of initiating the process for purchase of a new service truck, it was determined that the original budget of \$55,000 was insufficient. A more appropriate budget allocation of \$95,000 has been included in the draft budget for 2020 along with a trade-in value of \$20,000.

**Significant Issues and Trends:***Vandalism and Theft:*

Incidences of vandalism and theft from Solid Waste facilities continued 2019 with multiple occurrences. The primary target of thieves was auto batteries from the heavy equipment in the Boundary. For each incident, the RCMP was contacted and where possible, camera footage was provided. Additional steps are being taken such as installation of additional lights and cameras as well as blocking roads that provide perimeter access to the sites.

At the McKelvey Creek Landfill site, beverage containers that were dropped off for collection by a non-profit group have been targeted by thieves. It is anticipated that the occurrence of theft of beverage containers will continue and potentially increase as the deposit value is increasing from \$0.05 to \$0.10 per container.

*Increasing Regulatory Requirements:*

The Province of BC continues to impose stricter operating requirements on disposal facilities. There is the potential for these new regulatory requirements to significantly change the design and development requirements for landfills operated by the RDKB. At minimum, these requirements will require greater utilization of third-party qualified professionals for design, testing, analysis and reporting and will increase costs in future years.

In 2019, the Ministry of Environment, Compliance and Enforcement Branch began conducting site visits at RDKB Solid Waste Management Facilities. The last time these types of inspections were conducted was in 2012. The results of the inspections have shown some deficiencies at RDKB facilities, primarily associated with annual reporting and has also highlighted that some of the language in the existing Operational Certificates are outdated and ideally will be changed in the future.

*Marketability of Recyclable Materials:*

There are new export restrictions on mixed recyclables. Most of the recyclable material collected in BC is the responsibility of RecycleBC however the materials collected from small business and the few unstaffed depots in the RDKB will have a very difficult time meeting the low contamination levels demanded. Efforts to minimize contamination rates or sort products after collection will increase the cost of these programs.

**2020 Projects:**

Announcements under the Organics Infrastructure Program have now occurred, with both the RDKB and the RDCK being successful. As such, the project list for 2020 does outline further work on implementation of the RDKB Organics Management Strategy, including infrastructure that will be constructed at both the Grand Forks and McKelvey Creek Landfills.

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/Priority
	Boundary Service Truck Replacement	10	Both	\$95,000.00	High
 	Fuel/Oil Storage Upgrades - Grand Forks Landfill	10	Both	\$25,000	High
	McKelvey Landfill Truck Replacement	5	Internal	\$45,000.00	High
	Environmental Services Truck Replacement	5	Internal	\$45,000.00	High
 	Boundary Processing Recycling Contract Renewal	10	Internal	N/A	High
 	McKelvey Creek Wasteshed Commercial Recycling Contract Renewal	15	Internal	N/A	High
  	Big White Recycling Infrastructure Upgrades	15	Both	\$30,000	High
	Mount Baldy - General Infrastructure Upgrades	10	Both	\$25,000	Medium
  	Asset Management Planning	Ongoing	Internal	N/A	High
  	Grand Forks Landfill – Organics Infrastructure Upgrade	25	Both	\$155,000	High
  	McKelvey Creek Landfill - Upgrades	25	Both	\$80,000	High



**Project: Boundary Service Truck Replacement***Project Description:*

The RDKB owns a 2008 service truck that that was scheduled for replacement in 2018. The purchase was deferred and is now planned as a 2020 project. The service truck is a critical piece of equipment used to maintain and repair RDKB equipment at all facilities in the Boundary and allows for solid waste management services to be provided in an efficient and cost effective manner.

*Relationship to Board Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: Fuel/Oil Storage Upgrades – Grand Forks Landfill***Project Description:*

The current fuel/oil storage infrastructure requires upgrading to meet current regulatory standards such as double wall liners and spill containment system. Due to the regulatory need, the project is considered as high priority.

*Relationship to Board Priorities:*

Having appropriate storage/spill containment for hazardous waste products is related to the strategic priority areas of “Environmental Stewardship/Climate Preparedness” as well as



“Exceptional Cost Effective and Efficient Services”.

**Project: McKelvey Landfill Truck Replacement / Environmental Services Truck Replacement***Project Description:*

The RDKB owns a 2004 mid-size truck with approximately 202,000 km that is used at the McKelvey Creek Landfill. Required repairs to the truck have increased in the last year, resulting for the need to replace the truck.

As the use of the truck at the McKelvey Creek Landfill is limited, the 2015 full-size truck that is currently being utilized by the Operations Supervisor (Boundary) will be transferred for use to McKelvey Creek. A new vehicle will then be purchased for the Operations Supervisor.

Currently the Environmental Services Department owns a 2016 full-size truck that is utilized by utilities and other services. The use of the truck is increasing to a point that a second truck is required to meet the needs of the department.

The currently existing full-size truck will be primarily used by the utilities component of the department while the newly purchased mid-size truck will be primarily solid waste. The second truck will also reduce the demands on the RDKB fleet vehicles as the General Manager of Environmental Services will now be able to access an ES truck when required.

*Relationship to Board Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: Boundary Processing Recycling Contract Renewal***Project Description:*

The Agreement for the Processing of Certain Materials (Recyclables) contract with Cascades Recovery is set to expire on June 30, 2020 and will require renewal. The RDKB provides the opportunity for businesses to drop off their cardboard, rigid plastic, tin cans and office paper for free at all our staffed Boundary facilities: Christina Lake Waste Transfer Station, Grand Forks Landfill, West Boundary (Greenwood) Regional Landfill, Rock Creek Waste Transfer Station, and Beaverdell Waste Transfer Station. The RDKB also provides drop off through bins at three other unstaffed locations: Mt. Baldy Waste Transfer Station, Big White Waste Transfer Station and Idabel Lake resort community. Materials from the Boundary (except for Big White) are transported by RDKB staff to Cascades Recovery in Kelowna for processing and marketing.

*Relationship to Board Priorities:*

Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: McKelvey Creek Wasteshed Recycling Contract Renewal***Project Description:*

The Recycling Services Provision Contract - McKelvey Creek Wasteshed is set to expire on April 30, 2020. This work presently includes the provision of a drop off bin at the McKelvey Creek Landfill, the weekly curbside collection services for approximately 50 businesses in Beaver Valley and 80 businesses Rossland and the processing/marketing of the materials (cardboard, rigid plastic, tin cans and office paper). As the commodities market have changed significantly over the five years of the term, a procurement process will be initiated in early 2020 to ensure service provision is not interrupted.

*Relationship to Board Priorities:*

Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

### **Project: Big White Transfer Station Recycling Infrastructure Upgrades**

#### *Project Description:*

Current recycling opportunities for items such as large appliances, small appliances and lighting products are limited at Big White. Generators of these products are requested to return these items to depots in Kelowna. Unfortunately, many of these items are inappropriately left at the Big White Transfer Station. Due to this, RDKB staff have been working with Stewardship Organizations for products covered under the BC Recycling Regulation to improve recycling opportunities at the Big White Transfer Station. These discussions have progressed to a point that the addition of recycling infrastructure is planned for 2020. The proposed infrastructure currently includes the installation of modified sea containers for the collection and storage of products. As similar recycling infrastructure is located at other solid waste management facilities, this project has been included in the Regional Solid Waste Management Service rather than the Big White Solid Waste Management Service.

#### *Relationship to Board Priorities:*



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



The project is anticipated to result in the need for additional education and engagement at Big White to ensure appropriate use of the infrastructure.

### **Project: Mount Baldy Transfer Station General Infrastructure Upgrades**

#### *Project Description:*

The RDKB has unattended garbage and recycling bins located to serve Mount Baldy. Currently the bins are on gravel pads that are impacted when the bins are picked up and replaced. The result is bins that are constantly shifting and tilting. A project that has been identified for a number of years is the construction of a concrete pad to place the bins onto.

#### *Relationship to Board Priorities:*



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

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

Participation in the corporate-wide asset management planning process.

*Relationship to Board Priorities:*

Due to the high costs of solid waste infrastructure such as landfill phase development, leachate collection and treatment, landfill closure and heavy equipment replacement, long term visioning of anticipated costs is critical in the provision of “Exceptional Cost Effective and Efficient Services”. Appropriate long term visioning will also take into consideration changes to demographics as well as environmental and regulatory changes.

**Project: Grand Forks Landfill Organics Infrastructure Upgrade***Project Description:*

For the Boundary Wasteshed the chosen project is to upgrade the Grand Forks facility to accept additional food waste, biosolids and septage waste to produce a Class A compost product and meet the Organic Matter Recycling Regulation. This is a multi-year project that would be fully implemented over three years.

A preliminary design was established for the facility. The basic design included:

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

The total costs for the project were estimated at \$3,546,020. This is at a class D level and a 20% contingency had been assumed.

In 2020 work associated with the project will include:

- Stakeholder consultation including First Nations;
- Detailed design, permitting and tender development.

*Relationship to Board Priorities:*

The expansion of organic waste collection and composting operations is a significant opportunity for the RDKB to minimize green house gas emissions from landfill. In addition, the upgrades to the Grand Forks Composting facility will result in improvements to leachate collection and management, as well as odour management.



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The projects have implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions.

### **Project: McKelvey Creek Landfill Upgrades**

#### *Project Description:*

The Board has provided direction that for the organic waste generated in the McKelvey Creek Wasteshed a partnership with the RDCK was the preferred option. As such a letter of support and commitment to supply/and or direct collected organic food waste to the Central Landfill facility once the organics processing infrastructure is constructed and operational and by no later than the end of 2022.

As the RDCK has been successful in receiving the OIP grant, this will require the RDKB to construct a transfer station facility at the McKelvey Creek Landfill to collect food waste from residential and commercial collection programs.

As the current layout of existing infrastructure may have to be relocated to accommodate transfer station construction, it would be prudent to consider in the design process other upgrades to the facility that would result in better traffic flow (eg. second scale), minimizing safety issues, and the provision of water and sewer services. This is a multi-year project that would be fully implemented over three years.

In 2020 work associated with the project will include:

- Stakeholder consultation;
- Preliminary design work including geotechnical assessment, water/sewer option evaluation;
- Detailed design, cost estimates and tender development.

#### *Relationship to Board Priorities:*



The initiation of food waste collection and diversion from landfill is a significant opportunity for the RDKB to minimize green house gas emissions from landfill.



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The project has implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill

gas emissions. In addition, changes to traffic flow and the addition of a second scale will improve wait times and reduce congestion.

#### **Action Item List**

<b>REGIONAL SOLID WASTE MANAGEMENT SERVICE</b>			
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
Oct. 2016	<u>Solid Waste Management Plan:</u> That staff proceed with the Solid Waste Management Plan (SWMP) process with the new Provincial Guidelines in place. As part of the planning process, the Solid Waste Management Plan Steering Committee (SWMPSC) is requested to look at ongoing collection systems and a plan for the introduction of organics recovery in the east end, the problem of illegal dumping, and the possibility of developing prevention programs.	Environmental Services Staff	On-going work, eastern communities organic diversion planning activities underway. The matter is being considered by the SWMP Steering Committee. No change to status, longer term project, should refer action item to Solid Waste Management Plan Steering Committee.
May 2017	<u>Organics Collection:</u> Analyze existing collection programs and determine steps to add organics.		Work in progress.



# Big White Solid Waste Management

## 2020 Work Plan



### Big White Solid Waste Management

2020

Janine Dougall, General Manager, Environmental Services





# Big White Solid Waste Management

## 2020 Work Plan

**Service Name:** Big White Solid Waste Management

**Service Number:** 064

**Committee Having Jurisdiction:** Board of Directors

**General Manager/Manager Responsible:** Janine Dougall, General Manager of Environmental Services

**Description of Service:**

Provides solid waste management services to Big White.

The Big White Refuse Disposal (BWRD) function provides garbage handling services to all properties in the specified area. The function is unique in that all commercial facility solid waste services are provided by the RDKB contractor which is why the function is separate from the Regionalized Solid Waste Management Function (RSWM). The BWRD function only manages Big White garbage; collecting and transporting recyclables is funded by the RSWM function.

BWRD pays the contractor collecting from commercial facilities and the Big White Transfer Station (BWTS). The garbage and recyclable materials from non-commercial sources, generally single-family dwellings or townhouse type facilities is self-hauled by residents to the BWTS.

The BWTS contains a compactor for garbage and a compactor for recycling. The compactors are operated by Big White residents and hauled to Kelowna by the RDKB hauling contractor. The BWTS is maintained under a separate service contract.

**Establishing Authority:**

Service is established by Bylaws 330 dated June 25, 1981 and Big White Refuse Disposal Service Conversion, Establishment and Amending Bylaw No. 1587, 2015.

**Requisition Limit:**

As outlined in Bylaw No. 1587, 2015, the maximum tax requisition is the greater of:

- Two Hundred and twenty thousand dollars (\$220,000); or
- An amount equal to the amount that could be raised by a property value tax of forty four point three cents (\$0.443) per one thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements (calculated maximum is \$321,111).

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

Requisition - \$262,588 / Budgeted Expenditures - \$281,004 / Actual Projected Expenditures - \$251,895

**Reserve Balance Projections:**

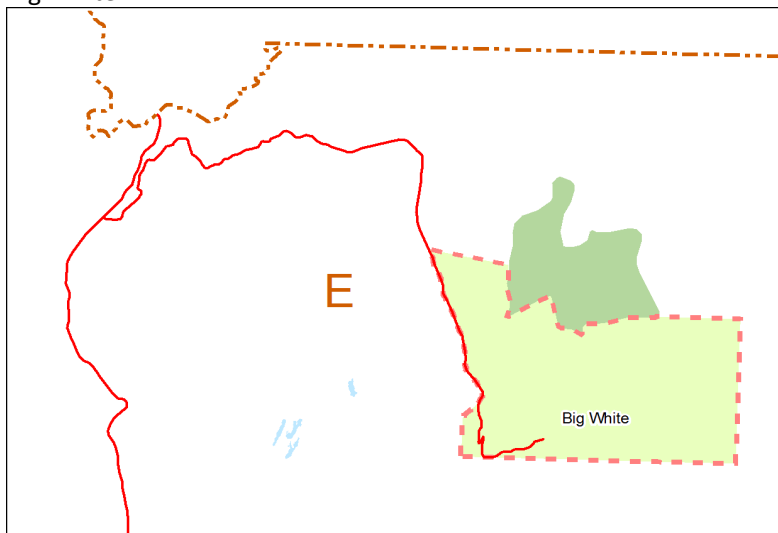
	2019	2020	2021	2022	2023	2024
Opening Balance	\$0	\$0	\$5,000	\$10,050	\$15,151	\$20,302
Closing Balance	\$0	\$5,000	\$10,050	\$15,151	\$20,302	\$25,505

**Regulatory or Administrative Bylaws:**

Not Applicable

**Service Area / Participants:**

Big White

**Service Levels**

Weekly collection from commercial operators, transfer station open 24/7.

**Human Resources:**

GM of Environmental Services (3.5% FTE), Solid Waste Program Coordinator (3%), contracted collection and transfer station maintenance.

**2019 Accomplishments:**

RDKB staff completed a review of the current solid waste collection services provided to businesses/buildings in Big White. This review was required due to questions being fielded from community members regarding a perceived discrepancy in service levels (i.e. why do some buildings have garbage/recycling rooms in the buildings while others do not). Fundamentally, the provision of service to buildings is tied to the requirements outlined in the Big White Official Community Plan, Bylaw 1125 which specifies that for multi-family buildings with ten or more units and commercial buildings garbage/recycling infrastructure (waste room) is required. For those buildings that do not trigger the waste room requirements, the expectation has been for the residents to self-haul their garbage and recycling to the transfer station facility.

RDKB staff have also been engaging with Stewards representing provincially regulated extended producer responsibility programs to see if improved access to recycling can be achieved for items such as beverage containers, large appliances, small appliances and household hazardous waste. The intent behind the conversations has been to obtain a commitment from the Stewards to pick up collected products and determine what infrastructure upgrades would be required at the Big White Transfer Station. To date positive conversations have been had with representatives of the large appliance, small appliance, lighting and household hazardous waste programs.

Encorp has initiated an Express and Go pilot program in Tofino which entails the placement of a customized container (along with power) in which can be stored bags of collected beverage containers. At a separate attended location a kiosk exists to which people interested in collecting beverage containers sign up for an account and then are printed labels that can be attached to the bags. A local Bottle Depot then removes the collected bags from the container, processes the bottles and distributes the deposit refund to the account holder through electronic means. This type of collection program is seen as a model with significant potential for implementation at Big White. Further conversations with representatives of Encorp and the Brewers Distributors will continue into 2020.

**2019 Projects Not Completed:**

Planned project work for addressing on-site drainage issues were not completed in 2019, due to the ongoing assessment for potential infrastructure upgrades to the facility. This project is now planned for completion in 2020.

**Significant Issues and Trends:***Recycling Contamination Rates:*

The BWTS is currently an unattended transfer station which is open 24/7. This operational model creates challenges with inappropriately dumped materials as well as maintaining a clean and tidy facility that meets the expectations of local area residents. To properly screen waste and recyclables the transfer station would need to be controlled which means restricting open hours and having an attendant on duty when the site is open.

An audit of the composition of the recycling stream collected in the unattended bin at the Big White Transfer Station as well as from buildings/commercial business with waste rooms was completed in February 2019. The audit material was gathered between January 31<sup>st</sup>, 2019 and February 25<sup>th</sup>, 2019. The audit occurred on February 28<sup>th</sup>, 2019. The total weight of audited material was 23,082 kgs. The composition of the material in the recycling stream is indicating significant amounts of non-recyclable materials (garbage) are being placed in the bin. Although signs are located at the facility to try and educate residents on what is to go into the bins, the fact that the site is unattended is not helping matters.

The results from the 2019 recycling stream audit are as follows:







Material Type	Percentage Based on Weight
Cardboard (OCC)	40
Garbage	21
Mixed Paper	20
PCF Plastics	11
Glass	4
Tin	3
Plastic Film	1

For the years from 2013-2018 the garbage percentage was between 15-17%. The increase to 21% is seen as a significant issue. There is concern that should contamination rates remain at levels greater than 20%, the service is at risk of the recycling processing contractor refusing loads which would then be ultimately directed to landfill, or the cost of processing the recycling product will increase substantially.

*Bear Aware:*

Another emerging challenge is the increased use of the mountain during the summer months, which is changing the needs for solid waste collection in the community. In 2018, a “pilot” program was initiated by Big White to provide cart collection for garbage and recyclables during a major mountain biking event. Future conversations will need to be had regarding bear proofing the community and having more Bear Aware public education programs.

**2020 Proposed Projects:**

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/priority
	Drainage Upgrades	10	Both	\$24,000	Medium
	Big White Transfer Station Maintenance Contract Renewal	10	Internal	N/A	High
   	Community Issues Analysis	15	Internal	N/A	High

**Project: Drainage Upgrades***Project Description:*

There are existing areas at the Big White Transfer Station facility where water pools primarily during the spring snow-melt period. The project will entail regrading and installing where required appropriate drainage infrastructure.

*Relationship to Strategic Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: Big White Transfer Station Maintenance Contract Renewal***Project Description:*

The contract for conducting maintenance activities at the unattended Big White Transfer Station facility expires at the end of June 2020. Work associated with the current contract includes:

- Attending the site on a regular basis to conduct clean-up activities;
- Liaising with building managers, Big White Staff and collection contractor;
- Transporting stewardship and bulky items to Kelowna for appropriate recycling or disposal.

As such a project identified is the conducting of a procurement process for renewal of this contract.

*Relationship to Strategic Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: Community Issues Analysis***Project Description:*

It is planned that RDKB Environmental Services staff will be active participants in a community issues analysis for Big White. It is anticipated that solid waste services will be a topic of interest for the community.

*Relationship to Strategic Priorities:*

Participation in this project will allow for a greater understanding of community concerns and needs which will contribute to the potential future development of solid waste infrastructure to support the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services” as well as “Responding to Demographic/Economic/Social Change”.



Given that direct communication will take place with community stakeholders, the strategic priority area of “Improve and Enhance Communication” is also related to this project.

**Action Item List**

BIG WHITE SOLID WASTE SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Feb. 2016	<u>Solid Waste Removal Policy:</u> That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. FURTHER, that the draft policy be presented to the COW at a future meeting for consideration, approval, and incorporation into the tender documents for the Big White Solid Waste Service.	Environmental Services Staff	Big White waste management service has since been tendered and contracted for a 5-year term. The overall policy regarding service levels is under development.



## STAFF REPORT

**Date:** 28 May 2020

**File**

ES - Business  
Recycling

**To:** **Chair Langman and the Board of Directors**

**From:** Tim Dueck - Solid Waste Program  
Coordinator

**Re:** Commercial Recycling Processing  
Work - Big White/Boundary

### Issue Introduction

A Staff Report from the Solid Waste Program Coordinator regarding the work of sorting and processing recyclable materials from Big White and Boundary commercial sources.

### History/Background Factors

In BC, Recycle BC has the regulatory responsibility to provide recycling programs for printed paper and packaging materials from residential sources. In the RDKB, Recycle BC provides curbside and depot services for all residents - according to the regulatory definition.

This definition does not include materials from Industrial, Commercial and Institutional (ICI) sources. The RDKB provides recycling collection and processing of recyclable materials from businesses with the provision of depots located at every landfill and transfer station as well as the unstaffed facilities at Big White/Mt. Baldy/Idabel Lake.

In the Boundary and Big White, this material is transported to Cascades Recovery+ in Kelowna for processing and marketing. This processing contract is set to expire on June 30th, 2020.

As we are all aware, the recycling industry is presently experiencing tremendous volatility. Heretofore, the RDKB has established recycling depots at all transfer stations and landfills in the Boundary with the assumption that we would collect recyclable materials in a single commingled stream and ship these to Cascades Recovery+ for processing/marketing.

Cascades Recovery+ is now the only company in southern BC which can receive and sort 'single-stream' materials. They have indicated that the markets are becoming much more discerning about the purity of the materials.

In previous audits (Feb. 2019) it was determined that 21% of the materials in the recycling bins from Big White are 'non-program materials'. (Audits have not been performed on the materials from the Boundary commercial materials). This is proving unacceptable.

Cascades Recovery+ has determined that this contamination level jeopardizes their entire sort line and must be reduced to below 10%.

Because of the uncertainty in the commodity markets, Cascades Recovery+ has indicated that they will only agree to a Letter of Understanding (LOU) and will not enter into a contract which binds them to prices and specified commodities. The proposed LOU is similar to agreements with other Regional Districts and major accounts in the Okanagan. It provides Cascades Recovery+ with the right to discontinue accepting certain materials should the markets change. It should be noted that the most significant difference between a Contract and a LOU is that the LOU is not legally binding in any way. The primary risk to the RDKB is that Cascades Recovery+ will change the materials accepted or pricing, however, given the current uncertainties in the market, Covid-19 impacts and the potential changes to recycling in general, it is understandable why Cascades Recovery+ would be taking this approach.

To address the requirements of Cascades Recovery+, the RDKB will need to make changes to the business recycling program:

#### Film Plastic

Cascades Recovery+ has directed the RDKB to remove film plastic entirely from the commingled recycling stream at Big White and the Boundary ICI system as of July 1st, 2020.

In addition to film plastic, the recycling bins at Mt. Baldy and Beaverdell also collect container glass. Glass products no longer have a market and must be discontinued. (Note: The RDKB hosts Recycle BC depots at Christina Lake and Rock Creek transfer stations and the West Boundary Landfill which will continue to collect glass containers from residents. Glass has always been banned from Big White but is still present in significant quantities.)

As the current agreement with Cascades Recovery+ expires at the end of June, education on this change will begin immediately.

Education at Big White will target the elimination of film plastic and emphasize that glass and other forms of 'garbage' must be reduced.

This may include:



- \* new larger signage at the Big White Transfer Station
- \* e-mail information to all building managers
- \* stickers for all commercial front-end recycling bins
- \* direct face-to-face education at the Transfer Station

Education and communication in the Boundary will begin immediately to target business customers with signage and face-to-face communication as they come to the solid waste facilities.

The options listed below are being introduced and should be referred to the Solid Waste Management Plan Steering and Monitoring committee for further exploration and discussion.

1) Increased oversight:

Reducing contamination requires oversight and public cooperation. It will be difficult/nearly impossible to achieve a 10% contamination rate relying solely on public education and signage. There are no stewardship recycling programs in BC which allow unsupervised drop off. The RDKB will have to address this issue in the future.

If the RDKB is to continue to offer recycling and diversion programs, oversight is critical to these programs being successful. For Big White this may mean converting the site to a staffed facility with operating hours and an attendant.

2) Eliminating 'containers' from recycling stream.

The easiest and most economical materials to recycle are paper, cardboard and paper products. These materials are easy to distinguish from all other recyclables and have value. There is a predictable market for paper products and are low risk to the RDKB. This would mean the elimination of tin cans and all plastics from the recycling stream.

3) Change the recycling collection infrastructure from a single stream to a 'two-stream' recycling system.

The RDKB could retool the recycling infrastructure at Big White and staffed Boundary facilities to a two-stream recycling stream similar to the Recycle BC system. There needs to be significant investigation into this option to implement this system in the future.

### **Implications**

Cascades Recovery+ has provided the RDKB with a timeline to eliminate film plastic from the recycling program and reduce the amount of 'non-program' materials from 21% to below 10% by February, 2021 or face increase processing charges or the rejection of loads.

The Letter of Understanding (LOU) will increase the cost of processing single-stream commingled recycling materials. The cost of marketing recycling materials will always vary and cannot be included in this analysis.

- Present Contract: Under the present contract the price for processing approximately 300 tonnes of material per year at \$135/tonne is **\$40,500.**
- Proposed LOU (2020-2021): The cost of processing would rise to \$190/tonne for an annual cost of **\$57,000.**
- After February 2021, if there is no reduction in contamination rates at Big White, the cost for processing all materials from Big White/Boundary would rise to **\$97,000.**

This increase in processing costs for 2020 were anticipated in the 2020 budget process. Additional costs in 2021 will have to be considered during the 2021 Budget process. Actual costs and impacts to the Budget will also be influenced by commodity market fluctuations.

### Advancement of Strategic Planning Goals



The provision of commercial recycling services enhances the focus on 'zero waste' initiatives for sustainability



The provision of commercial recycling services in the Boundary and Big White enhances regional collaboration in the Solid Waste service.



Changes to the recycling system at Big White and the Boundary will require improved and enhanced communication with facility users.

### Background Information Provided

#### Alternatives

1. That the Board of Directors of the RDKB direct staff to enter into a Letter of Understanding with Cascades Recovery+ for the processing of printed paper and packaging materials from commercial sources in the Boundary and Big White at a processing rate of \$190 per tonne and proceed with the strategy of eliminating film plastic and glass from Boundary/Big White recycling programs.
2. That the Board of Directors refer topics of, increased oversight, elimination of containers in the recycling stream or changing from single-stream to dual-stream recycling systems be referred to the Solid Waste Management Plan Steering and Monitoring Committee for further discussion.
3. Direct staff to present other options.

**Recommendation(s)**

1. That the the Board of Directors of the RDKB direct staff to enter into a Letter of Understanding with Cascades Recovery+ for the processing of printed paper and packaging materials from commercial sources in the Boundary and Big White at a processing rate of \$190 per tonne and proceed with the strategy of eliminating film plastic and glass from Boundary/Big White recycling programs.
2. That the Board of Directors refer topics of, increased oversight, elimination of containers in the recycling stream or changing from single-stream to dual-stream recycling systems be referred to the Solid Waste Management Plan Steering and Monitoring Committee for further discussion.



## STAFF REPORT

**Date:** 19 May 2020 **File**  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

### Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

**1981 Old Salmo Road, Fruitvale, B.C.**

**Electoral Area 'A'**

**Parcel Identifier: 010-233-636**

**Lot B District Lot 1236 Kootenay District Plan 4481 Except Plan 17227**

**Owner: Katerina Manolis**

### History/Background Factors

The owner, Katerina Manolis, has constructed an addition to a single family dwelling without completion of a final inspection.

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

#### Permits

10.2 Every permit is issued upon the condition that:

(b) the work is not to be discontinued or suspended for a period of more than one year;

#### Duties of the Owner

12.1 Every owner shall:

(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

### **Implications**

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

### **Advancement of Strategic Planning Goals**

Not applicable.

### **Background Information Provided**

- History / Background Factors;
- Registered letter dated April 9, 2020;
- Registered letter dated March 3, 2020;
- Registered letter dated January 27, 2020;
- Building Permit 09-0269A.

### **Alternatives**

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

### **Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Katerina Manolis, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot B, District Lot 1236, Kootenay District, Plan 4481, Except Plan 17227.



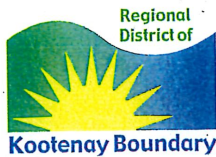
## STAFF REPORT ATTACHMENT

<b>Date:</b>	<b>May 19, 2020</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>1981 OLD SALMO ROAD, FRUITVALE, B.C.</b> <b>ELECTORAL AREA 'A'</b> <b>PARCEL IDENTIFIER: 010-233-636</b> <b>LOT B DISTRICT LOT 1236 KOOTENAY DISTRICT PLAN 4481 EXCEPT PLAN 17227</b> <b>OWNER: KATERINA MANOLIS</b>		

**History/Background Factors**

The owner, Katerina Manolis, has constructed an addition to a single family dwelling without completion of a final inspection.

June 17, 2009	Application received from previous owners, Richard and Natalia Bilenki, to construct an addition to a single family dwelling;
July 6, 2009	Building Permit 09-0269A issued for an addition to a single family dwelling;
Sept. 1, 2009	Footing inspection conducted, passed;
Sept. 1, 2009	Framing inspection conducted, re-inspection required;
Nov. 4, 2009	Framing re-inspection conducted, re-inspection required;
Dec. 2, 2009	Framing re-inspection conducted, passed;
Dec. 2, 2009	Insulation and vapour inspection conducted, passed;
June 14, 2011	Final inspection conducted, re-inspection required;
June 2, 2017	New owner listed as Katerina Manolis;
Dec. 12, 2017	Site inspection conducted noting project had not progressed, permit expired;
Oct. 16, 2019	Letter mailed to owner, requesting a response by November 15, 2019;
Nov. 18, 2019	<b>Registered letter</b> mailed to owner requesting a response by December 17, 2019;
Nov. 21, 2019	Canada Post confirmation that the owner address had changed;
Dec. 23, 2019	Letter mailed to owner's new address, requesting a response by January 21, 2020;
Jan. 27, 2020	<b>First registered letter</b> mailed to owner requesting a response by February 26, 2020;
Jan. 31, 2020	Canada Post confirmation that the letter was delivered;
March 3, 2020	<b>Second registered letter</b> mailed to owner requesting a response by April 2, 2020;
March 9, 2020	Canada Post confirmation that the letter was delivered;
April 9, 2020	<b>Third registered letter</b> mailed to owner requesting a response by May 9, 2020;
April 17, 2020	Canada Post confirmation that the letter was delivered;
May 19, 2020	To date, we have received no response from the owner.



April 9, 2020

Folio #: 05235.500  
REGISTERED MAIL

Katerina Manolis  
1333 Birch Cliff Drive  
Oakville, ON L6M 2A5

**Re: Addition SFD  
1981 Old Salmo Road, Fruitvale, B.C. (Area 'A')  
Building Permit No.: 09-0269A**

Further to our registered letters dated January 27, 2020 and March 3, 2020, we have received no response regarding the above building permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

**PERMITS**

- 10.2 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
  - (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

If we do not complete a final inspection or receive a renewal permit by **May 9, 2020**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

Our office is closed to the public but we have a drop box outside our main doors for applications. Alternatively, it can be emailed to [sbradley@rdkb.com](mailto:sbradley@rdkb.com).

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

Regards,

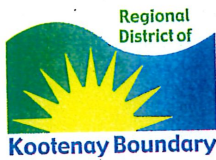
  
Brian Zanussi  
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services  
Attachment  
BZ/sb

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







March 3, 2020

Folio #: 05235.500  
REGISTERED MAIL

Katerina Manolis  
1333 Birch Cliff Drive  
Oakville, ON L6M 2A5

**Re: Addition SFD  
1981 Old Salmo Road, Fruitvale, B.C. (Area 'A')  
Building Permit No.: 09-0269A**

Further to our registered letter dated January 27, 2020, we have received no response regarding the above building permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

**PERMITS**

- 10.2 Every permit is issued upon the condition that:  
(b) the work is not to be discontinued or suspended for a period of more than one year;

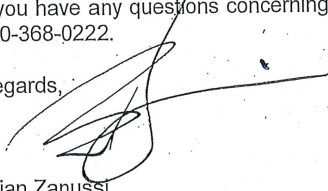
**DUTIES OF THE OWNER**

- 12.1 Every owner shall:  
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;  
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **April 2 2020**. Failure to comply may result in legal action.

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

Regards,

  
Brian Zanussi  
Building and Plumbing Official

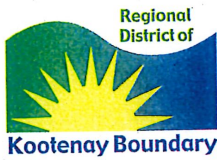
cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb







January 27, 2020

Folio #: 05235.500  
REGISTERED MAIL

Katerina Manolis  
1333 Birch Cliff Drive  
Oakville, ON L6M 2A5

**Re: Addition SFD**  
**1981 Old Salmo Road, Fruitvale, B.C. (Area 'A')**  
**Building Permit No.: 09-0269A**

Further to our letter dated December 23, 2019, we have received no response regarding the above building permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

**PERMITS**

- 10.2 Every permit is issued upon the condition that:  
(b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:  
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:  
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **February 26, 2020**. Failure to comply may result in legal action.

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

Regards,

A handwritten signature in black ink, appearing to read "Brian Zanussi", is written over the "Regards," text.

Brian Zanussi  
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb





No. 09-0269A

INSPECTION CALLS: (250) 368-0222

**Regional District of Kootenay Boundary**DATE PERMIT  
GRANTED: **Jul 06, 09**BUILDING INSPECTION DEPARTMENT  
202-843 Rossland Ave., Trail, B.C. V1R 4S8PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS		ADDRESS: 1981 OLD SALMO ROAD FRUIT		TELEPHONE:	
RICHARD BILENKI					
BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: ADDITION TO SINGLE FAMILY DWELLING					
AT: 1981 OLD SALMO RD				FOLIO: 711 05235.500	
LOT: B	BLOCK:	RANGE:	D.L. 1236	PLAN: 4481	LD:
OWNER: RICHARD BILENKI		ADDRESS: 1981 OLD SALMO ROAD		TELEPHONE:	
CONTRACTOR: CAREY BAGG		ADDRESS: FRUITVALE, B.C.		TELEPHONE:	
PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS: ALL WORK TO CONFORM TO THE 2006 B.C. BUILDING CODE AND RELEVANT ELECTORAL AREA 'A' BYLAWS; MINIMUM SETBACKS: FRONT 7.5M, INTERIOR SIDE 3M, EXTERIOR SIDE 7.5M, REAR 4.5M; PROPERTY PINS TO BE IDENTIFIABLE; SEE NOTES ON PLANS; CALL FOR FOOTING, FRAMING, INSULATION/VAPOUR BARRIER AND FINAL INSPECTIONS.					

		FEES
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 10000	
BUILDING PERMIT FEE		\$ 80
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER		
SUB-TOTAL		\$ 80
TITLE SEARCH		\$ 10
TOTAL		\$ 90
LESS DEPOSIT		
BALANCE OWING		\$ 90

**WAIVER OF INDEMNITY**

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.

*Richard Bilenko*  
Owner's Signature

*Mickey Repin*  
MICKEY REPIN  
Building/Plumbing Official

DATE PAID JUL - 7 2009

1. Prior to placing concrete in the footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

**STAFF REPORT**

**Date:** 19 May 2020 **File**  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

**Issue Introduction**

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

**1664 Westlake Drive, Christina Lake, B.C.**

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

**Parcel Identifier: 025-988-697**

**Lot 1 District Lot 317 Similkameen Division Yale District Plan KAP75840**

**Owners: Sean, Megan and Susan McQuarrie**

**History/Background Factors**

The owners, Sean, Megan and Susan McQuarrie, has constructed alterations to a single family dwelling on the above referenced property without first obtaining a building permit, development variance permit or floodplain exemption.

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

Prohibition

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

Duties of the Owner

12.1 Every owner shall:

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

The Regional District of Kootenay Boundary Electoral Area 'C' Zoning Bylaw No. 1300 states:

Part Four - Zone Designations

402 Single Family Residential 1 Zone

6. Setbacks - Minimum setbacks measured in metres:

Rear 7.5m

Natural Boundary of Christina Lake 7.5m

**Implications**

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

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

- History / Background Factors;
- Registered letter dated September 16, 2019;
- Registered letter dated August 1, 2019;
- Registered letter dated June 20, 2019;
- Photos dated June 20, 2019.

**Alternatives**

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

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Sean, Megan and Susan McQuarrie, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 317, Similkameen Division Yale District, Plan KAP75840.

**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>May 19, 2020</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>1664 WESTLAKE DRIVE, CHRISTINA LAKE, B.C.</b> <b>ELECTORAL AREA 'C' / CHRISTINA LAKE</b> <b>PARCEL IDENTIFIER: 025-988-697</b> <b>LOT 1 DISTRICT LOT 317 SIMILKAMEEN DIVISION YALE DISTRICT PLAN KAP75840</b> <b>OWNERS: SEAN, MEGAN AND SUSAN MCQUARRIE</b>		

**History/Background Factors**

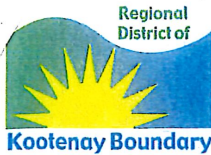
The owners, Sean, Megan and Susan McQuarrie, have constructed alterations to a single family dwelling without a valid building permit, development variance permit or floodplain exemption.

April 20, 2016	Application received for proposed alterations to a single family dwelling;
April 25, 2016	Email from Ken Wagner, RBO to Mark Andison, General Manager, Operations / Deputy CAO;
April 25, 2016	Email from previous owner, Richard McQuarrie, to Ken Wagner, RBO forwarded to Mark Andison, General Manager, Operations / Deputy CAO;
April 26, 2016	Email from Ken Wagner, RBO to previous owner, Richard McQuarrie;
April 27, 2016	Email from Dan Sahlstrom, P.Eng., WSA Engineering (2020) Ltd., to Mark Andison, General Manager, Operations / Deputy CAO and Carly Rimell, Planner;
April 28, 2016	Email from previous owner, Richard McQuarrie, to Mark Andison, General Manager, Operations / Deputy CAO, Carly Rimell, Senior Planner and Dan Sahlstrom, P.Eng., WSA Engineering (2020) Ltd.;
April 28, 2016	Email from Mark Andison, General Manager, Operations / Deputy CAO to Dan Sahlstrom, P.Eng., WSA Engineering (2020) Ltd., and Carly Rimell, Planner;
April 28, 2016	Email from Carly Rimell, Planner to previous owner, Richard McQuarrie and Dan Sahlstrom, P.Eng., WSA Engineering (2020) Ltd.;
June 9, 2016	Email from previous owner, Richard McQuarrie, to Carly Rimell, Planner;
Aug. 24, 2017	New owner listed as Susan McQuarrie;
Jan. 26, 2018	New owners listed as Sean, Megan and Susan McQuarrie;
June 20, 2019	Stop Work Order posted, photos taken;
June 20, 2019	<b>First registered letter</b> mailed to previous owners, Richard and Susan McQuarrie;
June 26, 2019	Canada Post confirmation that the letter was unclaimed;
Aug. 1, 2019	<b>Second registered letter</b> mailed to previous owners, Richard and Susan McQuarrie, requesting a response by August 29, 2019;
Aug. 24, 2019	Canada Post confirmation that the letter was delivered;
Sept. 16, 2019	<b>Third registered letter</b> mailed to previous owners, Richard and Susan McQuarrie, requesting a response by October 15, 2019;



Sept. 19, 2019  
May 19, 2020

Canada Post confirmation that the letter was delivered;  
To date, we have received no further response from the owners.



September 16, 2019

REGISTERED

Richard and Susan McQuarrie  
1307-19<sup>th</sup> Street N.W.  
Calgary, AB.  
T2N 2K1

Re: STOP WORK ORDER 16-0231CSWO  
1664 West Lake Drive  
Lot 1, D.L. 317, Plan KAP75840

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated **August 1, 2019**. A **Stop Work Order** was posted on June 20, 2019 for construction of a deck and roof at the above referenced property without a building permit, as well as for building without a required development variance permit, building in flood plain exemption zone and without a required legal survey map.

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

Section 7.1

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

Section 12.1 b)

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

If we do not receive requested documentation by **October 15<sup>th</sup>, 2019**, we will recommend to the Regional District of Kootenay Boundary board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached.). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions, please contact the undersigned.

Respectfully,

Robert Silva, RBO  
Building & Plumbing Official

RS:mc

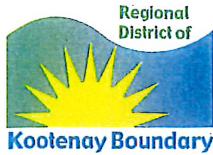
Attachment

Cc: Brian Champlin, RBO, CRBO, Manager of Building Inspection  
Donna Dean, R.P.P., Manager of Planning and Development

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







August 1, 2019

REGISTERED

Richard and Susan McQuarrie  
1307-19<sup>th</sup> Street N.W.  
Calgary, AB.  
T2N 2K1

**Re: STOP WORK ORDER**  
**1664 West Lake Drive**  
**Lot 1, D.L. 317, Plan KAP75840**

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated June 20, 2019. A **Stop Work Order** was posted on June 20, 2019 for construction of a deck and roof at the above referenced property without a building permit, as well as for building without a required development variance permit, building in flood plain exemption zone and without a required legal survey map.

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

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

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

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **August 29, 2019**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,

Robert Silva, RBO  
Building & Plumbing Official

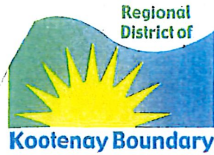
RS:rt

Attachment

Cc: Brian Champlin, RBO, CRBO, Manager of Building Inspection  
Donna Dean, R.P.P., Manager of Planning and Development

2140 Central Ave. Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: [gfbuilding@rdkb.com](mailto:gfbuilding@rdkb.com) • web: [www.rdkb.com](http://www.rdkb.com)





June 20, 2019

REGISTERED

Richard and Susan McQuarrie  
1307-19<sup>th</sup> Street N.W.  
Calgary, AB.  
T2N 2K1

**Re: STOP WORK ORDER**  
**1664 West Lake Drive**  
**Lot 1, D.L. 317, Plan KAP75840**

This letter confirms the posting of a **Stop Work Order** on June 20, 2019 for construction of a deck and roof at the above referenced property without a building permit, as well as for building without a required development variance permit, building in flood plain exemption zone and without a required legal survey map.

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

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

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

To apply for a permit, you must address the above referenced requirements as well as well as apply for a building permit, see enclosed.

If you have any questions, please contact the undersigned.

Yours truly,

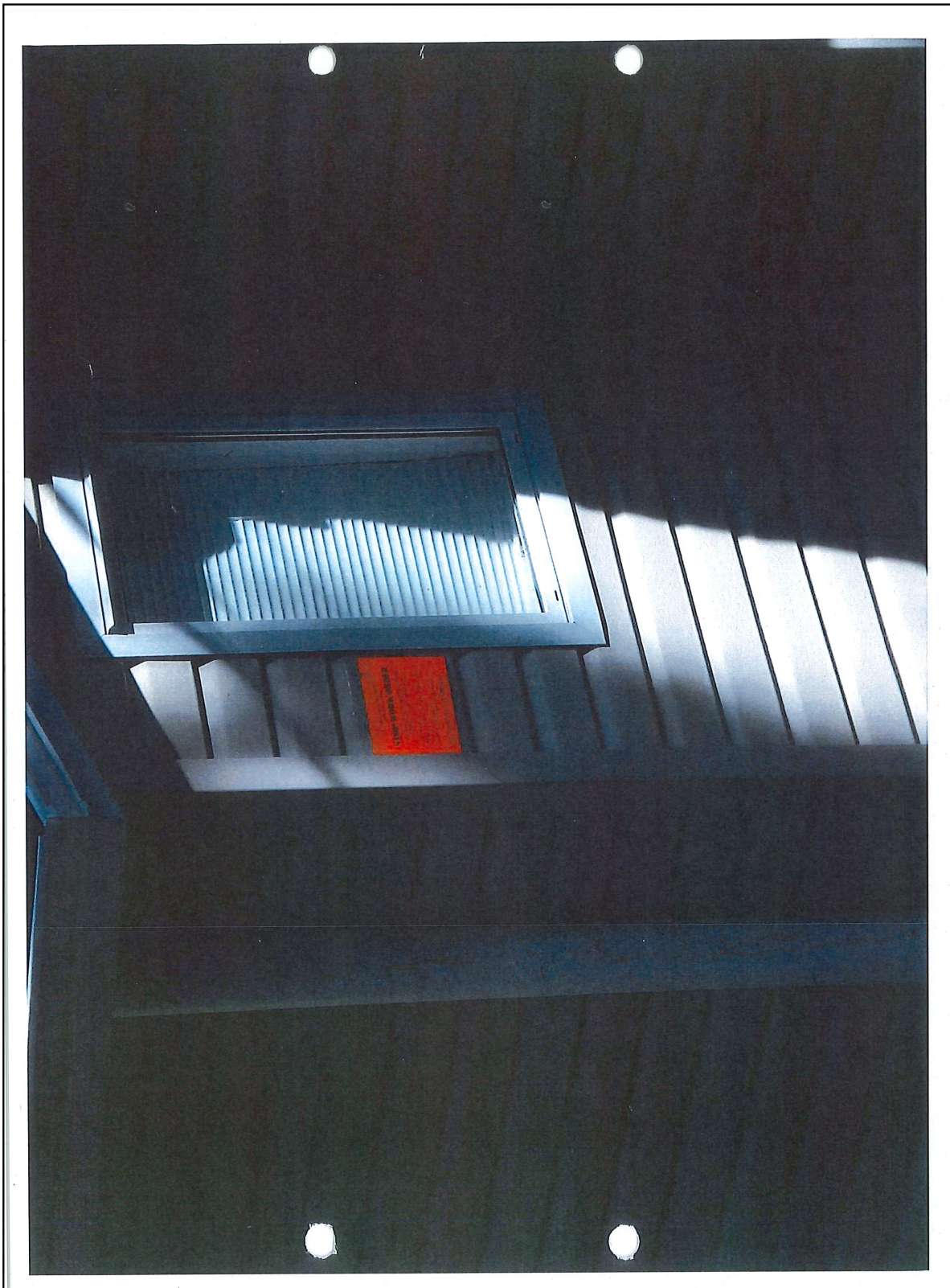
Don Lepitre  
Building & Plumbing Official

DL:rt

Attachment







































**STAFF REPORT**

**Date:** 19 May 2020 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

**Issue Introduction**

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

**4485 Boat Access East Side, Christina Lake, B.C.**

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

**Parcel Identifier: 019-059-329**

**Block A District Lot 4075S Similkameen Division Yale District**

**Owner: Janet Arnell**

**History/Background Factors**

The owner, Janet Arnell, has constructed an accessory building without completion of a final inspection.

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

Duties of the Owner

12.1 Every owner shall:

(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

**Implications**

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

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

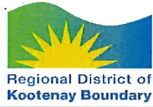
- History / Background Factors;
- Registered letter dated November 21, 2019;
- Registered letter dated May 29, 2019;
- Registered letter dated March 18, 2019;
- Building Permit 12-0142C.

**Alternatives**

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

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Janet Arnell, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Block A, District Lot 4075S, Similkameen Division Yale District.



## STAFF REPORT ATTACHMENT

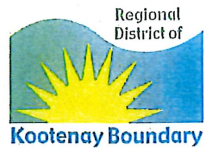
<b>Date:</b>	<b>May 19, 2020</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>4485 BOAT ACCESS EAST SIDE, CHRISTINA LAKE, B.C.</b> <b>ELECTORAL AREA 'C' / CHRISTINA LAKE</b> <b>PARCEL IDENTIFIER: 019-059-329</b> <b>BLOCK A DISTRICT LOT 4075S SIMILKAMEEN DIVISION YALE DISTRICT</b> <b>OWNER: JANET ARNELL</b>		

**History/Background Factors**

The owner, Janet Arnell, have constructed an accessory building without completion of a final inspection.

April 30, 2012	Application received for proposed accessory building;
June 19, 2012	Building Permit 12-0142C issued for an accessory building;
June 19, 2012	Footing inspection conducted, passed;
Jan. 23, 2014	Final inspection conducted, re-inspection required;
Jan. 9, 2015	Email from Ken Wagner, RBO to contractor, Rod Bergum, Bergum Contracting Ltd.;
Jan. 20, 2016	Email from Ken Wagner, RBO to contractor, Rod Bergum, Bergum Contracting Ltd.;
Jan. 9, 2017	Email from Ken Wagner, RBO to contractor, Rod Bergum, Bergum Contracting Ltd.;
Jan. 10, 2018	Site inspection report update, final re-inspection required;
March 18, 2019	<b>First registered letter</b> mailed to owner, requesting a response by April 18, 2019;
March 22, 2019	Canada Post confirmation that the letter was delivered;
May 29, 2019	<b>Second registered letter</b> mailed to owner, requesting a response by June 28, 2019;
June 10, 2019	Canada Post confirmation that the letter was delivered;
Nov. 21, 2019	<b>Third registered letter</b> mailed to owner, requesting a response by December 21, 2019;
Dec. 2, 2019	Canada Post confirmation that the letter was delivered;
May 19, 2020	To date, we have received no further response from the owner.





May 29, 2019

916 NOV 21 19

Janet Arnell  
Box 149  
Turner Valley, AB  
T0L 2A0

REGISTERED

RE: Schedule C-B for Structural & Final Inspection  
Building Permit 12-0142C – Construct Accessory Building  
4485 Boat Access East, Christina Lake, B.C.  
DL 4075S, Block 'A'

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated *March 18, 2019* and *May 29, 2019*. A **Stop Work Order** was posted on *March 15, 2019* for construction of an accessory building without a final inspection and submission of supporting Schedule C-B.

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

If you have any questions or wish to discuss this notice, please contact the undersigned by December 21, 2019.

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

Respectfully,

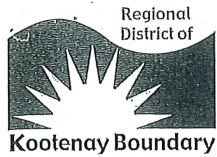
Robert Silva, RBO  
Building & Plumbing Official

RS:rj  
Attachment

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

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





May 29, 2019

Janet Arnell  
Box 149  
Turner Valley, AB  
T0L 2A0

REGISTERED

RE: Schedule C-B for Structural & Final Inspection  
Building Permit 12-0142C – Construct Accessory Building  
4485 Boat Access East, Christina Lake, B.C.  
DL 4075S, Block 'A'

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated March 18, 2019. A Stop Work Order was posted on March 15, 2019 for construction of an accessory building without a final inspection and submission of supporting Schedule C-B.

As required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 12.1 Every owner shall:

- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
- (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Please submit the required Schedule C-B Structural discipline & book a final inspection by June 28, 2019. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned

Respectfully,

  
Don Lepitre, RBO  
Building & Plumbing Official

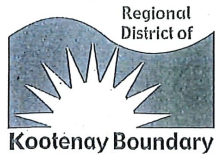
DL:rj  
Attachment

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

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







March 18, 2019

Janet Arnell  
Box 149  
Turner Valley, AB  
TOL 2A0

REGISTERED

**RE: Schedule C-B for Structural & Final Inspection  
Building Permit 12-0142C – Construct Accessory Building  
4485 Boat Access East, Christina Lake, B.C.  
DL 4075S, Block 'A'**

A recent review was conducted on your building permit file, which indicates that an inspection has not been carried out since **June 19, 2012**. Additionally, this office has not received the documentation requested in our site inspection reports dated *January 23, 2014* and *January 10, 2018*.

As required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

**Section 12.1** Every owner shall:

(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Please submit the required Schedule C-B Structural discipline & book a final inspection by **April 18, 2019**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned

Respectfully,

  
Don Lepitre, RBO  
Building & Plumbing Official

RS:rj  
Attachment

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services ✓

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



No. 12-0142C

INSPECTION CALLS: (250) 442-2708 or 1-877-520-7352

PERMIT  
ISSUED: Jun 19, 12**Regional District of Kootenay Boundary**

BUILDING INSPECTION DEPT.

2140 Central Ave., Box 1965, Grand Forks, B.C. V0H 1H0

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

**PAT ARNELL**

ADDRESS: **CHRISTINA LAKE, B.C.** TELEPHONE:

BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED

A PERMIT TO: **CONSTRUCT ACCESSORY BUILDING**

AT: **4485 BOAT ACCESS EAST S** FOLIO: **712 09124.580**

LOT: BLOCK: **A** RANGE: D.L. **4075S** PLAN: LD:

OWNER: **PAT ARNELL** ADDRESS: TELEPHONE:

CONTRACTOR: ADDRESS: TELEPHONE:

PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

ALL WORK TO CONFORM TO THE 2006 B.C. BUILDING CODE AND RELEVANT AREA 'C' BYLAWS.

MINIMUM SETBACKS: FRONT 7.5M, INTERIOR SIDE 3.0M, REAR 3.0M. PROPERTY PINS TO BE IDENTIFIABLE.

CALL FOR FOOTINGS & FINAL OCCUPANCY INSPECTIONS.

SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT.


ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION.

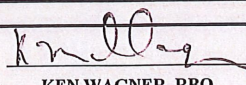
SCHEDULE C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.

		FEES
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 20000	
BUILDING PERMIT FEE		\$ 160
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	SEC 290 (-10%)	-\$ 16
<b>SUB-TOTAL</b>		<b>\$ 144</b>
TITLE SEARCH		\$ 10
<b>TOTAL</b>		<b>\$ 154</b>
LESS DEPOSIT		
<b>BALANCE OWING</b>		<b>\$ 154</b>

**WAIVER OF INDEMNITY**

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters. The owner or contractor must give 72 hours notice upon completion of the work.

  
 Owner's Signature

  
**KEN WAGNER, RBO**

BUILDING INSPECTOR'S SIGNATURE

DATE PAID June 19, 12

1. Prior to placing concrete in footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When plumbing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Inspection - An occupancy permit is required prior to occupancy of building.



## STAFF REPORT

**Date:** 20 May 2020 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

### Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

**6870 Christian Valley Road, Westbridge, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 009-371-885**

**Lot 1 District Lot 3637 Similkameen District Yale District Plan 12818**

**Owner: Thomas Stoffel**

### History/Background Factors

The owner, Thomas Stoffel, has constructed a single family dwelling without a final inspection or occupancy certificate.

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

#### Prohibition

7.2 No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction;

#### Permits

10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws



of the authority having jurisdiction or the provisions of any Provincial or Federal statutes;

#### Duties of the Owner

12.1 Every owner shall:

(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

#### **Implications**

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

#### **Advancement of Strategic Planning Goals**

Not applicable.

#### **Background Information Provided**

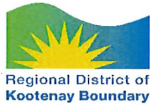
- History / Background factors;
- Registered letter dated January 23, 2019;
- Registered letter dated November 7, 2019;
- Building Permit 14-0388E.

#### **Alternatives**

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

#### **Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Thomas Stoffel, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 3637, Similkameen Division Yale District, Plan 12818.

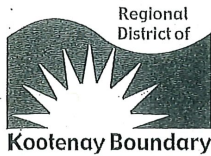
**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>May 20, 2020</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>6870 CHRISTIAN VALLEY ROAD, WESTBRIDGE, B.C.</b> <b>ELECTORAL AREA 'E' / WEST BOUNDARY</b> <b>PARCEL IDENTIFIER: 009-371-885</b> <b>LOT 1 DISTRICT LOT 3637 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 12818</b> <b>OWNER: THOMAS STOFFEL</b>		

**History/Background Factors**

The owner, Thomas Stoffel, has constructed a single family dwelling without a final inspection or occupancy certificate.

Oct. 29, 2014	Application received for proposed single family dwelling;
Dec. 15, 2014	Building Permit 14-0388E issued for a single family dwelling;
July 2, 2015	Setback / siting inspection, passed;
Sept. 10, 2015	Underslab plumbing inspection, passed;
Aug. 18, 2016	Letter mailed to owner, requesting a response by September 19, 2016;
Sept. 29, 2016	Letter mailed to owner, requesting a response by October 28, 2016;
Nov. 7, 2016	<b>First registered letter</b> mailed to owner, requesting a response by December 7, 2016;
Nov. 28, 2016	Telephone call from owner to Robert Silva, RBO;
Jan. 23, 2019	<b>Second registered letter</b> mailed to owner, requesting a response by February 22, 2019;
Jan. 30, 2019	Canada Post confirmation that the letter was delivered;
May 20, 2020	To date, we have received no further response from the owner.



January 23, 2019

Thomas Stoffel  
Box 2307, RPO Banks Centre  
Kelowna, B.C.  
V1X 6A5

RE: Building Permit 14-0388E

6870 Christian Valley Rd., Electoral Area 'E'/West Boundary

All that part of Lot 1 lying south of a line drawn parallel to and perpendicularly distant of 1445.00 feet from the southerly boundary of the said lot; DL 3637, Plan 12818

A recent review was carried out on your building permit file for a single family dwelling which indicates that an inspection has not been carried out since **September 10, 2015**.

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

10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws of the authority having jurisdiction or the provisions of any Provincial or Federal statutes.

12.1(h)  
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

To date, no follow up has been received by this office for an *inspection as requested* in our letter dating November 7, 2016 & subsequent telephone conversation November 28, 2018. A **Bylaw Contravention** was posted to your file on January 15, 2019.

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

If you have any questions or wish to discuss this notice, please contact the undersigned by **February 22, 2019**.

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

Respectfully,

A handwritten signature in cursive script, appearing to read "R Silva".

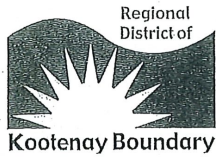
Robert Silva, RBO  
Building & Plumbing Official

RS:rj

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

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





November 7, 2016

REGISTERED

Thomas Stoffel  
Box 2307, RPO Banks Centre  
Kelowna, B.C.  
V1X 6A5

RE: Building Permit 14-0388E

6870 Christian Valley Rd., Electoral Area 'E'/West Boundary

All that part of Lot 1 lying south of a line drawn parallel to and perpendicularly distant of 1445.00 feet from the southerly boundary of the said lot; DL 3637, Plan 12818

A recent review was carried out on your building permit file for a single family dwelling which indicates that an inspection has not been carried out since **September 10, 2015** (copy enclosed).

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

10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws of the authority having jurisdiction or the provisions of any Provincial or Federal statutes.

12.1(h)

(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

**An Occupancy Permit may be issued if all building code requirements have been met.**

Please contact our Building Department at (250) 442-2708 by **December 7, 2016** and make arrangements to update or close your file. Failing to respond may result in legal action.

Respectfully,

A handwritten signature in cursive script, appearing to read "R Silva".

Robert Silva, RBO  
Building & Plumbing Official

RS:rt

Cc: Mark Andison, MCIP, RPP, General Manager, Operations/Deputy CAO

Attachment

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





No. 14-0388E

INSPECTION CALLS: (250) 442-2708 or 1-877-520-7352

DATE PERMIT  
GRANTED: Dec 15, 14Jan 5.15  
Mar 2.15**Regional District of Kootenay Boundary**

BUILDING INSPECTION DEPT.

2140 Central Ave., Box 1965, Grand Forks, B.C. V0H 1H0

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

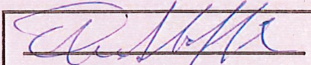
PURSUANT TO THE APPLICABLE REGULATIONS

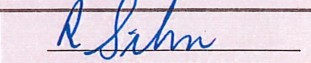
THOMAS STOFFEL		ADDRESS: CHRISTIAN VALLEY		TELEPHONE:	
LEND THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: CONSTRUCT SINGLE FAMILY DWELLING					
AT: 6870		CHRISTIAN VALLEY R		FOLIO: 713 07193.200	
LOT: 1	BLOCK:	RANGE:	D.L. 3637	PLAN: KAP12818	LD:
OWNER: THOMAS STOFFEL		ADDRESS:		TELEPHONE:	
CONTRACTOR: PURCELL TIMBERFRAME		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO CONFORM TO THE 2012 B.C. BUILDING CODE AND RELEVANT ELECTORAL AREA 'E'/WEST BOUNDARY BYLAWS. MINIMUM SETBACKS: FRONT 4.5M. SEE NOTES ON PLANS.</p> <p>CALL FOR: SETBACKS, PRIOR TO PLACING CONCRETE, DRAINTILE/DAMPPROOFING/BEFORE BACKFILLING, PLUMBING SYSTEM AND FINAL/OCCUPANCY INSPECTIONS.</p> <p>SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT.</p> <p>PRIOR TO OCCUPANCY PERMIT, PROOF OF LEGAL DISPOSITION OF CONSTRUCTION WASTE IS REQUIRED.</p> <p>(ATTACHMENT)</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION.</p> <p>SCHEDULES C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.</p> <p>GIVE AT LEAST 72 HOURS NOTICE TO THE AUTHORITY HAVING JURISDICTION TO REQUEST INSPECTION OF THE WORK.</p>					

		FEES
AREA OF LIVING SPACE	2500	
CONSTRUCTION VALUE	\$ 340000	
BUILDING PERMIT FEE		\$ 2720 2520
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	SEC 290 LETT (-10%)	-\$ 272
<b>SUB-TOTAL</b>		<b>\$ 2448</b> 8248
TITLE SEARCH		\$ 10
<b>TOTAL</b>		<b>\$ 2458</b> 2358
LESS DEPOSIT		
<b>BALANCE OWING</b>		<b>\$ 2458</b>

**WAIVER OF INDEMNITY**

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters. The owner or contractor must give 72 hours notice upon completion of the work.

  
Owner's Signature

  
ROBERT SILVA, RBO  
BUILDING INSPECTOR'S SIGNATURE

DATE PAID Mar 26.15

\$ Intake short \$200 Actual Intake \$2258

1. Prior to placing concrete in footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.





## Staff Report

<b>RE:</b>	Referral - the Village of Midway – new Official Community Plan		
<b>Date:</b>	May 28, 2020	<b>File #:</b>	M-2
<b>To:</b>	Chair Langman and Members of the Board of Directors		
<b>From:</b>	Liz Moore, Senior Planner		

### Issue Introduction

The Village of Midway invited the RDKB to comment on their proposed Official Community Plan (OCP) (see Attachments).

### Background

The current OCP for the Village of Midway was adopted in 2007. OCP's are regularly updated to reflect the needs of communities as they change with time.

The Village of Midway is surrounded by a part of Electoral Area E/West Boundary that does not have land use planning. The lands adjacent to the municipality are primarily within the Agricultural Land Reserve (ALR) and there is some ALR land within the boundaries of the municipality.

Since the current OCP was adopted, a number of legislative changes have occurred that require the addition of new sections and the revision of section numbers in the Local Government Act (LGA). The LGA underwent a legislative review in 2015 and many of the section numbers relevant to land use planning have been changed. Some of the new required sections that are to be included in OCPs moving forward are targets for reductions in greenhouse gas emissions and anticipated housing needs.

### Proposal

The Village of Midway proposed to replace the current *the Corporation of the Village of Midway – Official Community Plan, October 2007* with the draft *the Village of Midway – Official Community Plan – Draft of March 18, 2020* (see Attachments).

### Implications

*Land Use Planning*

As the Village of Midway is surrounded by a part of Electoral Area E/West Boundary that does not have land use planning, we are unable to compare the proposed designations against our planning policies.

The ALR comprises an area with land use direction that crosses between RDKB and the municipality, though it is administered by the Agricultural Land Commission. ALR land within the bounds of the municipality has been designated primarily as Agricultural with a few smaller parcels being designated as Recreational and Institutional. The airstrip and surrounding lands, which are also in the ALR, are designated as Airstrip and Airport Development, respectively. The objectives and policies for agricultural lands outlined in the draft OCP are in line with the provisions of the Agricultural Land Commission Act and the Agricultural Land Reserve Use Regulation.

There are a number of policy areas that overlap with RDKB policies, services and efforts. These include the reduction of greenhouse gas emissions, waste management, and the assessment of housing needs. Greenhouse gas emission reduction and waste management are services provided by RDKB Environmental Services department. A copy of the draft OCP and mapping has been circulated to Environmental Services for review.

The draft OCP includes policies specific to collaborations with the RDKB, including for the provision of services and for the collaboration on strategies and plans. These include:

- Support for the RDKB's Boundary Area Food and Agriculture Plan (4.2.3 Agricultural Policies, Policy 9);
- Support for the RDKB waste management policies and programs (2.2.2 Natural Environment Policies, Policy 1) and solid waste management services (4.1.2 Municipal Services Policies, Policy 8);
- Section 3.1.2 Compatible and Energy Efficient Land Use, Policy 3 details how *"the Village of Midway will seek partnerships with Terasen Gas, Fortis, the Regional District of Kootenay Boundary, provincial and federal agencies, and others to foster achieving the energy objectives of the community"* ; and
- A recommendation that the Village continue to participate in the Regional District Economic Development Program to support new and existing businesses (section 3.3.2 Commercial Policies, Policy 7).

RDKB has undertaken a housing needs assessment on behalf of RDKB's community's and the eight municipalities within RDKB, including the Village of Midway. Further information will be available on housing needs in Midway with the completion of the Housing Needs Report in October 2020. Preliminary results will likely be available in July 2020.

Other notable changes to the OCP that are not specific to RDKB policy, but will have potential effects on the communities surrounding Midway include considerations for the expansion of commercial areas and inclusion of policies on the retail sale of cannabis. There is a proposed expansion of commercial areas with the creation of a new commercial designation running the length of Florence St. The stated intention of this change is to *"encourage the redevelopment for commercial and mixed commercial/residential land uses."* These properties would be able to be re-zoned commercial without requiring the amendment of the OCP. Likewise, a policy regarding cannabis retail in Midway proposes that these businesses *"may be considered on a case-by case basis in accordance with Council policy."*

Depending on how development is undertaken, the expansion of commercial designations will impact on the amount of housing and commercial space available, which may have ripple effects into surrounding communities.

#### *Watershed Planning Considerations*

The Watershed Planner has provided the Village of Midway with a reviewed copy of the draft OCP including comments and considerations. A summary of the main comments are included below:

- Encourage the protection and rehabilitation of riparian areas.
- Protection of the midway aquifer (#478): an unconfined aquifer supporting the municipal water system and domestic wells.
  - o A well protection plan was identified. The Watershed Planner would like to know if this is an aquifer protection plan?
- Using the terms Natural Assets or Green Infrastructure for sections referring to the use of natural environment in support of municipal and community works and integration of systems.
- Encourage the planting of drought tolerant vegetation. Ensure when encouraging the planting of vegetation, that care is taken to not plant invasive species and that the focus is on using native species.
- Agriculture: encourage the use of off-channel watering for livestock, the use of the Environmental Farm Plan Program, and the protection and restoration of riparian areas.
- Where appropriate, encourage the use of permeable paving materials instead of non-permeable materials (i.e. concrete) for hardened surfaces in ecologically sensitive areas (i.e. parks, floodplains, trails, etc.).

#### *Solid Waste Service Considerations*

The RDKB's Solid Waste Program Coordinator has reviewed the Draft Midway OCP and makes reference to the following sections:

- # 1 of 2.2.2 Natural Environment Policies – Support the RDKB waste management policies and program.  
Comment: The Village of Midway is an active participant in the policy-making process of the Board of Directors of the RDKB.
- #11 of 2.4.1 Corporate Policies – *Implement a local organics recovery program.*  
Comment: The RDBK does provide a curbside collection of organic material for Midway residents. This program diverts organic material that would otherwise have been in the curbside garbage collection program to a composting program.  
The RDKB also provides drop off service for woody debris and yard & garden waste at the Rock Creek Transfer Station and the West Boundary Landfill near Greenwood.  
The Village may wish to consider programs/policies targeting the collection of residential yard & garden waste as well as the organic materials (food scraps, Y & G waste) from commercial or institutional sources.
- #8 of 4.1.2 Municipal Services Policies – *Support the solid waste management services of trash collection and curbside recycling and green bin program of the RDKB.*  
Comment: The RDKB provides curbside garbage and green bin services to Midway residents. The RDKB also notes that there is also a private Friday garbage curbside collection service.
- Additional comments and observations by the Solid Waste Program Coordinator include: Consider language regarding supporting bans on open burning and/or prohibiting the backyard burning of waste materials.
- Part 6.2 – Explanation of Designations.  
Comment: There is no mention in the zoning designations of the words: recycling, waste facility, composting or anything related to solid waste.

### **Advisory Planning Commission**

At their May 4, 2020 meeting, the Electoral Area E/West Boundary APC supported the draft Village of Midway OCP with the following comments:

- They consider a no discharge of firearms statement in the OCP; and
- Under section 2.2.4 number 4 they should prevent rather than mitigate environmental impacts.

## Planning and Development Comments

The following comments from the Senior Energy Specialist were sent to planning staff after the APC agenda had been distributed:

- I like how the OCP energy targets are ambitious and quite specific.

### *Corporate energy target & Policies:*

- RDKB has policies regarding Green Buildings, Fleet Vehicle Replacement, and Corporate Sustainability Initiatives, as well as corporate and community reduction plans that could be used to support some of the objectives.
- Existing City facilities & Buildings – FortisBC are releasing an energy assessment program which would allow Midway to get level 1 audit done at their facilities. It's due for release in summer and it has been confirmed to be on track. Information can be provided when this is released. Cost is unknown at this time, but last time it was \$200/\$300 per audit compared to \$3,000. This will really help with the long term plan.

### *Community energy target & Policies:*

- Energy Step Code – this will be administered through RDKB's Building Inspection Department. Note province is mandating in building code:
  - Part 9 - Step 3 in 2022, Step 4 in 2027 and Step 5 in 2032.
  - Part 3 buildings – Step 2 in 2022, Step 3 in 2027 and Step 4 in 2032 (net zero).
  - Last year Midway had 3 new residential building permits issued (last 5 years ranged from 1 to 4).
- We're in FortisBC area (electricity and natural gas). The rebate program is through Fortis not BC Hydro.
  - According to the Census data, Midway has 294 private dwellings occupied by usual residents, with 105 households earning less than \$40k (36%). These households may be eligible for ECAP (income qualified) energy efficiency program.

- 56% of homes were built before 1980, so energy efficiency retrofit will help (though there are some challenges).
- Sustainability Checklist – RDKB has implemented this by providing it with building permits.
- Recommend target be aligned with Province – 40% by 2030. This includes transport as well.

### **Recommendation**

That the referral of the Village of Midway's Draft Official Community Plan be received and FURTHER that the staff report including the comments from RDKB staff and the Electoral Area E/West Boundary Advisory Planning Commission be forwarded to the Village of Midway for their review.

### **Attachments**

*The Village of Midway – Official Community Plan – Draft of March 18, 2020*

*Village of Midway – Official Community Plan – Schedule \_\_ Land Use Map*

Referral Submission



OFFICIAL COMMUNITY PLAN



DRAFT of March 18, 2020



Referral Submission

The Corporation of the Village of Midway

BYLAW No. xxx

A Bylaw to Establish an Official Community Plan for the Village of Midway

**WHEREAS** an Official Community Plan may be enacted pursuant to the provisions of the Local Government Act and the Community Charter;

**AND WHEREAS** the Council of the Village of Midway has conducted a review of the Village of Midway Official Community Plan, Bylaw No. 380 which has resulted in a comprehensive rewrite of the Plan's objectives and policies and substantial changes to the maps associated therewith;

**NOW THEREFORE** the Council of the Village of Midway, in open and public meeting assembled, enacts as follows:

1. Citation

This Bylaw may be cited as "Midway Official Community Plan Bylaw No. xxx, 2020".

2. Repeal

## Referral Submission

Midway Official Community Plan Bylaw No. 380, 2007 and all amendments thereto are hereby repealed.

### 3. Plan Schedules

The Community Plan text (Schedule A), Schedule B (the Land Use Map), Schedule C (the Development Permit Area Map), Schedule D (the Water Service Area Map), and Schedule E (the Sewer Service Area Map) attached hereto and forming part of this Bylaw, are hereby designated as the Midway Official Community Plan.

READ A FIRST time this xx day of xxx 2020.

READ A SECOND time this xx day of xxx 2020.

PUBLIC HEARING NOTICE ADVERTISED this xx<sup>th</sup> day of xxx 2020.

and also

this xx<sup>th</sup> day of xxx 2020.

PUBLIC HEARING HELD on this xxx day of xxxxx.

SECOND READING RESCINDED on this xxx day of xxxxx.

READ A SECOND time this xx day of xxxx 2020.

PUBLIC HEARING NOTICE ADVERTISED this xxx day of xxxxx 2020.

and also

Referral Submission

this xxx day of xxxx 2020.

PUBLIC HEARING HELD on this xx day of xxx 2020

SECOND READING RESCINDED on this xx day of xxx 2020.

READ A SECOND time this xx day of xxx 2020.

PUBLIC HEARING NOTICE ADVERTISED this xx day of xxx, 2020

and also

this xxx day of xxx 2020.

PUBLIC HEARING HELD on this xx<sup>h</sup> day of xxx, 2020

READ A THIRD time this xxx day of xxx 2020.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this xx day of xxx 2020.

---

Mayor

---

Chief Administrative Officer

Referral Submission

## TABLE OF CONTENTS

PART 1	INTRODUCTION & CONTEXT .....	8
1.1	Community Vision .....	8
1.2	Purpose of the Plan .....	9
1.3	Enabling Legislation .....	9
1.4	Interpretation.....	11
1.5	Demographic Characteristics, Population Change, Income, and Shelter Costs.....	11
1.6	Healthy Community .....	16
1.7	Review and Amendment of the Plan .....	17
1.8	Sustainability Principles .....	19
PART 2	NATURAL ENVIRONMENT .....	23
2.1	Natural Hazards.....	23
2.2	Natural Environment.....	24
2.3	Climate Protection .....	25
2.4	Corporate GHG Reduction Objective .....	25
PART 3	BUILT ENVIRONMENT .....	28
3.1	Compatible and Energy Efficient Land Use .....	28
3.2	Housing .....	31
3.3	Commercial .....	37
3.4	Industrial .....	39
PART 4	COMMUNITY HEALTH & WELLNESS.....	40
4.1	Municipal Services .....	40
4.2	Agriculture .....	42
4.3	Economic Prosperity .....	45
4.4	Quality of Life .....	45
PART 5	DEVELOPMENT PERMIT AREAS.....	49
5.1	Development Permit Areas.....	49

## Referral Submission

5.2	Highway Light Industrial / Commercial .....	49
PART 6	LAND USE MAP .....	51
6.1	Interpretation.....	51
6.2	Explanation of Designations.....	51
6.3	OCP Land Use Designations and Implementing Zone Districts.....	53
PART 7	IMPLEMENTATION OF THE PLAN .....	54
7.1	Interpretation.....	54
7.2	Zoning and Subdivision Control .....	54
7.3	Development Cost Charge Bylaw.....	54
7.4	Minimum Maintenance Standards / Unsightly Premises Bylaw.....	54
7.5	Miscellaneous Bylaws .....	55
7.6	Capital Budget.....	55
7.7	Agricultural Land Commission .....	55
7.8	Public Involvement.....	55

Referral Submission

Schedule 'A'

Village of Midway

Official Community Plan

This Schedule 'A' is the Schedule 'A' to the Village of Midway Official Community Plan referred to in the Village of Midway Official Community Plan Designation Bylaw No. xxx, 2020.

I, Penny Feist, Administrator of the Village of Midway, hereby certify that this is a true and correct copy of Schedule 'A' to the Village of Midway Official Community Plan Designation Bylaw No. xxx, 2020.

---

Chief Administrative Officer

Dated this       day of       , 2020.

Referral Submission

## Schedule A - Plan Text

### PART 1 | INTRODUCTION & CONTEXT

#### 1.1 Community Vision

Midway, unique because of its small-town atmosphere and its strong sense of pride, will aspire to be a complete community where:

- Citizens of all ages have a collective sense of belonging, and contribute to the quality of life in the community;
- The community celebrates a vibrant culture and heritage;
- The environment is nurtured for present and future generations;
- Planned development strengthens the character of the community; and
- Economic diversity contributes to the prosperity and well-being of the community.



*don't forget young families we have  
-we want to keep them and draw more in  
--Citizen*





## Referral Submission

## 1.2 Purpose of the Plan

To guide the development of municipalities in British Columbia, the Province has authorized municipalities to adopt community plans under the Local Government Act and the Community Charter.

An Official Community Plan (OCP) is a general statement of the broad objectives and policies of the local government respecting the physical, environmental, economic and social development of the community. It sets out, in reasonably clear terms, the goals of the community and the policies which must be followed in order that these goals may be achieved. Once adopted, an OCP serves as a foundation for all policies, regulations and decisions pertaining to land use and development in the municipality.

The purpose of the Plan is to ensure that new development takes place in an orderly and economical way; that sufficient and appropriate lands are designated for all necessary purposes; that services are adequate to serve present and future development; that the social, health and economic needs of the residents are provided; and that the environmental qualities of the area are preserved and even enhanced.

In an aging-friendly community, policies, services, settings, and structures support and enable people to age actively by:

1. recognizing the wide range of capacities and resources among people of all ages;
2. anticipating and responding flexibly to age-related needs and preferences;
3. respecting decisions and lifestyle choices of all age groups;
4. protecting those who are most vulnerable;
5. promoting the inclusion in and contribution to all areas of the community life by all age groups; and
6. Ensuring accessibility for all with safe travel throughout the Village and convenient entrance to and movement within public facilities.

## 1.3 Enabling Legislation

The Official Community Plan has been prepared in accordance with the requirements of the Local Government Act, which states that the plan must include statements and map designations for the area covered by the plan. The relevant Division is cited below.

### Division 4 — Official Community Plans

Content and process requirements

473 (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

## Referral Submission

- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
  - (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
  - (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
  - (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
  - (e) the approximate location and phasing of any major road, sewer and water systems;
  - (f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
  - (g) other matters that may, in respect of any plan, be required or authorized by the minister.
- (2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.
- (2.1) Unless a local government is exempted, or is in a class of local governments exempted, under section 585.11 *[application of this Division]*, the local government must consider the most recent housing needs report the local government received under section 585.31 *[when and how housing needs report must be received]*, and the housing information on which the report is based,
- (a) when developing an official community plan,
  - (b) when amending an official community plan in relation to statements and map designations under subsection (1) (a) of this section, or
  - (c) when amending an official community plan in relation to housing policies under subsection (2) of this section.
- (3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.
- (4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 *[provincial policy guidelines]*.

Policy statements that may be included

474 (1) An official community plan may include the following:

- (a) policies of the local government relating to social needs, social well-being and social development;
- (b) a regional context statement, consistent with the rest of the plan, of how matters referred to in section 429 (2) (a) to (c) *[required content for regional growth strategy]*, and other matters dealt with in the plan, apply in a regional context;

## Referral Submission

(c) policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan;

(d) policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.

(2) If a local government proposes to include a matter in an official community plan, the regulation of which is not within the jurisdiction of the local government, the plan may state only the broad objective of the local government with respect to that matter unless the minister has, under section 473 (1) (g), required or authorized the local government to state a policy with respect to that matter.

## 1.4 Interpretation

This Plan consists of a text (Schedule 'A'), a Land Use Map (Schedule 'B'), a Development Permit Area Map (Schedule 'C'), a Community Water System Map (Schedule 'D') and a Community Sewer System Map (Schedule 'E').

This Plan is not intended to be a precise instrument, and contains broad policies that apply to the Village over a long period of time.

Boundaries shown on the Land Use Map are approximate and shall be defined in detail in the implementing bylaws that will follow. Similarly, references in the text to uses, density and similar matters are to be considered flexible, provided the intent of the Plan is not altered.

The policies of this Plan are those of the Council of the Village of Midway.

## 1.5 Demographic Characteristics, Population Change, Income, and Shelter Costs

This section provides a brief overview of relevant Census population data from the recent 2016 census as well as pertinent highlights from the Interior Health Authority's Local Health Area (LHA) Profile for the Kettle Valley 2019 which contains useful information on population health. The overview also draws from BC Stats' PEOPLE population projections for the Kettle Valley LHA.

### 1.5.1 Current Population Characteristics<sup>1</sup>

The Village's permanent resident population is 649 in 2016. This is a 3.7% decrease from the 2011 population of 674. Males number 315 or 48.5%; females 330, or 51.5%. A majority of 605, or 93%, live in private households. The census counts 321 occupied private dwellings.

<sup>1</sup> Unless stated otherwise, all population data is from the 2016 Census.

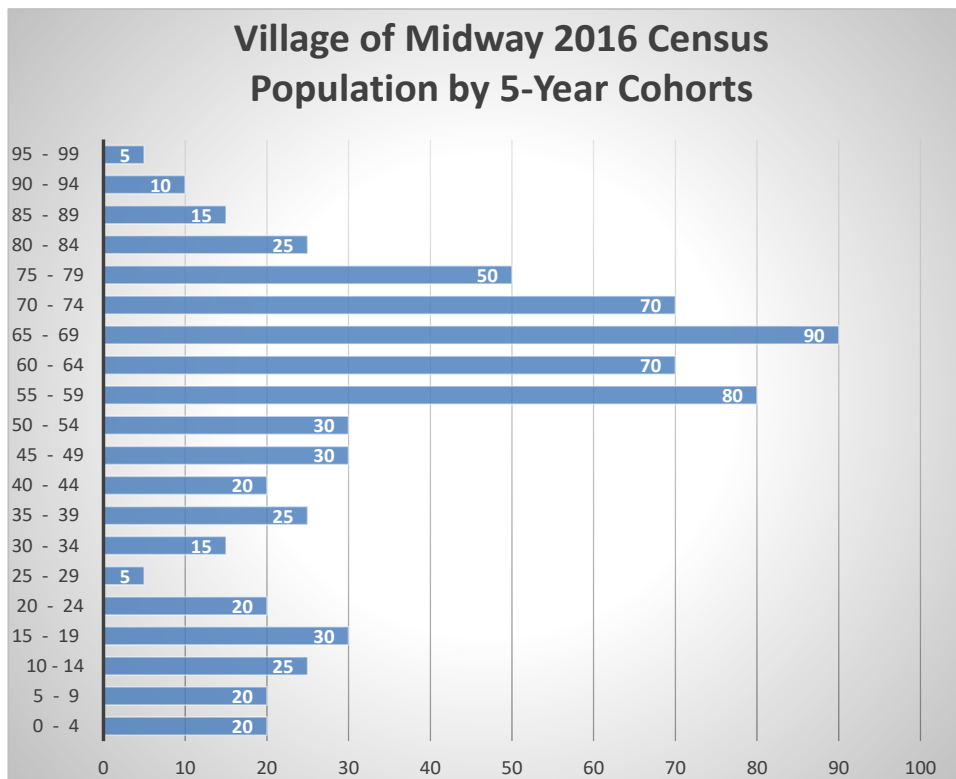
Referral Submission

### 1.5.2 Population by Broad Age Group

- 0-14 years (children): 10%
- 15 to 64 years (working age): 50%
- 65 years and over (primarily out of work-force): 40%

### 1.5.3 Population Distribution By 5-Year Cohorts

The population distribution is illustrated in a graphic on the following page. It is clear that one of the defining characteristics of the Village's population profile is a mature and aging population. The largest cohorts are those between 55 and 70 years.



## Referral Submission

**1.5.4 Median Age**

The median age is 60.2 years. This compares to 51.6 years in the Kootenay Boundary Regional District and 43 in BC.

**1.5.5 Population Change**

Within the 5-year period between 2018-2023 the community is experiencing substantial increases in the older adult cohorts.

- All Ages - 3%
- Ages 65 and over +19%
- Ages 75 and over +67%
- Ages 85 and over +72 %

This population change projection is for the entire Kettle Valley Area and it represents a reasonable proxy for the anticipated change in the Village of Midway. This data is published in Interior Health's Local Health Area profile (2019) for the Kettle Valley. <sup>2</sup>

Population projections prepared by the PEOPLE program of BC Stats provides both a closer and longer perspective population change. The smallest geographical unit available is the Local Health Area (LHA). Midway lies within the Kettle Valley LHA and its population of 649 represents 21% of the LHA population of 3,116. Use of this data provides us with a reasonable proxy of anticipated population change which is characterized by long term decline and an aging population.

Relevant highlights of the Kettle Valley LHA population change to 2041:

- Overall population decline of 24%
- Proportion of population 75+ changes from 10% to 39% of the population, an almost four-fold increase

Population growth projections for small populations are subject to variability due to factors such as changes in employment opportunities and migration of retiree populations.

The relatively wide range of support services, resources and amenities available in Midway suggests that it will continue to attract migration from outlying rural areas and from high-cost urban areas in BC and Alberta.

**1.5.6 Population Change & Housing Need**

Average household size in BC has been in decline for decades generally, and specifically in Midway between 2011 (2.2) and 2016 (2.1). The number of private households has increased from 305 in

<sup>2</sup> BC Ministry of Health, Health Sector Information, Analysis and Reporting Division. Local Health Area Profiles. February 2019.

## Referral Submission

200 to 321 in 2016. Therefore, even with a declining or stable population, demand for dwelling units will increase. Average household size is projected to be 1.7 in 2030.

The Village is targeting an annual growth increase in population of 1% per year over the next 10 years.

- o Population target to 2030: 720
- o Number of dwelling units required: 423
- o Additional number of dwelling units required between 2020 and 2030: 100

The targeted population projection of 720 is subject to a considerable amount of potential variance, as population projections for small communities are particularly difficult to establish accurately, as changes in the circumstances of the community that might be considered minor in a larger municipality can result in significant changes in population estimates and growth trends in a municipality such as Midway (e.g. one new employer moves to town, one new subdivision is developed, or one existing employer leaves town).

The Village currently has vacant, subdivided and serviceable land sufficient to accommodate 54 additional dwellings.

Land to accommodate an additional 46 units is required to meet the housing need to 2030. The Land Use map identifies additional land as follows:

1. Reserve for residential development south of Seventh Street between Division and Beamish Streets. This area is designated Comprehensive Development and could accommodate 24 multi-unit attached units.
2. Maintain the existing area designated Mobile Home Subdivision south of the Kettle River. Estimated unit yield is 22.



## Referral Submission

**1.5.7 Household Income**

The prevalence of low income in 2015 based on after-tax low-income measure LIM-AT (%) for those 65 years and over is 17.4%.

The median household income for Kettle Valley is \$40,526. This compares to \$69,979 for B.C.

**1.5.8 Shelter Costs**

Twenty six percent of households face unaffordable monthly shelter costs in the Kettle Valley. Unaffordability is based on shelter costs (including insurance, taxes, maintenance) exceeding 30% of gross household income.

## Referral Submission

## 1.6 Healthy Community

A healthy community is a place where healthy, social, economic, natural and the built environments give citizens the opportunity to live to their full potential and where people come together to make their community better for themselves, their family, their friends, their neighbours, and others.<sup>3</sup>

The update to this plan has been viewed through the lens of fostering a healthy community.

About 60% of what influences our health is related to factors in our physical and socio-economic environments, spheres in which this Plan has direct influence.<sup>4</sup>

Effective planning creates supportive environments that promote healthy lifestyles and social interactions that result in a positive population health impact. The path from plan policy to community health is illustrated in the following image.



Diagram created by Kady Hunter, MPH, Community Health Facilitator, Healthy Communities Team, Interior Health and adapted from Frank L., Kavage S. Litman T. (2006). Promoting Public Health through Smart Growth. Smart Growth BC: Vancouver, BC. Images from [www.nounproject.com](http://www.nounproject.com).

<sup>3</sup> Canadian Institute of Planners, 2018, Policies on Healthy Communities Planning. Available at <http://cip-icu.ca/Files/Policy-2018/policy-healthy-eng-FINAL.aspx>. Visited on November 13, 2019.

<sup>4</sup> Canadian Medical Association, Health equity and the social determinants of health, 2012.



## Referral Submission

## 1.7 Review and Amendment of the Plan

Although an effort has been made to anticipate most situations which could arise in the foreseeable future, new information and changing circumstances must be monitored to ensure that this Plan remains current. The Plan should be reviewed on an annual basis and a comprehensive review should be undertaken at least every five years.

Amendments to this Plan must be made by bylaw and in accordance with the provisions of the *Local Government Act*.

Persons requesting revisions to the Plan shall submit an application to the Village Council, along with such supporting material as may be deemed by Council to be necessary.

### 1.7.1 Professional Review & Community Engagement in the 2019/20 Review of The Plan

A comprehensive review and robust community engagement process was undertaken between the summer of 2019 and winter of 2020.

The background review included the following components:

1. demographic characteristics and population change;
2. community health statistics;
3. gap analysis of the legal context and administrative limitations;
4. sustainability principles;
5. development of a common, non-hierarchical framework; and
6. consistency review of the OCP relative to:
  - a. Village of Midway Zoning Bylaw No. 464-2015;
  - b. Regional District of Kootenay Boundary (RDKB) Strategic Plan 2015-2018; and
  - c. the BC Climate Action Charter.

The review was supported by community engagement in the following formats:

1. a citizen's advisory committee met five times to review and provide insight and comments on the evolving plan;
2. a robust level of support provided by Interior Health throughout the process via the participation of Kady Hunter, Community Health Facilitator on the Healthy Communities Team;
3. a series of 'key informant' style interviews and focus groups with representatives of the Fire Department, Community Futures, Ministry of Transportation & Infrastructure, ISL Engineers (flood mapping and mitigation), Interior Health, West Boundary Community Forest, and the Agricultural Land Commission;
4. a presentation and dialogue with the Village Council on October 9, 2019; and
5. a community drop-in style open house held on October 30, 2019 to elicit feedback on a range of topics and questions of community interest, listed as follows:

## Referral Submission

- population trends (hint: we are getting older)
- what is our community vision?
- what is the land use plan map all about?
- what type of housing do we need?
- where should we build a universally accessible public washroom and information kiosk?
- natural hazards: flooding and wildfire –and what we are doing about it
- how can we be a healthy community?
- should we allow Short Term Vacation Rentals?
- what should the Village do about climate change?
- where is the recent Village land purchase and what should we do with it?



**Figure 1 Community Drop-in Open House**

The making of the plan was also supported by concurrent work of the Aging-friendly Assessment and Action Plan, in the form of a mobility audit and development of a set of aging-friendly OCP policies, all of which are integrated into the update.

## 1.8 Sustainability Principles

The most widely accepted and succinct definition of sustainable development is the one created by the United Nations in 1987:

*Sustainable development is the kind of development that meets the needs of the present without compromising the ability of future generations to meet their own needs.<sup>5</sup>*

This definition is consistent with the view of sustainability viewed through the more specific lens of the three pillars: economic, social, and environmental. A popular way to visualize the three pillars is shown in the diagram below.



For our purpose of creating a community plan we can describe a sustainable approach in the following way:

*Inherently, a sustainable community works to live in harmony with its natural environment, create a healthy economy and do so in a manner that supports and enriches all elements of society, with particular focus on various populations and their needs. Further, sustainability can be seen as an urban tapestry that weaves together the many elements of a community into a delicate balance, such as walkable streets, compact development, high-performance buildings and neighbourhood scale infrastructure, while linking people to the natural environment through well-defined trail systems connected to preserved open space.*

<sup>5</sup> United Nations, Brundtland Commission, 1987

## Referral Submission

**1.8.1 Environmentally Sustainable Guiding Principles**

It is most important to recognize that we, the people, are also ‘the environment’, not separate. If we harm the environment, we harm ourselves. Our efforts may also serve to enhance and improve the natural environmental health.

**1. Ecosystem Health**

- We recognize that we need healthy ecosystems for our survival, health and well-being, and that species and ecosystems also have intrinsic value (in their own right). For example, recognizing that ecosystems perform many valuable services for us, like providing clean water for drinking, purifying the air, pollinating food crops, and providing places for recreation.

**2. Integration of Systems**

- We recognize that economic vitality, environmental health, social equity and human health are all inter-related and mutually dependent.
- We seek synergies rather than trade-offs, and strive for solutions with multiple benefits. For example, using green infrastructure like constructed wetlands and trees to manage stormwater, instead of just relying on hard infrastructure like pipes.

**3. Wise Use of Resources**

- We proactively manage our resources by seeking creative solutions and prioritizing actions that create holistic and long-term value for our community. For example, multiple and shared uses of public buildings.

**4. The Long View**

- We make decisions and act today with the long-term resilience of our community and ecosystems in mind, and prepare ourselves for changes to come.
- We recognize our responsibility for the well-being of future generations.
- We will actively plan and advocate on behalf of our watershed.
- We will plan for climate change adaptation and mitigation.

## Referral Submission

**1.8.2 Socially Sustainable Guiding Principles**

Social sustainability is about people—individuals and the community working together to meet their needs, realize their potential, and prosper in a healthy environment. Principles for consideration include the following:

1. **Caring:** we are compassionate and sensitive to the needs of our community and each other.
2. **Inclusive:** we are welcoming, and embrace and promote accessibility for all.
3. **Safe:** we are free from fear, and secure from risk and harm in our community.
4. **Liveable:** we enjoy a high quality of life and a wide range of opportunities for meeting our needs and our potential.
5. **Just:** we treat each other fairly, demonstrate mutual respect, and ensure equal opportunity for all.
6. **Age-friendly:** we embrace and support people of all ages and during all life stages –from birth to death.
7. **Diversity:** we see our differences as a source of strength and opportunity.
8. **Culture:** we value the arts, the humanities, shared values and attitudes, and other products of human intellect and invention.
9. **Belonging:** we feel connected to and accepted by a community.
10. **Participation:** we engage actively as individuals, groups and organizations, fostering community.
11. **Adaptability:** we are flexible and resourceful in the face of change.



## Referral Submission

**1.8.3 Economically Sustainable Principles**

1. **Smart:** we take an intelligent, practical approach to encouraging economic growth that contributes to a strong community.
2. **Prosperity for our community:** we create economic opportunity for business and citizens.
3. **Consistent and supportive:** our growth is consistent with and supportive of Midway's goals for quality of environment, community, and life.
4. **Support for local businesses:** all can contribute to a dynamic economy in which benefits are contributed by and shared with all.
5. **Employment for everyone who needs it:** we maintain and increase the diversity of the local economy, in order to be economically robust, to contribute to social diversity, and to maximize the range of employment opportunities available in a wide variety of sectors and a wide variety of occupations.



## PART 2 | NATURAL ENVIRONMENT

### 2.1 Natural Hazards

#### 2.1.1 Objective for Natural Hazards

Avoid areas which are prone to natural hazards when designating land for intensive uses such as residential, industrial and commercial.

#### 2.1.2 Policies for Flooding Natural Hazards

1. Areas which, due to existing physical conditions or known natural hazards such as flooding, rockfall and erosion, are not useful for urban uses shall be left in a natural state.
2. Lands which are known to be subject to high water table or flooding shall not be used for residential, commercial, institutional or industrial use. New developments shall be constructed in accordance with the policies and the 200-year floodplain map of the Village of Midway's Floodplain Management Bylaw.
3. Flood mitigation for the area bound by the south side of the Kettle River, Central Avenue and the Mobile Home Subdivision designated area will be addressed in the current (years 2019-2020) ongoing Flood Mapping and Mitigation study being undertaken by registered professionals.
4. Unless a site-specific exemption to that bylaw has been granted by Council, where an application for a site-specific exemption is submitted by a property-owner, a report prepared by a qualified engineer or geoscientist will be required to be included with the application.

#### 2.1.3 Policies for Wildfire Natural Hazards

1. Applicants shall demonstrate how they will address wildland/urban interface fire hazards during the rezoning and subdivision approval process.
2. Recognize that the Village of Midway Wildfire Protection Plan places the majority of developed portion of the Village within a moderate fire risk classification.
3. Support FireSmart practices including education, neighbourhood focused activity, and vegetation management.



## Referral Submission

## 2.2 Natural Environment

### 2.2.1 Natural Environment Objective

Practice good environmental stewardship for all public lands and ensure that development occurs in a manner that is in harmony with the natural environment.

### 2.2.2 Natural Environment Policies

1. Support the RDKB waste management policies and program.
2. Promote and enforce water conservation for all users of the municipal water system through education and will explore a metered, block-rate fee system in the future.

*We need to address water conservation more seriously;  
we don't need to water lawns 7 X a week.  
--citizen*

3. Support the policies and actions of the Kettle River Watershed Management Plan and its implementing body of the RDKB, the Boundary Integrated Watershed Service.
4. Activities which would have a detrimental effect on the natural environment of the Village should be mitigated to the greatest extent possible.
5. Construction within the Village shall minimize adverse effects on the natural environment.
6. The Village opposes exploration and mining of uranium and other potentially hazardous minerals within the Watershed area of the Village.
7. The Village opposes the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.
8. The Village opposes significant upstream diversion of water from the Kettle River, nor developments anywhere on the river that may negatively impact the municipality's water rights.
9. Recognize that Lewis' Woodpecker (red-listed) and Western Rattlesnake (blue-listed) species have been identified within District Lots 637 and 424.
10. Recognize that Lewis' Woodpecker (red-listed), Western Rattlesnake (blue-listed) and Gopher Snake (blue-listed) have been identified within District Lot 2227.



## Referral Submission

## 2.3 Climate Protection

### 2.3.1 Climate Change Adaptation Objective

In a hotter and drier future, the Village provides a comfortable and environmentally sustainable environment for its citizens.

### 2.3.2 Climate Change Adaptation Policies

1. Seek funding for water metering and a block rate structure to conserve water.
2. Initiate a street tree planting program to create a Village shade canopy.

### 2.3.3 Reducing Greenhouse Gas Emissions

BC's Climate Change Accountability Act replaces the 2007 Greenhouse Gas (GHG) Reduction Targets Act. It sets new legislated targets of a 40% reduction in carbon emissions from 2007 levels by 2030, and a 60% reduction from 2007 levels by 2040. The current target of an 80% reduction in emissions by 2050 remains in place. For comparison, the Paris Accord includes a 30% reduction on 2005 levels by 2030, which is a somewhat lower target.

The legislation is not prescriptive. Local governments may choose to set their own targets and are encouraged to establish secondary, community supported targets.

The Village is a signatory of the BC Climate Action Charter, which commits the Village to monitor and report on corporate (local government operations) and community emissions.

The Village prefers to direct GHG reduction efforts to local initiatives rather than to purchase carbon offsets.

To be consistent with legislative language, this plan uses the term '*corporate*' for Village operations the term '*community*' refers to residents and businesses.

## 2.4 Corporate GHG Reduction Objective

The Village is carbon neutral for corporate operations.

### 2.4.1 Corporate Policies

1. Monitor corporate and community-wide energy consumption and emissions.
2. In accordance with Village Council policy of the Climate Action Revenue Incentive Program (CARIP) reserve, fund corporate energy efficiency or Greenhouse Gas (GHG) initiatives. Funding examples of the policy include: (1) use by the Village of Midway for corporate energy efficiency or GHG reduction projects; (2) facilitate community

## Referral Submission

engagement or awareness about climate change of GHG reductions; or (3) evaluation and implementation of energy and emissions reduction activities.

3. Reduce energy consumption and emissions for corporate operations, including facilities, vehicles, and infrastructure. Chosen actions will be developed into a long-term plan that will guide future actions for the Village.
4. New Village-owned buildings will be multi-use and meet high energy efficiency and green design standards such as LEED certification. Existing buildings will undergo energy assessments and retrofits as funding allows.
5. Formulate a strategy for its vehicle fleet, through joining a green fleet program such as Energy Environment Excellence (E3) Fleets Program, administered by the Fraser Basin Council, and aim to attain a green fleet rating.
6. Plant trees and other vegetation, in order to improve air quality, manage storm water runoff and offset carbon emissions.
7. Consider the impacts on climate change as an important factor in decision-making related to land use, site planning, building design, transportation and infrastructure.
8. Use Climate Action Reserve Incentive Fund (CARIP) funds for community projects of enduring value
9. Collaborate or partner with other organizations, government agencies, communities and other stakeholders, to achieve emissions reduction goals.
10. Commit to be 100% energy renewable by 2050 by participating with an organization such as the Community Energy Association (CEA).
11. Implement a local organics recovery program.

### *Corporate Target*

1. Reduce corporate greenhouse gas emissions by 50% by 2030 and 100% by 2040.

### *Secondary Targets*

1. By 2025 reduce greenhouse gas emissions by achieving the following:
  - a. vehicle fleet fossil fuel consumption by 20%;
  - b. facility fossil fuel consumption by 20%;
  - c. water supply operations energy consumption by 20%;
  - d. sanitary sewer operations energy consumption by 20%; and
  - e. energy consumption of resource recovery operations by 20%.
2. By 2030 reduce greenhouse gas emissions by achieving the following:
  - a. vehicle fleet fossil fuel consumption by 50%;
  - b. facility fossil fuel consumption by 50%; and
  - c. water supply operations energy consumption by 30%.

## Referral Submission

**2.4.2 Community GHG Emissions Reduction Objective**

Community-wide greenhouse gas emissions are substantially reduced.

*Community GHG Emissions Reduction Policies*

1. Encourage and promote active transportation by adding and improving walkways, trails, sidewalks and cycling facilities.
2. Support commuter vans and internet-based ride sharing.
3. Participate in the province's Energy Step Program by adopting Step 1 for residential buildings (Part 9 of the BC Building Code)— (all new buildings in BC must meet a net-zero energy ready level of efficiency by 2032).
4. Seek funding and opportunities for partnerships to achieve reductions, foster public awareness and gain support for climate change mitigation strategies.
5. Use Village media to promote BC Hydro's Home Renovation Rebate Program to improve efficiency. Rebate based program covers insulation, ductless heat pumps, and draft proofing.,
6. Consider energy consumption, efficiency and emissions when reviewing applications for development, rezoning and subdivision. This may be done through the development of a sustainability checklist to evaluate the impacts of new development.
7. Encourage landowners to retain and plant trees and other vegetation, including the planting of rain gardens, in order to improve air quality, manage storm water runoff and offset carbon emissions.

*Community-Wide Target*

1. Reduce community-wide greenhouse gas emissions by 30% by 2030, and 80% by 2050, relative to 2007 levels.

*Secondary Targets*

1. By 2030 reduce greenhouse gas emissions by achieving the following:
  - a. Reduce average energy demand for buildings:
    - i. homes by 20%;
    - ii. commercial buildings by 30%; and
    - iii. institutional buildings by 30%.

## PART 3 | BUILT ENVIRONMENT

### 3.1 Compatible and Energy Efficient Land Use

#### 3.1.1 Compatible and Energy Efficient Land Use Objectives

1. Realize an orderly form of development in which land uses of various types are appropriately located and compatibly inter-related. This promotes the safety, convenience and health of residents and visitors as well as the efficiency of services and facilities.
2. Encourage energy conscious community planning and building design and support all efforts to promote energy conservation and the use of alternative energy sources which are environmentally friendly and sustainable.

#### 3.1.2 Compatible and Energy Efficient Land Use Policies

1. Prevent land use conflicts with required landscaped buffers or screening between non-compatible uses.
2. Promote energy efficiency as a component of land use and development planning. The responsible location of land use, site planning, and building design can all contribute to a reduction in energy use. Energy efficiency principles and practices shall be followed in land use planning, site planning, and building design.
3. The Village of Midway will seek partnerships with Terasen Gas, Fortis, the Regional District of Kootenay Boundary, provincial and federal agencies, and others to foster achieving the energy objectives of the community.
4. Participate in appropriate programs and initiatives that address climate change impacts, and that help municipalities plan for local-scale impacts of climate change.
5. Areas which are not suitable for development or have high environmental preservation value are designated as Open Space on the Land Use Map.
6. Minimum parcel area requirements in areas designated as Open Space on the Land Use Map is 5 hectares in the implementing zoning bylaw.

#### 3.1.3 Buildings Objective

All public buildings, including government and non-profit owned facilities, achieve universal accessibility standards.

#### 3.1.4 Building Policies:

1. All new and renovated public buildings shall be built to universal accessibility standards.

## Referral Submission

2. All existing public buildings will be renovated to satisfy the maximum degree of universal accessibility standards as funding permits.
3. The Village will work with private business in offering financial incentives using its Revitalization Tax Exemption Bylaw for retrofitting existing commercial structures to universal accessibility standards.
4. All Village-owned facilities will be upgraded to meet access requirements and universal washroom standards of the BC Building Code by 2025.

### **3.1.5 Connectivity: Transportation and Accessibility Objectives**

1. To maintain and develop a transportation network that provides safe and efficient movement for pedestrians, mobility device, cyclists, automobiles, aircraft, and freight.
2. Both the Southern Trans-Provincial Highway No. 3 (Crowsnest Highway) and the local airstrip are important assets to Midway. In addition, an efficient local road network is important for the convenience and safety of local residents and visitors.

### **3.1.6 Transportation Policies**

1. Adequate off-street parking is required for all commercial, institutional, religious, cultural, industrial, and residential development.
2. Adequate loading facilities are required for all commercial and industrial development.
3. Collaborate with the Ministry of Transportation and Infrastructure to ensure a safe and convenient route for truck traffic through the Village.
4. Pursue all avenues to upgrade the airstrip and related facilities, recognizing that it is a valuable asset to the community.
5. Discourage direct access to the highway from light industrial and highway commercial areas, in favour of common entrances.
6. Collaborate with the Ministry of Transportation & Infrastructure to accomplish the following safety improvements on Highway 3:
  - a. Pursue the development of a left turn lane to allow eastbound traffic on Highway 3 safe access to the museum site.
  - b. Move the existing 100 km/h speed limit sign for westbound traffic from its current location just west of the museum to a point westward and beyond the curve near Murray Street.
  - c. Seek a realignment of the Cleghorn Street intersection with Highway 3 to provide a 90-degree intersection to improve traffic safety and at that location (or nearby) advocate for a pedestrian crossing with a painted crosswalk, warning signs and lights.

## Referral Submission

- d. Seek a pedestrian crossing with painted crosswalk, warning signs and lights at or near Florence Street
- 7. Ensure safe access for all ages and abilities is provided in the design and modification of all streets, sidewalks and pathways. Specific improvements to be considered, included but not limited to, are as follows.
  - a. Install signage and painted crosswalks with pedestrian crossing warning signs at these locations:
    - i. the crossing of Florence Street immediately south of Highway 3 between the Mile Zero Restaurant and The Spot, and
    - ii. at the crossing of Florence on the south side of Ninth Avenue.
  - b. Replace and rebuild sidewalk adjacent to Post Office to adequately support mobility device use—wider and level.
  - c. Replace concrete corner of the sidewalk at the northeast corner of Florence Street & Fifth Avenue with an accessible ramp embedded in the sidewalk.
  - d. Construct a fully separated and/ or raised concrete sidewalk or asphalt pathway along both sides of Florence Street between Highway 3 and Fifth Avenue.
  - e. Construct a separated asphalt pathway along the north side of between Florence Street and Jessalin Street.
  - f. Widen the paved shoulder along south side of Ninth Avenue between Florence Street and the entrance to McMynn's Foods.
- 8. Support the development of the area located along the highway directly facing Palmerston Avenue as a rest area / pull-out with access to the site via Cleghorn Street or Palmerston Avenue.

**3.1.7 Local Identity and Community Appearance Objective**

Realize a form of development which is visually attractive, and to realize the conservation, rehabilitation and development of structures and sites of high visual and architectural quality.

**3.1.8 Community Appearance Policies**

- 1. Encourage the proper care and maintenance of all properties and buildings as a means of upgrading the general appearance of the Village, and require that all properties are maintained in accordance with the municipality's unsightly premises bylaw.
- 2. Undertake a program for improvement of the Village's image, with landscaping being a major component of that program and the corridor between the international border crossing and Florence St. (Dominion St – Fifth Ave) being considered a priority. This may include participation in the "Communities in Bloom" program.

## Referral Submission

3. Ensure that the municipal works yard is maintained in a neat condition, which will include weed control, and may erect a landscape screen around the site to reduce its visual impact.
4. Consider the acquisition of land for a rest area for highway travellers, and financial aid for this endeavour will be sought from the appropriate Provincial authorities.
5. Support rehabilitation and preservation of Heritage buildings and structures as valuable social and economic resources.
6. The CPR station buildings are considered to be valuable heritage structures, and the Village may operate these as a historical park, museum, hostel, and tourist information centre.
7. Improve local amenities for the benefit of residents and visitors, and also as a means of attracting new residents and businesses.

## 3.2 Housing

### 3.2.1 Housing Objective

Housing of a variety of types, tenure, and levels of affordability is available for all citizens.

### 3.2.2 Servicing Policy

New lots created for housing shall be fully serviced.

### 3.2.3 Residential Categories and Standards Policies

#### General Residential Policies

1. The Plan provides that a wide range of housing choices is available to Village residents of all ages and abilities.
2. Encourage development of a wide range of housing types including small homes on small lots, retiree housing, secondary suites, carriage houses, and garden suites.
3. Encourage diverse types of housing tenure including co-operatives and co-housing.
4. Home-based businesses are supported in single family residential areas, provided they do not adversely impact neighbouring properties.
5. Encourage the construction of additional rental accommodation in the Village.
6. Ensure a ten-year supply of residential land outside of the Agricultural Land Reserve to satisfy projected demand and offer sufficient choices of housing options. Population growth target of 720 residents by 2026 requires an additional 100 dwelling units. At an average gross density of 15 units per hectare this represents approximately 6.7 hectares.

#### Rural Residential Policies

## Referral Submission

7. Areas with larger parcels which, because of various constraints to development, are not suitable at this time for Village Residential subdivision are designated as Rural Residential on the Land Use Map.
8. Areas zoned within the implementing bylaw for rural residential use shall be subject to a minimum parcel area requirement of 2000 m<sup>2</sup> if community sewer and/or water services are available to the parcel and 1 hectare if community sewer and/or water services are not available.

**Village Residential Policies**

9. Areas considered at this time to be suitable for single unit residential purposes are designated as Village Residential on the Land Use Map.
10. In areas designated as Village Residential on the Land Use Map, only one dwelling unit per parcel shall be permitted outright in the implementing bylaws.
11. Development of parcels of less than 2000 m<sup>2</sup> require full community sewer and water servicing; parcels greater than 2,000 m<sup>2</sup> but less than 1 (one) hectare (10,000 m<sup>2</sup>) require community water; parcels of 1 (one) hectare (10,000 m<sup>2</sup>) or greater in size where no community sewer or water services are available, may be developed upon approval from Council.
12. Notwithstanding Subsections 9 and 10 above, Council may consider designating land within the Village Residential designation for duplex use on a site-specific basis, by way of rezoning without amendment to this plan, subject to the following:
  - a. consideration of the uses prevailing on neighbouring properties;
  - b. the need for rental accommodation in the village;
  - c. the ability of the Village to adequately service the proposed development;
  - d. community sewer and water services being available to the subject property; and
  - e. any external effects which the proposed duplex may have.
13. Notwithstanding Subsection 12 above, upon receipt of a written request, Council may consider permitting, by way of rezoning, the subdivision of the parcel upon which a duplex is located into two lots subject to the following criteria:
  - a. the availability of, and demand for, rental housing units in the Village;
  - b. the new interior lot line must be coincidental with a vertical common party wall; and
  - c. the conformity of the existing building with the *B.C. Building Code*, this to be ascertained by the Building Inspector.

**Multi-unit Residential Policies**

14. Areas considered at this time to be suitable for multi-unit residential purposes are designated as Multiple Family Residential and Florence Street District on the Land Use Map.



## Referral Submission

15. Multi-unit residential uses may be considered, by way of rezoning, throughout the Plan area, without amendment to this Plan subject to:
  - d. review of a traffic impact study to be prepared at the expense of the proponent;
  - e. review of the visual compatibility of the proposed use;
  - f. the availability of both community sewer and water services;
  - g. the compatibility of the proposal with surrounding land uses; and
  - h. the proposed form of tenure (i.e.: strata units or rental units) and the Village's need for rental accommodation.
16. Upon receipt of a written request, approval of a Form T conversion (into strata lots) for existing duplexes and multiple family dwellings pursuant to Section 242 of the *Strata Property Act*, may be considered in accordance with the following:
  - a. the availability of, and demand for, rental housing units in the Village; and
  - b. the conformity of the existing building with the *B.C. Building Code*, this to be ascertained by the Building Inspector.

**Aging-in-Place and Senior's Housing Policies**

17. Support 'aging-in-place' retrofits of homes with wheelchair ramps and accessible washrooms through reduced building permit fees and relaxed zoning bylaw setback requirements.
18. Support 'aging-in-place' accessory dwelling units in the form of secondary suites, coach house suite, and garden suites in appropriate locations in the community. Amend the Zoning Bylaw to permit these accessory uses and clarify appropriate zone districts, building locations, setbacks, and heights.
19. Encourage senior's housing development that may include, for example, independent living, assisted living, independent/supportive and residential care type facilities.

Referral Submission



Figure 2 Parkview Manor

## Referral Submission

**3.2.4 Mobile & Manufactured Homes Objective**

Provide for mobile homes in two specially designated areas.

**3.2.5 Mobile & Manufactured Homes Policies**

1. Areas considered to be suitable for the exclusive use of mobile homes are designated as Mobile Home Park on the Land Use Map.
2. Areas zoned for mobile home park use in the implementing bylaw are subject to the provisions of Village of Midway Mobile Home Park Bylaw No. 52 as amended, or any successor thereto.
3. Areas considered to be suitable for the use of both conventional homes and mobile homes are designated as Mobile Home Subdivision on the Land Use Map.
4. Single and double-wide mobile or manufactured homes (certified under the CSA A277 - Z240 series and CSA A277 - modular series), constructed prior to June 1, 1989 shall not be permitted in areas not specifically designated for that use, or in new Village Residential subdivisions.
5. Areas suitable for single and double-wide mobile or manufactured homes and conventional single-detached dwellings are designated as Mobile Home Subdivision on the Land Use Map (Schedule 'B').
6. Areas zoned in the implementing bylaw for mobile home subdivision use are subject to a minimum parcel size of 400 m<sup>2</sup> for a mobile home and 500 m<sup>2</sup> for a single-detached dwelling if both community water and sewer services are available and 1 hectare if community sewer and/or water services are not available.

**3.2.6 Affordable and Special Needs Housing Objective**

The Village will facilitate and encourage building an adequate supply of affordable and special needs housing.

**3.2.7 Affordable and Special Needs Housing Policies**

1. Affordable housing can be provided by the private, non-profit, co-operative, and public sectors separately or through partnership models.
2. Affordable housing includes a variety of tenure models including ownership, rental, co-housing, and cooperative.
3. Encourage and support special needs housing, including homes specially designed or adapted for those with particular physical or social needs, such as those of the elderly or disabled, or with specialist staffing support to address mental health.
4. Encourage and support an expansion of Parkview Manor to accommodate all levels of housing including full time care units and complex care units as needed.

## Referral Submission

5. Support special needs housing, which includes homes specially designed or adapted for those with particular physical or social needs, such as those of the elderly or disabled, or with specialist staffing support such as those with a mental health problem.
6. Recognize a requirement (and a potential obligation) of any community to accept a community care facility as defined in the Community Care and Assisted Living Act, which includes a facility serving any age group, including a seniors' assisted living facility.

**3.2.8 Short Term Vacation Rental Policies**

1. Support for short term rental of rooms for a duration of no more than 30 days in principal residence subject to business licenses.
2. Purpose-built short-term vacation rental facilities are considered a commercial use as defined and regulated by the Zoning Bylaw.
3. Bed and Breakfast facilities are supported in all residences in accordance with the Zoning Bylaw.

## Referral Submission

### 3.3 Commercial

#### 3.3.1 Commercial Objective

Minimize the time-distance movement of population between areas of residence and business/shopping areas.

#### 3.3.2 Commercial Policies

1. Areas considered at this time to be suitable for commercial purposes are either designated as Commercial or Highway Commercial on the Land Use Map.
2. For areas zoned for various commercial uses in the implementing bylaw, the minimum parcel area requirement is 230 m<sup>2</sup> if both community water and sewer services are available, 2000 m<sup>2</sup> if only community water **or** community sewer are available and 1 hectare where neither community water or sewer are available
3. Council may consider permitting Commercial development proposals on lands that are located in close proximity to areas designated for Commercial use under this Plan by way of rezoning, subject to consideration of the following criteria:
  - a. submission of a report prepared by the proponent demonstrating that the site for which rezoning is requested is the most suitable location for the proposed use;
  - b. consideration of the effects of the proposed commercial use on the neighbouring properties;
  - c. a review of the ability of the sewer and water systems to service the proposed development;
  - d. consideration of the effect of the proposed development and zoning on the traffic patterns in the area; and
  - e. consideration of the effect of the proposed rezoning on the areas already designated as commercial on the Land Use Map, and whether such rezoning would impair the viability of these existing commercial areas.
4. Commercial and institutional development shall remain concentrated where such activities are currently located in order to maintain a pedestrian-oriented, compact community.
5. Sufficient land should be designated to accommodate the expected growth in commercial activities. To enhance the commercial centre of Midway, lands along the Florence Street corridor between Ninth Avenue and Fifth Avenue is designated as the Florence Street District in order to encourage redevelopment for commercial and mixed commercial/residential land uses. This may be done by way of rezoning without amendment to this Plan.
6. An aggressive promotional strategy, aimed largely at highway travellers, should be adopted as a means of increasing the viability of local commercial enterprises.

Referral Submission

7. The Village should continue to participate in the Regional District Economic Development Program, subject to review on an annual basis, as a means of supporting new and existing businesses.
8. Notwithstanding Article 2 above, within commercially-designated areas, existing single-unit dwellings which were legally constructed shall be recognized in the implementing zoning bylaw as legal and conforming land uses.
9. Cannabis retail sales may be considered on a case-by case basis in accordance with Council policy.



### 3.4 Industrial

#### 3.4.1 Industrial Objective

Support the industries which are currently within the Village and to encourage diversification of this industrial base wherever possible.

#### 3.4.2 Industrial Policies

1. Areas suitable for industrial purposes are identified as Industrial on the Land Use Map. Heavy industrial uses such as wood and fibre mills are limited to areas with immediate access to Highway 3 and separated from residential areas. Light industrial uses such as manufacturing and assembly are appropriate in areas near Highway 3 and in close proximity to the settled area of the Village.
2. Council will continue to maintain a dialogue with the various government agencies with respect to resource issues that affect the economy of the community.
3. The highest priority in budget allocations is the enhancement of the long-term economic viability of the Village.
4. An available stock of land for light industrial use should be maintained in order to diversify the Village's economic base.



Figure 3 Vaagen Fiber Canada mill

## PART 4 | COMMUNITY HEALTH & WELLNESS

The policy foundation for a community that fosters citizen health and wellness includes clean and safe water and sanitary sewer infrastructure, comprehensive roadway and mobility systems, productive agriculture, economic prosperity, and quality of life elements of social cohesion, recreational opportunities, strong institutions, and respect and preservation of local heritage

### 4.1 Municipal Services

#### 4.1.1 Municipal Service Objective

Attain a form of development which ensures the safety of residents and visitors, and to which services can be provided economically.

#### 4.1.2 Municipal Services Policies

1. Areas serviced by the Municipal Water and Sewer systems are identified on Schedules D and E. The location of sewer and water infrastructure is identified on these maps. In addition, properties which are serviceable or presently serviced are identified on the map. Permitted densities within the Village shall reflect the level of service available to each lot.
2. Potential extensions to the service areas, as indicated on Schedules D and E, which may be contemplated under different circumstances is reviewed by Council having regard for the following:
  - a. the need for development of additional lands in the particular land use category;
  - b. the maintenance and operational costs of the proposed service extension; and
  - c. such other factors as may be considered to be of relevance by Council.
3. Service extensions to areas not identified as possible service area expansions on Schedule D or E shall not be permitted without the prior amendment of this Plan.
4. Urban development should take place within the serviced portions of the Village, maximizing the efficiency of services (e.g. schools, recreational areas, sewer and water).
5. Proposed Village Residential subdivisions shall not be permitted unless Council believes it to be economical to service them with both municipal water and sewer. The cost of any such extensions and any required system upgrades shall be paid for by the developer.
6. Areas designated as Agricultural or Rural Residential on Schedule B - Land Use Map - shall not be provided with both municipal water and sewer services unless the Water and Sewer System maps (Schedules D and E) identify them as "possible future service area expansion." Any lands so identified shall not be used as a precedent in requests for the servicing of any other lands in the Agricultural or Rural Residential designations.



Referral Submission

7. Ground sewage disposal and private wells shall be located in conformity with requirements of the Ministry of Health.
8. Support the solid waste management services of trash collection and curbside recycling and green bin program of the RDKB.
9. Developers are required to provide services (roads, drainage, sewer, water and other such works) to a standard as required by the Village of Midway. Council may consider adopting a Development Cost Charge bylaw in order to address this issue.
10. Existing vacant rights-of-way may be sold to private interests if Council has determined that they will not be required for future road or utility development. When such areas are subdivided, consideration shall be given to maintaining pedestrian walkways.
11. Support the provision of effective, efficient and economical emergency services.
12. Support the development and maintenance of a comprehensive well protection plan with respect to the municipal water system.

## 4.2 Agriculture

### 4.2.1 Agricultural Land Reserve

A significant proportion of the lands within the boundaries of the Village are in the Agricultural Land Reserve, and some of these are being actively farmed. It is a goal of this Plan to support agricultural activities within the Agricultural designation in the Village, while recognizing that there are sometimes other competing uses for some ALR lands which are justifiable.

### 4.2.2 Agriculture Objectives

1. Reserve lands within the ALR for agricultural and related uses.
2. Minimize conflicts between farm and non-farm uses.
3. Support and promote the economic viability of the agriculture sector.

### 4.2.3 Agriculture Policies

1. Notwithstanding any other provisions of this bylaw, all lands within the Agricultural Land Reserve (ALR) are subject to the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the Regulation), and any Orders of the Agricultural Land Commission (ALC). The ALCA and Regulations generally prohibit or restrict non-farm use and subdivision of ALR lands, unless otherwise permitted or exempted.
2. Permit a full range of agricultural and complementary uses in the ALR and encourage value added activities that can improve farm viability.
3. Require generous setbacks and buffers when developing lands adjacent to the ALR to prevent conflicts and encroachment.
4. Recognize and protect the needs and activities of farm operations when considering adjacent and nearby land uses.
5. Plan for uses that are compatible with agriculture along the ALR boundary.
6. Preserve contiguous areas of agricultural land and avoid severance by transportation and utility corridors.
7. Encourage partnerships with the agriculture community, senior governments and private enterprise to promote the development of the agriculture sector.
8. A minimum parcel size of 10 ha. applies to land that is designated/zoned Agriculture (or other designation that permits agriculture) and is in an ALR designation under the Agricultural Land Commission Act (ALCA), unless the land is excluded from the ALR, the land is approved for subdivision within the ALR, under the ALCA, or subdivision is permitted or exempted from approval under the ALCA, Agricultural Land Reserve Use, Subdivision and Procedure Regulation, or Order of the Commission.

## Referral Submission

9. Support the objectives and actions of the Boundary Area Food and Agriculture Plan of the Regional District of Kootenay Boundary (June 2018).
10. Recognize that farms qualify for protection under the Farm Practices Protection Act (FPPA), and the farmer does not contravene local government bylaws related to animal control, noise and nuisance if conducting a farm operation in accordance with normal farm practices.
11. Encourage infilling of residential development in the townsite area, in order to promote the efficient services and to minimize urban encroachment on agricultural land.
12. In the event that a need is identified for a non-agricultural land use for which no suitable non-ALR location is available, Council may support a location within the ALR where it can be established that the benefits to the community of the proposed use clearly outweigh agricultural considerations.
13. Encourage the Ministry of Agriculture and Lands to enforce the Code of Practice for Agricultural Environmental Management (AEM Code) on all ALR lands located within the Village.
14. Based upon the recommendations of the provincially funded Village of Midway Community Transition Study, it is the intent of Council to pursue a mixed residential, industrial and airport use development on a portion of the airport lands, requiring amendments to this plan. The support of the Agricultural Land Commission will be sought as part of this endeavour.

#### **4.2.4 Agricultural Land Commission Actions (in process in consultation with ALC staff)**

1. Exclusions requested of the Agricultural Land Commission:
  - a. Midway Manor
  - b. Midway Manor future expansion land (noteworthy because of overwhelming support from citizens who participated in the community open house)
  - c. Public health and safety facilities: Ambulance Station, Fire/Road Rescue Hall, and Municipal Office
  - d. Recreation facilities
    - i. James McMynn Park
    - ii. Curling rink, Ice Arena, Community Hall parking lot
  - e. Village owned land reserved for future park expansion and affordable housing
    - i. Block 4
    - ii. Block 11
    - iii. Block 12
    - iv. Block 13
  - f. Light industrial parcels

## Referral Submission

- g. Highway commercial parcels
- h. Airport lands (hangars)
- i. Selected portion of airport lands for Cleghorn roadway realignment
- j. Selected portion of airport lands for airport related economic development land uses adjacent to Cleghorn and Hwy. 3
- k. Remainder airport lands
- l. Village cemetery
- m. Developed residential parcels / enclaves
  - i. Twelfth Ave. / Adams Street / Division
  - ii. Plan A 1343
  - iii. 3 lots at Beamish & Twelfth Ave.
- n. Mobile home park on 13<sup>th</sup> Avenue
- o. Midway museum
- p. All road rights of ways within urbanized area that lie within the ALR
- q. Existing blocks of residential and commercial development in centre of Village
  - i. Block 27
  - ii. Block 26
- r. Existing park caretaker residence

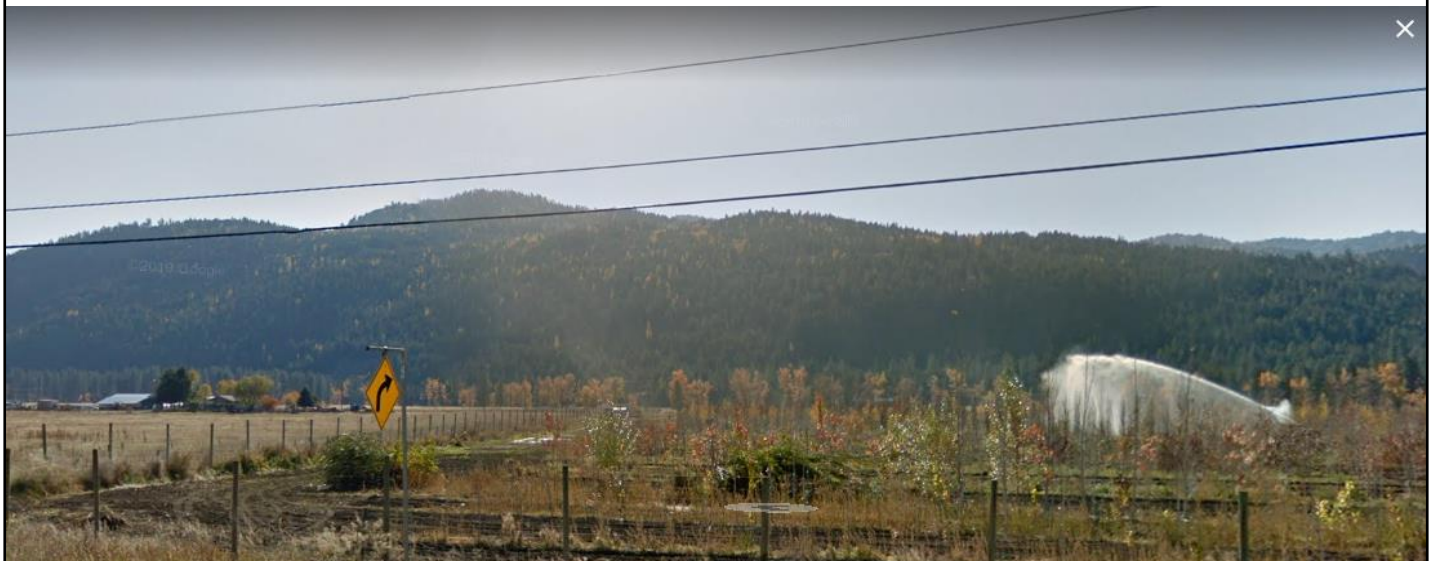


Figure 4 Tree nursery along Hwy. 3

Referral Submission

### 4.3 Economic Prosperity

#### 4.3.1 Economic Prosperity Objective

Support economic prosperity for all citizens.

#### 4.3.2 Economic Prosperity Policies

1. Encourage and support home-based business by reviewing and possibly revising current Zoning Bylaw provisions.
2. Support a diversity of economic opportunities.
3. Support an increase in the number of jobs.
4. Encourage an increase in the number of permanent, higher paying jobs.
5. Encourage growth that improves overall quality of life.
6. Dividends earned for Midway's share of the West Boundary Community Forest shall be used in accordance with the CF Reserve Bylaw and for tangible projects that benefit the entire community.

### 4.4 Quality of Life

#### 4.4.1 Social Well-being Objective

Social well-being is promoted for all ages through partnerships and information sharing with community service groups.

#### 4.4.2 Cultural Development Objective

Continue to financially support art, music, and theatre through community grants

#### 4.4.3 Recreational Land Uses and Outdoor Spaces Objective

Promote the use of land designated as "Recreational Land Use and Outdoor Spaces" on the Land Use Map (Schedule 'A') for park and recreational facility use and development for all ages.

- Need more washrooms, benches, tables on trails  
--citizen

## Referral Submission

**4.4.4 Recreational Policies**

1. Council promotes those areas of land designated as 'Recreational' on the Land Use Map (Schedule 'B') for park and recreational facility use and development.
2. Lands zoned for recreational and parks use in the implementing bylaw shall not be subject to a minimum parcel area requirement.
3. Considering the need for recreational land in the community, approval of proposed subdivisions meeting the requirements of Section 510 of the *Local Government Act* are subject to a dedication of 5% of the total lot area for parks and recreation purposes, or an amount of cash in lieu of land which is acceptable to Council. Any land dedicated as park must be conveyed in a physical condition satisfactory to the Village.
4. Support the recreational potential of the Kettle River, including camping and picnicking facilities.
5. Seek the cooperation of all Boundary area residents and local governments in upgrading and expanding recreational facilities which are located in Midway.
6. Support the continued use and improvements to the community's recreational facilities and the expansion of Riverfront Park.
7. Considering the recreational and economic benefits that they provide to the community; Council supports use of and improvements to:
  - a. the Trans Canada Trail / Kettle Valley Rail Trail;
  - b. the development of walking trails within the community; and
  - c. improvements to the museum.
8. Construct a fully accessible year-round public washroom in McMynn Park.
9. Create a Parks & Trails plan that addresses the layout of amenities for Village Parks, particularly for James G. McMynn Park.
10. The following specific aging-friendly design elements should be included for all public gathering places:
  - a. benches;
  - b. hard surface, non-slip walkways;
  - c. clear signage that uses high contrast and large fonts; and
  - d. non-glare lighting.
11. Construct wheelchair accessible benches in the following locations:
  - a. Florence Street near Fifth and Seventh Avenues; and
  - b. additional locations within McMynn Park, ideally linked with future pathway network.
12. Construct hard surface pathways in McMynn Park connecting entrances, the Parkview Manor, playground, benches, and the Community Hall.

## Referral Submission

13. Seek funding and community participation in the design and construction of active recreation facilities for seniors
14. Promote and support the Village's community garden.



#### **4.4.5 Institutional Objective**

Ensure that a sufficient area of land within the Village is reserved for the necessary institutional purposes.

#### **4.4.6 Institutional Policies**

1. Areas considered at this time to be suitable for institutional purposes are identified as Institutional on the Land Use Map.
2. Support on-going improvements to the appearance and maintenance of the cemetery.
3. Dialogue with the School District regarding potential alternative uses of surplus school lands and buildings.
4. The Village of Midway will continue to incorporate energy efficient features into municipal facilities and use environmentally friendly building materials where feasible.

#### **4.4.7 Heritage Objectives**

1. Encourage the protection of archaeological sites.

## Referral Submission

2. Preserve the architectural heritage.

**4.4.8 Heritage Policies**

1. Residents are encouraged to report the discovery of archaeological materials to the Archaeological Branch of the Provincial government. Residents are also encouraged to avoid the disturbance of native cultural sites.
2. Support the preservation of heritage buildings.



Figure 5 Kettle River Museum



## PART 5 | DEVELOPMENT PERMIT AREAS

### 5.1 Development Permit Areas

Building construction within all Development Permit areas will be reviewed by Council having regard for the guidelines contained in this Section. Conditions and restrictions may be imposed on the proposed development accordingly. A Development Permit must be approved by the Council of the Village of Midway before a building permit can be obtained. All mandatory Development Permit Areas are identified on Schedule 'C' (Development Permit Area Map) attached to this Plan.

### 5.2 Highway Light Industrial / Commercial

#### 5.2.1 Location

Area No. 1, as shown on Schedule C, is designated as a Mandatory Development Area pursuant to the *Local Government Act*.

#### 5.2.2 Justification

Development Permit Area No. 1 is located in a highly visible portion of the Village, being situated along Southern Trans-Provincial Highway No. 3. In order to preserve the visual and aesthetic integrity of this "gateway" to the Village, the form and character of any buildings constructed in these areas should be subject to the following guidelines.

#### 5.2.3 Guidelines

1. The exterior design and finish of buildings should be safe and attractive, and should reflect the heritage motif of historic buildings located in the community.
2. The area surrounding the building(s) shall be landscaped in order to enhance the visual integrity of the site; landscaping plans shall be reviewed by Council prior to approval.
3. Off-street parking and loading spaces located on lands fronting on Hwy. 3 should be screened by landscaping (trees or shrubbery) from Hwy. 3.
4. Off-street parking and loading spaces should be paved with an all-weather hard surface, and should be designed to promote safety and ease of traffic circulation on and in the vicinity of the site.
5. Signs should be designed and located in a fashion which is compatible with the site.
6. The site should be adequately lit with sufficient power to make the manoeuvring of vehicles and pedestrians in the parking area safe.

## Referral Submission

7. Any on-site lighting shall not be disruptive to the adjacent parcels of land, including Highway 3.

**5.2.4 Security / Guarantee**

A Development Permit may be issued on the condition that the applicant has provided the Village of Midway with a security in the form of an Irrevocable Letter of Credit, or such other form as may be approved by Council, for a fixed period to guarantee that the conditions contained in the Development Permit are satisfied. The amount of the security shall be set by Council, and be based on the estimated cost of the landscaping/screening and parking/lighting as proposed.

Should a permittee fail to fulfil the obligations required by a Development Permit, the Village of Midway may undertake and complete the works required by the Development Permit at the cost of the permittee, and may apply the Security in payment of the cost of the work, with any excess to be refunded to the permittee.

Should there be no default as described above, the Security provided under this subsection shall be returned to the permittee together with any earned interest (if applicable).

## PART 6 | LAND USE MAP

### 6.1 Interpretation

The Land Use Map (Schedule 'B') indicates general locations and distributions of major land use designations in the Village.

### 6.2 Explanation of Designations

1. **Village Residential** is for low to medium density in the form of single unit detached, duplex, and triplex dwellings.
2. **Mobile Home Subdivision** serves to accommodate single-wide mobile homes and conventional single-unit dwellings on individual lots.
3. **Mobile Home Park:** is for single and double-wide mobile homes on individual pads or spaces.
4. **Rural Residential** is for low density residential with single-unit dwellings.
5. **Multi-unit Residential** is for multiple-unit residential attached buildings containing four or more dwelling units.
6. **Commercial** is for retail and wholesale outlets, offices, services, hotels, motels, short term vacation rentals, restaurants and other such general commercial or highway commercial uses. Residential uses are permitted in conjunction with the above uses throughout the commercial area.
7. **Highway Commercial** is for commercial activities catering to the travelling public (e.g. service stations, motels). Agricultural uses are not an allowable interim use of such lands, as its operation would not jeopardize the ultimate highway commercial use. Limited light industrial uses (e.g. farm machinery service, mobile home service) may also be permitted.
8. **Florence Street District** is for a wide range of land uses in the Village core, including commercial, multi-unit residential, and comprehensive planned development.
9. **Comprehensive Development** provides beneficial opportunities for future affordable residential, recreational, and institutional development in a comprehensive and unified planned manner.
10. **Institutional** provides accommodation for senior citizens, medical, governmental, judicial, religious, educational as well as community buildings and cemeteries.
11. **Public Safety** provides land for critical public safety institutions such as the Fire/Road Rescue Hall, Ambulance Station, Village Office, and RCMP detachment.
12. **Heavy Industrial** is for manufacturing, storage, disposal and extraction industries. These uses are sufficiently segregated from residential development such that their manner of

## Referral Submission

operation, and associated sounds and smells, should not adversely affect the quality of life in the Village.

13. **Light Industrial** is for industries (including light manufacturing, repair and storage) whose appearance and manner of operation are adequately screened from adjacent urban uses. Also, commercial activities catering to the travelling public (e.g. service stations, motels and restaurants) are permitted uses. Agriculture is an allowable interim use of such lands, as its operation would not jeopardize the ultimate light industrial use.
14. **Recreational** is for facilities and grounds for both active and passive recreation, including playgrounds, tennis courts, sports fields, schools, RV Park, school related facilities, ice rinks and promenades.
15. **Agricultural** is for farming and ranching. Intensive agricultural uses are permitted; their effects on other land uses will be managed with setbacks and lot coverages as per the Ministry of Agriculture publication "Guide for Bylaw Development in Farming Areas", encouraging the use of "normal farm practices" as per the *Farm Practices (Right to Farm) Act* and by encouraging the ministry of Environment to ensure that wastes are managed as per the *Code of Agricultural Practice for Waste Management in the Agricultural Waste Control Regulation of the Environmental Management Act*. Other, "interim", uses (e.g. gravel pits, sawmills, guest ranches, dog kennels, etc.) which would not jeopardize the ultimate use of the land for agriculture may be permitted, subject to the joint approval of Council and the B.C. Agricultural Land Commission where necessary. Subdivision of lots less than two acres and between Thirteenth Avenue and Highway 3A will be considered by Council only after an adequate, proven water supply is available. This designation may be expanded within implementing bylaws to include Rural residential uses on smaller parcels.
16. **Transportation corridor** is for uses associated with transportation.
17. **Major road/proposed major road** indicate roads that are, or will be used for long, medium and short distance trips, and will carry relatively high volumes of traffic, compared to local roads.
18. **Airstrip** is exclusively for a runway for airplanes
19. **Airport Development** is for airport-related structures such as hangars, service centres, aircraft fuel sales outlets.
20. **Open Space** identifies areas, which by reason of excessive slope, high elevation, type of surface or difficult access, are deemed unsuitable for development. Non-urban uses (e.g. grazing, recreation or rural subdivision) may be permitted in such areas.

Referral Submission

### 6.3 OCP Land Use Designations and Implementing Zone Districts

<b>Table 1 OCP Plan Land Use Designations and Implementing Zone Districts</b>		
<b>Official Community Plan Designation</b>	<b>Zoning Bylaw</b>	
	<b>Districts that implement OCP Designation</b>	<b>Symbol</b>
<b>Multi-unit Residential</b>	Multiple Family Residential	R-3
<b>Village Residential</b>	Residential 1	R-1
	Residential 2	R-2
	Multiple Family Residential 3	R-3
<b>Mobile Home Subdivision</b>	Manufactured Home Subdivision 4	R-4
<b>Mobile Home Park</b>	Manufactured Home Park Zone	MHP
<b>Rural Residential</b>	Rural Residential 1	RUR 1
<b>Commercial</b>	General Commercial 1	C-1
<b>Highway Commercial</b>	Highway Commercial 2	C-2
<b>Recreational</b>	Parks, Recreational and School (place schools under revised CF zone)	PR1
<b>Florence Street District</b>	General Commercial	C-1
	Multiple Family Residential	R-3
	Village Residential	R-2
	Comprehensive Development	CD
<b>Institutional</b>	Community Facilities (proposed change, include schools)	CF
<b>Public Safety (new)</b>	Public Safety (new zone)	To be determined
<b>Light Industrial</b>	Light Industrial 1	I-1
<b>Heavy Industrial</b>	Heavy Industrial 2	I-2
<b>Comprehensive Development</b>	Comprehensive Development (future)	CD
<b>Agricultural</b>	Agriculture Resource 2	AGR 2
<b>Open Space</b>	Open Space 3	OS 3
<b>Airstrip</b>	Airstrip 1	A-1
	Airstrip Development 2	A-2
<b>All designations</b>	All zones allow parks, playgrounds, utility uses, recycling transfer stations, accessory buildings	All zones

## PART 7 | IMPLEMENTATION OF THE PLAN

The purpose of this section is to indicate the means available to implement the policies and achieve the objectives and goals contained in the Official Community Plan. Actions of the public and private sector development and all municipal bylaws in conformity with the Plan are deemed to implement it.

In accordance with the Local Government Act, an Advisory Planning Commission may be established by Council and one of its functions will be to periodically review the Plan and make recommendations regarding implementing bylaws, Corporate actions, and amendments to the Plan.

### 7.1 Interpretation

Once adopted, deviations from the policies advanced in the Plan or deviations from the Land Use Map (Schedule 'B') will require an Official Plan Amendment, including a public hearing.

In order to provide for flexibility in the interpretation of the Land Use Map, mapped land use boundaries may be considered approximate only, and minor variations may be permitted without an Official Plan Amendment, provided the general intent of the Plan is preserved.

### 7.2 Zoning and Subdivision Control

1. The existing zoning and subdivision bylaws for the Village of Midway shall be reviewed and may require redrafting in order to conform with the policies of this Plan. Subsequent applications for amendment to the implementing bylaws will similarly be reviewed in light of this Plan and shall only be approved if in conformity therewith.
2. The minimum parcel sizes referred to in this Plan apply only to subdivision proposals presented after this Plan is approved. In the implementing bylaws, existing undersized parcels are recognized and may be occupied or developed in accordance with the respective land use designation in which they are located and are in conformity with the regulations of the implementing bylaws.

### 7.3 Development Cost Charge Bylaw

In order to ensure that new subdivisions do not result in a tax burden for the Village, a development cost charge bylaw may be adopted in order to provide funds to pay the capital costs of various municipal works and services as outlined in Section 559 of the Local Government Act.

### 7.4 Minimum Maintenance Standards / Unsightly Premises Bylaw

Council intends to carry out measures, such as landscaping, to improve the appearance of Village owned structures, streets and other properties; however, such actions may be ineffective if private properties and structures are unsightly. To ensure that Council's attempts are not undermined,

## Referral Submission

consideration should be given to establishing minimum maintenance standards. Sections 8(3) and 64 of the *Community Charter* empowers Council, by bylaw, to regulate nuisances, including the unsightly conditions of property.

### 7.5 Miscellaneous Bylaws

In order to ensure that development within the Village of Midway is consistent with the objectives of this Community Plan, Council may enact a bylaw or bylaws respecting: parking, works and services, drainage, signs and screening as provided for in the *Local Government Act*.

### 7.6 Capital Budget

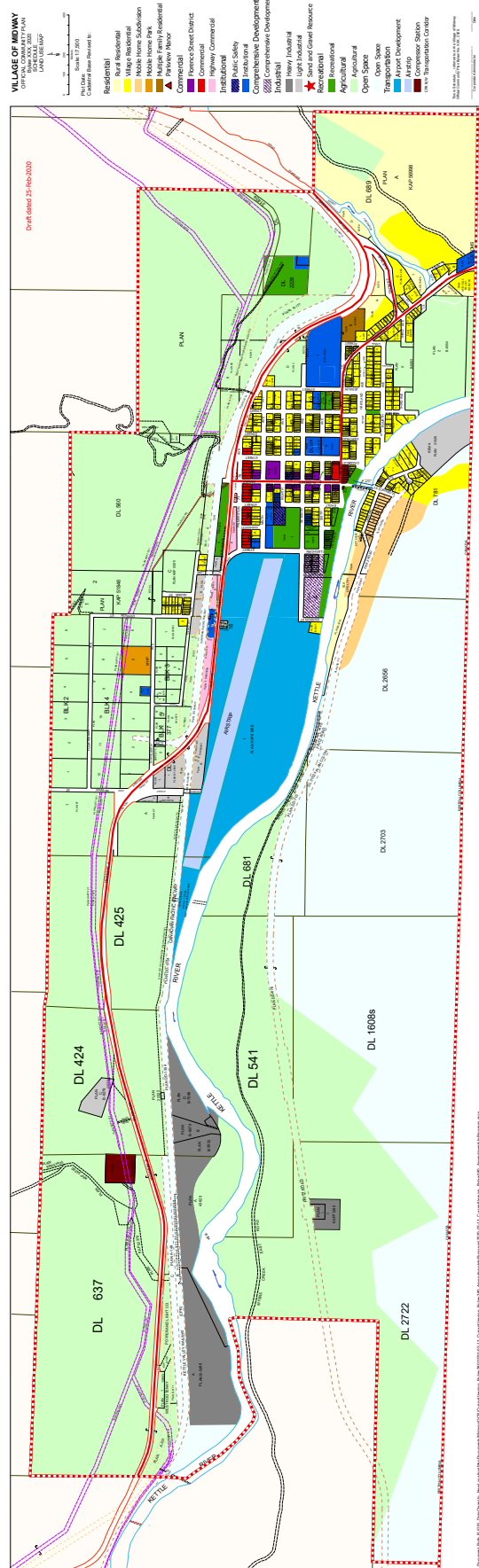
The policies of the Official Plan will form a basis for Council to formulate and adopt a five-year capital budget. The highest priority in budget allocations shall be given to projects which will enhance the long-term economic viability of the Village.

### 7.7 Agricultural Land Commission

Property adjacent to the existing built-up area is almost exclusively within the Agricultural Land Reserve. Cooperation must be sought from the Agricultural Land Commission (the administrator of the reserve) that those lands which are necessary to ensure the Village's economic viability will be maintained.

### 7.8 Public Involvement

Successful implementation of the policies of the Plan will be dependent upon public participation and support. In recognition of this, Council shall endeavour to maximize public participation in civic affairs. Council shall hold an annual general meeting, in the "old town hall" tradition, with an open agenda where all residents are invited to raise issues, express views and voice complaints. In this manner, as the planning process continues and the Plan is implemented and updated, the views of the residents will be considered in determining the direction of development.



Referral Submission





Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) – Private Moorage		
<b>Date:</b>	May 28, 2020	<b>File #:</b>	E-1920s-04956.000
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received a letter from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) notifying us of an application for Private Moorage under the *Water Sustainability Act* (see attachments).

Property Information	
<b>Owner(s):</b>	Cowboy Forestry Ltd.
<b>Agent:</b>	NA
<b>Location:</b>	9190 Paradise Road
<b>Electoral Area:</b>	Electoral Area E/West Boundary
<b>Legal Description(s):</b>	DL 1920s, SDYD, Except Plan 28042
<b>Area:</b>	25ha (61.8acr)
<b>Current Use(s):</b>	Vacant
Land Use Bylaws	
<b>OCP Bylaw No.:</b>	NA
<b>DP Area:</b>	NA
<b>Zoning Bylaw No.:</b>	NA
Other	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	Idabel Lake
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property is a 25ha parcel in Electoral Area E/West Boundary. Its boundaries are adjacent to Paradise Road and Idabel Lake to the west, Idabel Lake Road to the north and Okanagan Falls Forestry Service Road (FSR) to the east (see attachments). There is no Official Community Plan or Zoning Bylaw in this part of Electoral Area E/West Boundary.

## Proposal

The property owner has applied for a Section 11 approval under the *Water Sustainability Act* to place an existing dock on Idabel Lake (see attachments).

## Implications

Under the *Water Sustainability Act*, those looking to carry out development “in and about a stream” are required to apply for a Section 11 approval or notification. The purpose of the approval process is to ensure that all activities that occur near or below the natural boundary of a watercourse are consistent with:

- relevant Federal and Provincial Legislation, such as the *Water Sustainability Act* and *Fisheries Act*; and,
- the bylaws of local governments and First Nations.

In meeting Federal and Provincial regulations, the proposal will be assessed with respect to:

- prevention of the alteration or destruction of fish habitat and adjacent riparian areas; and,
- assurance that the proposal does not alter the natural hydrological processes of Idabel Lake.

As there are no land use bylaws that apply to Idabel Lake, there is no regulatory direction from the local government to support or object to the proposal.

## Advisory Planning Commission (APC)

The Electoral Area E/West Boundary APC considered the letter at their May 4, 2020 meeting. The APC supported the dock proposal with the condition that the dock be “well secured and built to Provincial standards.”

## Recommendation

That the staff report regarding “Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) – Private Moorage” on DL 1920s, SDYD, Except Plan 28042 in Electoral Area E/West Boundary be received.

## Attachments

Site Location Map  
Subject Property Map  
Applicant Submission

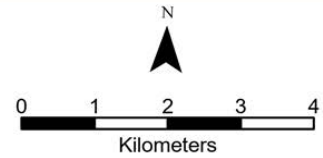


Regional District of  
Kootenay Boundary

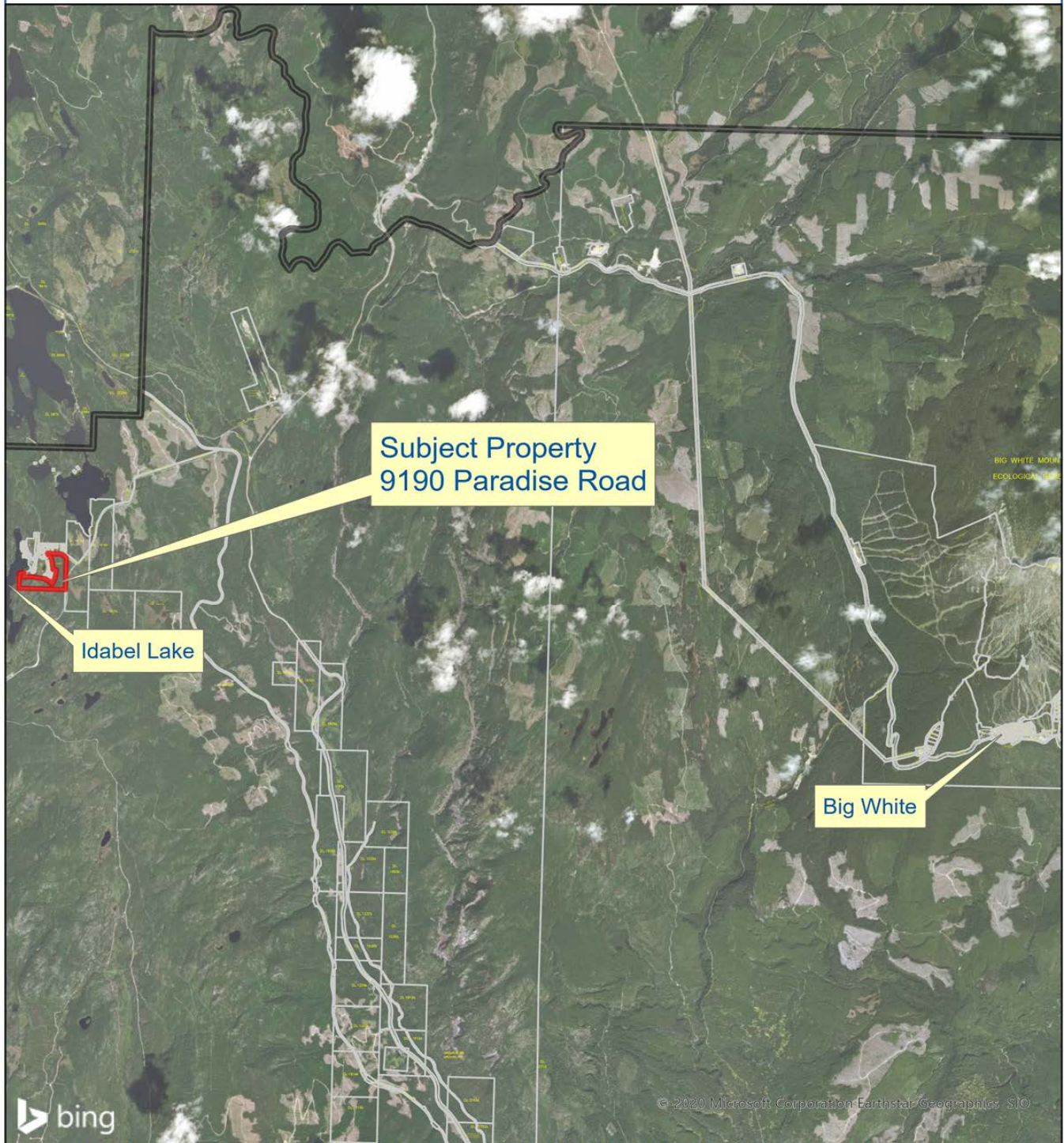
Date: 2020-03-25

## Site Location Map

DL 1920S,  
SDYD



1:90,000



202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)

Document Path: \\fs1.ad03.rdkb.local\planning\PD\EA\_E\1920s-04956.000\2020-April\_MFLNRORD-





Regional District of  
Kootenay Boundary

Date: 2020-03-25

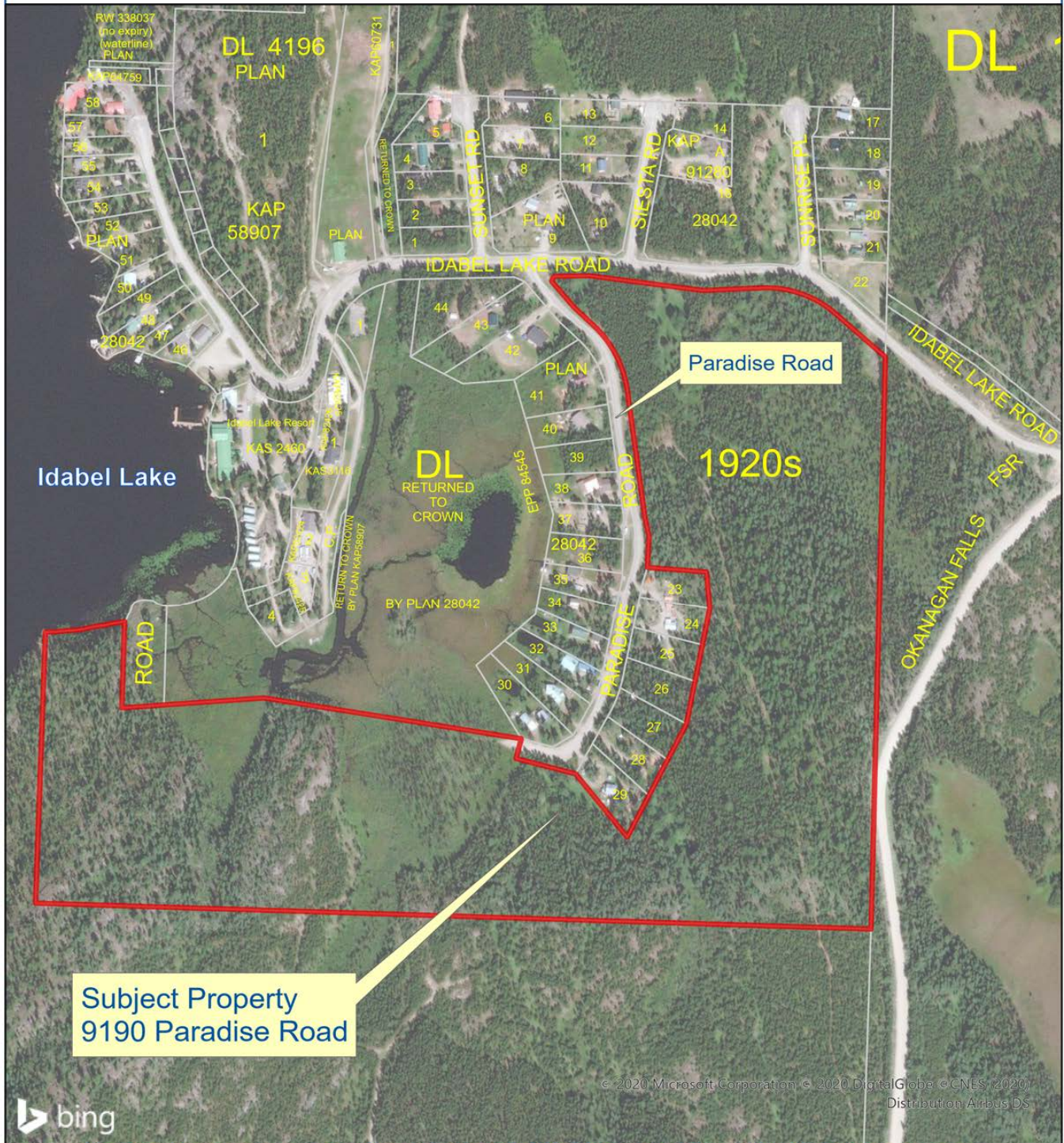
# Subject Property Map

DL 1920S,  
SDYD



0 25 50 75 100  
Meters

1:5,000



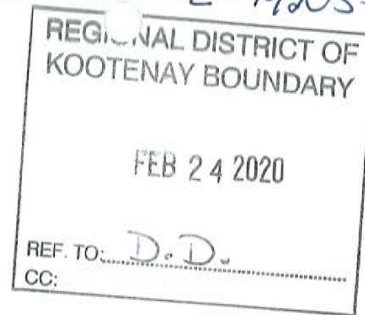
202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | rdkb.com

Document Path: \\fs1.ad03.rdkb.local\planning\PD\EA\_E\1920s-04956.000\2020-April\_MFLNRORD-





Ministry  
Forests, Lands, Natural  
Resource Operations  
and Rural Development



Project Number: 558637  
Virtual File: 100307971  
Water File: 8005364

February 20, 2020

COPY

Cowboy Forestry Ltd.  
2851 Sexsmith Road  
Kelowna, BC V1X 7S7

Attention: Tim Marshall

Dear Sir:

**Re: Section 11 *Water Sustainability Act* Application "Changes In and About a Stream"  
for Private Moorage Dock – 9190 Paradise Road**

Thank you for your application under the *Water Sustainability Act* for approval or notification for changes in and about a stream. You have indicated that you plan to place existing dock back into water that will meet our current requirements for a General Permission dock, over all that unsurveyed Crown foreshore being part of the bed of Idabel Lake fronting District Lot 1920S Similkameen Division Yale District, except Plan 28042.

FrontCounter BC has accepted your Section 11 approval/notification application and we have forwarded it to the Ministry of Forests, Lands and Natural Resource Operations – Water Stewardship Authorizations for review. During the review, your application may be referred for comment to:

- First Nations;
- other government agencies having statutory responsibilities related to your application;
- local governments.

... 2/

Ministry of Forests, Lands,  
Natural Resource Operations  
and Rural Development

Okanagan Shuswap Natural  
Resource District

Mailing Address:  
2501 – 14th Avenue  
Vernon, BC V1T 8Z1

Tel: (250) 558-1700  
Fax: (250) 549-5485  
Website: [www.gov.bc.ca/for/dos/](http://www.gov.bc.ca/for/dos/)

Under current Land Use Operational Policy for Private Moorage, an Application for Crown Land is not required at the above noted location for a dock that meets the requirements for a General Permission. However, please ensure you comply with, and retain the attached two documents:

- Provincial General Permission for the use of Crown Land for Private Moorage, January 17, 2017.
- Ministry of Forests, Lands and Natural Resource Operations – Thompson Okanagan Private Moorage Guidelines.

While we have enclosed a copy of the General Permission document for your convenience, please refer to the following link for information on "General Permission to Use Crown Land for a Private Moorage Dock" and "General Permission Checklist and Interpretive Guide":

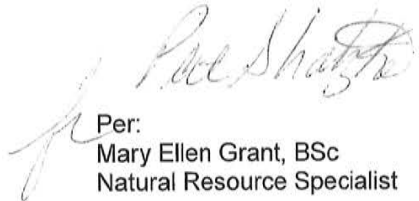
<http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage>.

**This letter does not imply that a Water Act approval/notification will be issued.**

**Also, it is the your responsibility to ensure your activities are in compliance with all legislation, including the *Fisheries Act*, as well as with local government bylaws and regulations.**

If you have any questions or concerns please contact this office.

Sincerely,



Per:  
Mary Ellen Grant, BSc  
Natural Resource Specialist

Encls.

pc: BC Assessment Authority – Kelowna  
Regional District of Kootenay Boundary, 202-843 Rossland Avenue, Trail, BC V1R  
4S8 – see attached design



Regional District of Kootenay Boundary  
Interactive Mapping System

## RDKB Internet Mapping



### Legend



Admin

#### Cadastral Lines

- CAD\_DISTRICT\_LOT
- CAD\_GAS
- CAD\_HIGHWAY
- CAD\_HYDRO
- CAD\_INTER\_BDY
- CAD\_LOTLINE
- CAD\_LOTLINE\_LICENSE
- CAD\_LOTLINE\_WATER
- CAD\_RAILWAY
- CAD\_RAILWAY\_ABAN
- CAD\_ROAD
- CAD\_TELEPHONE
- CAD\_TOWNSHIP

#### Miscellaneous Cadastral Lines

- CADM\_AIRSTRIP
- CADM\_ARROW
- CADM\_BRIDGE
- CADM\_DEWDNEY\_TRAIL
- CADM\_EASEMENT
- CADM\_HOOK
- CADM\_LEASE\_LICENSE

Scale: 1: 931

1 cm represents 9.3 m



1128.497176

Idabel Lake

1

Lat: 49.73827° N  
Lon: 119.18080° W

Total: 21.06 m

21.06 m

4'

3'

4'

3'

Water Depth

Pilings

ROAD

0 50 100 m

Datum: WGS 84 Projection: Web Mercator

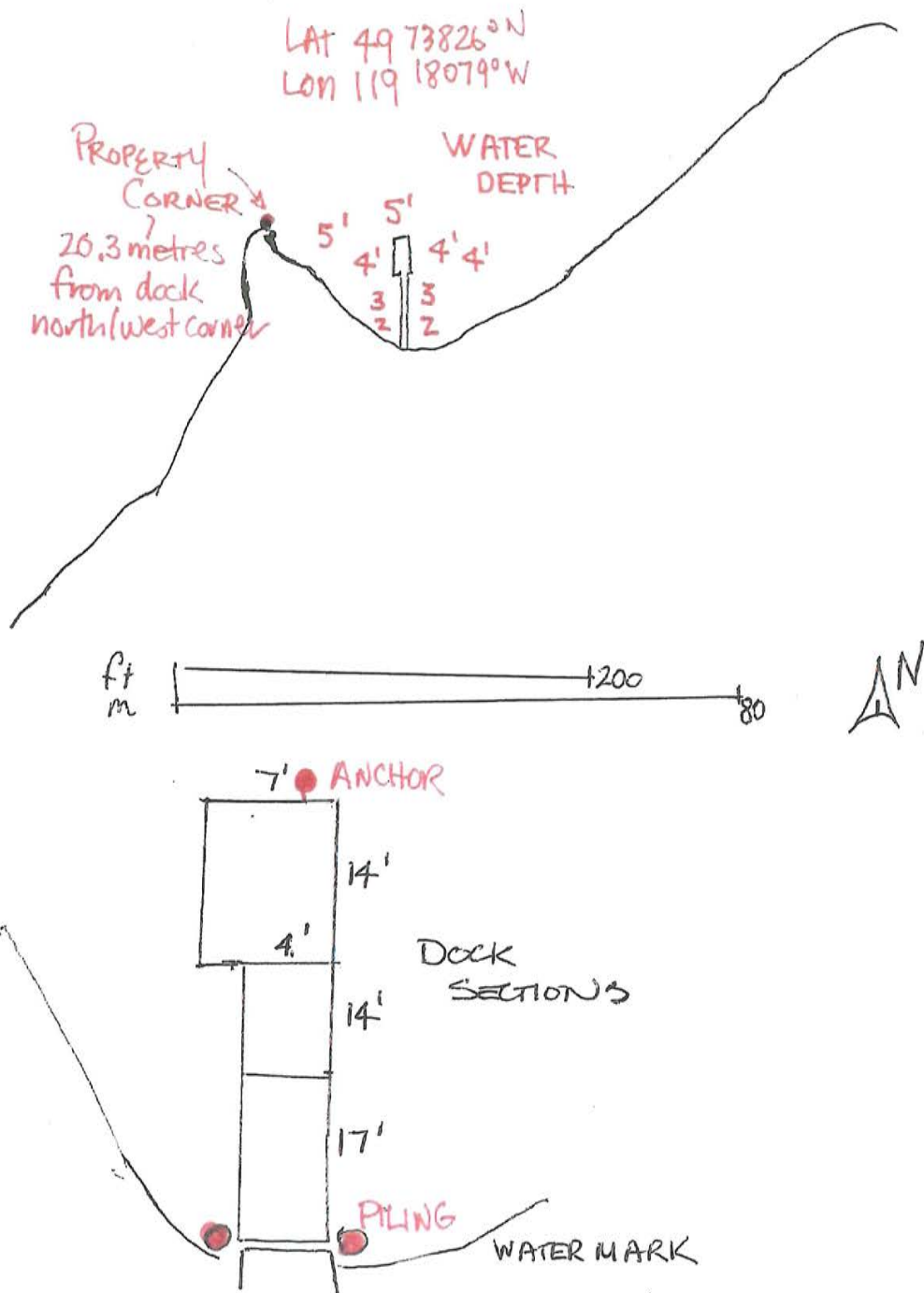
Printed on 04-Dec-2019

#### Notes:

This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.

Selkirk College

## DOCK SITE PLAN







Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Agricultural Land Commission Referral – Subdivision – Fillmore		
<b>Date:</b>	May 28, 2020	<b>File #:</b>	A-1236-05538.031
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received an application to the Agricultural Land Commission (ALC) from Richard Fillmore for a subdivision in Electoral Area A (see attachments).

Property Information	
<b>Owner(s):</b>	Richard and Arleen Fillmore
<b>Agent:</b>	NA
<b>Location:</b>	3347 Highway 3B
<b>Electoral Area:</b>	Electoral Area A
<b>Legal Description(s):</b>	Lot 2, DL 1236, KD, Plan 7883 Except Plans 9354 & 17488
<b>Area:</b>	60.1ha (148.6acr)
<b>Current Use(s):</b>	Agriculture
Land Use Bylaws	
<b>OCP Bylaw No. 1410:</b>	Agricultural Resource 2; Rural Resource 1
<b>DP Area:</b>	NA
<b>Zoning Bylaw No. 1460:</b>	Agricultural Resource 2; Rural Resource 1
Other	
<b>ALR:</b>	Almost entirely
<b>Waterfront / Floodplain:</b>	Beaver Creek
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	Fruitvale Planning Agreement Area

### History / Background Information

The subject property is a 60.1ha parcel that is approximately 7km north of Fruitvale, on the west side of Highway 3B. It is designated for "Agricultural Resource 2" and "Rural Resource 1" land use by the Electoral Area A Official Community Plan (OCP) Bylaw No. 1410 and is similarly zoned "Agricultural Resource 2" (AGR2) and "Rural Resource 1" (RR1) in Electoral Area A Zoning Bylaw No. 1460.

The applicant applied for a similar subdivision in 2009 to create a new 25ha parcel on the southern portion of the property that included the areas on both the west and east sides of Beaver Creek. The remaining northerly lot would have been 35ha (see

Page 1 of 3

P:\PD\EA\_A\A-1236-05538.031 Fillmore\May 2020 ALR Subdivision\Board\2020-05-28\_Fillmore\_ALC\_Board.docx

attachments). The application was approved by the ALC through Resolution #1485/2009, conditional upon the subdivision being completed within three years of the decision.

The application package states that due to personal health issues the applicant never completed the subdivision. At this time, they would like to revisit the opportunity to subdivide the parcel, creating a smaller new lot than what was originally requested and approved by the ALC.

#### Current Use

The application package states that the parcel's land uses include the following:

- 25ha of hay crops;
- 20ha pasture, which is limited due to excess moisture;
- An indoor horse riding arena with corrals for boarded horses; and,
- 15ha of mature trees on the west side of the parcel.

A single family dwelling is also present on the property.

Agricultural improvements made to the parcel noted by the applicant include land clearing, ditching, leveling and soil remediation with biosolids and seeding.

#### **Proposal**

The purpose of the application is to subdivide the 60.1ha parcel into two parcels of approximately 50ha and 10ha (see attachments).

The applicant no longer wishes to retain the portion of the property on the west side of Beaver Creek on the southern lot. As a result they are requesting a smaller lot size than what was originally approved by the ALC in 2009. Access is anticipated to be from Highway 3B. This would have to be confirmed by the applicant as part of any future subdivision application to the Ministry of Transportation and Infrastructure.

#### **Implications**

##### Land Use Considerations

The proposal is generally consistent with the objectives and policies contained in the OCP for Agricultural Resource 2 and Rural Resource 1 land use designations.

The minimum parcel size for newly created AGR2 and RR1-zoned parcels is 8ha. As the proposal is for the creation of 50ha and 10ha parcels, it is consistent with the requirements of the Zoning Bylaw.

##### Agricultural Capability and Impact on Agriculture

The unimproved agricultural capability of the soil of the subject property is:

- Class 5 – has limitations that restrict the capability of producing perennial forage crops or other specially adapted crops; and,
- Class 6 – is non-arable but is capable of producing native and/or uncultivated perennial forage crops.

The limiting subclasses are excessive wetness and periodic inundation. The land has been developed for agriculture but has challenges due to excessive wetness in the spring and early summer.

In their review of the 2009 application, the ALC noted that the originally proposed 25ha lot was limited in its agricultural capability and only had a very narrow band of land suitable for a homesite (see attached decision letter). The more agriculturally capable land is to the east of the property and owned by the Burlington Northern and Santa Fe Railway Company.

#### Watercourse Considerations

The application notes that the property owner is aware of the areas prone to flooding on the property. Should the application receive approval, the newly created parcel could have a new single family dwelling constructed on it. Any future building proposal would have to meet the requirements of our Floodplain Bylaw No. 677 prior to the issuance of a Building Permit.

The applicant mentions undertaking works adjacent to Beaver Creek to prevent future flooding, including: digging drainage ditches, filling in low spots and potentially planting those areas. While we do not have environmental development permit guidelines in place for the area, any such activity would still be required to meet relevant Provincial legislation and be done in accordance with Provincial best practices.

#### **Advisory Planning Commission (APC)**

The application was considered by the Electoral Area A APC at their May 5, 2020 meeting. The APC discussed how the ALC had previously approved an application for a larger lot than is currently being proposed and provided a recommendation of support for the application.

#### **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 the subdivision application submitted by Richard and Arleen Fillmore for the property legally described as Lot 2, DL 1236, KD, Plan 7883 Except Plans 9354 & 17488, Electoral Area A.

#### **Attachments**

Site Location Map  
Subject Property Map  
Applicant Submission  
2009 ALC Decision Letter



Regional District of  
Kootenay Boundary

Date: 2020-04-23

## Site Location Map

Lot 2,  
Plan NEP7883, District Lot 1236,  
Kootenay Land District



0 200400600800

Meters

1:35,000

ALR

Subject Property  
3347 Highway 3B

Fruitvale



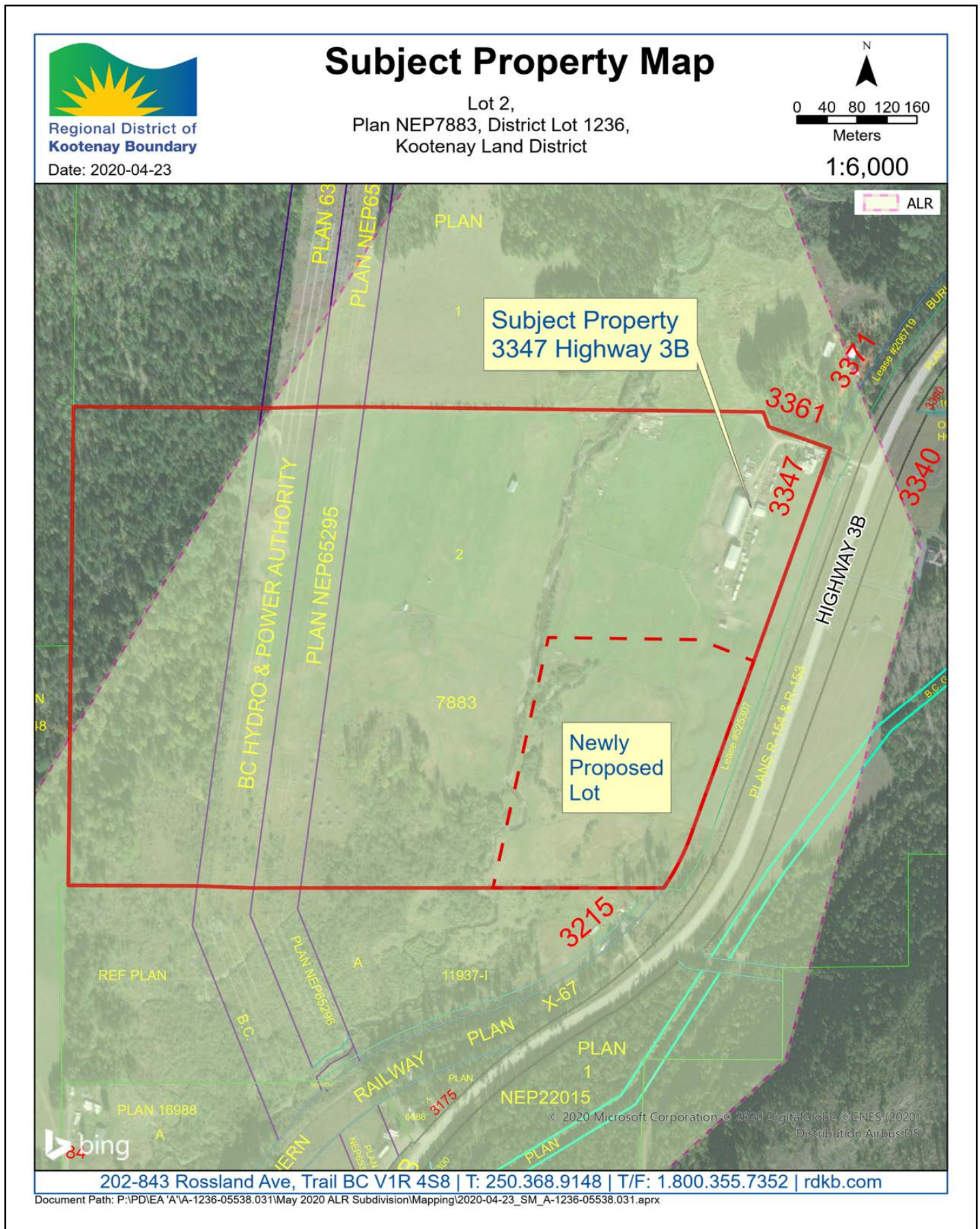
HIGHWAY 3B

© 2020 Microsoft Corporation © 2020 DigitalGlobe © CNES (2020)  
Distribution Airbus-DS

202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | rdkb.com

Document Path: P:\PD\EA\A\A-1236-05538.031\May 2020 ALR Subdivision\Mapping\2020-04-23\_SM\_A-1236-05538.031.aprx





included in Plans 9354 &amp; 17448

**Civic Address**3347 Highway 3B, Fruitvale, BC  
V0G1L1**Purchase Date (mm/dd/yyyy)**

09/17/1997

**Farm Classification**

Yes

**Owner #1****Name**

Richard Fillmore

**Mailing Address**3347 Hwy 3B, P.O. Box 1204  
Fruitvale, BC  
Canada  
V0G 1L0**Phone Number**

Mobile Number (optional)

Email: ricof@direct.ca

**Owner #2****Name**

Richard Fillmore

**Mailing Address**3347 Hwy 3B, P.O. Box 1204  
Fruitvale, BC  
Canada  
V0G 1L0**Phone Number**

Mobile Number (optional)

Email: ricof@direct.ca

**4. Land Use****Land Use of Parcel(s) under application**

Edit

Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

25 ha hay crop , 20 ha pasture and limited pasture due to excess moisture , 15 ha mostly trees.

Quantify and describe in detail all agricultural improvements made to the parcel(s).

Some land clearing , ditching , leveling , soil remediation with biosolids and seeding

Quantify and describe all non-agricultural uses that currently takes place on the parcel(s).

No non-agricultural use. Do have a indoor horse riding arena with corrals for boarded horses.

**Land use of Adjacent Parcel(s)**

	<b>Primary Land Use Type</b>	<b>Specific Activity</b>
North	Agricultural/Farm	Limited hay farming
East	Residential	small pasture , not active
South	Unused	swampy

<https://a100.gov.bc.ca/pub/oatsp/apply?execution=e3s9>

4/9/2020



West

Other

logging

## 5. Other Parcel(s) of Interest

Edit

## 6. Local Government

Kootenay Boundary Regional District

Edit

## 7. Proposal

Enter the total number of lots proposed for your property.

Edit

10 ha

50 ha

### What is the purpose of the proposal?

I presently farm the 60 ha's , with one cut of hay and a second cut occasionally , weather moisture dependent ( lots of dew later ).I sell and provide hay to 30 boarded horses and outside sales which makes it a lucrative operation .I will be 74 years old this year and have major heart health issues which make it difficult to maintain daily operations.

### Why do you believe this parcel is suitable for subdivision?

The South East parcel is marginal ( 10 ha ) with flooding in the spring and water retention for most of the year ( clay soil). There is a swamp near the creek and many willow shrubs near the south boundary. The conditions encourage communities of swamp friendly grasses and is used for grazing horses. In 2009 I was granted ALC permission to subdivide 25 ha which was on the southern portion east and west of Beaver Creek. Due to my health issues at that time I could not proceed . This amended proposal would limit me to the southeast site of the creek .The consideration would save the environmental and monetary expense of building a bridge to access the west side. I recently installed a bridge on the 50 ha parcel and it presented many frustrations. There is a higher bench on the proposed 10 ha nearest the highway that is very limited and the only location for building as the lower area is flood plain.

### Does the proposal support agriculture in the short or long term? If so, please explain.

The proposal would support long term agriculture .I would berm the creek for flood control ,dig ditches for drainage purposes , fill in low spots to get rid of water retention and remove most of the willows. I am considering growing hascap berries and planting grass hay crops if I am successful in draining. I have farmed the 60 ha for 30 years but the day to day operation is now taking its toll on my health. I do not want to leave and would like to continue farming in a smaller way .

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

## 8. Attachments

Not completed--Please edit page

Edit

### Mandatory Attachments (pdf or jpeg)

Proposal Sketch	60689	File must be provided.
Certificate of Title	007-256-230	File must be provided.

### Optional Attachments (pdf or jpeg)



Richard Fillmore  
Box 1204  
Fruitvale, BC V0G 1L0

March 10, 2020

Agricultural Land Commission  
#201 4940 Canada Way  
Burnaby, BC V5G 4K6

ATTENTION: Kim Grout, Chief Executive Officer

Dear Ms. Grout,

Re: ALC File No. 50201, Resolution No. 1485/2009

Sorry for the delay as a series of health issues keep occurring (email copy October 31, 2019).

I have farmed this 150 acre farm for 31 years raising cattle, sheep, horses and hay. I have diligently worked the farm by draining, burning and smoothing the fields. I have increased the yield of hay crops but the south portion has been an ordeal with constant flooding and water retention in the clay soils.

I reside in a narrow 700 meter elevation valley that has late springs and early winters.


I can sometimes harvest two crops of hay if the summer is dry and I don't have to fight the ground moisture and the dew.

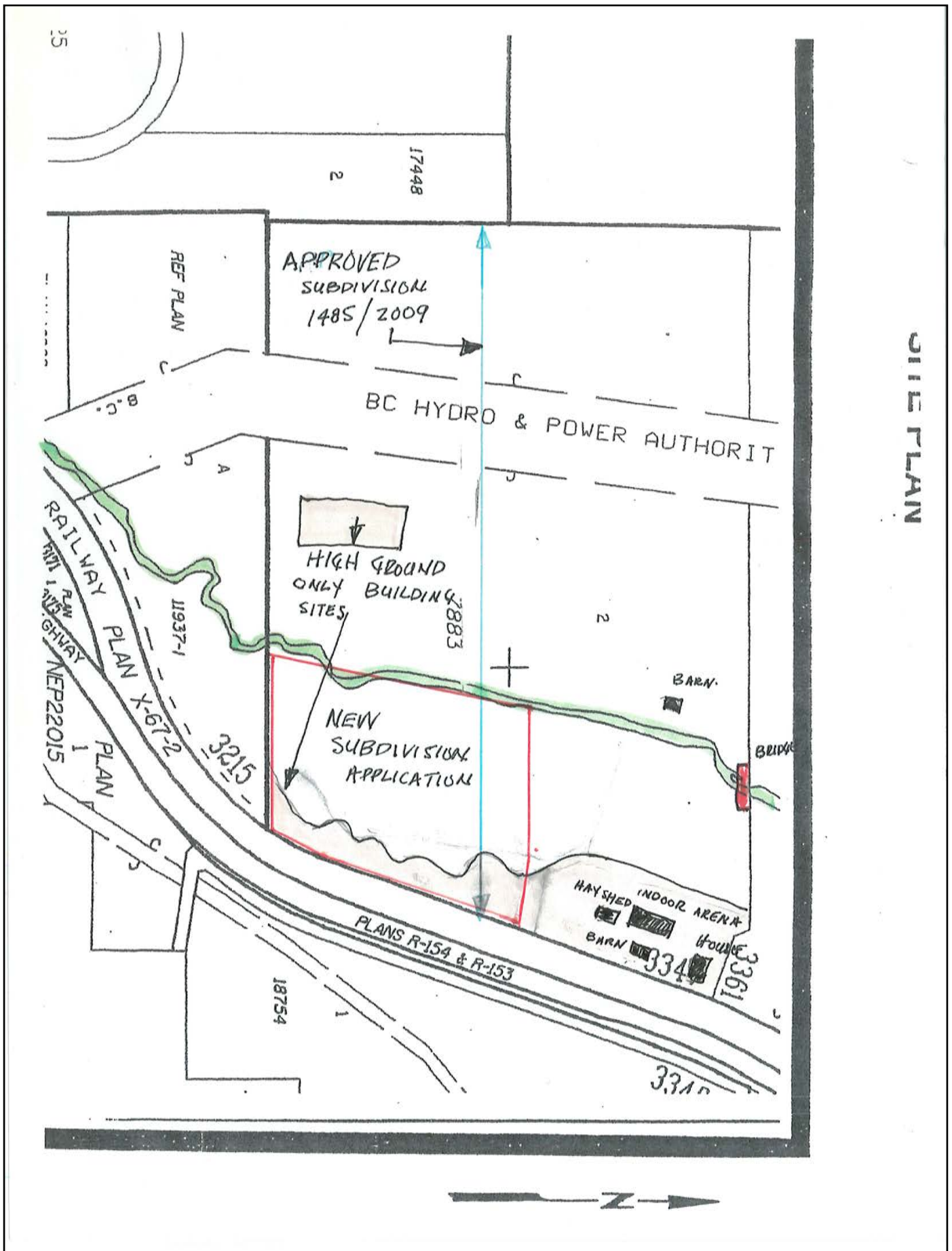
In 2009, I had hoped to subdivide up to sixty acres which I was approved for (Resolution No. 1485/2009), but my health deteriorated and I had to let it pass. I am turning 74 years old this year and cannot continue the day to day operations of a large farm. Farming is in my blood and I do not want to leave the land that I have enjoyed and worked hard for the last three decades.

I would hope I could amend my 2009 Resolution and reduce the original 60 acre approval down to 25 acres. The minimum lot size is 20 acres in this Regional District area. I would like to stay on the east side of Beaver Creek as accessing the other side would be both expensive and have environmental concerns.

Please consider my request. If there is any doubt, I would encourage an on-site inspection for your commission to have a clearer picture.

Thank you.

Richard Fillmore  






**Agricultural Land Commission**  
133-4940 Canada Way  
Vernon, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

November 23, 2009

Reply to the attention of Martin Collins  
ALC File: 50201

Richard and Arlene Fillmore  
PO Box 1204/3347 Highway 3B  
Fruitvale, B.C.  
V0G 1L0

Dear Sir/Madam:

**Re: Application to Subdivide within the Agricultural Land Reserve**

Please find attached the Minutes of Resolution # 1485/2009 and a sketch plan outlining the Commission's decision as it relates to the above noted application.

Other approvals may be necessary, please contact the local government.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

A handwritten signature in black ink, appearing to read 'Erik Karlsen', is written over a horizontal line.

Erik Karlsen, Chair

Enclosure: Minutes

cc: Regional District of Kootenay Boundary (A-1236-05538.031)

MC/I/50201d1

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	NOV 30 2009
DOC #	.....
REF. TO:	.....
CC:	.....



## MINUTES OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION

**A meeting was held by the Provincial Agricultural Land Commission on Tuesday November 17<sup>th</sup>, 2009 at Rossland, B.C.**

<b>PRESENT:</b>	Barry Minor	Chair, Kootenay Panel
	Carmen Purdy	Commissioner
	Jerry Thibeault	Commissioner
	Martin Collins	ALC Staff

### For Consideration

Application: 50201  
 Applicant: Richard and Arlene Fillmore  
 Proposal: To subdivide a 60 ha lot into a 25 ha lot and a 35 ha lot.  
 Legal: PID 007-256-230 Lot 2, DL 1236, KD, Plan 7883, Except Parts included in Plans 9354 and 17448  
 Location: Park Siding between Fruitvale and Salmo

### Site Inspection

The Commissioners and staff noted above met with Richard Fillmore on Monday, November 16, 2009 and viewed the property and the area proposed for subdivision. Richard Fillmore indicated that the swampy area encompassed by the 25 ha lot was not suitable for agriculture.

### Context

The proposal was weighed against the purposes of the Commission as stipulated in section 6 of the *Agricultural Land Commission Act* (the "Act"). They are:

1. to preserve agricultural land
2. to encourage farming on agricultural land in collaboration with other communities of interest, and
3. to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

### Discussion

#### **Assessment of Agricultural Capability and Suitability**

In assessing agricultural capability, the Commission refers in part to agricultural capability mapping and ratings. The ratings are interpreted using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system.

The unimproved agricultural capability of the soil of the subject property is ;

Class 5 – Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

...2



Page 2 of 2 Resolution # 1485/2009  
Application # 50201

Class 6 – Land in this class is non-arable but is capable of producing native and or uncultivated perennial forage crops.

The limiting subclasses are excessive wetness and periodic inundation.

The land has been developed for agriculture, but has challenges due to excessive wetness in the spring and early summer.

#### **Assessment of Impact on Agriculture**

The Commission also assessed the impact of the subdivision proposal against the long term goal of preserving agricultural land. It was noted that the more capable land, adjacent to the railway was also owned by the railway and that the proposed 25 ha lot had a very narrow band of land suitable for a homesite. Given the limitations for agriculture on the proposed 25 ha parcel the Commission was not concerned that the subdivision would narrow the range of agricultural options and increase pressures to further subdivide the land.

#### **Conclusions**

1. That the land under application has limited agricultural capability and is largely unsuitable for agricultural uses.
2. That the subdivision would not substantively affect the agricultural capability of the 35 ha remnant.

#### **IT WAS**

**MOVED BY:** Commissioner C. Purdy

**SECONDED BY:** Commissioner B. Minor

THAT the application to subdivide a 25 ha lot from the 60 ha subject property be allowed.

AND THAT the approval is subject to the following conditions

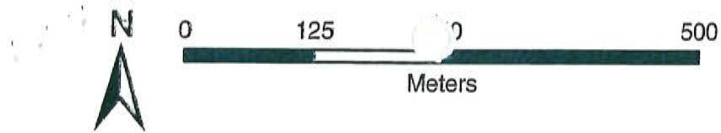
- the subdivision must be completed within three (3) years from the date of this decision.

This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities that have jurisdiction under an enactment.

#### **CARRIED**

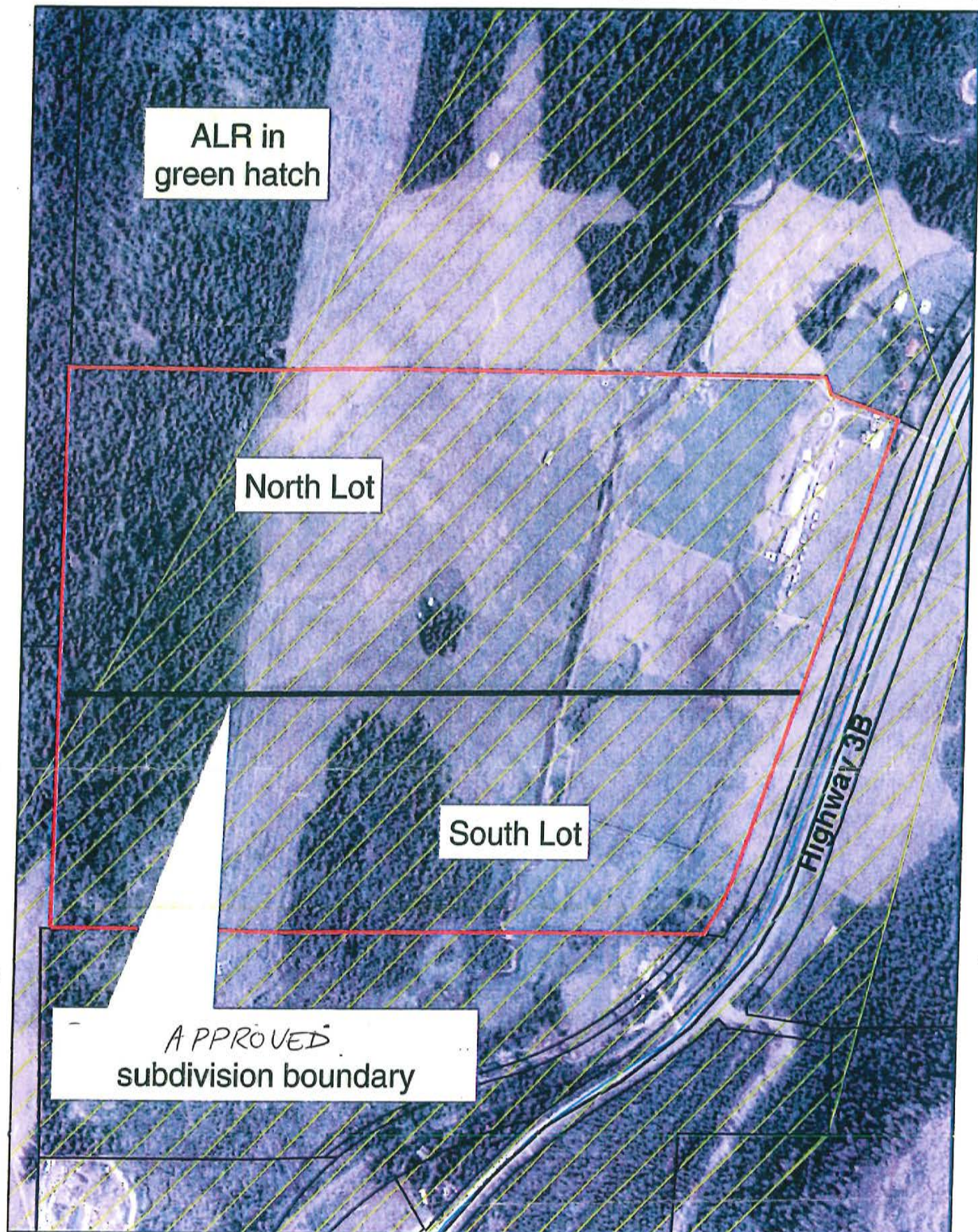
**Resolution # 1485/2009**





ALL APPLICATION 50201

RESOLUTION #1485/2009





Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	FrontCounter BC Referral – Crown Land Tenure		
<b>Date:</b>	May 28, 2020	<b>File #:</b>	E-473s-Licence of Occupation
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received a referral from FrontCounter BC for a Crown Land Tenure application from Bernard Mayer, on behalf of the Beaverdell Community Club and Recreation Commission, for a historic burial site (see attachments).

Property Information	
<b>Owner(s):</b>	Crown Provincial
<b>Agent:</b>	Bernard Mayer c/o the Beaverdell Community Club and Recreation Commission
<b>Location:</b>	Highway 33 and Wilkinson Creek Forestry Service Road (FSR)
<b>Electoral Area:</b>	Electoral Area E/West Boundary
<b>Legal Description(s):</b>	NA
<b>Area:</b>	Approximately 0.2ha
<b>Current Use(s):</b>	Vacant and Historic Burial Site
Land Use Bylaws	
<b>OCP Bylaw No.:</b>	NA
<b>DP Area:</b>	NA
<b>Zoning Bylaw No.:</b>	NA
Other	
<b>ALR:</b>	Partially
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The land under application is a 0.2ha portion of Crown Land adjacent to Highway 33 on the north side of Wilkinson Creek (see attachments) in Carmi. The natural boundary of Wilkinson Creek is approximately 40m from the lands under application.

The application states that the site was used historically as a cemetery between October 30, 1909 and January 31, 1940 for the burial of approximately 11 people.

Page 1 of 3

P:\PD\EA\_E\473s-License of Occupation Cemetery near Carmi\May 2020 Front Counter Referral\Board\2020-05-28\_FCBC\_Board.docx



Existing improvements associated with the cemetery include a fence and gates that were built in 2018.

### **Proposal**

The applicant is requesting to lease the site for a period of 30 years as a cemetery to formalize the historic burial sites on the land.

In addition to the lease of the land, the applicant is requesting to construct a gravel driveway and parking area as well as a picnic table. The driveway is anticipated to be approximately 3.7m (12ft) wide and 91.4m (300ft) long for a total area of approximately 338m<sup>2</sup> (3600ft<sup>2</sup>).

### **Implications**

The proposal would formalize the historical use of the land as a burial site. It would not be used for any new burials. It would be an informal community institutional land use in the absence of a land use bylaw in the Beaverdell/Carmi area.

The applicant notes that the Commission previously contacted the Ministry of Transportation and Infrastructure (MOTI) and they would not permit access directly off Highway 33 (see attachments). As a result the applicant is proposing to access the driveway off an existing access road at 6640 Highway 33.

The construction of the driveway and parking area would require the removal of some dead timbers. The applicant expects the driveway will require approximately 8 dump truck loads of gravel and will not require the removal of any soil from the site. They do not anticipate the need for any ditches for drainage due to the gentle slope of the land. The applicant is proposing the removal of dead timbers on the site; no mature timber will be disturbed as a result of the proposal.

The parking area would be located approximately 40m from the natural boundary of Wilkinson Creek. The existing burial site is approximately 50m from the Creek. The proposal is not anticipated to result in any disturbance to fish or wildlife habitat, impede public access or result in any changes in drainage on the site.

### **Advisory Planning Commission (APC)**

The Electoral Area E/West Boundary APC considered the application at their May 4, 2020 meeting. The APC provided the following discussion in their minutes:

“We reviewed the application. The community club gets funding to maintain the cemetery but currently has no access to do the maintenance without crossing private land. Currently they have to go through a private driveway to access the cemetery and to the maintenance. It was suggested that the parking lot should be close to the highway with a walking trail where the current proposal shows a road. A much shorter route that could be used is to access the area from near the SE corner of the cemetery site to the nearby road but there is a locked gate on the road near the highway. We are not

sure whether the gate is legal and whether the road is a section 4 road or a permitted road."

The APC provided a recommendation of support, conditional upon the following:

- We would like to see access to the site from a point near the southeast (SE) corner with the parking lot alongside the road. Access to the burial site would be via a 1 meter wide trail but not by vehicles. We expect the parking lot will be relatively small and parking alongside the road may be adequate. This will minimize the development work and ground disturbance required.
- If this is not possible, we would like the parking lot moved close to the highway with a walking trail where the current proposal shows a road. We need to know the status of the road permit # 403916 (has it be renewed or is it expired?) and whether it is on crown land.
- Providing foot access by trail provides relatively good site security and reduces the potential for abuse of the site by partying, overnight camping, campfires and littering etc.
- Once the site is established the Community should commit to maintain the site to ensure it is remains clean and tidy and is not abused as far as reasonably possible.

### **Staff Comments**

The details of road permit #403916 are not known. In order to use this road for access to the site a formal agreement would need to be in place between the access road tenure holder and the party responsible for maintaining the cemetery and its access road.

The requirements of MOTI may limit the applicant's ability to carry out the requests of the APC with respect to moving the parking area closer to Highway 33. However, the suggestions to shift the parking lot alongside the road and establish a walking trail will form part of our formal comments to FrontCounter BC.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report, "FrontCounter BC Referral – Crown Land Tenure", which includes the recommendations of the Electoral Area E/West Boundary Advisory Planning Commission to FrontCounter BC for consideration.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicant Submission





Regional District of  
Kootenay Boundary

Date: 2020-04-15

# Site Location Map

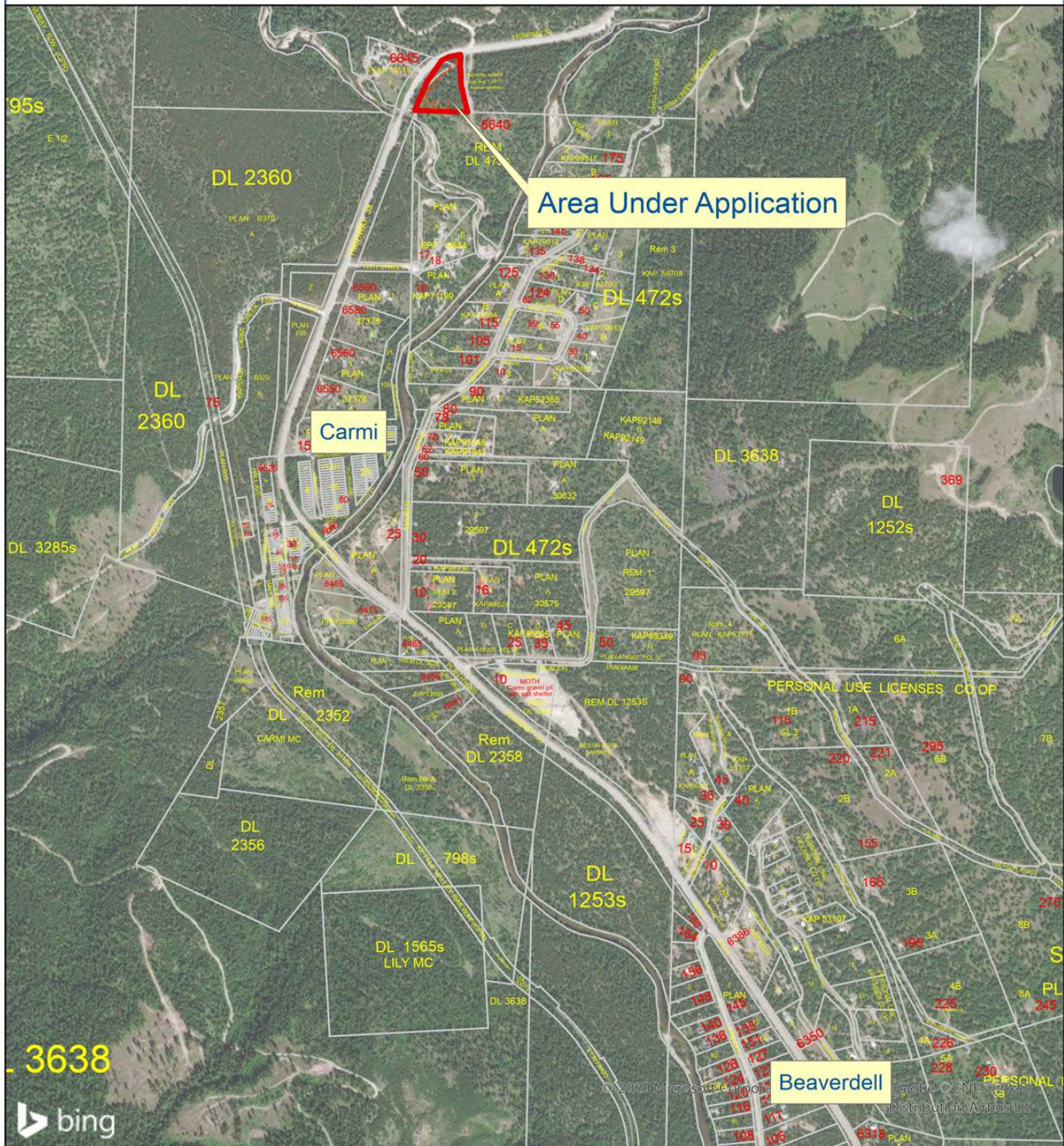
Beaverdell Cemetery  
DL 473s



0 100 200 300 400

Meters

1:15,000



202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | rdkb.com

Document Path: P:\PD\General Files\G-20-Grave Sites\_EA'E' West Boundary\Beaverdell Cemetery\May 2020 Front Counter





Regional District of  
Kootenay Boundary

Date: 2020-04-15

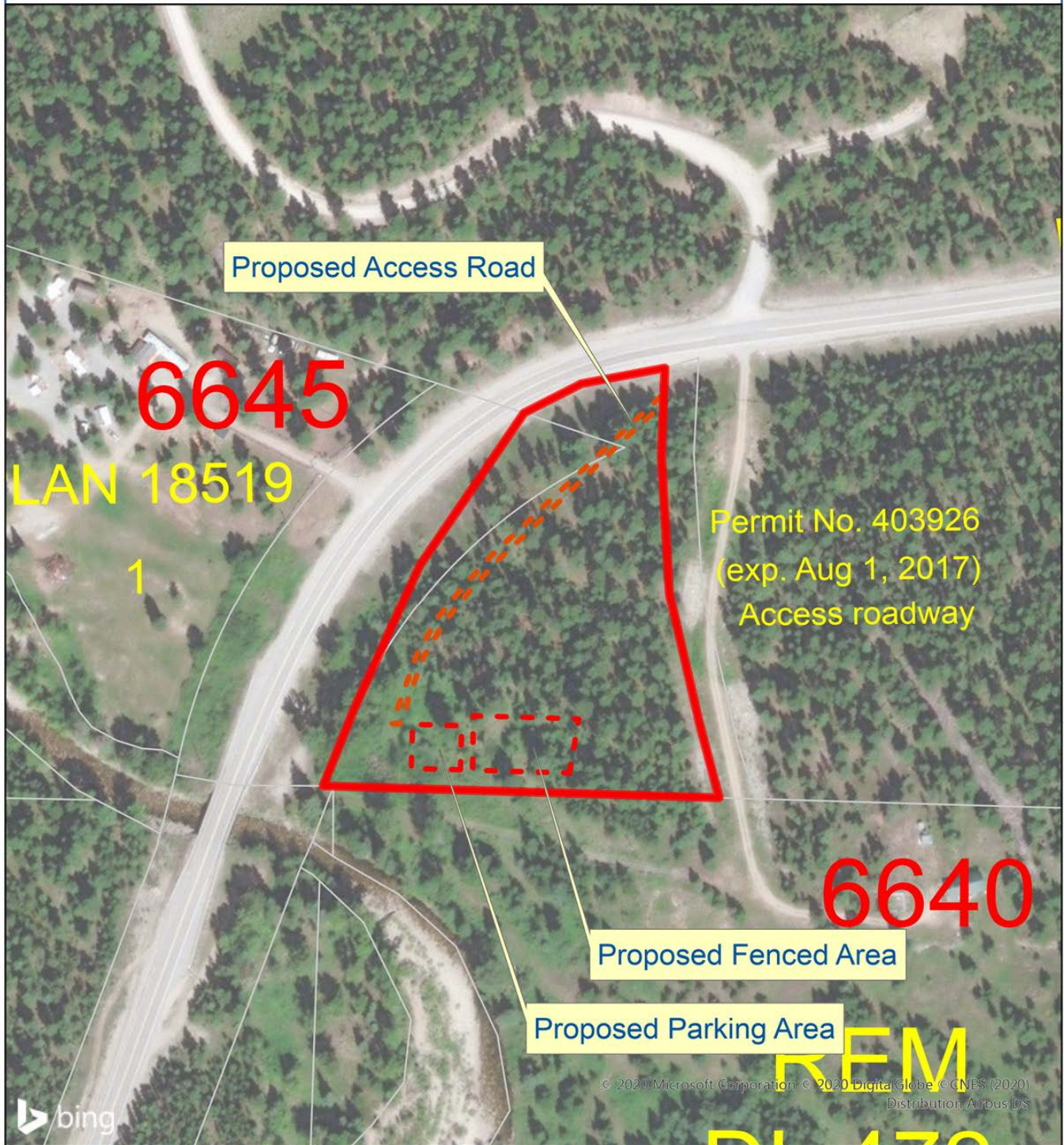
# Subject Property Map

Beaverdell Cemetery  
DL 473s



0 10 20 30 40  
Meters

1:2,000



202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)

Document Path: P:\PD\General Files\G-20-Grave Sites \_EA 'E' West Boundary\Beaverdell Cemetery\May 2020 Front Counter Referral\Mapping\2020-04-08\_SM\_G-20\_GraveSitesAreaE\_Front

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

This cemetery is for historical use only and will not be used for new burials.  
It will provide the visitors a place to sit down and remember the historic time of the mining and railroad history in this area.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term. Please provide comments on any archaeological work, new technology or any First Nations agreements undertaken.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Fence installed	Cemetery boundary fence build in 2018	Complete	Two gate entry
Add Row			

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted including a description of any discussion of potential adverse effects from the proposed activity and any discussed mitigation measures.



N/A
-----

## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project. Include activities such as traffic patterns and volume; parking; drilling and sampling etc.



Located in Beaverdell/Carmi, east of Hwy. 33, north of bridge.  
Open for visitors, low volume.  
Drive Way under Construction.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location. For example, is the activity close to a main highway for truck access purposes; or adjacent to other examples of this use - ie. is the proposed marina close to an existing marina



The site was used for burials between October 30, 1909 till January 31, 1940  
In-active, preserved as a historic cemetery.

### 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase and indicate seasons or full year activities. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Under Construction to preserve as a historic cemetery.	Fence with gates are built, driveway and parking lot to be built.	Spring-Summer-Fall
Add Row		



### 3.0 Infrastructure and Improvements

#### 3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
None	Picnic table to be build	scheduled for summer 2020
Add Field		

#### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections that require either a Ministry of Transportation and Infrastructure permit for connection or use of a Forest Service Road and what type of FS road and types of vehicles expected. Include information on any road use agreements and include the volume of traffic during construction/operation and phase or season that the traffic is expected.



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Driveway of private access road	Private access road	N/A		very low	very low	none
Add Field						

#### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities. Utilities include power generation, electrical or gas transmission or distribution lines, telecommunications.



None

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations, such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed. Include agreements in place or underway such as Health Regional Board Sewage Disposal Permits etc.



Project Phase (Construction/ Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
N/A	none	N/A	N/A	N/A	N/A

Add Field

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

☒ Yes ☐ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body? If your project is within 30 meters of a watercourse and you intend to: disturb soil, remove plants, construct, install works for flood protection, develop drainage systems or service sewer or water systems the Riparian Areas Regulation may affect your development.



☐ Yes ☒ No

#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes

☐ No

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

#### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Gravel to build access road and parking lot.	Trucks and Packer	No paved areas
Add Field		

#### 4.2 Atmospheric Impacts

##### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? ☐ Yes ☒ No

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

#### 4.3 Aquatic Lands

##### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

#### 4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

#### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

### 4.4 Fish and Wildlife Habitat

#### 4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

It is within the boundary of the Carmi community. Beaverdell/Carmi is a unincorporated community. No aboriginal communities known in the area.

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☐ Yes ☒ No

### 5.2 Socio-Community Conditions

#### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

#### 5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



No Service required, no buildings or structures on site.

END O F FORM



# Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

## 1.0 Background

### 1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

This Management Plan is specific for the road.  
Create a gravel road to the cemetery with no ditches, curbs or pavement.  
Volumes of gravel, about 8 dump truck loads.  
Roadway width 12', length about 300' estimate before survey.  
No ditching needed, natural light sloped area.  
Construction can start soonest we have the survey and permission to start.  
No rock blasting required.  
We only have to bring in gravel, maybe different grades, no removals necessary.  
For now we only remove dead timber, leave the mature timber there because the cemetery is not active.  
Soil remains natural, we only monitor weed control.  
No soil erosion expected.  
No drainage control necessary because of the natural condition of the area.

### 1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term. Please provide comments on any archaeological work, new technology or any First Nations agreements undertaken.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Crate the proposed road layout	Excavating driveway	Ongoing	Start after Survey is done.

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted including a description of any discussion of potential adverse effects from the proposed activity and any discussed mitigation measures.



N/A
-----

## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project. Include activities such as traffic patterns and volume; parking; drilling and sampling etc.



Located in Beavertown/Carmi, east of Hwy. 33, north of bridge. Access from 6640 Highway 33.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location. For example, is the activity close to a main highway for truck access purposes; or adjacent to other examples of this use - ie. is the proposed marina close to an existing marina



The rationale of the placement of the road is, because the cemetery is in an area located where the Highway 33 made a curve, slide downhill and to danger's for the traffic to slow down in a 90 km zone. You could call it hidden driveway. Somebody from the Highway department told Vicky Tomlinson (former President) about two years ago, (she can't remember the name of the person) there is no way we could have access direct from the Highway.

### 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase and indicate seasons or full year activities. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Under Construction to preserve as a historic cemetery.	Fence with gates are built, driveway and parking lot to be built.	Spring-Summer-Fall
Add Row		

### 3.0 Infrastructure and Improvements

#### 3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
None	Picnic table to be build	scheduled for summer 2020
Add Field		

#### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections that require either a Ministry of Transportation and Infrastructure permit for connection or use of a Forest Service Road and what type of FS road and types of vehicles expected. Include information on any road use agreements and include the volume of traffic during construction/operation and phase or season that the traffic is expected.



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Driveway of 6640 Highway 33	Private access road	N/A		very low	very low	none
Add Field						

#### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities. Utilities include power generation, electrical or gas transmission or distribution lines, telecommunications.



None

--

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations, such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

### 3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed. Include agreements in place or underway such as Health Regional Board Sewage Disposal Permits etc.



Project Phase (Construction/ Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
N/A	none	N/A	N/A	N/A	N/A

Add Field

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

☒ Yes ☐ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body? If your project is within 30 meters of a watercourse and you intend to: disturb soil, remove plants, construct, install works for flood protection, develop drainage systems or service sewer or water systems the Riparian Areas Regulation may affect your development.



☐ Yes ☒ No

#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes

☐ No

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

#### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Gravel to build access road and parking lot.	Trucks and Packer	No paved areas
Add Field		

#### 4.2 Atmospheric Impacts

##### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? ☐ Yes ☒ No

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

#### 4.3 Aquatic Lands

##### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No



#### 4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

#### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

### 4.4 Fish and Wildlife Habitat

#### 4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

It is within the boundary of the Carmi community. Beaverdell/Carmi is a unincorporated community. No aboriginal communities known in the area.

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☐ Yes ☒ No

### 5.2 Socio-Community Conditions

#### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

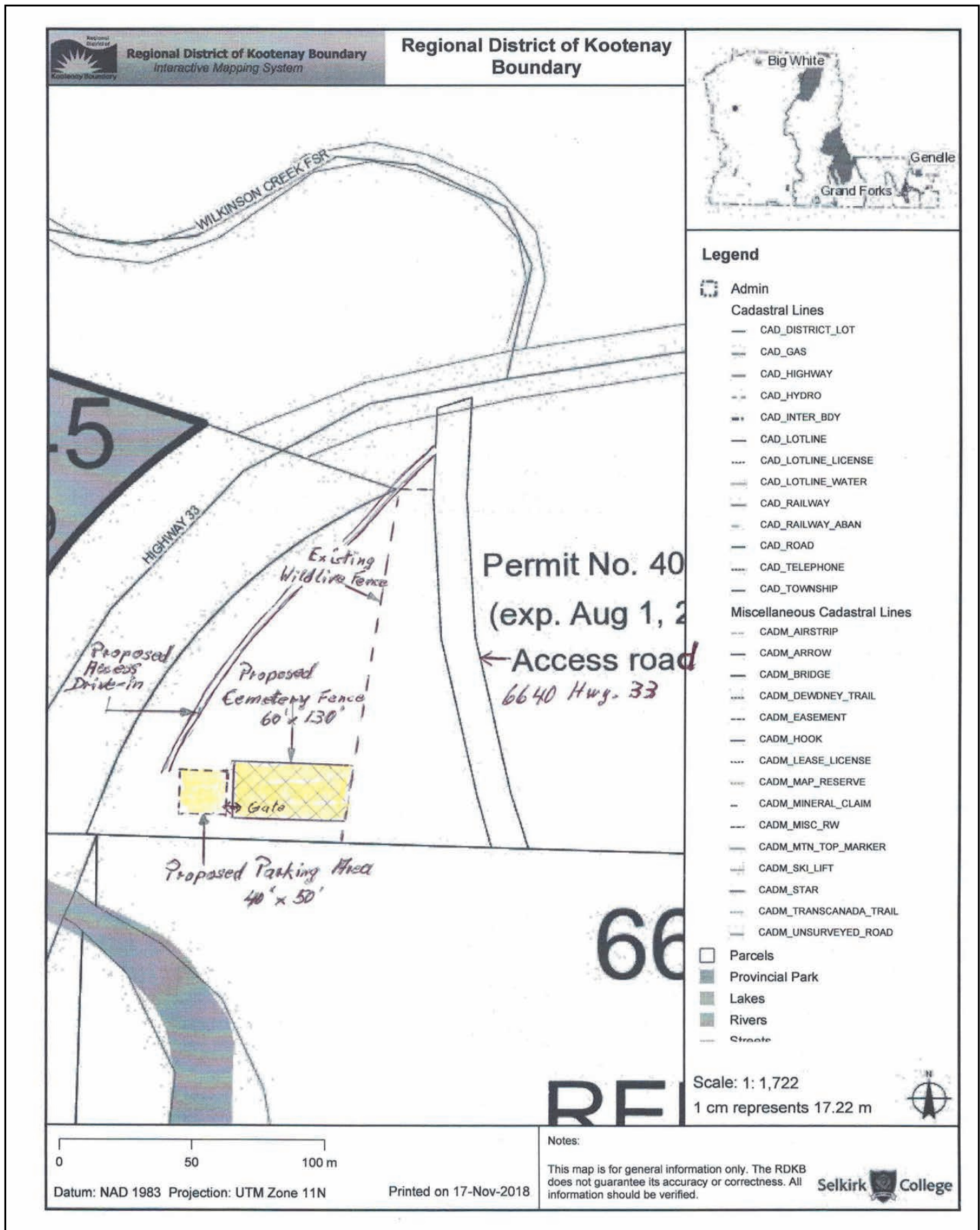
#### 5.2.2 Existing Services

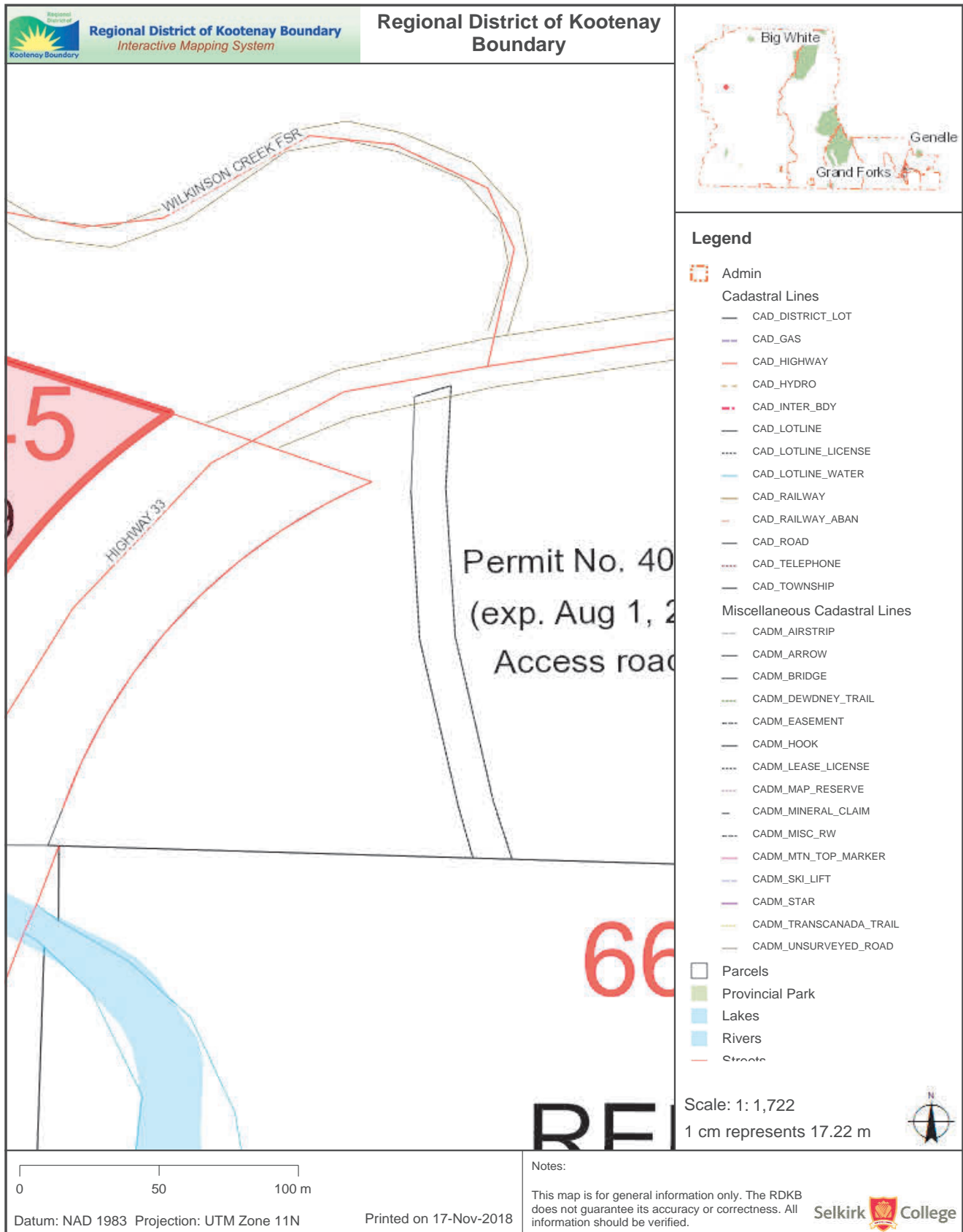
Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



No Service required, no buildings or structures on site.

END O F FORM











**Jennifer Kuhn**

---

**From:** is@rdkb.com  
**Sent:** May 20, 2020 12:13 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Oasis Recreation Society, email address - oot\_pik@shaw.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

**Applicant Information:**

Applicant: Oasis Recreation Society

Address: 47 Hanna Drive

Phone: 250-368-8459

Fax:

Email: oot\_pik@shaw.ca

Representative: Steve Scaia

Make Cheque Payable To: Oasis Recreation Society

**Other Expenses:**

Total Cost of Project: \$\$5100.00

Amount Requested from  
RDKB Director(s):

\$\$672.37

*Approved Director Worley  
May 20, 2020*

What is the Grant-in-Aid for?

This Grant and Aid is to assist in the purchase and assembly of a storage shed. With the activity areas of the Oasis Community park growing (Pickleball, green space, Playground, and Disk Golf), we need somewhere



to store maintenance equipment. As of now, we are storing some items around the neighborhood at private residences.

**List of Other Organizations Applied to for Funding**

Name of Organization    CBT/CIB

Amount Requested    \$5100.00

Amount Secured    \$4427.63

Name of Organization

Amount Requested

Amount Secured

Name of Organization

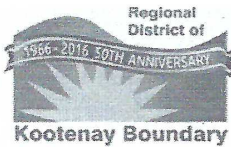
Amount Requested

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' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Cristina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	---	--	--	--

Applicant:	* West Boundary Community Services Co-operative Association				
Address:	* 3990 Highway #3, Rock Creek, BC V0H 1Y0				
Phone:	* 778-969-0003	Fax:		E-Mail:	* info@riversidecentre.coop
Representative:	* Sandy Mark, Executive Director				
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association				

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$558.00 What amount are you requesting from this RDKB Director(s)? \$ 558.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Directors and Officers Insurance for the Board of the Co-op

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

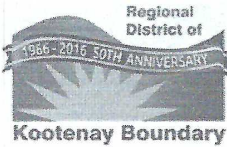
Date: May 20/2020 Applicant Signature Sandra L. Mark Print Name SANDRA MARK

### Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: \_\_\_\_\_

**SUBMIT**



# Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or fo@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* West Boundary Community Services Co-operative Association			
Address:	* 3990 Highway #3, Rock Creek, BC V0H 1Y0			
Phone:	* 778-969-0003	Fax:		E-Mail: * info@riversidecentre.coop
Representative:	* Sandy Mark, Executive Director			
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association			

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$4520.00 What amount are you requesting from this RDKB Director(s)? \$4520.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Property Insurance for Riverside Centre for the Co-op

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: \$ \_\_\_\_\_

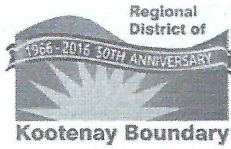
Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: 1/20/2020 Applicant Signature Sandra Mark Print Name Sandra Mark

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* West Boundary Community Services Co-operative Association			
Address:	* 3990 Highway #3, Rock Creek, BC V0H 1Y0			
Phone:	* 778-969-0003	Fax:		E-Mail: *info@riversidecentre.coop
Representative:	* Sandy Mark, Executive Director			
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association			

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 655.87 What amount are you requesting from this RDKB Director(s)? \$ 655.87

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Top up to \$25000 SIDIT grant for furniture for Riverside Centre

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: May 20/2020 Applicant Signature Sandra Mark Print Name SANDRA MARK

### Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: \_\_\_\_\_

**SUBMIT**

## Okanagan Film Commission New Creative Talent in the Okanagan

For Immediate Release

Kelowna BC – May 6, 2020 – When the economy re-opens, **Jon Summerland, Okanagan Film Commissioner**, is looking forward to the influence of new film and television creative talent that has moved to the Okanagan and will enrich the local production business.

**Jon comments**, “The growth and future of the Okanagan film production industry is being recognized by the talent that is moving here, to live as well as setting up permanent production offices and facilities. For instance, as previously announced, **Reel One Entertainment** has brought a slate of 18 films to be shot in the Okanagan through 2021, is building their own production office and hiring all local talent for the productions; and award winning writer/ producer **Erin Hazlehurst**, who has moved here I would like to announce.”

**Erin** moved to Peachland two years ago from Vancouver after a successful career as a freelance journalist. When she decided to try out the world of fiction and wrote her first screenplay in 2018 she took home 7 Laurel Awards from the Film Festival circuit for **Lemon Yellow World**. She proceeded to write **To Avenge** which was scheduled to go to camera this spring but filming has been delayed due to Covid 19. In December 2018 she teamed up with writer/director Courtney Paige and co-wrote **The Color Rose** which has garnered 6 Laurels on the Film Festival circuit and was a winner at the Los Angeles Cinematography Awards.

Most recently she has partnered with well-known production coordinator in the Okanagan, **Lori Welbourne**, and they have created **HazleBourne Productions** and their first series **Middle Aged Maggie**, has already been awarded this year with Best TV Script, Hollywood International Diversity Film Fest and Semi Finalist at the Miami Screenplay Awards. And just announced, she has received a Semi-Finalist Award from the LA Screenplay Awards for **Lick**.

Jon, summarizes, “These examples of the expanding talent pool and production facility investments are recognition of what we are creating in this industry for the Okanagan and I look forward to their contributions to our expansion when we re-open after Covid 19.”

-30-

For more information on the Okanagan Film Commission visit [okanaganfilm.com](http://okanaganfilm.com)

## COLUMBIA River Treaty



**To:** Regional Districts, Boards of Directors  
Valemount Town Council

**Date:** May 12, 2020

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

### Subject: Update on Committee Activities

Since our last update in February, the Committee has held its annual strategy session and two meetings.

#### Highlights for mid-February to April 2020

- **Annual strategy session** – The Columbia River Treaty Local Governments Committee (the Committee) meets face-to-face annually to prepare for the next fiscal year. This year the session was held on March 2 – 3 in *paqam*, near Cranbrook.

Jeremy Benson, Manager of Planning and Licensing in Generation Resource Management with BC Hydro provided a presentation and answered questions about flood risk management under the Columbia River Treaty now and with Called Upon operations after 2024, as well as BC Hydro decision processes weekly, monthly, annually and for longer periods. The Committee agreed that this was one of the most informative presentations they've had on these topics.

There was also an open discussion with Lawrence Pillon, BC Hydro's Senior Manager of Communities and Capital Projects, as well as East Kootenay and Columbia Region Community Relations Managers, Diane Tammen and Dag Sharman respectively, about opportunities to improve communications and engagement with local governments. The Committee was very encouraged by this discussion.

The Committee spent several hours in discussions with Kathy Eichenberger, Executive Director and Brooke McMurchy, Policy Analyst with the BC Columbia River Treaty (CRT) Team. Actions to address community specific interests and issues related to the Treaty; thoughts about the governance framework needed with a modernized Treaty; and outreach plans to communities, local governments and youth during 2020-21 were discussed in detail. The Committee will continue to work with the BC CRT Team and others to seek solutions to priority community specific issues. The Committee has created a Task Group of Committee members to research and bring forward information to the Committee to contribute to the design of a governance framework under a modernized Treaty.

The Committee met for a half day on March 3<sup>rd</sup> to discuss appropriate roles for the Committee during the ongoing Treaty negotiations; the input received on their September 2019 draft recommendations and revisions or further information needed to respond to this input; priorities, actions and funding for the 2020-21 fiscal year; and plans for hosting a session on the Treaty at the AKBLG AGM in April – which has since been postponed.

- **March 12 and April 9 meetings** – The Committee met by telecon for these meetings. The March 12 meeting was focused on final discussions on the appropriate roles for the Committee during the ongoing Treaty negotiations, finalizing priorities and actions for the 2020-21 fiscal year, review of the Committee's communications strategy and discussion about CBT's upcoming Our Trust – Our Future

## COLUMBIA River Treaty

engagement on their Management Plan – which has since been postponed. A Code of Conduct for the Committee, the Terms of Reference for a Finance Committee and activities during COVID-19 pandemic constraints were the primary topics for the April 9 meeting.

- **Continuing activities during COVID-19 pandemic** – As Committee members are located across the Basin the Committee has always functioned through remote communications, making the transition to distancing relatively easy. Other than some delays while everyone adjusted to changes from the COVID-19 pandemic, the Committee plans to continue its work.

Kathy Eichenberger, the Executive Director of the Provincial Columbia River Treaty Team has stated: *'Work on the Treaty is proceeding during the COVID-19 pandemic. Though the next round of Canada-U.S. negotiations has not yet been scheduled, Canada, B.C. and Columbia Basin Indigenous Nations are collaborating through remote technology to refine Canadian positions and advance ecosystem function work. The provincial Columbia River Treaty Team is focused on addressing Treaty-related community interests, finalizing the summary report for last fall's Columbia Basin community meetings, and exploring new ways of connecting with Basin residents.'* You can read her full statement at: <https://engage.gov.bc.ca/columbiarivertreaty/>.

### Ongoing

- **Negotiations** – The 9<sup>th</sup> round of negotiations was held on March 11 and 12 in Washington, D.C. The Committee was updated by the Lead Negotiator on March 17 and CBRAC was updated on March 18 – see the attached summary. You can also read Minister Conroy's statement at: <https://news.gov.bc.ca/21793>.
- **Updating our recommendations** – Input from the community meetings and direct input to the Committee on our [draft recommendations](#) has been compiled. Further information is being gathered to support the Committee to make final decisions on revisions to complete the update process over the summer. Final recommendations will be shared with local governments and regional Indigenous Nations, MLAs and MPs as well as made available to the public.

The Committee has initiated two task groups to: 1) explore options to include local governments and Basin residents in the governance structure for a modernized Treaty; and 2) work with the BC CRT Team to update information about the distribution of benefits in BC from the CRT and make this information easily accessible as a first step to understand the current sharing of benefits and, if needed, explore options for changes.

- **Community interests** – Committee members continue to follow-up with the province on actions requested by community members at the 2018 and 2019 community meetings.

One of the priorities is the CRT Heritage Project which is designed to recognize how implementation of the CRT impacted the Canadian Columbia Basin, including acknowledging what was lost as a result of the Treaty dams. The CRT Heritage Project proposes a touring route linking a series of information stops at key locations in the Columbia Basin communicating Indigenous and non-Indigenous place-based stories of impacts and loss due to the implementation of the Columbia River Treaty. Basin communities will decide on what stories they want to include in the project and how those stories will be expressed.

The CRT Heritage Project Steering Committee directs the CRT Heritage Project. The CRT Local Governments Committee Vice Chair Stan Doehle is the LGC representative on the Committee (Regional Director, RDEK [director.doehle@rdek.bc.ca](mailto:director.doehle@rdek.bc.ca)). Other Committee members are Columbia Basin heritage and tourism professionals (Revelstoke Museum, Kootenay Rockies Tourism), Indigenous Nations representatives (Ktunaxa Nation, Secwepemc/Shuswap Nation and Syilx/Okanagan Nation) and representatives from B.C. government agencies (Heritage Branch, Tourism Branch, Columbia River Treaty



## COLUMBIA River Treaty

Branch, and Rural Development Unit). A representative of the Sinixt people from the Lakes Tribe of the Colville Confederated Tribes is monitoring the project.

The Steering Committee contracted with Denise Cook Design to develop a detailed project plan report. The report will be used to support applications to federal, provincial and regional funding programs. This work was made possible with funding from Community Futures East Kootenay and the Ministry of Energy, Mines and Petroleum Resources and is close to being completed. From February to April the contractor team, which includes Denise Cook, Eileen Delehanty Pearkes, Stephanie Fischer and Eden DuPont, has been communicating with key Columbia Basin stakeholders to gather information for the project plan. Heritage content for the project will be gathered during community consultations, planned for late 2020 and 2021.

- **Communications:** The Committee continues a dialogue with BC Hydro about improving communications and engagement with local governments and Basin residents about ongoing operations.
- **Columbia Basin Regional Advisory Committee (CBRAC)** – CBRAC and the LGC members participated in two webinars in February and March about the current CRT governance framework. A CBRAC meeting was scheduled for early May in Valemount but this has been postponed due to the COVID-19 pandemic. The CBRAC Secretariat and Steering Committee are working on a series of webinars with information on topics that had been scheduled for the meeting. The next face-to-face CBRAC meeting will depend on when COVID-19 pandemic constraints are lifted.

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

### Upcoming

- Webinar on the [BC Hydro Review Phase 2 Interim Report](#). (May)
- Gather updated information on BC Hydro Payments/Grants in Lieu of Taxes, CBT Programs and other regional benefits followed by consideration of options to improve supports for smaller communities adjacent to impacted segments of the river. (May-September)

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

The next Committee Update will be sent to you in September.

### Committee Members

RDKB - Linda Worley, Regional Director (LGC Chair) and Diane Langman, Village of Warfield Mayor/RDKB Chair  
 RDEK - Stan Doehle, Regional Director (LGC Vice Chair) and Jane Walter, Regional Director  
 RDCK – Aimee Watson, Regional Director/RDCK Chair, Ramona Faust, Regional Director  
 CSRD – David Brooks-Hill, Regional Director and Mayor Ron Oszust, Town of Golden  
 Village of Valemount – Donnie MacLean, Councilor  
 AKBLG – Ange Qualizza, Mayor of Fernie

[Committee Website](#)

Page 3

## **Columbia River Treaty Update**

March 23, 2020

### **Columbia River Treaty Negotiations Update – Round 9**

*From Sylvain Fabi, Lead Negotiator for the Columbia River Treaty, Global Affairs Canada*

- The 9<sup>th</sup> round of Columbia River Treaty negotiations took place in Washington, D. C. on March 11-12, 2020.
- Negotiations are starting to advance as the U.S. is beginning to share its options on the issues, such as Flood Risk Management, power and ecosystems.
- Discussions are becoming more sensitive and remain confidential, but we can provide a high-level update.
- More details will be shared once the Canadian negotiating team has specific choices or decisions to make.
- At this moment, the U.S. proposed options are not agreeable to the Canadian team.
- They prefer the current level of flood control.
- They continue to claim that the U.S. pays too much for hydroelectric power generation. We have heard this repeated at bilateral conferences and in U.S. media.
- The Canadian negotiating team does not agree with these claims and will continue defending Canadian interests.
- The next round of negotiations has not been scheduled yet due to the COVID-19 pandemic. Negotiators have considered video conference options, though nothing has been confirmed at this point.
- In the meantime, the Canadian negotiating team will work with B.C. and the Indigenous Nations over the coming months to articulate positions that are beneficial to Canada.
- The ecosystem work led by the Indigenous Nations is proceeding and we should be in a better position to define Canadian objectives on this important issue later this year.
- Canada will be pressing to increase flexibility in the Treaty to allow operations that meet domestic environmental, societal and economic needs more effectively, addressing a number of Columbia Basin residents' goals.

**From:** [is@rdkb.com](mailto:is@rdkb.com)  
**To:** [Theresa Lenardon](#); [Information Services](#); [Jennifer Kuhn](#); [Melissa Zahn](#)  
**Subject:** Grant-in-Aid Form submitted by #masks4all Rossland, email address - kpegg@kbpa.ca  
**Date:** May 24, 2020 8:30:58 PM

---

## Online Grant-in-Aid Application

### Electoral Area(s) Applied to:

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

### Applicant Information:

Applicant: #masks4all Rossland

Address: 2253 Washington Street, Rossland

Phone: 250 231 5766

Fax:

Email: kpegg@kbpa.ca

Representative: Kimberley Pegg / Project Lead - Fiona Martin / Rotary Organisation Lead

Make Cheque Payable To: Rotary Club of Rossland

### Other Expenses:

Total Cost of Project: \$5,000.00+

Amount Requested  
 from RDKB \$2,700.00  
 Director(s):

### What is the Grant-in-Aid for?

#masks4all is a grassroots, community-driven project to educate and promote wearing cloth face masks in the Rossland community. The #masks4all project involves sewing and giving away free cloth face masks to the vulnerable, seniors and the community to wear via an organized centralized distribution channel. The project has been going for approx 4 weeks we have made and distributed free in Rossland over 700 cloth masks to date. The

#masks4all Rossland is championed by Kathy Moore, our lead physician is Dr. Sam Segal, our Lead Organisation is the Rotary Club of Rossland - Fiona Martin and our Project Lead is Kimberley Pegg.  
Thank you in advance for your consideration.

#### **List of Other Organizations Applied to for Funding**

Name of Organization	Teck
Amount Requested	1,000.00
Amount Secured	1,000.00

Name of Organization	Eagles
Amount Requested	250.00
Amount Secured	250.00

Name of Organization	Public donations to date approx another \$1000
Amount Requested	
Amount Secured	

Documents uploaded with Submission?

[]

I:\Portals\0\Documents\GIA-Attachments\



Director’s Expenses

Director:	Ali Grieve RDKB Area A Director													
Conference:														
Dates:	May 26 2020													
Location:														
Zone				1				2						
				√										
Day	1		2		3		4		5		6		7	
Date	May 19													
Breakfast														
Lunch														
Dinner														
Taxis, Shuttles, etc.														
Parking														
Airfare														
Accommodations														
Incidentals	17.99													
Mileage	FR		FR		FR		FR		FR		FR		FR	
	To		To		To		To		To		To		To	
		km		km		km		km		km		km		km
	\$		\$		\$		\$		\$		\$		\$	
TOTALS														
GRAND TOTAL											\$			
I approve and concur with the information provided above:											[sign here]			
Advance Cheque or Deposit? (Please circle one)											YES		NO	
Post Conference Confirmation														
I confirm the above to be accurate with the following amendments (if applicable):											Ali Grieve			
Amendments (Please complete as necessary)				None										
				1. Thank you gift V Fitzpatrick for work to send Grad gifts from Fvale<Montrose and Area A										
				2.										
				3.										
				4.										



**POLICY TITLE: Liquor and Cannabis Purchase Policy**

**ORIGINAL APPROVAL DATE: April 29, 2010**

**REVIEWED BY P&P COMMITTEE: Apr/2010, March/15,**

**ADOPTED BY BOARD OF DIRECTORS: Apr/10, March/15, Feb 12/20**

**Policy:** The Regional District of Kootenay Boundary (RDKB) shall restrict use of public funds to purchase any liquor or cannabis products.

**Purpose:** To establish a policy restricting the purchase of liquor and cannabis products utilizing public funds.

**Procedure:** Except for annual RDKB Board/Staff Christmas and annual Advisory Planning Commission appreciation dinners, where limited table wine may be provided, the Regional District hereby prohibits the purchase of liquor and cannabis products utilizing RDKB resources except upon full approval from the Regional District Board of Directors.

In the cases where the purchase of liquor utilizing RDKB resources have been fully approved by the Regional District Board of Directors and includes the consumption of liquor by RDKB directors, staff, and/or guests, liquor served shall be in a facility/premise and by personnel that are appropriately trained and licensed to do so, e.g. Serving It Right.

Where liquor or cannabis is going to be served, it shall be the responsibility of the Regional District of Kootenay Boundary to ensure that there is travel or accommodation related safe alternatives for people that consume alcohol or cannabis.