

Board of Directors

Thursday, September 17, 2020 1:00 pm

Via Zoom Online Video Conferencing

AGENDA

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) The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of September 17, 2020 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of September 17, 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 August 27, 2020 are presented. Minutes-Board of Directors - 27 Aug 2020-BoD Sept 17 20 - Pdf

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held August 27, 2020 be adopted as presented.

5. Presentations

There are no presentations

6. <u>Delegation(s)</u>

There are no delegations.

7. Applicants and Persons Attending to Speak to Agenda Items

7.a) J. Dougall, General Manager of Environmental Services Re: McKelvey Creek Landfill Upgrade Project Tetra Tech Representatives Attending

Director Russell, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services regarding the McKelvey Creek Landfill Upgrade Project-conceptual design options is presented.

Attending from Tetra Tech:

- Hilary Wong, Project Engineer-in-Training
- Jim Lapp, Senior Technologist
- Nigel Sparling, Senior Civil Engineer

<u>Staff Report3-McKelvey Creek Landfill Upgrade Project-Revised</u> Attachments-BoD-Sept17_20

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors identify Option 2, which includes a 50mm water service, on-site septic and two new scales as the preferred conceptual design for the McKelvey Creek Landfill Upgrade Project, as presented to the Board on September 17, 2020.

8. Unfinished Business

8.a) J. Dougall, General Manager of Environmental Services Re: Tipping Fee Increase Review

Director Russell, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services regarding the review of the proposed increase in solid waste tipping fees is presented.

Staff Report-Tipping Fee Review-BoD Sept 17 20

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve proceeding with the first phase of increasing tipping fees starting January 1, 2021, which would include household garbage rates increasing from \$110/tonne to \$120/tonne and source separated organics rates increasing from \$40/tonne to \$55/tonne. **FURTHER** that the need for future increases to tipping fees be reviewed in the fall of 2022.

8.b) Brian Champlin, Manager of Building Inspection Freya Phillips, Senior Energy Specialist

Re: Implementation of BC Energy Step Code

Director Russell, Environmental Services Liaison

A staff report from Brian Champlin, Manager of Building Inspection Services and Freya Phillips, Senior Energy Specialist regarding the implementation of BC Energy Step Code is presented.

Staff Report - Implementation of BC Energy Step Code - Board - September 17 2020 - Pdf

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the implementation of voluntary compliance of the BC Energy Step Code, commencing on January 1, 2021, as per the staff report titled, *Implementation of BC Energy Step Code*, presented to the Board on September 17, 2020.

9. <u>Communications-RDKB Corporate Communications Officer</u>

There are no updates at this time. The Corporate Communications Officer will present a report at a future Board meeting.

10. Refreshment Break

11. Communications-Information Only

11.a) Confirmation of Requests for UBCM Provincial Cabinet Minister Meetings

At the June 25, 2020 meeting, the Board of Directors adopted the following resolution approving the Education and Advocacy Committee's recommendations regarding requests for Cabinet Minister meetings at the upcoming 2020 UBCM Convention:

That the Regional District of Kootenay Boundary Board of Directors approve submission of the following advocacy issues to the relevant Provincial Ministries and/or Agencies requesting meetings at the 2020 UBCM Convention:

- 1. Moratorium on Commercial Water Bottling-Ministry of Forests, Lands, Natural Resource Operations and Natural Development (FLNROND).
- 2. Incentives for Use of High Efficiency Electrical Appliances-British Columbia Utilities Commission (BCUC)/Ministry of Energy, Mines & Petroleum Resources (EMPR).
- 3. More Sustainable Funding Model for Ongoing Local Government Programs-Ministry of Municipal Affairs & Housing (MAH).

- 4. Public Transportation to Medical Appointments-Ministry of Health (Interior Health, BC Transit to be invited).
- 5. TeleHealth-Ministry of Health.

The UBCM has confirmed meetings 1-4 noted above. A representative from BC Transit has been invited to attend the meeting with the Ministry of Health (#4).

<u>UBCM Meeting CONFIRMED-FLNRORD-WaterBottle Moratorium-BoD</u> Sept 17_20

<u>UBCM Meeting CONFIRMED-MEMPR-CarbonFree Energy Incentives-</u> BoD Sept 17_20

<u>UBCMMeeting CONFIRMED-MAH-Sustainable Funding Model-BoD Sept 17 20</u>

<u>UBCM MEETING CONFIRMED-MoHealth-TransitToLrgeCentre-</u> TransitTo MedAppnts-BoD Sept. 17 20

<u>ULBCM Regrets-No Mtg-M of Health-Cost-Of-HealthCare-BoD Sept 17 20</u>

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the information respecting the RDKB's Cabinet Minister meetings that have been confirmed for the 2020 UBCM Convention, as presented to the Board on September 17, 2020.

12. <u>September 2020 Work Plan Update & Proposed 2021 Projects</u>

12.a) M. Andison, Chief Administrative Officer Re: 2020 Work Plan Update & Proposed 2021 Projects Report General Government & Administration (001) Service

The purpose of this report is to provide an update on the General Government & Administration (001) Service Work Plan and a look-ahead in 2021.

Staff Report-Gen. Gov Admn-001 Work Plan Update-BoD Sept 17_20

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 2020 Work Plan Update and Proposed 2021 Projects Report for the RDKB General Government & Administration (001) Service as presented to the Board on September 17, 2020.

12.b) B. Champlin, Manager of Building Inspection Re: September 2020 Work Plan Update & Proposed 2021 Projects Report Building Inspection (004) Service

The purpose of this report is to provide an update on the Building Inspection (004) Service Work Plan and a look-a-head in 2021.

Staff Report-Bldg Inspection-004-Work Plan Sept Update-BoD Sept 17 20

Comparison Building Report for July, 2020

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the *September 2020 Work Plan Update and Proposed 2021 Projects Report* for the RDKB Building Inspection (004) Service, as presented to the Board on September 17, 2020.

12.c) J. Dougall, General Manager of Environmental Services Re: September 2020 Work Plan Updates & Proposed 2021 Projects Report

Regional Solid Waste Management (010) Service & Big White Solid Waste Management (064) Service

Director Russell, Environmental Services Liaison

The purpose of this report is to provide an update on the Regional Solid Waste Management (010) Service and the Big White Solid Waste Management (064) Service Work Plans and a look-a-head in 2021.

<u>Staff Report Solid Waste Services (010,064) Work Plan Update - BoD</u> Sept 17 20

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 2020 Work Plan Update and Proposed 2021 Projects Report for the RDKB Regional Solid Waste Management (010) Service and the Big White Solid Waste Management (064) Service, as presented to the Board on September 17, 2020.

12.d) M. Stephens, Interim Manager of Emergency Programs Re: September 2020 Work Plan Update & Proposed 2021 Projects

RDKB Emergency Preparedness (012) Service

Director Worley, Protective Services Liaison

The purpose of this report is to provide an update on the RDKB Emergency Preparedness (012) Services Work Plan and a look-ahead in 2021.

<u>Staff report Emergency Preparedness Service Work Plan update - BoD Sept 17 20</u>

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 2020 Work Plan Update and Proposed 2021 Projects Report for the RDKB Emergency Preparedness (012) Service as presented to the Board on September 17, 2020.

12.e) D. Derby, Regional Fire Chief

Re: 2020 Work Plan Update & Proposed 2021 Projects 911 Emergency Communications (050) Service

Director Worley, Protective Services Liaison

The purpose of this report is to provide an update on the 911 Emergency Communications (050) Service Work Plan and a look-ahead in 2021.

<u>Staff report Emergency Communications Work Plan Update-Sept</u> 17 20

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 2020 Work Plan Update and Proposed 2021 Projects Report for the RDKB 911 Emergency Communications (050) Service as presented to the Board on September 17, 2020.

13. Reports

13.a) Monthly Cheque Register Summary

The Cheque Register Summary for the month of August 2020 is presented.

2020 08 August Vendor Payments-BoD Sept 17 20-

Recommendation: Corporate Vote Unweighted

That the Cheque Register Summary for the month of August 2020 for \$2,277,249.93 be received.

13.b) RDKB Committee Minutes

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

Minutes - EAS - 14 May-BoD Sept 17 20

Minutes-Utilities-20 May-BoD Sept 17 20 - Pdf

<u>Minutes-East End Services Committee - 16 Jun 20-BoD Sept 17 20-</u>Pdf

Minutes-P&P-25 Jun-BoD Sept 17 20- Pdf

Minutes-LWMP Stage 3 Steering-02 Jul-BoD Sept 17_20 - Pdf

Minutes-BCDC -07Jul-BoD Sept 17 20 - Pdf

Recommendation: Corporate Vote Unweighted

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

Electoral Area Services (May 14/20), Utilities (May 20/20), East End Services (June 16/20) Policy & Personnel (June 25/20), Liquid Waste Management Plan Steering & Monitoring (July 2/20) and Boundary Community Development (July 7/20).

13.c) Recreation Commission Minutes

Minutes of the RDKB Recreation Commission meetings as adopted by the respective Recreation Commissions are presented.

<u>Final Minutes- Grand Forks & District Recreation Commission - June</u> 11, 2020

<u>Final Minutes- Grand Forks And District Recreation Commission</u> <u>Special Meeting- July 9, 2020</u>

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the minutes of the Grand Forks and District Recreation Commission meetings held on June 11, 2020 and July 9, 2020.

13.d) Draft Advisory Planning Commission (APC) Minutes

Draft minutes of the Advisory Planning Commission meetings held on August 31, 2020 and September 1, 2020 are presented.

APC Minutes-Area B-Board-September 17 2020

APC Minutes-Area C-Board-September 17 2020

APC Minutes-Area E-Board-September 17 2020

APC Minutes-Area-Board-September 17 2020

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Electoral Area A and Electoral Area B/Lower Columbia-Old Glory Advisory Planning Commission meetings held on August 31, 2020 and the draft minutes of the Electoral Area C/Christina Lake and Electoral Area E/West Boundary Advisory Planning Commission meetings held on September 1, 2020, be received.

14. Committee Recommendations to Board of Directors

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

14.a) Boundary Community Development Committee Sept. 2/20

Director McGregor, Committee Chair/Director Russell, Vice Chair

Boundary Region Drought Response Plan

Staff Report-Boundary Drought Response Plan-BoD Sept 17 20

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the RDKB Boundary Region Drought Response Plan as presented to the Boundary Community Development Committee on September 2, 2020 and as presented to the Board of Directors on September 17, 2020.

15. New Business

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

35 Beacon Road, Carmi, B.C.-Electoral Area 'E' / West Boundary-Parcel Identifier: 027-348-237

Lot D District Lot 472S Similkameen District Yale District Plan KAP85695

Owner: John Morice

<u>Staff Report-Bylaw Contravention Morice-Board-September 17, 2020</u> - Pdf

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owner, John Morice, 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 D, District Lot 472S, Similkameen Division Yale District, Plan KAP85695.

15.b) D. Patterson, Planner

Re: FrontCounter BC Referral-Application for Right of Way-Electoral Area E/West Boundary

A staff report from Danielle Patterson, Planner regarding a FrontCounter BC Referral for FortisBC's Statutory Right of Way in Electoral Area E/West Boundary is presented.

Staff Report Referral Fortis Board-September 17 2020

Recommendation: Corporate Vote Unwegihted

That the staff report regarding FortisBC's Statutory Right of Way requests to provide overhead electric power lines on Crown land via Graff Road to service 20 Graff Road in Electoral Area 'E'/West Boundary, be received.

15.c) Danielle Patterson, Planner

Re: Forestry Referral-Small Scale Salvage Electoral Area C/Christina Lake

A staff report from Danielle Patterson, Planner presenting a referral received from Fleet Environmental Services, regarding a small scale salvage planned in the Moody Creek Community Watershed.

Staff Report-Fleet-Board-September 17 2020

Recommendation: Corporate Vote Unweighted

That the staff report regarding Fleet Environmental Services proposed small scale salvage for single tree and small patch removal on unsurveyed Crown land in Electoral Area 'C/Christina Lake, be received.

15.d) Grant-in-Aid

Grant-in-Aid--Area A-BoD Sept 17 20

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following grant-in-aid be approved:

1. Beaver Valley Curling Club-COVID-19 operations & maintenance expenses-\$5,000-Electoral Area A.

16. Board Appointments Updates

16.a) The Board Appointment Updates will be provided at the next 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 (RDI)-Director Worley

Chair's Update-Chair Langman

17. Bylaws

There are no bylaws to consider.

18. Late (Emergent) Items

- 19. <u>Discussion of Items for Future Meetings</u>
- 20. Question Period for Public and Media
- 21. Closed Meeting
- 22. Adjournment



Board of Directors

Thursday, August 27, 2020 Zoom Online Video Conferencing

1:00 P.M.

Board Members Present:

Director D. 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

Staff Present:

- M. Andison, Chief Administrative Officer
- T. Lenardon, Manager of Corporate Administration Corporate Officer/Recording Secretary
- J. Chandler, General Manager of Operations/Deputy Chief Administrative Officer
- B. Ihlen, General Manager of Finance/Chief Financial Officer
- J. Dougall, General Manager of Environmental Services
- M. Stephens, Interim Manager of Emergency Programs
- G. Denkovski, Manager of Infrastructure & Sustainability
- C. Gillis, Manager of Finance
- F. Maika, Corporate Communications Officer
- D. Dean, Manager of Planning and Development
- K. Anderson, Watershed Planner
- D. Derby, Regional Fire Chief

Applicants & Persons Attending to Speak to Agenda Items

Mr. T. Thies, Applicant

D. Catalano, CPA, CA, Partner, Grant Thornton

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1. Call to Order

The Chair called the meeting to order at 1:00 p.m.

2. 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.

3. Consideration of the Agenda (additions/deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 27, 2020 was presented.

The Manager of Corporate Administration/Corporate Officer advised that Item 15.f) - Application for Site Specific Exemption to Floodplain Bylaw & Development Variance Permit would be moved to the front of the agenda to Item 7.a). She noted that the applicant, Mr. Thies attended the meeting to speak to his application, and it was;

362-20

Moved / Seconded

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 27, 2020 be adopted as amended.

Carried

The Chair advised the members of the public that the live RDKB Board meeting was being recorded and she provided information respecting the collection of personal information as per the *Freedom of Information and Protection of Privacy Act*.

4. <u>Draft Minutes</u>

The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 30, 2020 were presented.

363-20

Moved / Seconded

Corporate Vote Unweighted

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

Carried.

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5. Presentations

There were no presentations.

6. Delegation(s)

There were no delegations.

7. Applicants and Persons Attending to Speak to Agenda Items

7a) Brought Forward from Agenda Item 15f)

Summer Magic Estates, Applicants-Mr. Terry Thies Attending Re: L. Moore, Senior Planner-Site-Specific Exemption to Floodplain Bylaw and Development Variance Permit-Electoral Area C/Christina Lake

A staff report from Liz Moore, Senior Planner, regarding an application for a site-specific exemption to RDKB Floodplain Bylaw No. 677 and a Development Variance Permit in Electoral Area C/Christina Lake was presented.

The Chair welcomed Mr. Thies to the meeting and he thanked the Board for the opportunity to attend.

Mr. Thies explained his application for a site-specific exemption to the RDKB Floodplain Bylaw, which is required along with an approved development variance permit, to permit the construction of an addition to his cabin along Christina Lake. He also explained the revisions to the already approved development variance permit, which were identified during the application process. Mr. Thies advised that he has submitted an application for a building permit. The permit cannot be issued without approval of the site-specific floodplain exemption and the revisions to the development variance permit.

The Chair thanked Mr. Thies for the information and opened the floor to the Board for questions and comments.

Director McGregor noted her support for the application, and it was;

364-20

Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Summer Magic Estates, in order to construct a $\pm 26 \text{m}^2$ addition to the main cabin on the property legally described as Lot A, DL 1181s, SDYD, Plan 28414, subject to:

 adherence to all the recommendations included in the flood hazard assessment report titled "Flood Hazard Assessment Report for Proposed Addition to Existing Cabin 2586 Graham Road";

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- the addendum letter titled: "Setback Adjustment for Proposed Addition to Existing Cabin 2586 Graham Road" prepared by Patrick Sails, P.Eng, of Ground Up Geotechnical; and
- the owner registering a standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary. FURTHER the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Summer Magic Estates to allow for a variance to the required setback from the natural boundary of Christina Lake from 7.5m to 1.83m, a variance of 5.67m to construct a ±26m2 addition to an existing cabin on the property legally described as Lot A, DL1181s, SDYD, Plan 28414, Electoral Area C/Christina Lake.

Carried.

8. Closed Meeting

Proceed to a Closed Meeting-S. 90 (2)(e) Community Charter

365-20 Moved/Seconded:

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors convene to a closed meeting pursuant to Section 90 (2)(e) of the *Community Charter (time: 1:12 p.m.)*

Carried.

Reconvene to Open Meeting

The open meeting reconvened at 1:45 p.m.

8b) D. Catalano, CPA, CA, Partner, Grant Thornton Re: Audit Report Year Ended December 31, 2019

Director Cacchioni, Finance Liaison

Mr. Catalano presented the Audit Report Year Ended December 31, 2019 and he answered inquiries from the Board, and it was;

366-30 Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the Audit Report on the Audited Financial Statements Year Ended December 31, 2019, including the deliverable(s) for the work from the Auditors, and as presented to the Board on August 27, 2020.

Carried.

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8c) C. Gillis, Manager of Finance Re: Management's Presentation of Financial Statements Year Ended December 31, 2019

Release of Closed Meeting Recommendation-July 30, 2020

Director Cacchioni, Finance Liaison

Carolyn Gillis, Manager of Finance, provided a power-point presentation regarding the Financial Statements Year Ended December 31, 2019.

Staff provided information respecting the following:

- Statement of Operations.
- Revenues.
- > Expenses.
- > Statement of Financial Position.
- > Financial Assets.
- > Financial Liabilities.
- > Tangible Capital Assets.
- > Annual Surplus & Accumulated Surplus.

There was a discussion regarding options for investing the RDKB's liquidity. Barb Ihlen, General Manager of Finance advised that staff engage in continuous conversations regarding this matter and that they review all options while considering interest rates and accessibility (e.g. how quickly the RDKB needs to use the money).

As the RDKB's representative to the Municipal Finance Authority (MFA), Chair Langman will be attending the upcoming MFA meeting and she will inquire as to whether there has been any discussion regarding opportunities to expand investment options for local government.

The Board thanked the RDKB Finance Department staff for all the work they have done on the financial statements and preparing for the audit.

367-20 Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the information provided in Management's presentation of the Financial Statements Ended December 31, 2019, as presented by Carolyn Gillis, Manager of Finance to the Board on August 27, 2020.

Carried.

368-20 Moved / Seconded

Release Closed Meeting (July 30, 2020) Recommendation

The following recommendation was considered in closed meetings held on July 30th and on August 27th, 2020. At the August 27, 2020 meeting, the Board adopted a motion to release the recommendation to the open meeting.

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Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Draft Financial Statements Year Ended December 31, 2019 as presented to the Board in a closed meeting held on July 30, 2020. **FURTHER** that the draft financial statements now be reconsidered as the "RDKB Approved Financial Statements Year Ended December 31, 2019."

Carried.

9. Unfinished Business

9a) M. Stephens, Interim Manager of Emergency Programs Re: Update COVID-19 Emergency Operations

Director Worley, Emergency Programs Liaison

Mark Stephens, Interim Manager of Emergency Programs, advised that the COVID-19 EOC remains activated for response. Staff continue to monitor cases and issues brought forward. Restroom and shower facilities, via funding from the Province, are available for vulnerable populations in Trail and Grand Forks. The number of COVID-19 cases in BC is increasing. The RDKB continues to follow best practices and requirements as set out by the Provincial Health Officer, health authorities and Emergency Management BC.

M. Andison, Chief Administrative Officer Re: Impacts of the Wage Continuation COVID-19 Pandemic Policy

Director Cacchioni, Finance Liaison

Mark Andison, Chief Administrative Officer, provided an update on the impacts of the Wage Continuation COVID 19 Pandemic Policy noting that to date, the total cost is approximately \$33,000.

Over the last pay period, there has been a consistent application of the Policy with only two staff using it on an ongoing basis taking paid leave at a cost to the RDKB of approximately \$100 per week. During the past two weeks, one staff member has self-quarantined due to a compromised immune system and the inability to work.

369-20 Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the verbal updates on COVID-19, Emergency Operations and the impacts of the Wage Continuation COVID-19 Pandemic Policy as presented to the Board on August 27, 2020.

Carried.

9b) M. Stephens, Interim Manager of Emergency Programs Re: Progress of FireSmart Educational Outreach Plan

Director Worley, Protective Services Liaison

Page 6 of 17 RDKB Board of Directors August 27, 2020 A staff report from Mark Stephens, Interim Manager of Emergency Programs, regarding the progress of the RDKB FireSmart Education Outreach Plan was presented.

Mark Stephens, Interim Manager of Emergency Programs, reviewed his report. He explained the project, which assists private property owners to learn FireSmart principles and what steps to take to protect their own properties, resulting in more wildfire resilient communities overall. The project is beginning its second phase, which is the public outreach and engagement phase. The project is possible through grant funding via a successful Community Resilient Investment (CRI) grant application.

Mr. Stephens provided a power-point presentation that included overall information regarding Phase 2 as well as the project goals, target audiences/community groups etc., key messages, implications of COVID-19, long-term wildfire prevention, FireSmart public education and outreach strategy, final reporting and implementation in 2021.

Staff answered inquiries regarding possible incentives, as well as the pros and cons of same, to address public concerns with having to pay tipping-fees at RDKB landfills for individuals who FireSmart their properties. A discussion regarding funding to offset tipping fees charged at RDKB landfills ensued.

Staff explained that it is possible to provide financial assistance to residents who FireSmart their properties through the CRI program. Staff have discussed this with the RDKB consultant who has advised that it is labour and staff-time intensive to address this matter and that there has only been medium success. The amount of funding and the number of grants are limited and grants may have to be combined.

Staff answered questions regarding financial support for RDKB member municipalities that undertake their own FireSmart programs and how the RDKB could augment those with the RDKB regional program. Staff noted the importance of not duplicating work already completed in a municipality while maintaining the same level of regional service across the RDKB. The RDKB FireSmart Consultant will engage with member municipalities who do have their own FireSmart program to discuss how they can collaborate with the RDKB on the work that needs to move forward.

Mr. Stephens explained that the CRI program is introducing a Regional District and Municipal FireSmart funding model and that he is waiting for more information.

The Chair thanked Mr. Stephens for his presentation, and it was;

370-20

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the report titled "FireSmart Educational Outreach Plan Progress Report-August 19, 2020" as presented to the Board on August 27, 2020.

Carried.

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9c) Ministry of Forests, Lands & Natural Resource Operations-July 28/20 BC Timber Sales (BCTS) Okanagan-Columbia Business Area Re: Response to RDKB Concerns on Proposed Timber Harvesting

Director Russell, Environmental Services Liaison

Director Gee suggested that this item be referred to the Boundary Community Development Committee. She also suggested that a representative from the BC Timber Sales Okanagan-Columbia Business Area Division be invited to attend the meeting to make a presentation and to also obtain a better understanding of the RDKB's concerns, and it was;

371-20

Moved / Seconded

Corporate Vote Unweighted

That the July 28, 2020 correspondence from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, in response to the RDKB's concerns regarding proposed timber harvesting in the BC Timber Sales (BCTS), Okanagan-Columbia Business Area, be referred to a future Boundary Community Development Committee meeting. **FURTHER** that representatives from BC Timber Sales (BCTS) Okanagan-Columbia Business Area be invited to attend the meeting.

Carried.

9d) T. Dueck, Solid Waste Program Coordinator Re: Encorp Pacific Express and Go Recycling Station-Big White

Director Russell, Environmental Services Liaison

A Staff Report from Tim Dueck - Solid Waste Program Coordinator, regarding the placement of an Encorp Pacific Express and Go recycling station at the Big White Waste Transfer Station was presented.

372-20

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the agreement with Encorp Pacific (Canada), to allow for the placement and operation of a "Return-It Express and Go" station at the Big White Transfer Station for the collection and recycling of beverage containers at no cost to the RDKB for a term of two (2) years. **FURTHER** that the Board approve the RDKB authorized signatories to sign and execute the Agreement.

Carried.

9e) T. Lenardon, Manager of Corporate Administration/Corporate Officer Re: Results of Special Voting for the Big White Fire Hall Bay Expansion Project

A report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, on behalf of Chair Langman, regarding the final results of an RDKB special vote for a budget amendment for the Big White Fire Hall Bay Expansion was presented.

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Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the staff report titled "Regional District Special Voting-Budget Amendment for the Big White Fire Hall Bay Expansion" as presented by Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, to the Board on behalf of Chair Langman on August 27, 2020.

Carried.

10. Communications-RDKB Corporate Communications Officer

10a) F. Maika, Corporate Communications OfficerRe: Verbal Update on RDKB Corporate Communications

Frances Maika, Corporate Communications Officer provided updates on the following:

- 1. RDKB Communications Plan
- 2. Online Engagement Platform
- 3. Social Media Activity and Media Coverage
- 4. Proposed Beta Launch of New Website.

Staff reviewed and explained the four focus areas of the Communications Plan 1) Who are we? (clear brand), 2) increase digital presence, 3) achieve increased internal expertise (staff & elected officials) to support corporate communications and 4) engagement (how we can achieve two-way communication with the public).

Staff also reviewed the ongoing website redesign work and timelines for a beta launch, making it possible to receive public feedback on the new site and creating the opportunity for revisions, based on that feedback. Staff provided status updates on the RDKB newsletter, social media activity, media coverage, the RDKB brand story and advertising audit.

There was a discussion on building relations with the local newspaper media and encouraging them to contact the RDKB when they are drafting their news stories to ensure that RDKB facts are presented accurately.

374-20

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the verbal update regarding RDKB Corporate Communications as presented by Frances Maika, Corporate Communications Officer to the Board on August 27, 2020.

Carried.

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11. Communications (Information Only)

There were no communications (information only) items to consider.

12. Refreshment Break

The Chair called a recess at 3:00 p.m.

The Chair left the meeting at 3:03 p.m.

Vice Chair McGregor assumed the Chair and reconvened the meeting at 3:07 p.m.

13. Reports

13a) Monthly Cheque Register Summary

The Monthly Cheque Register Summary for July 2020 will be presented at a future meeting.

13b) RDKB Committee Minutes

The minutes of RDKB Committee meetings will be presented at the next meeting.

13c) Recreation Commission Minutes

Recent minutes of the Christina Lake Regional Parks, Trails and Recreation Commission and the minutes of the Grand Forks and District Recreation Commission will be presented at a future meeting.

13d) Draft Advisory Planning Commission (APC) Minutes

Draft minutes of the APC Meetings held during August 2020 were presented.

375-20 Moved / Seconded

Corporate Vote Unweighted

That the draft minutes of the Electoral Area E/West Boundary Advisory Planning Commission meeting held August 3, 2020 be received.

Carried.

14. Committee Recommendations to Board of Directors

Recommendations to the Board from the RDKB Committees will be presented to the Board once the monthly Committees resume their meeting schedules.

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15. New Business

15a) M. Andison, Chief Administrative Officer Re: Approval to Lease RDKB-owned Lands Little Red Schoolhouse in Kettle Valley, Electoral Area E/West Boundary

A staff report from Mark Andison, CAO, providing background information regarding a proposal for the Board of Directors to provide approval in principle to lease land owned by the RDKB to the Trails to the Boundary Society was presented.

Mark Andison, Chief Administrative Officer, explained the proposal noting that the RDKB has received a letter from the Trails to the Boundary Society requesting to lease the RDKB-owned property. The subject-property is considered surplus and was originally purchased for the Recreation Commission's use, however there has been no activity for many years. The Trails to the Boundary Society will use the property for recreational purposes and for food security (community garden and possible food share) with plans to turn the school into a heritage building to create amenities for travelers using the trail.

Staff and Director Gee explained why the property is not going to tender as a public asset. Given the lands are not being disposed of for sale and consideration is for a lease with a nominal fee, there is no obligation to go to the open market.

Director Gee noted the community support for, and the feasibility of, the transaction. It was;

376-20

Moved / Seconded

Corporate Vote Weighted

That the Board of Directors approve, in principle, the long term lease of 3675 Kettle Valley South Road (also known as "The Little Red Schoolhouse") to Trails to the Boundary Society for \$1 per year, pending negotiation of terms of a contract.

Carried.

15b) B. Ihlen, General Manager of Finance/Chief Financial Officer Re: 2020 Second Quarter Budget Variance Report

Director Cacchioni, Finance Liaison

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer, regarding the Second Quarter Budget Variance report was presented.

Barb Ihlen, General Manager of Finance/Chief Financial Officer, explained her report noting that the information relating to COVID-19 and the impacts are the same as the First Quarter. The report represents a timeline beginning January 1 and ending June 30, 2020. Revenue is tracking overall at 68% received and expenses at 31% expensed. Other than budget tracking for emergency management, which has been quite high due to COVID-19 and Boundary freshet flooding EOC activations, there are no real anomalies.

Staff explained that the General Government (001) and the Electoral Area Directors (002) budgets are expected to track low due to a decrease in fuel consumption, given

Page 11 of 17 RDKB Board of Directors August 27, 2020 there is less travel to and from meetings, courses, conferences etc. than in prior years. Compared to this timeline in 2019, fuel consumption has dropped approximately 14,000 litres.

In the Third Quarter Variance Report, staff will provide a post COVID-19 comparison with the same time last year to illustrate cost-savings in the General Government (010) Services and in Board meeting expenses. Staff will continue to monitor budgets as they relate to COVID-19 and possible expenses associated with the reopening of RDKB facilities.

377-20 Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the 2020 Second Quarter Budget Variance report as presented to the Board on August 27, 2020 in the staff report titled "2020 Second Quarter Budget Variance Report".

Carried.

15c) B. Ihlen, General Manager of Finance/Chief Financial Officer Re: Statement of Financial Information (SOFI)

Director Cacchioni, Finance Liaison

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer, regarding the Statement of Financial Information (SOFI) was presented.

378-20 Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Statement of Financial Information (SOFI) for the Year Ended December 31, 2019 as presented to the Board by Barb Ihlen, General Manager of Finance/Chief Financial Officer, on August 27, 2020. **FURTHER** that the Board make the SOFI report available to the public by providing copies on request and by making the reports available on the RKDB's website, and that the Board of Directors waive the fee for the SOFI report as prescribed by the *Financial Information Act*.

Carried.

15d) J. Dougall, General Manager of Environmental Services Re: Supply & Installation of Compost Processing Equipment (Grand Forks)

Director Russell, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services, regarding the results from the procurement process for the Grand Forks Organics Diversion Expansion Project was presented.

Janine Dougall, General Manager of Environmental Services, provided an update on the Grand Forks Organics Project. She advised that the project is going into the detail design stage and the procurement process for obtaining membrane technology and equipment. Due to issues with COVID-19 and supply chains, it is necessary to secure and procure

Page 12 of 17 RDKB Board of Directors August 27, 2020 this technology and equipment as soon as possible as it is a critical component of the project.

Staff reviewed the RFP Evaluation Letter on the lone bidder, performance requirements and performance ranking and the expenses related to design options and membrane technology.

Staff will continue to review options for maintaining costs and will work to keep the project on budget as much as possible while moving it forward.

379-20

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors award a Contract for the supply and installation of composting equipment associated with the RDKB Organics Diversion Expansion Project-Grand Forks to Sustainable Generation LL for a value not to exceed \$1,042,707 (includes all costs, CDN \$). **FURTHER** that the Board approve the RDKB authorized signatories to sign and execute the Contract.

Carried.

15e) L. Moore, Sr. Planner

Re: Application for Non-Farm Use in the Agricultural Land Reserve (ALR) Electoral Area E/West Boundary

A staff report from Liz Moore, Senior Planner, regarding an application for non-farm use in the Agricultural Land Reserve in Electoral Area E/West Boundary was presented.

380-20

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission (ALC) for non-farm use submitted by Kevin Rexin and Catherine Schmidt for the property legally described as Lot 2, Plan KAP86510, DL 514 & DL 804s, SDYD.

Carried.

15f) G. Denkovski, Manager of Infrastructure and Sustainability Re: Investing in Canada Infrastructure Program - BC - Grant Opportunities

A Staff Report by Goran Denkovski, Manager of Infrastructure and Sustainability, regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities was presented.

Goran Denkovski, Manager of Infrastructure & Sustainability, explained his report and the Investing in Canada Infrastructure Program BC grant-stream opportunities being the Rural & Northern Communities (RNC) and the Community, Culture and Recreation (CCR). He identified which RDKB projects may be successful at receiving a grant and he

Page 13 of 17 RDKB Board of Directors August 27, 2020 explained why applications will not be submitted for other projects that perhaps would not be successful. Staff are also reviewing projects for a potential application to the CleanBC Communities Fund.

Staff answered inquiries regarding timelines for the submission of a possible RNC grant application for the green-bin project (McKelvey Creek Transfer Station Upgrade) and noted that proceeding with an application may delay the project.

Staff also answered inquiries respecting the submission of an application for the Grand Forks Community Centre project noting they are working with the City of Grand Forks and currently discussing project timelines, public engagement and cost. Discussions have included consideration of submitting a grant funding application in 2021 once the project is shovel-ready. Staff also noted that the submission of an application in 2020 may be possible, subject to RDKB staff and the City finalizing some outstanding matters.

Moved / Seconded

381-20

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the Staff Report regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities.

Carried.

15g) J. Chandler, General Manager of Operations/Deputy CAO

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

35 Beacon Road, Carmi, B.C. Electoral Area 'E' / West Boundary Parcel Identifier: 027-348-237-Lot D District Lot 472S SDYD Plan KAP85695 Owner: John Morice

382-20 Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owner, John Morice, 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 D, District Lot 472S, Similkameen Division Yale District, Plan KAP85695.

Carried.

15h) Grants-in Aid - as of Aug 21, 2020

383-20 Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Weighted

That the following Grant-in-Aids be approved:

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- 1. Christina Arts and Artisans Society Offset lost revenue due to COVID-19 Electoral Area C/Christina Lake \$3,500.
- 2. West Boundary Community Services Co-op Start up costs for Visitors Information Booth Area 'E' West Boundary \$1,500.00.
- 3. West Boundary Community Services Coop Blinds for board room at Riverside Centre in Rock Creek Area 'E' West Boundary \$1,057.70.

Carried.

16. Board Appointments Updates

Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor
The AGM will be held during the first week of September. SIDIT continues to discuss how to move the organization forward and mitigate past issues.

B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.)-Director McGregor

A meeting has been scheduled for later in September.

Okanagan Film Commission-Director Gee

The Film Commissioner sent an e-mail that included photos of scripts that are in the works and those that have not been looked at yet. It is the busiest year ever.

Boundary Weed Stakeholders Committee-Director Gee There is nothing new to report.

Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley & Langman

Director Worley advised that the CRT LGC continues to hold weekly Executive calls to set the meeting agendas and to prepare the final draft of the updated recommendations for negotiations with the USA. She updated the Board on the various meetings and webinars Executive members have attended and will be attending in the future, and she also gave an update on a meeting with the Province regarding the CRT Heritage program and its relationship with Basin residents. There was a meeting with the Columbia Basin Trust to discuss the current CRT Local Government Committee programs and recommendations for the inclusion of CBT support for various projects.

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

Director Worley reviewed recent Committee activities and meeting discussions regarding the upcoming negotiations and she reported on a meeting with the Fish & Wildlife Branch regarding the Five-year Plan Review for Fish and Wildlife compensation. Online public meetings regarding the ecosystem function, which is included in the Treaty negotiations, will commence during October and November for all Basin residents. First Nations will lead the meetings.

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A meeting has been scheduled for September 21st.

Rural Development Institute (RDI)-Director Worley

Donna Dean, Manager of Planning and Development provided an update on the housing project report noting that it is still in draft form. The RDI is waiting for the results of the housing needs report. This is a regional district-wide project. The project has been extended to the end of November 2020 given the public consultation component of this project has been difficult due to COVID-19.

Chair's Update-Chair Langman

The Chair will provide an update at a future meeting.

17. Bylaws

17a) T. Lenardon, Manager of Corporate Administration/Corporate Officer Re: RDKB Bylaw No. 1738-2021 Permissive Taxation Exemption Bylaw

First, Second and Third Readings-Reconsideration and Adoption

384-20 Moved / Seconded

Corporate Vote Weighted

That Regional District of Kootenay Boundary 2021 Permissive Taxation Exemption Bylaw No. 1738, 2020 be read a First, Second and Third time.

Carried.

385-20 Moved / Seconded

Corporate Vote Weighted

That Regional District of Kootenay Boundary 2021 Permissive Taxation Exemption Bylaw No. 1738, 2020 be Reconsidered and Adopted.

Carried.

17b) Bylaw No. 1726-Amending Electoral Area C/Christina Lake Zoning Bylaw No. 1300

Adoption

286-20 Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020 be Reconsidered and Adopted.

Carried.

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18. <u>Lat</u>	<u>e (Emergent) Items</u>
There v	vere no late items to discuss.
19. <u>Di</u>	scussion of Items for Future Meetings
A discu	ssion was not necessary.
20. <u>Qι</u>	estion Period for Public and Media
A quest	ion period was not necessary.
21. <u>Ad</u>	<u>journment</u>
There b	eing no further business to discuss, the meeting was adjourned at 4:03 p.m.
TL	



STAFF REPORT

Date: 17 Sept 2020 File ES – Solid Waste

To: Chair Langman and Board of

Directors

From: Janine Dougall, General Manager of

Environmental Services

Re: McKelvey Creek Landfill Upgrade

Project - Conceptual Design Options

Issue Introduction

A staff report from Janine Dougall, General Manager of Environmental Services regarding the McKelvey Creek Landfill Upgrade Project. The purpose of this report is to provide background information in advance of a presentation from Tetra Tech Canada Inc.

History/Background Factors

Included in the 2020 Regional Solid Waste Work Plan is the McKelvey Creek Landfill Upgrade Project.

The Regional District of Kootenay Boundary (RDKB) is committed to expanding its organics diversion capabilities across the regional district. The RDKB Board has provided direction that for the organic waste generated in the McKelvey Creek Wasteshed a partnership with the RDCK is 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.

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.

To hire the required engineering expertise for the project, a Request for Proposals (RFP) was developed and issued on June 3 with a closing date of June 30. Five Proponents responded and provided submissions prior to the closing date. An evaluation of received proposals was completed by RDKB staff with the award of contract made to Tetra Tech Canada Inc.

The following includes the areas to be investigated/considered during the Project:

- Establishment of new Organic Material Transfer Station Infrastructure;
- Site servicing for water/sewer/fiber optic (eg. tying into Columbia Basin Broadband Corporation Infrastructure);
- Addition of second weigh scale;
- Optimized traffic flow with minimized health and safety issues;
- Potential relocation of existing recycling infrastructure;
- Minimizing impacts to available landfill space;
- Consideration for snow removal/stock pile areas;
- Stormwater collection and drainage.

Implications

The project kicked off on July 30, 2020 with a visit to the McKelvey Creek Landfill by Tetra Tech representatives and RDKB staff. The project has now moved into the second phase, which includes the presentation of two conceptual designs along with Class D cost estimates. The purpose of providing the conceptual designs with cost estimates is to receive approval from the Board to proceed with one design, for which preliminary design can be completed and a grant application submitted with Class C cost estimates, by October 22, 2020.

In developing the conceptual designs the following were considerations:

- 1. Total project budget is not to exceed \$2 million.
- 2. Organics Transfer Station given the limited area for site layout options there is only really one location that is suitable for the organics transfer station infrastructure that does not significantly impact the landfill capacity and lifespan.
- 3. Adding in a second scale will require the relocation of existing recycling infrastructure
- 4. Relocation of Recycling Infrastructure Initially, two locations were considered, however site drainage and RDKB staffing/infrastructure requirements limited this to only one viable location.
- 5. Water Services Three initial options were considered including a 150mm water line, a 50mm service line and a holding tank. The holding tank was dismissed as bulk water hauling services are limited and will result in long term operational costs.
- 6. Sewer Services Three initial options were considered including sewer line infrastructure connecting to City of Trail infrastructure, on-site septic system, holding tank. Ultimately the sewer line infrastructure connecting to City of Trail infrastructure was dismissed due to cost factors and the holding tank option was dismissed due to long term operational cost considerations.
- 7. Fibre Optic Servicing Only one option is available for provision of fibre optic servicing by Columbia Basin Broadband Corporation.

The conceptual designs chosen for presentation to the Board along with Class D cost estimates are summarized as follows:

- Option 1 150mm Water Service, Fire Hydrant, On-site Septic, 1 New Scale
- Option 2 50mm Water Service, On-site Septic, 2 New Scales

The reason why Option 2 includes 2 new scales is that the existing scale deck is approximately 20 years old and relocating may provide an ability to better locate other infrastructure including a new scale office and bypass roads.

Included with this staff report is a Technical Memo from Tetra Tech that includes conceptual design drawings, Class D cost estimates for both options as well as a recommendation from Tetra Tech as to which is be the best option for the RDKB to pursue.

Once a preferred conceptual design is chosen by the Board, work will proceed to complete preliminary design along with Class C cost estimates that can then be used to submit an application to the Investing in Canada Infrastructure Program - Rural and Northern Communities Infrastructure by October 22, 2020.

Staff fully support the recommendation by Tetra Tech to move forward with Conceptual Design Option 2, which includes a 50mm water service, on-site septic and two new scales.

Background Information Provided

Technical Memo from Tetra Tech – Recommendations for McKelvey Creek Landfill Upgrades

Alternatives

- 1. That the Regional District of Kootenay Boundary Board of Directors identify Option 2, which includes a 50mm water service, on-site septic and two new scales as the preferred conceptual design for the McKelvey Creek Landfill Upgrade Project.
- 2. That the Regional District of Kootenay Boundary Board of Directors identify Option 1, which includes a 150mm water service, fire hydrant, on-site septic and one new scale (continue to use existing scale) as the preferred conceptual design for the McKelvey Creek Landfill Upgrade Project.
- 3. That the Regional District of Kootenay Boundary Board of Directors direct staff to not proceed with any further design work for the McKelvey Creek Landfill.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors identify Option 2, which includes a 50mm water service, on-site septic and two new scales as the preferred conceptual design for the McKelvey Creek Landfill Upgrade Project.



TECHNICAL MEMO

ISSUED FOR USE

To: Janine McDougall, General Manager of Date: September 15, 2020

Environmental Services

c: Memo No.: 01

From: Hilary Wong, E.I.T. File: 704-SWM.SWOP04332-01

Jim Lapp

Mohamed Shaath, P.Eng.

Subject: Recommendations for McKelvey Creek Landfill Upgrades Revision 1

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) was retained by the Regional District of Kootenay Boundary (RDKB) to provide engineering services for upgrades at the McKelvey Creek Landfill at Trail, BC. The landfill upgrades include new organics material transfer infrastructure, site servicing for water, sanitary, and fibre optics communication cable, addition of a second weigh scale, optimized traffic flow, and relocation of recycling infrastructure. The design considers minimal impacts to landfill space, snow removal and stockpile areas, and stormwater collection and drainage.

This technical memo outlines the design components of the McKelvey Creek Landfill upgrades in two conceptual models, accompanying Class D cost estimates, and provides recommendations for the preferred option.

2.0 CONCEPTUAL DESIGN COMPONENTS

The conceptual designs are presented in two options as shown on Figure 1. Both conceptual designs will show the majority of the same infrastructure, with the following differences:

Table 2-1: Options Summary

	Option 1	Option 2		
Required Infrastructure (same for both options)	 Organics transfer area with 4 bins and grade-separated bin wall Recycling area by landfill tipping face New scale house/attendant's office with washroom facilities and emergency shower Septic field for attendant's office Water line extending to new transfer area Fibre optics connection Asphalt strengthening (40 mm) 			
Variations in Options	 150 mm water service line Fire hydrant One new scale, continue using existing scale 	50 mm water service line Two new scales, ability to shift scale and attendant's office south		

Tetra Tech Canada Inc.

Suite 110, 140 Quarry Park Boulevard SE Calgary, AB T2C 3G3 CANADA Tel 403.203.3355 Fax 403.203.3301 MCKELVEY CREEK LANDFILL UPGRADES RECOMMENDATIONS REVISION 1 FILE: 704-SWM.SWOP04332-01 | SEPTEMBER 15, 2020 | ISSUED FOR USE

2.1 Organics Material Transfer Infrastructure

Based on the space available at the McKelvey Creek Landfill, there is one feasible option identified for expanding the transfer station area to include bins for organics to the west of the existing bin wall. The plan includes construction of a ramp area large enough to allow vehicle traffic to bypass organic collection trucks unloading into transfer bins. Four 40 yd³ bins are provided for organics storage.

2.2 Site Servicing

2.2.1 Water Options

The purpose of having supplied water to the facility is to allow for washdown facilities for the organics transfer area, to supply water to an emergency shower near the household hazardous waste area, and to provide washroom facilities for attendants. The two proposed options for water are:

- Connecting a 150 mm line to the City of Trail water service line, and
- Extending a 50 mm line from the fire hydrant located partway up the landfill access road to the top of the landfill.

The 150 mm line option includes a hydrant at the top of the facility and involves placing pieces of pipe alongside the access road. A booster station would be required to reach the desired pressure at the attendant's office.

The 50 mm line option involves connecting to the existing fire hydrant and ploughing the line up to the attendant office beside the landfill access road. This option requires a booster pump in the building to achieve the desired pressure.

2.2.2 Septic Field

While several options were considered for the sanitary services, the best option from a cost and maintenance perspective is a septic field due to existing site conditions.

2.2.3 Fibre Optics

Fibre optics cables are required for the site to provide an improved communications link which will allow for using credit cards and debit cards for payment at the scale. The best option identified is to mount the fibre optics cable to site on the existing power line that runs along the same path as the McKelvey Creek Diversion. The fibre optics route is shown in the attachment titled "Fibre Optic Network and Fibre to the Premise".

2.3 Additional Weigh Scale

With the existing scale, inbound and outbound traffic uses a single scale deck and results in traffic bottlenecks, particularly during peak periods. Adding a second scale deck would improve the traffic flow with inbound and outbound vehicles using separate scale decks. Two options are identified on Figure 1:

- Keeping the existing scale and adding one additional scale deck;
- Installing two new scale decks and moving the scale infrastructure further south along the entrance road. The
 advantages and disadvantages are discussed in Section 4.0.

MCKELVEY CREEK LANDFILL UPGRADES RECOMMENDATIONS REVISION 1 FILE: 704-SWM.SWOP04332-01 | SEPTEMBER 15, 2020 | ISSUED FOR USE

2.4 Scale House/Attendant's Office

A 40-foot modified sea container structure is proposed for the new scale house. The new scale house will be situated between the two scales to allow for one attendant to handle both inbound and outbound lanes. The structure will also have washroom facilities for the landfill staff and an emergency shower for the household hazardous waste area.

2.5 Recycling Infrastructure

With the addition of a second scale, the existing recycling infrastructure will have to be removed. This provides the opportunity to procure new recycling infrastructure for ease of operation. The proposed infrastructure includes two 20-foot modified sea containers for storage of mega bags provided by Recycle BC, as shown in Photo 1. A ChemLoc Environmental Building, approximately the size of a 24-foot sea container, is proposed for fully contained storage of household hazardous waste, including paints, pesticides, solvents, and fuels.



Photo 1: Modified Sea Containers for Storage of Recyclable Material

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Photo 2: ChemLoc Environmental Building

2.6 Asphalt Strengthening

The design of the existing pavement structure at McKelvey Creek was for a maximum wheel load of 4 tonnes. The future collection vehicles that are expected to use the new organics transfer facility can weigh up to 20 tonnes. As a result, asphalt strengthening of 40 mm is recommended for the site.

3.0 CLASS D COST ESTIMATES

Table 3-1 summarizes the components of the two options. The Class D cost estimates associated with each option for the McKelvey Creek Landfill Upgrades are shown below in Table 3-2 (Option 1) and Table 3-3 (Option 2). Table 3-4 summarizes the two cost estimates for each option.

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Table 3-1: Option Summary

	Option 1	Option 2		
Required Infrastructure (same for both options)	 Organics transfer area with 4 bins and grade-separated bin wall Recycling area by landfill tipping face Septic field Water line extending to new transfer area Fibre optics connection Asphalt strengthening (40 mm) 			
Variations in Options	 150 mm water service line Fire hydrant One new scale, continue using existing scale 	 50 mm water service line Two new scales, ability to shift scales and attendant's office south 		

Table 3-2: Option 1 Class D Cost Estimate (± 50%)

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
General Site Grading and Preparation	Mob/de-mob	L.S.	1	\$50,000.00	\$50,000
	Land clearing	m ²	1,547	\$10.00	\$15,470
	Grading	m ²	1,547	\$3.30	\$5,105
	Camera Inspection (First 200 m of Culvert)	L.S.	1	\$3,000.00	\$3,000
	40 mm Asphalt Strengthening (Upper Pad)	m²	4,554	\$50.00	\$227,700
	40 mm Asphalt Strengthening (Access Road)	m ²	2,653	\$50.00	\$132,650
Waste	Deconstruct recycling building	L.S.	1	\$40,200.00	\$40,200
Infrastructure	Demolish HHW bunker	L.S.	1	\$3,000.00	\$3,000
	Scale Software Update (5 sites)	L.S.	1	\$64,500.00	\$64,500
	Scale	L.S.	1	\$66,971.00	\$66,971
	Scale Foundation	L.S.	1	\$60,000.00	\$60,000
	Scale House/Attendant Building	each	1	\$60,000.00	\$60,000
	Recycling Infrastructure	each	2	\$12,000.00	\$24,000
	HHW Container	each	1	\$30,000.00	\$30,000
	Gravel Pad for Recycling Area	m ³	131	\$66.00	\$8,633
	Engineered Fill (build ramp)	m ³	4,641	\$13.00	\$60,333
	Roll-off bin wall	blocks	96	\$75.00	\$7,200
	New Asphalt	m ²	1,547	\$60.00	\$92,820
	Supply and Place Aggregate (200 mm)	m ³	309	\$66.00	\$20,420
	Supply and place concrete bin pads	m ³	47	\$660.00	\$30,888

MCKELVEY CREEK LANDFILL UPGRADES RECOMMENDATIONS REVISION 1 FILE: 704-SWM.SWOP04332-01 | SEPTEMBER 15, 2020 | ISSUED FOR USE

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price	
	Supply and place aggregate for bin pads	m³	47	\$66.00	\$3,089	
	New bins and lids	each	4	\$10,000.00	\$40,000	
	Lighting	each	2	\$10,000.00	\$20,000	
Water Option 1 –	150 mm PVC Water Line	L.M.	375	\$350.00	\$131,250	
Extend City Water Service	Booster Station	each	1	\$175,000.00	\$175,000	
	Tie to Existing	L.S.	1	\$10,000.00	\$10,000	
	Hydrant	each	1	\$7,500.00	\$7,500	
	Oil grit separator	each	1	\$100,000.00	\$100,000	
	Road Removal & Replacement	m ²	1,125	\$65.00	\$73,125	
Sanitary Option – Septic Field	Supply and Install Septic Field	L.S.	1	\$40,000.00	\$40,000.00	
Fibre Optics	Supply and Install	L.S.	1	\$54,000.00	\$54,000.00	
Infrastructure Subtotal					\$ 1,656,854	
Engineering and Construction Quality Assurance (15%)					\$ 248,528	
Contingency (15%)					\$ 248,528	
Total (Excluding GST)				\$ 2,153,910		

- Assumption is that site is a suitable distance from groundwater, soil conditions do not require subcutting, and a borrow source is available.
- Class D Cost estimates can range from -50% to +50% of total cost.

Table 3-3: Option 2 Class D Cost Estimate (± 50%)

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
General Site	Mob/de-mob	L.S.	1	\$50,000.00	\$50,000
Grading and Preparation	Land clearing	m ²	1,547	\$10.00	\$15,470
	Grading	m ²	1,547	\$3.30	\$5,105
	Camera Inspection (First 200 m of Culvert)	L.S.	1	\$3,000.00	\$3,000
	40 mm Asphalt Strengthening (Upper Pad)	m ²	4,554	\$50.00	\$227,700
	40 mm Asphalt Strengthening (Access Road)	m ²	2,653	\$50.00	\$132,650
Waste	Deconstruct recycling building	L.S.	1	\$40,200.00	\$40,200
Infrastructure	Demolish HHW bunker	L.S.	1	\$3,000.00	\$3,000

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MCKELVEY CREEK LANDFILL UPGRADES RECOMMENDATIONS REVISION 1 FILE: 704-SWM.SWOP04332-01 | SEPTEMBER 15, 2020 | ISSUED FOR USE

ltem	Description	Unit	Approx. Quantity	Unit Pr	ice	Total Price
	Scale Software Update (5 sites)	L.S.	1	\$64,500	.00	\$64,500
	Two Scales	L.S.	1	\$124,70	5.00	\$124,705
	Scale Foundation	L.S.	2	\$60,000	.00	\$120,000
	Scale House/Attendant Building	each	1	\$60,000	.00	\$60,000
	Recycling Infrastructure	each	2	\$12,000	.00	\$24,000
	HHW Container	each	1	\$30,000	.00	\$30,000
	Gravel Pad for Recycling Area	m ³	131	\$66.0	0	\$8,633
	Engineered Fill (build ramp)	m ³	4,641	\$13.0	0	\$60,333
	Roll-off Bin Wall	blocks	96	\$75.0	0	\$7,200
	New Asphalt	m ²	1,547	\$60.0	0	\$92,820
	Supply and Place Aggregate (200 mm)	m ³	309	\$66.00 \$20,4		\$20,420
	Concrete Bin Pads	m ³	47	\$660.00 \$30,8		\$30,888
	Supply and Place Aggregate for bin pads	m ³	47	\$66.0	0	\$3,089
	Roll-off Bins and Lids	each	4	\$10,000	.00	\$40,000
	Lighting	each	2	\$10,000	.00	\$20,000
Water Option 2 –	50 mm Poly Water Line (ploughed in)	L.M.	375	\$200.0	00	\$75,000
50 mm Water Service	Booster Pump in Building	each	1	\$10,000	.00	\$10,000
	Tie to Existing	L.S.	1	\$10,000	.00	\$10,000
	Road Removal & Replacement	m ²	300	\$65.0	0	\$19,500
	Oil Grit Separator	each	1	\$100,000	0.00	\$100,000
Sanitary Option – Septic Field	Septic Field	L.S.	1	\$40,000	.00	\$40,000.00
Fibre Optics	Supply and Install	L.S.	1	\$54,000	.00	\$54,000.00
Infrastructure Subtotal				9	1,492,213	
	Engineering an	d Constru	iction Quality Assurai	nce (15%)	:	\$ 223,832
			Continge	ncy (20%)		\$ 223,832
			Total (Exclud	ling GST)	\$	1,939,877

Notes:

- Assumption is that site is a suitable distance from groundwater, soil conditions do not require subcutting, and a borrow source is available.
- Class D Cost estimates can range from -50% to +50% of total cost.

Table 3-4 below shows a summary of the Class D cost estimates.

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Table 3-4: Class D Cost Estimate Summary

Item	Option 1: One new scale, 200 mm water line, septic field	Option 2: Two new scales, 50 mm line, septic field
General Site Grading and Preparation	\$433,925	\$433,925
Waste Infrastructure	\$632,054	\$749,788
Water Options	\$496,875	\$214,500
Sanitary Option	\$40,000	\$40,000
Fibre Optics	\$54,000	\$54,000
Subtotal Capital	\$1,656,854	\$1,492,213
Contingency (15%)	\$248,528	\$223,832
Engineering and Construction Quality Assurance (15%)	\$248,528	\$223,832
Total Capital	\$2,153,910	\$1,939,877

4.0 ADVANTAGES AND DISADVANTAGES

Table 4-1 below shows the advantages and disadvantages for Option 1 and Option 2.

Table 4-1: Advantages and Disadvantages of Option 1 and Option 2

	Advantages	Disadvantages
Option 1: One new scale, 150 mm water line, septic field	 Uses existing scale (lower short-term cost) Could continue to use existing scale during construction (would not disturb daily operations) Fire hydrant at top of hill for fire prevention measures Ease of water main supply for future building expansions 	 Existing scale is approximately 20 years old, and while it could still be functional for approximately another 5 years, weigh terminals would need to be tested Existing scale is difficult to clean under Existing scale will still require new software update Booster station required at downhill hydrant for fire pressure (large capital costs) Partial road closure for water main construction Construction of 150 mm line should take longer than 50 mm line Possible stagnant water if scale house water is unused for a period of time (flushing assembly can be added)

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	Advantages	Disadvantages
Option 2: Two new scales, 50 mm water line, septic field	 Alleviates traffic congestion in the central part of site Would be designed for better cleaning access under the scale platform Lower capital construction costs for smaller water line Road rehabilitation costs reduced due to possible ploughing of water line Construction of 50 mm line should have a shorter construction time 	 Need to purchase two new scales Construction of new scale would likely cause blockage of existing scale and landfill staff would have to estimate volumes of material accepted at the landfill during construction Small booster pump required in scale building to provide water pressure Partial road closure for water main construction Limited water supply for future expansion

5.0 RECOMMENDATIONS

Tetra Tech recommends Option 2, with the 50 mm water line, lower capital cost, two new scales, and shorter construction time. Both water line options will produce similar end results for water services at the landfill, including emergency showers, washdown facilities for organics, and washrooms. The exception is that the 150 mm water line can support a fire hydrant at the top for fire prevention, which the existing fire hydrant along the landfill access road currently provides. Both water line options will cause partial closure of the landfill access road for construction; however, the 50 mm water line should allow for a shorter construction period. Two new scales that are shifted south of the existing are recommended to alleviate congestion in the high conflict areas such as vehicles exiting the landfill and proposed recycling area and leaving the transfer ramp. In addition, the age of the existing scale will likely require replacement within 5 years as the existing scale was installed in 1999. Two new scales will also allow for better foundation design to alleviate cleaning and drainage issues beneath the scale.

6.0 LIMITATIONS OF REPORT

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7.0 CLOSURE

We trust this technical memo meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted, Tetra Tech Canada Inc.

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704-SWM.SWOP0433502 784-SWM.SWOP04334701 704-SWM.SWOP04332-01

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/lc

Attachments: Limitations on the Use of This Document

Figure 1

City of Trail - Fibre Optic Network and Fibre to the Premise

LIMITATIONS ON USE OF THIS DOCUMENT

GEOENVIRONMENTAL

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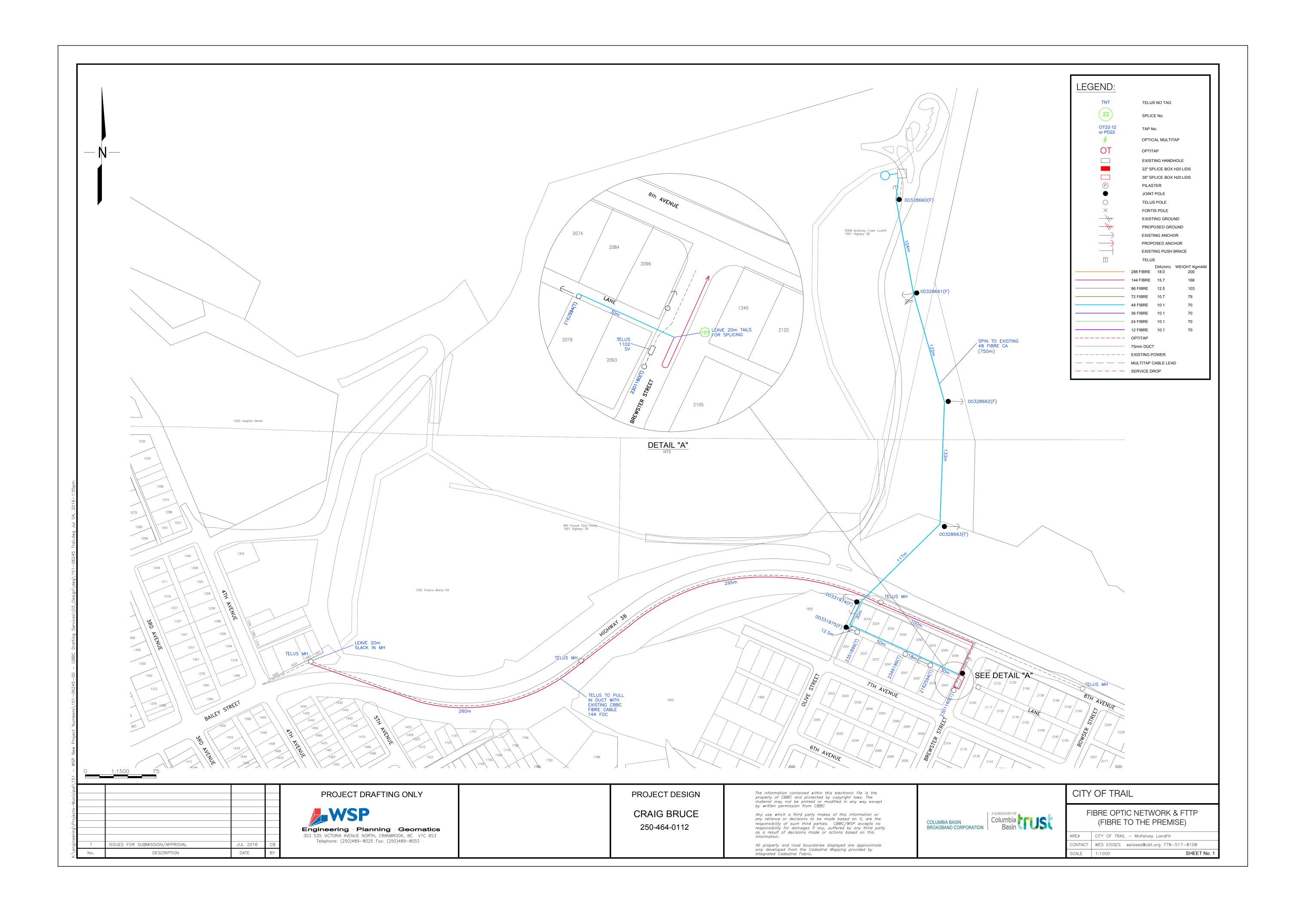
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STAFF REPORT

Date: 17 Sep 2020 **File**

To: Chair Langman and Board of

Directors

From: Brian Champlin, Manager of Building

Inspection Services and Freya Phillips,

Senior Energy Specialist

Re: Implementation of BC Energy Step

Code

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services and Freya Phillips, Senior Energy Specialist regarding the implementation of BC Energy Step Code.

History/Background Factors

At the Regular Meeting of the Board of Directors on June 10, 2020 staff presented a report on the BC Energy Step Code and approach to gather feedback on the implementation options. The resolution was "That the Regional District of Kootenay Boundary Board of Directors directs staff to engage key stakeholder on the three Energy Step Code implementation options FURTHER that the report presents the Board with options for a recommendation."

BC Energy Step Code

The Province of BC has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make new buildings net-zero energy ready by 2032. The Province has indicated that it will require all new buildings to be 20% better than current building code by 2022, followed by 40% by 2027.

The BC Energy Step Code (ESC) is a performance-based compliance path in the BC Building Code that is currently optional. It does not specify how to construct a building, instead it identifies a energy-efficiency targets that must be met and lets the designer/builder decide how to meet it. To comply with the ESC, builders must

engage an energy advisor or an engineer who uses energy modelling software and on-site testing to demonstrate that both their design and the constructed building meet the requirements of the ESC.

Step 1 requires builders to work with an energy advisor or an engineer and demonstrate that they have achieved the energy-efficiency requirements of the existing BC Building Code.

Benefits of BC Energy Step Code

The goal of the ESC is to produce higher performing buildings. The easiest and most cost effective time to do this is during the construction of new buildings. The benefits are associated with higher performing buildings, include:

- Increased comfort
- Quieter homes
- Improved indoor air quality
- Increased building durability and ease of maintenance
- · Reduced utility costs

Cost of BC Energy Step Code

Energy Advisor Costs

Energy Advisor's costs range from \$1,000 for simpler projects to \$1,500 for more complex projects.

Construction Costs

The most economic way of meeting the BC Energy Step Code standard is to get the design right upfront and provide additional attention to air-tightness when implementing. Working with an Energy Advisor allows builders to identify cost effective ways to meet the energy performance requirements.

The Energy Step Code Council undertook a comprehensive Metrics Research Study (2018) to better undertaken the financial implicates of the BC Energy Step Code. The study showed the various steps impact construction costs in different climates. For example, the cost increase for Step 1 & 2 for a medium single family dwelling in the RDKB climate was 0.2% around \$1,100. Builders interviewed have stated the cost of meeting Step 1 is the cost of the Energy Advisor. There are currently rebates and incentives available to assist with this cost (refer to below).

In areas with a similar climate, builders are meeting Step 3 through good building techniques and paying additional attention on air-tightness and increasing insulation thickness.

FortisBC New Home Program Incentives

FortisBC has a New Home Program that provides financial incentive to support the adoption of Energy Step Code for houses and small buildings. On August 17, 2020, it launched an enhanced incentive package that increased the rebates within the program until December 31, 2021. These rebates require the primary heating to be either natural gas or electric.

Energy Advisor Rebates:

- A \$500 incentive to builders who have not previously engaged with an Energy Advisor, PLUS
- A rebate that provides \$500 towards an energy advisor cost that is divided between the builder (\$400) and energy advisor (\$100)

Plus Additional rebate where there are two options:

- Option A Build a Home to BC Energy Step Code 2 or higher that range from \$3,000 for Step 2 to \$10,000 for Step 5. This can be combined with Design Offer.
- Option B Build a Home to BC Energy Step Code 1 and receive water heater rebates. This cannot be combined with the Design Offer.

Design Offer:

• This new incentive is offered to builders who are pursuing Step 3, 4 or 5 to encourage them to engage in mechanical design, building envelope design, and/or an integrated design. Builders can choose to participate in one, two or all three elements of the offer and receive up to \$7,000 to reimburse the cost of the consultants hired to complete the work.

FortisBC also provide incentives for Part 3 buildings built to Energy Step Code for building performance, energy modelling and air tightness testing. Part 3 are large and complex buildings i.e. four storeys or taller and greater than 600 square metres in building area or "footprint".

Local Government Incentives

The two most common types of ESC incentives introduced by local governments are:

- Building Permit Fee Rebates The most common method is a percentage rebate off the building permit fee based on the Step the builder achieves.
- Cash incentives These are often applied to both required and higher than required Steps and/or to support Energy Advisor cost.

In FortisBC electric areas, these are in addition to the existing FortisBC rebates. Previously BC Hydro provided a lump sum amount for the local governments to implement incentives which were generally to support Energy Advisor costs.

The funding of local government incentives generally comes from:

- Climate Action Reserve (CARIP) The RDKB Bylaw No. 1537;
- Building permit revenues for the Building permit rebate;
- General Revenue.

Most local governments set an annual cap on incentives to provide budgeting stability.

Implementation Options

The RDKB has been evaluating the below three options for implementing ESC to help the industry prepare for the ESC requirements in the 2022 BC Building Code. The objective is to build local knowledge and skills for builders, trades, energy advisors and building officials. In addition, minimize the risk of non-compliance and the cost to consumers.

1. Early Mandatory Compliance with Energy Step Code
This would require either Part 9 (homes and small buildings) or Part 9 & 3 buildings
to meet a specified ESC step(s) in advance of mandatory adoption in the 2022 BC
Building Code. Typically, when local governments have mandated ESC they have
initially introduced lower steps.

In 2019, the RDKB electoral areas there were a couple of Part 3 building permits compared to 71 Part 9 building permits.

- 2. Voluntary Compliance with BC Energy Step Code with potential incentives The introduction of voluntary compliance allows the builders and customers the option of the ESC compliance path, without a mandated requirement. The utilities companies and / or local governments offer incentives to encourage builders to take the ESC compliance path.
- 3. Wait for the Province to adopt through the BC Building Code in 2022

Feedback from the engagement

The RDKB gathered views from residents and the building industry on the three options for implementing ESC. People were asked to participate through the RDKB engagement site via a survey and forum which ran from Friday 26 June to Monday 23 July 2020. The engagement site provided participants an overview of BC Energy Step Code, a video to assist people in understanding and a list frequently asked questions.

The RDKB received 42 responses to the survey from residents and the building industry. Below is a summary of the responses:

- 1. Early Mandatory Compliance 23.8% of responses
 - Opportunity to start building energy efficient homes now
 - The Energy Step Code encourages innovation to meet energy efficiency requirements.
- 2. Voluntary Compliance 54.8% of responses
 - Allows the opportunity to start building to Energy Step Code and get used to the different building techniques before the official implementation
 - A gradual transition is required, going too quickly goes against affordable housing initiatives
 - Construction cost concerns
 - Incentives are important
- 3. Wait for the Province 21.4% of responses
 - Impact on cost of building, future generations
 - Construction cost concerns
 - Alignment with other communities and level playing field across the Province.

Implications

<u>Option 1 – Early Mandatory Compliance BC Energy Step Code</u> Introducing early mandatory compliance with BC Energy Step Code will require inclusion into the new RDKB Building Bylaw.

Cost to Consumer – The cost of meeting Step 1 is the cost of the Energy Advisor. There are currently FortisBC rebates available to assist with this cost and incentives to strive for higher Steps.

RDKB Incentives - The cost to the RDKB for providing \$500 cash rebate to support Energy Advisor costs for 20 new homes is \$10,000. This is approximately 50% of 2019 single family dwelling building permits in the RDKB electoral areas.

Implementation of early mandatory compliance will involve:

- Revising the building inspection processes and material
- Training for the building inspection and planning teams
- Updating the new RDKB Building Bylaw
- Communication campaign on the Energy Step Code, incentives and requirements; the RDKB process changes and requirements; and communication handout pack
- Support and potential training for the building industry.

Timing – commence mandatory compliance from January 1, 2021 to allow sufficient time for implementation.

Staff Time – Energy Step Code is part of 2020 workplan for both Building Inspection (004) and Senior Energy Specialist (001). The training of new building inspectors on Energy Step Code will be required and the implementation activities will roll over into 2021. In addition, there is staff time to manage the RDKB incentives.

There is a risk that there is a delay in building process due to:

- Availability of Energy Advisors within the region, specifically the Boundary.
- Use of new building permit and inspection processes for all new building permits.

Option 2 - Voluntary Compliance with BC Energy Step Code (ESC)

Introducing voluntary compliance with the BC Energy Step does not require inclusion in the Building Bylaw however will require a Policy document. If the RDKB provides additional incentives, this will also need to be included in a policy document.

Cost to Consumers – The cost of meeting Step 1 is the cost of the Energy Advisor. There are currently FortisBC rebates available to assist with this cost and incentives to strive for higher Steps. This aims to stimulate the market demand especially in the Boundary.

RDKB Incentives - The cost to the RDKB for providing \$500 cash rebate to support Energy Advisor costs for 20 new homes is \$10,000. This is approximately 50% of 2019 single family dwelling building permits in the RDKB electoral areas.

Implementation of voluntary compliance will involve:

- Revising the building inspection processes and material
- Training for the building inspection and planning teams
- Communication campaign on the Energy Step Code, incentives and requirements; the RDKB process changes and requirements; and communication handout pack
- Policy document
- Support and potential training for the building industry.

Timing – commence voluntary compliance from January 1, 2021 to allow sufficient time for implementation.

Staff Time – Same as Option 1. Energy Step Code is part of 2020 workplan for both Building Inspection (004) and Senior Energy Specialist (001). The training of new building inspectors on Energy Step Code will be required and training on compliance requirements for all building inspectors. The implementation activities will roll over into 2021. In addition, there is staff time to manage the RDKB rebates.

There is a risk that builders do not take up the opportunity to start building to the Energy Step Code and performance-based compliance pathway resulting in:

- Builders not learning or using the different building techniques to meet the requirements before the Province's implementation of Step 3.
- New building permit and inspection processes not being tested and refined.

Option 3 - Wait for the Province to adopt through BC Building Code in 2022 This requires no changes to the Building Bylaw or development of Policy.

Cost to Consumers – There is a risk of increase in cost to consumers and builders with learning to meet Step 3 initially and rectification of non-compliance. In addition, the FortisBC enhanced incentives will no longer be available from December 31, 2021 which cover some of that learning cost.

Implementation when the BC Energy Step Code is adopted into the BC Building Code will require the same activities as voluntary compliance in 2022. There maybe a reduced need for the communication campaign and less builder training due to reduced funding availability.

Staff Time – Defer staff time to implement building inspection services until the 2021 and 2022 workplan. No additional staffing is required at this time.

There is a risk that:

- Builders have not learnt or don't know the different building techniques to meet the requirements before the Province's implementation of Step 3.
- New building permit and inspection processes not being tested and refined.
- Increase initially of non-compliance with BC Energy Step Code performance requirements.

Advancement of Strategic Planning Goals

Environmental Stewardship/Climate Preparedness

Background Information Provided

- 1. Implementing Energy Step Code Engagement Report
- 2. BC Energy Step Code Impact on Construction Costs
- 3. BC Energy Step Code Incentives and Rebate Options

Alternatives

- 1. That the Regional District of Kootenay Boundary Board of Directors directs staff to:
 - Implement voluntary compliance with BC Energy Step Code;
 - Commence voluntary compliance on January 1, 2021;
 - Not to provide additional incentives.

- 2. That the Regional District of Kootenay Boundary Board of Directors refer the Staff Report back to staff for further investigation as directed by Board.
- 3. That the Regional District of Kootenay Boundary Board of Directors do nothing further.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors directs staff to:

- Implement voluntary compliance with BC Energy Step Code;
- Commence voluntary compliance on January 1, 2021;
- Not to provide additional incentives,

Options for Implementing Energy Step Code

SURVEY RESPONSE REPORT

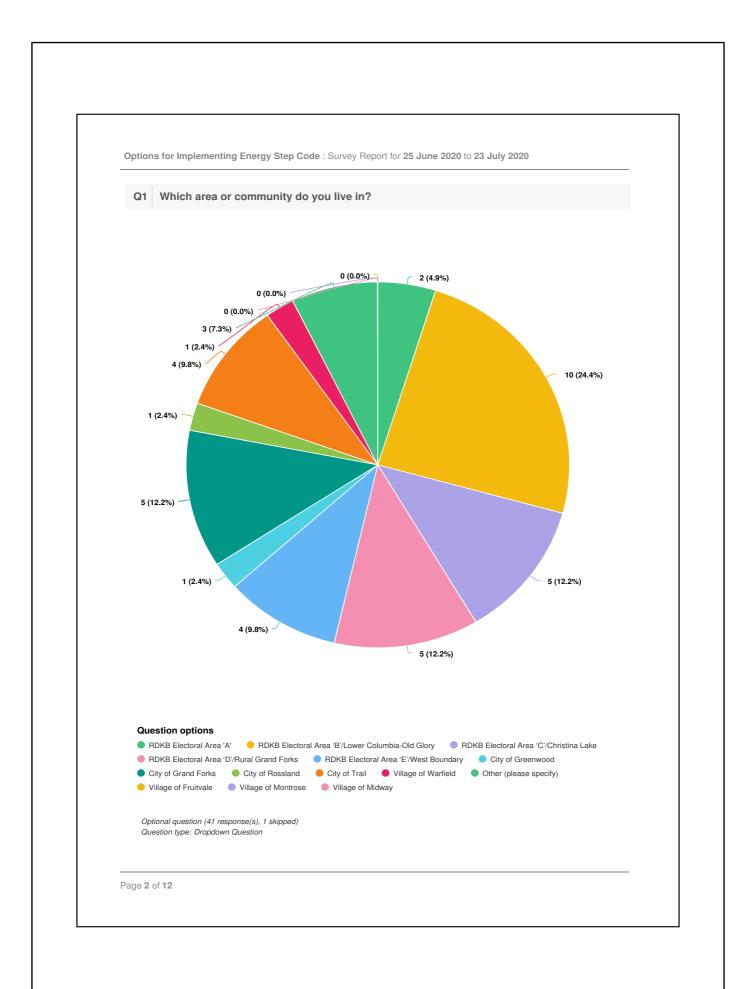
25 June 2020 - 23 July 2020

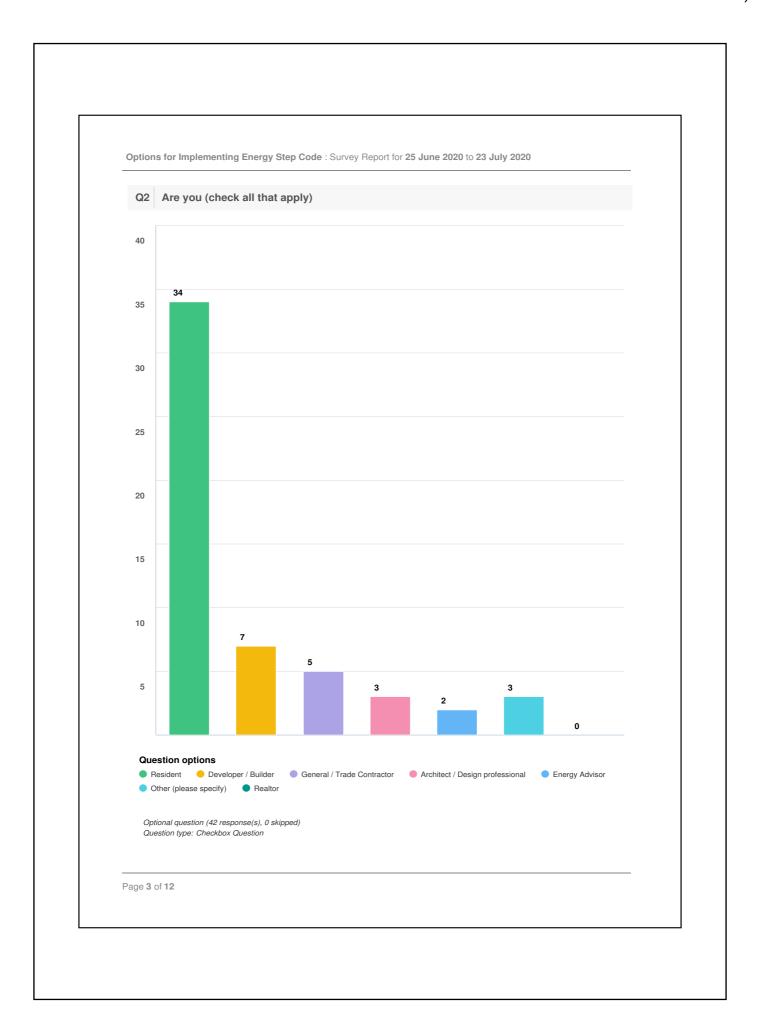
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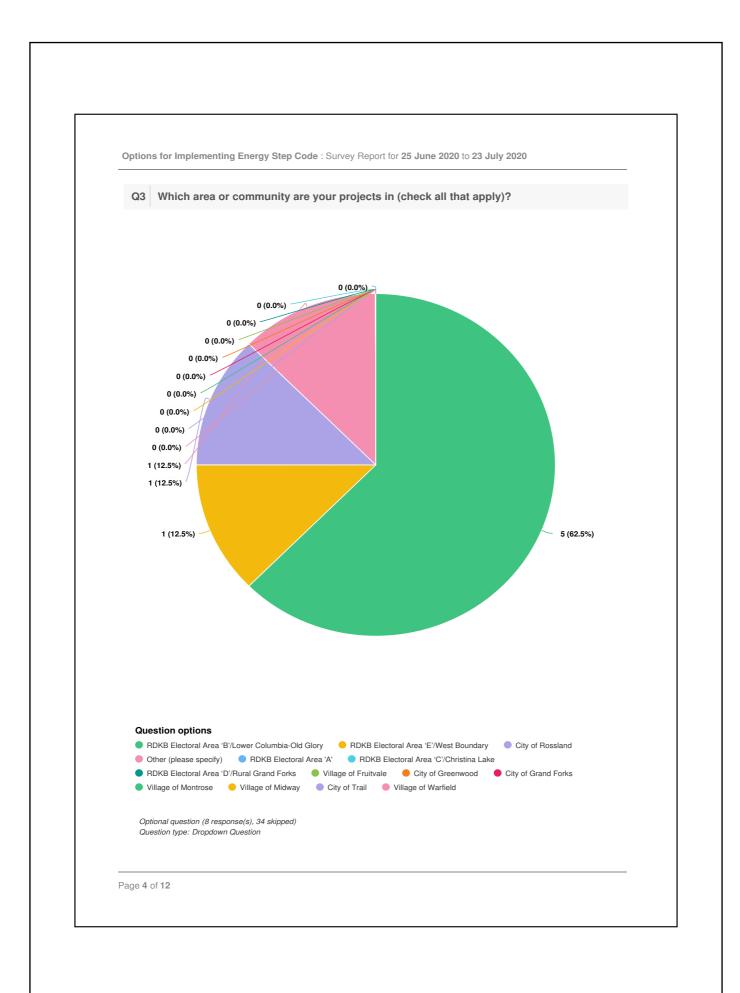
Implementing the BC Energy Step Code

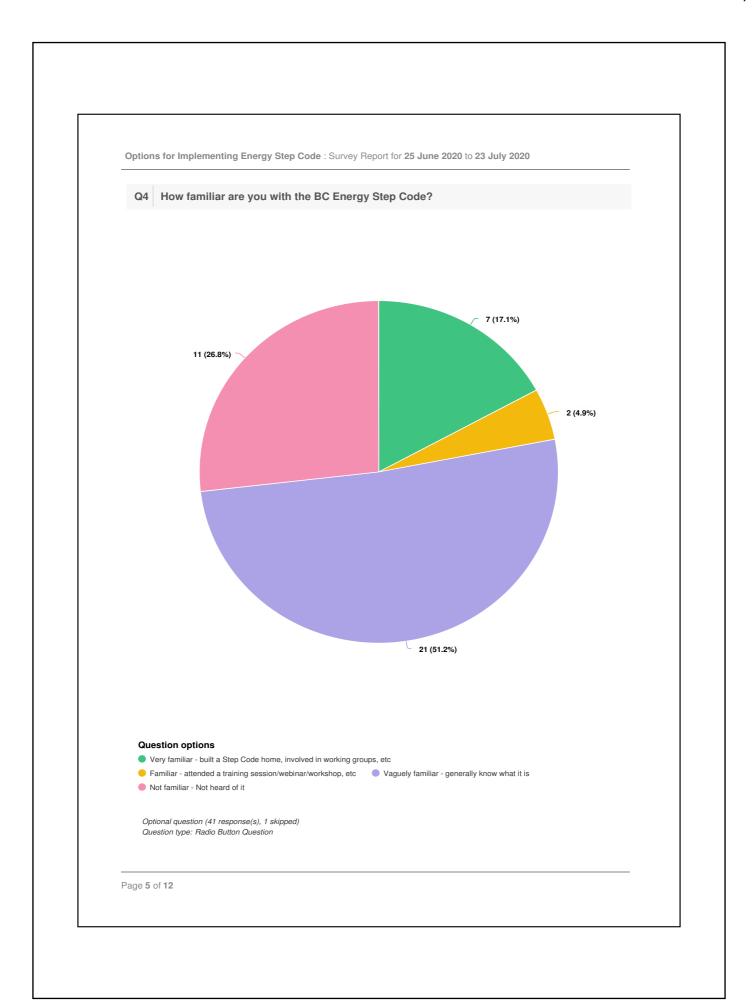


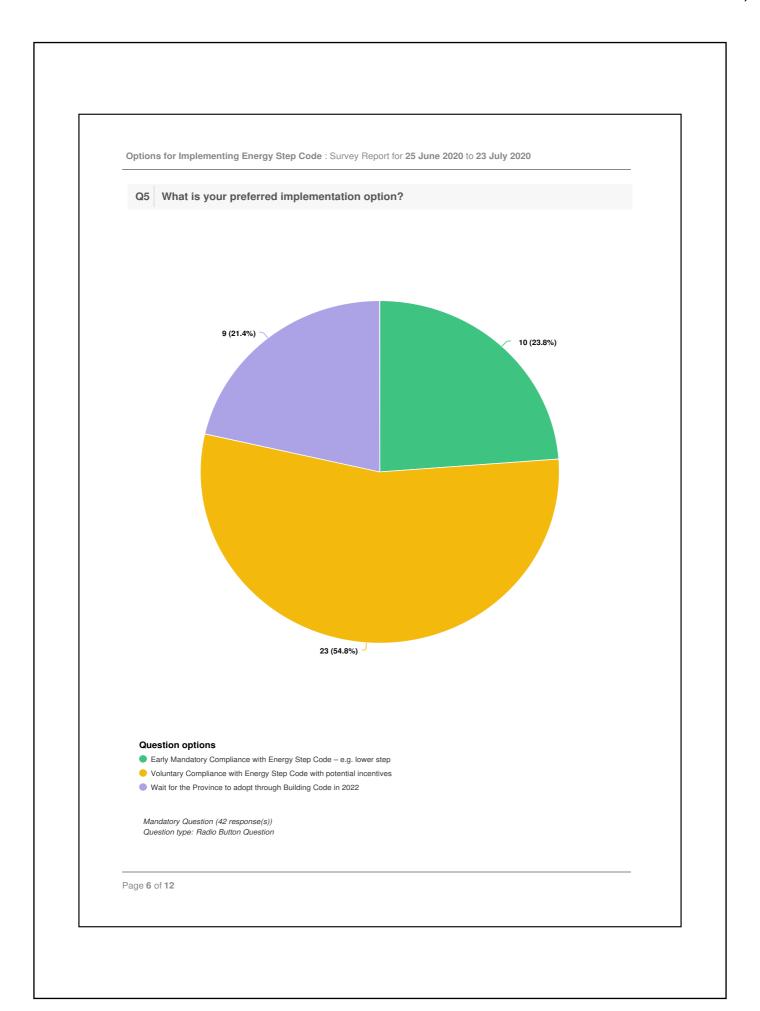
Options f	or Implementing Energy Step Code : Survey Report for 25 June 2020 to 23 July 2020	
	SURVEY QUESTIONS	
Page 1 of	12	











Q6 Why is this your preferred implementation option?

123456 The implementation may not happen with a change of government and I

5/26/2020 01:01 PM prefer a gradual implementation to it being mandated in 2022

woodlot government can not ever do some thing right the first time. There will be all 6/26/2020 07:36 PM kinds of problems that crop up that was not thought of when drawing up new

plans

rachel@djmcontracting.com I think this allows people the oppurtunity to start building to the Step Code

and to get used to the different building techniques that go along with it

before official implementation.

Trish Dehnel Gives an opportunity to start NOW with building to energy efficient standards.

6/29/2020 11:44 AN

michelend Understanding how to build successfully within Step code requires a shift in

the way that design and construction happens. Early adoption allows a more gradual introduction to Step Code and will allow builders and designers to feel well prepared by the time Step 3 is introduced in 2022. Not introducing early compliance may leave folks in the industry scrambling by the time 2022

comes around, leaving a greater distaste for Step code.

123456 I think builders want to build healthier more sustainable homes and this

mandates that. I also think we need to be ready for the net zero standard,

2032 is quite close.

kootenay We need to rapidly push up energy efficiency.

6/30/2020 02:54 PM

Shauna Wizinsky It is likely going to cause a jump in build prices. Giving the option to be

voluntarily complaint gives contractors and builders a chance to implement and understand how their quotes/pricing needs to change to reflect the new requirements and research products that will fit with the harsh alpine climate at Big White. In theory doing this in stages will allow builders and developers

to adapt without a large financial impact.

stevendoyle Mandatory lower step compliance will educate builder's on the process and

7/01/2020 08:44 AM facilitate a transition to higher steps.

rolfheiberg These measures make building a home to expensive for many people and

are not generally required in our climate. Payback takes too long and airtight houses are not healthy. Energy saving measures like this has cost

homeowners thousands in the past (leaky condos, etc) and now they have

taken away the homeowners right to build their own homes.

teloff voluntary

7/04/2020 01:00 PM

C Level play field throughout province

7/04/2020 03:20 PM

Energuide15 Lack of local Energy advisors capacity, qualifications and equipment. Try not

to drive up building costs to quickly.

Page **7** of **12**

MOBrien

I see no advantage in delay. As an option to prescriptive methods for net-7/05/2020 08:00 PM

zero-ready design and construction, the ESC encourages innovation to meet efficiency requirements. It can also quickly reveal design or material failures. Those who have the capacity to use the ESC are eager to do so, and to

show results.

suzyp09 It gives people the stimulus to start following the code, before it is fully

7/06/2020 11:04 AM implemented, without having to enforce. This benefits the

> community/environment with people implementing early, and gives builders, owners, etc. the opportunity to become familiar with the code and options to

implement, before enforced to do so.

kathyhutton49 I am actively planning to build a Net Zero house, c/w passive and active

solar, water catchment & perhaps grey water catchment, to further prepare for climate change. This project is feasible with some financial incentives, to help the builders build their skills (and resumes) in preparation for the 2022 BCBC. When this project is complete, if incentivized, I plan to have monthly "open house" for builders and homeowners to view & discuss Net Zero

construction.

The province could change the requirements. ranger6

NRGB2020 costs are a big concern

7/06/2020 06:53 PM

Dhjj Incentives are important to in courage the public to buy into changes.

Christopher Because I think it's good to get things rolling, but through incentives

Anonymous I would prefer that the regulation not be adopted. This will be yet more

regulations that will see less affordable housing.

fmaika asdfas

2dthome the continuing rise in homelessness seems to indicate that making it more expensive to build a home is not working well. Perhaps if you put more

energy into creating a more viable economy especially in the Boundary area,

people could afford to meet the Energy Code. To align better with other communities within BC Anonymous

No \$\$\$ for nothing these days Anonymous

Not everyone can afford this. Anonymous

7/12/2020 02:56 PM

Building better homes, sooner. The Step Codes 1,2 & 3 are simple to achieve Anonymous

Page 8 of 12

Not a highly populated area. Code has not yet been adopted. Why are we Anonymous

7/13/2020 07:26 PM adding more bureaucratic process where there need not be? I am a master

electrician. I play by the code. Don't put extra hurdles in the path of people,

especially during these strange times.

Active Citizen Because we need to act fast to deal with climate change. We can't fool

7/13/2020 11:18 PM around anymore waiting for someone else to pay the bill.

Anonymous My actual preferred option would be for government to stay out of my 7/14/2020 01:31 PM

decisions when it comes to my energy preferences and uses.

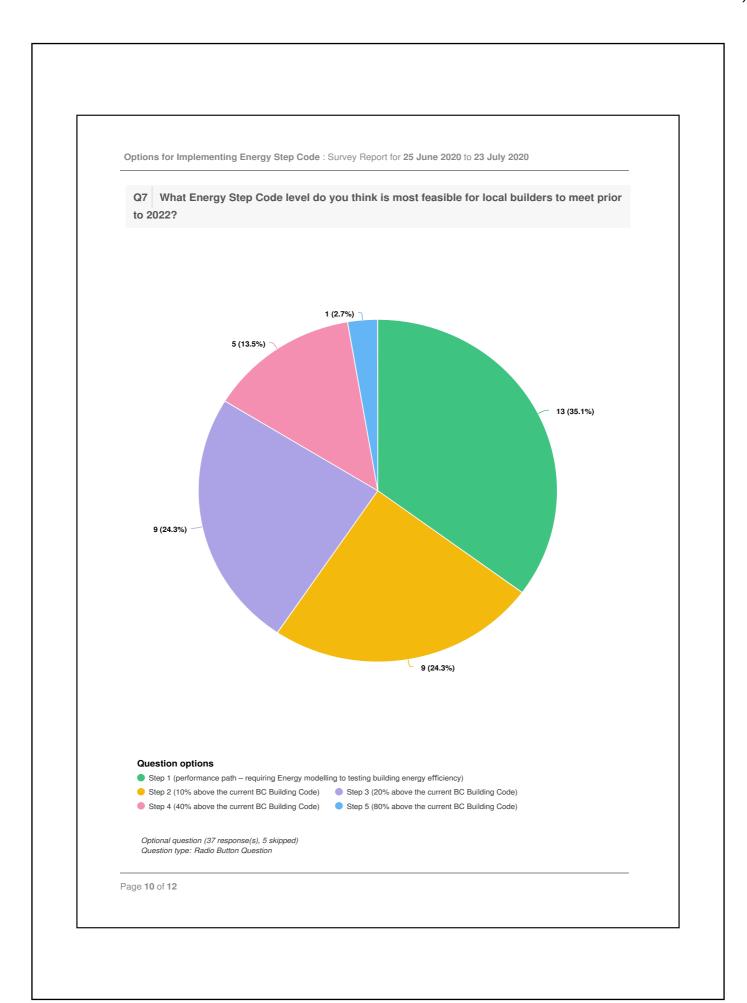
You will have a lot of non compliance if you wait until 2022. Voluntary Anonymous

basically means nobody will do it.

Optional question (31 response(s), 11 skipped)

Question type: Essay Question

Page 9 of 12



Any other comments? Q8

woodlot

I am very concerned that this measure will make it even harder for young people to be able to afford a house. The only way a young person can get ahead is by building their own home. We must not develop conditions that make this dream unattainable. We must ensure that future generations are not robbed of this incentive.

Trish Dehnel

Thanks for the survey. Note that question 3 does not provide a place to check more than one option, or an all of RDKB option; Perhaps could add an "other" category to help show cross pollination in that some builders work in

many jurisdictions (ie Okanagan or RDCK) This is important and many builders will disagree, please proceed

123456

thoughtfully for the sake of future generations.

Shauna Wizinsky While Step 1 would be a great place to start, I believe that Step 2, beginning

to implement the recommendations is really what will help builders

understand the new codes before 2022. Not implementing until 2022 is also a

good option, but would love to see some options to help builders and

developers prepare for the upcoming changes.

rolfheiberg Quit adding cost and complexity to building code and start using more

common sense!

teloff voluntary

Energuide15 The local builders have the capacity to build to Step 5 or Passive House

standards. It's more about moderating the "mandatory" increase in construction costs locally for those who are already stretching their budgets. Pushing things too quick goes against all the "affordable housing" initiatives.

MOBrien There are few enough years until 2032. This is not being done for

convenience; it is to mitigate consequences that threaten survival. Maximum

thrust is needed to acheive escape velocity.

Christopher I would like to know how this code is going to work with heritage buildings and what impact it will have. I am hoping there are considerations given for

heritage buildings.

Anonymous Why don't you instead focus on effective flood control measures?

asdfsd fmaika

Anonymous no

7/13/2020 07:26 PM

Anonymous As I stated before, this is not a highly populated area. By all means, add a

> bunch of extra cost to municipalities that have high population density and the spare dollars to get ahead of the curve. As far as the rural areas go,

Page 11 of 12

there are so many more costs involved in building even a simple home you could be pricing people out of the small piece of paradise they may have worked their whole lives for. Perhaps hire some more personable building inspectors. As much as I don't deal with your current staff I NEVER hear any

positive feedback. Ever.

Active Citizen Every decision that is made on a regional government or municipal level must

20 11:18 PM consider mitigation of the impact of climate change.

Anonymous I think it should be MY choice what energy-efficient (or non-efficient) choices

7/14/2020 01:31 PM I make for my home, NOT government's choice.

Anonymous It's not that hard to get to step code 4 and beyond.

7/14/2020 06:39 PM

Karstpax@gmail.com All new construction should require at least pre wiring for EV charing stations

7/20/2020 07:15 PM

Optional question (17 response(s), 25 skipped)

Question type: Essay Question

Page **12** of **12**

BC ENERGY STEP CODE - IMPACT ON CONSTRUCTION COSTS

The below section outlines the cost implications of implementing Energy Step code for new Part 9 homes.

1.1 Current Energy Advisor Costs

Energy Advisor rates generally range from \$1,000 to \$1,500. The general cost breakdown is:

- Modelling 7 to 9 hours
- Blower Door Test
- Compliance Reports and rebate applications for the builder.

Currently there are Energy Advisors located in Rossland, Nelson, Penticton and Kelowna. We expect more people to become qualified as the demand for services increases.

In the boundary region, it is anticipated that Energy Advisors will charge for travel time to undertake the blower door test.

1.2 Case Studies - Construction Costs

The BC Energy Step Code Council developed the following five case studies to outline the construction cost impact and step rating achieved. The house sizes are medium single family dwelling with Invermere closer to small single family dwelling. Note: the RDKB is in Climate Zone 5.

Table 1: Summary of Energy Step Code Council Case Studies¹

Location	Climate Zone	Single Family Dwelling Size	Step Achieved	Cost increase over base BCBC ²
Campbell River	5	2,525 ft ²	3	0%
Kamloops	5	2,300 ft ²	4	4%
Whistler	6	2,198 ft ²	3	2%
Invermere	6	1,536 ft ²	3	Less than 2%
Victoria	4	2,505 ft ²	4	2%

1.3 Construction Costs - Incremental Capital Costs

Table 2 is from the Metrics Research Study (2018)³ and shows the lowest incremental capital costs (% change) for each Step of the BC Energy Step Code framework for Climate Zone 5 across the various Part 9 building archetypes.

¹ https://energystepcode.ca/case-studies/

² BCBC - British Columbia Building Code

³ BC Energy Step Code 2018 Metrics Research Full Report Update http://energystepcode.ca/app/uploads/sites/257/2018/09/2018-Metrics Research Report Update 2018-09-18.pdf

Table 2: Lowest Incremental Capital Cost (% change) for each step in Climate Zone 5

Lowest Incr	Lowest Incremental Capital Cost (% change) for each step in Climate Zone 5			
Step	Small SFD	Medium SFD	Large SFD	Quadplex
1	0.4%	0.2%	0.2%	0.2%
2	0.5%	0.2%	0.4%	0.3%
3	1.2%	0.4%	0.6%	1.1%
4	2.4%	1.4%	1.7%	2.7%
5	7.6%	3.3%	3.7%	6.7%

This equates to Step 1 is \$1,013 increase for small single family dwelling, medium is \$1,040 or for large it is \$2,125.

BC ENERGY STEP CODE - INCENTIVES AND REBATE OPTIONS

The Energy Step Code Incentive aim to support local home builders who are interested in preparing themselves for the BC Energy Step Code (ESC).

1 FORTISBC REBATES

1.1 New Homes - Part 9

FortisBC New Home program provides two Energy Step Code specific rebates. The primary heat must be either natural gas or electric.

Energy Advisor Support - A \$500 incentive to builders who have not previously engaged with an Energy Advisor. This is in addition to the existing Energy Advisor Support Rebate.

Option A - Build a home to BC Energy Step Code 2 or higher

This can be combined the Design Offer.

Home Performance	Energy Advisor Support Rebate	Additional Rebates
Step 2 - \$3,000	Total of \$500 in Energy Advisor support:	Natural Gas DryerNatural Gas Fireplace
Step 3 - \$4,000	 mid-construction - the energy advisor receives 	 Drain water heat recovery systems
Step 4 - \$6,000	\$100 • construction completed -	Connected thermostats
Step 5 - \$10,000	the builder receives \$400	

Option B - Build a Home to BC Energy Step Code 1 and eliqible high efficiency water heater

This cannot be combined with the Design Offer.

Eligible high-efficiency water heaters	Energy Advisor Support Rebate	Additional Rebates
 Condensing tankless Condensing storage tank Natural gas combination heating & hot water system Combination heating & hot water system Heat pump water heater 	Total of \$500 in Energy Advisor support: • mid-construction - the energy advisor receives \$100 • construction completed - the builder receives \$400	 Natural Gas Dryer Natural Gas Fireplace Drain water heat recovery systems Connected thermostats

In areas where local governments have mandated BC Step Code - Step 3 or higher, the \$400 energy advisor rebate is only temporarily available until December 31, 2020.

Design Offer:

This new incentive is offered to builders who are pursuing Step 3, 4 or 5 to encourage them to engage in mechanical design, building envelope design, and/or an integrated design. Builders can choose to participate in one, two or all three elements of the offer and receive up to \$7,000 to reimburse the cost of the consultants hired to complete the work. It will reduce

builder time and risk, while still creating high performing homes more effectively and efficiently.

1.2 Commercial Buildings - Part 3

FortisBC has recently announce an increase in Energy Step Code incentives for Part 3^1 building. These incentives are based on percentage of energy efficiency improvement above the existing BC Building Code (BCBC) and the building size.

Energy Step Code	% Better Than BCBC	Incentive Factor (\$/ft2)
Step 2	10-20%	\$1.00
Step 3	20-30%	\$1.60
Step 4	>30%	\$2.20

In additional, there are incentives for:

- Energy Modelling 50% up to \$15,000 per test
- Air-tightness 75% up to \$5,000 per test

2 LOCAL GOVERNMENT INCENTIVES

The two most common types of Energy Step Code incentives introduced by local governments are:

- · Building Permit Fee Rebates
- Cash incentives

Building Permit Fee Rebates

Building permit fee rebates are a common type of incentive in use by local governments that have both voluntary and mandatory Step Code adoption regimes. The most common method is a percentage rebate off the building permit fee based on the Step the builder achieves. One other method is a set amount for a single family dwelling and a set amount per unit in a multi unit residential building. Most rebates are withheld until the ESC Compliance Report - As-Built has been submitted by their Energy Advisor before occupancy, and the rebate is conditional to meeting the proposed step. These are typically used to incent higher than required steps and do not necessarily require an inclusion in the Building Bylaw.

Cash Incentive

Cash incentives are often applied to both required and higher than required Steps. The most common amounts are \$500 up front for Energy Advisor services with some local governments adding \$300 for a mid-construction blower door test, or in some cases only offering the mid-construction blower door test incentive.

If in the FortisBC electric region, these are in addition to the existing FortisBC rebates.

Note: BC Hydro provides a lump sum for the local governments to develop incentives and most used this to provide the Energy Advisor incentive. BC Hydro are no longer providing this funding for local government that have mandated Energy Step Code.

 $^{^{1}}$ Part 3 – Large and complex buildings. These buildings are four storeys and taller and greater than 600 square metres in building area or "footprint".

3 FUNDING FOR THE LOCAL GOVENRMENT INCENTIVES

The local government incentives have generally been funded through:

<u>Climate Action Reserve</u> (CARIP) Bylaw No. 1537- is one internal pool of funds that could be utilized to fund any incentive that might be offered.

<u>Building permit revenues</u> is a common source of funds for incentives for the Energy Step Code.

General Revenue - Otherwise funds could come from general revenues.

Most local governments set an annual cap on incentives to provide budgeting stability.

4 RDKB OPTIONS

4.1 Option Encourage hiring an Energy Advisor

The goal of the Energy Advisor Rebate is to encourage energy modeling and improve efficiency in new building construction in the Regional District of Kootenay Boundary. This rebate program is intended to inspire builders and owners to choose more energy efficient building techniques and materials by hiring a Certified Energy Advisor. Energy modeling of the construction can reduce the energy demand and carbon emissions associated with the heating and cooling of buildings.

4.1.1 Energy Advisor Top Up (\$500)

Local governments provide a \$500 rebate for the hiring of an Energy Advisor. This is in addition to the FortisBC \$500 rebate. The incentive is only available for a certain time period with a cap on the number of rebates available.

No. Building Permits	Cost	Notes
20	\$10,000	~50% of 2019 SFD building permits
35	\$17,500	50% of 2019 residential building permits
40	\$20,000	100% 2018 residential building permits

There is a low probability that builders of manufactured homes will utilized this opportunity.

The advantage of this incentive program:

- Creates learning for builders and sub-trades prior to energy step code being mandated
- Stimulates market for energy advisor
- Allows for refinement of building inspection process and compliance
- Easy adoption by other municipalities within the region that RDKB provides building inspection services could also participate using funds from CARIP.

4.1.2 Mid-blower door test (\$400)

The aim is to encourage mid-blower door test so builders have early insight into the building performance and can undertake rectification activities if required before completing the home.

This does not encourage engagement of certified energy advisor, only applicable if one has been hired.

No. Building Permits	Cost	Notes
20	\$8,000	~50% of 2019 SFD building permits
35	\$14,000	50% of 2019 residential building permits
40	\$16,000	100% 2018 residential building permits

4.2 Option Incentives for High Performing Buildings

An alternative option is to provide incentives for higher performing buildings rather than focus on hiring a Certified Energy Advisor. Projects are eligible for the incentive that corresponds with the step that is achieved according to the as-built form that the Energy Advisor completes.

This is in addition to the FortisBC Home Performance rebates.

	Step 2	Step 3	Step 4	Step 5
Flat Rate	\$1,000	\$2,000	\$3,000	\$3,000
% BP Fee	20%	40%	60%	80%
(others levels)				

Flat Rate: $20 \times \text{Step } 2 = \$20,000$

These are costly incentives and there have been mixed results on the uptake. With a limited budget this could provided only a few builders and owners experience with transitioning to performance base compliance. In addition, FortisBC new home program provides existing incentive to promote high performing buildings.

From: Maureen Forster

Mark Andison; Theresa Lenardon
Fwd: Provincial Cabinet Minister Meeting - Confirmation Subject:

September 8, 2020 8:47:46 AM

Sent from my iPhone

Begin forwarded message:

From: UBCM Meeting Request Coordinator < UBCM.Meetings@gov.bc.ca>

Date: September 7, 2020 at 11:46:42 AM PDT To: Maureen Forster <mforster@rdkb.com>

Subject: Provincial Cabinet Minister Meeting - Confirmation









2020 UBCM Convention

DATE: September 07, 2020 TO: Maureen Forster

> Regional District of Kootenay Boundary **UBCM** Meeting Request Coordinator

Provincial Cabinet Minister Meeting - Confirmation RE:

Your request for a meeting with a Provincial Cabinet Minister has been confirmed.

Meeting Time/Location:

Friday, September 18 2020, 2:00PM - 2:20PM Conference call- refer to message

Important Message:

FROM:

This meeting will be held by conference call.

Dial in: 1-877-878-2438 Passcode: 95473

Please dial in 15 minutes before your scheduled meeting time as it takes time to register with the operator before the call.

Please also ensure the attendee list is correct. If an attendee is not on the list, they will be unable to join the conference call.

Contact Information:

Meeting ID: 47

Municipality/Regional District: Regional District of Kootenay Boundary

Contact: Maureen Forster, Executive Assistant

Phone: 250-231-7792 Email: mforster@rdkb.com Secondary Email:

Cabinet Minister:

Forests, Lands, Natural Resource Operations, and Rural Development

Council Attendees:

Diane Langman, RDKB Board Chair;Grace McGregor, RDKB Board Vice Chair;Mark Andison, CAO;Roly Russell, Chair;Theresa Lenardon, Manager of Corporate Administration

Topic #1:

Moratorium on Commercial Water Bottling

Background:

At the 2019 UBCM Convention, the membership endorsed a resolution proposed by Strathcona Regional District requesting that the Provincial government immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers. The RDKB shares the concerns of the many local governments that supported the resolution about the negative impacts to our aquifers from commercial water extraction. The RDKB intends to use its available land use powers to restrict commercial water bottling facilities within our boundaries and feels the Province should take action as per the 2019 UBCM-endorsed resolution.

Request

Provincial action be taken to immediately to cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

From: Maureen Forster

Mark Andison; Theresa Lenardon
Fwd: Provincial Cabinet Minister Meeting - Confirmation Subject: September 8, 2020 8:46:27 AM

Begin forwarded message:

Sent from my iPhone

From: UBCM Meeting Request Coordinator < UBCM.Meetings@gov.bc.ca>

Date: September 7, 2020 at 11:49:12 AM PDT

To: Maureen Forster <mforster@rdkb.com>, Maureen Forster <mforster@rdkb.com>

Subject: Provincial Cabinet Minister Meeting - Confirmation









2020 UBCM Convention

DATE: September 07, 2020 TO: Maureen Forster

Association of Kootenay and Boundary Local Governments

FROM: **UBCM** Meeting Request Coordinator

RE: **Provincial Cabinet Minister Meeting - Confirmation**

Your request for a meeting with a Provincial Cabinet Minister has been confirmed.

Meeting Time/Location:

Monday, September 14 2020, 1:00PM - 1:20PM Conference call- refer to message

Important Message:

This meeting will be held by conference call.

Dial in: 1-877-878-2438 Passcode: 83377

Please dial in 15 minutes before your scheduled meeting time as it takes time to register with the operator before the call.

Please also ensure the attendee list is correct. If an attendee is not on the list, they will be unable to join the conference call.

Contact Information:

Meeting ID: 54

Municipality/Regional District: Association of Kootenay and Boundary Local Governments

Contact: Maureen Forster, Executive Assistant

Phone: 250-231-7792 Email: mforster@rdkb.com

Secondary Email: mforster@rdkb.com

Cabinet Minister:

Energy, Mines and Petroleum Resources

Council Attendees:

Diane Langman, RDKB Board Chair; Grace McGregor, RDKB Board Vice Chair; Mark Andison, CAO; Roly Russell, Chair; Theresa Lenardon, Manager of Corporate Administration

Topic #1

To have carbon-free energy incentives equal to incentives as for carbon-based energy sources.

Background

Most rig incentives available through rig providers in provided are designed to subsidize a transition to efficient natural gas appliances and infrastructure. Targeting incentives primarily toward high efficiency natural gas usage exacerbates the challenges associated with eventually transitioning collectively away from natural gas and other non-renewable sources of rig. By requiring electricity suppliers in provide increase incentives available to public to support use of high efficiency electrical appliances, to the point where those incentives are = to those currently provided by natural gas suppliers, the Provigovernment will further our collective goals to reduce GHG emissions

Request

That BC Govt require all nrg suppliers to increase carbon-free energy incentives to residents to support use of highefficiency carbon-free energy appliances and heating systems to the point where those incentives are at minimum equal to those currently provided by carbon incentive nrg suppliers

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

From: Maureen Forster

Mark Andison; Theresa Lenardon

Subject: Fwd: 2020 UBCM Convention - MAH Minister"s Meetings

Date: September 5, 2020 7:41:06 AM

Sent from my iPhone

Begin forwarded message:

From: Ministry of Municipal Affairs and Housing <registrations@civicinfo.bc.ca>

Date: September 4, 2020 at 5:03:50 PM PDT To: Maureen Forster <mforster@rdkb.com>

Subject: 2020 UBCM Convention - MAH Minister's Meetings

Reply-To: Ministry of Municipal Affairs and Housing <MAH.UBCM.MeetingRequests@gov.bc.ca>

2020 UBCM Convention

Minister of Municipal Affairs and Housing Meeting Request with Minister Selina Robinson

The meeting information for Kootenay Boundary (Regional District) has been UPDATED.

LOCAL GOVERNMENT INFORMATION

Primary Contact Person: MAUREEN FORSTER Primary Phone #: 2502317792 Secondary Phone #: 2503680235 Email: mforster@rdkb.com Primary Contact Person (at Convention): Theresa Lenardon 2503680225 Primary Phone # (at Convention): Secondary Phone # (at Convention): Email (at Convention): tlenardon@rdkb.com

List People From Your Organization Who Board Chair, Director D. Langman; Board Vice Chair, Director G. McGregor;

Are Attending: CAO, M. Andison; Manager of Corporate Administration, T. Lenardon

Topic #1: More Sustainable Funding Model for Ongoing Local Government Programs.

MLA will be asked to attend: NO

MLA Name(s):

Meeting Details

Meeting Date: September 14, 2020 Meeting Time: 01:40pm - 02:00pm

Meeting Location: DIAL IN: 1-877-878-2438 PARTICIPANT CODE: 38731

Additional Information: Please dial in 15 minutes before your scheduled meeting time as it takes time

to register with the operator before the call. Please also ensure the attendee list is correct. If an attendee is not on the list, they will be unable to join the

conference call.

From: <u>Maureen Forster</u>

To: Mark Andison; Theresa Lenardon

Subject: Fwd: 2020 UBCM Convention - MACC Staff Meetings

Date: September 8, 2020 3:46:24 PM

Sent from my iPhone

Begin forwarded message:

From: "Ministries, Agencies, Commissions and Corporations (MACC)"

<registrations@civicinfo.bc.ca>

Date: September 8, 2020 at 2:33:52 PM PDT **To:** Maureen Forster <mforster@rdkb.com>

Subject: 2020 UBCM Convention - MACC Staff Meetings

Reply-To: "Ministries, Agencies, Commissions and Corporations (MACC)"

<MAH.UBCM.MeetingRequests@gov.bc.ca>



The meeting information for Kootenay Boundary (Regional District) has been UPDATED.

LOC	CAL GOVERNMENT INFORMATION
Primary Contact Person:	MAUREEN FORSTER
Primary Phone #:	2503680235
Secondary Phone #: 2502317792	
Email:	mforster@rdkb.com
Primary Contact Person (at Convention):	Theresa Lenardon
Primary Phone # (at Convention):	2503680225
Secondary Phone # (at Convention):	2502314559
Email (at Convention):	tlenardon@rdkb.com
DETA	ILS OF YOUR REQUESTED MEETING
Requesting meeting with this Ministry, Agency, Commission or Corporation:	Ministry of Health
List People From Your Organization Who Are Attending:	Diane Langman, RDKB Board Chair; Grace McGregor, RDKB Board Vice Chair; Roly Russell, Chair, Education & Advocacy Committee; Mark Andison, CAO; Theresa Lenardon, Manager of Corporate Administration Also invite Chelsea Mossey, Manager, Govt Relations BC Transit
Issue(s) to be Discussed:	Meeting (s) with IHA, the Ministry of Health and BC Transit representatives to discuss: 1. better transit solutions for those needing medical care in larger centres and 2. currently available options for transportation of residents to medical appointments in larger centres.
	Meeting Details
Meeting Date:	September 16, 2020
Meeting Time:	11:10am - 11:40am
Meeting Location:	Dial-In # 1 888 952-9304 Conference ID # 11749
Additional Information:	Please dial in 5-10 minutes before your scheduled meeting time to ensure you are in the right meeting. If you have any technical issues, please reach out to the contact number provided in the meeting confirmation. Contact #: 250 952-1262 (Ryan Murray) Alt. Contact #: 250 952-2682 (Kevin Brown)

From: Maureen Forster

Mark Andison: Theresa Lenardon
Fwd: Provincial Cabinet Minister Meeting - Regret Subject:

September 2, 2020 8:53:28 AM

Sent from my iPhone

Begin forwarded message:

From: UBCM Meeting Request Coordinator < UBCM.Meetings@gov.bc.ca>

Date: September 1, 2020 at 9:38:31 AM PDT To: Maureen Forster <mforster@rdkb.com>

Subject: Provincial Cabinet Minister Meeting - Regret









2020 UBCM Convention

DATE: September 01, 2020 TO: Maureen Forster

> Regional District of Kootenay Boundary **UBCM** Meeting Request Coordinator

Provincial Cabinet Minister Meeting - Regret RE:

We regret that, due to time and space constraints, we are not able to accommodate your meeting request with the Minister of:

Health

FROM:

Important Message:

Thank you for your meeting request. Due to a large volume of requests received, we are not able to accommodate your request at this time.

If you would like to meet with staff on this topic, please submit a request via https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff by September 3, 2020 (4:00PM).

If you have any questions, please contact the UBCM Ministers Meetings Coordinator at UBCM.Meetings@gov.bc.ca or 250-213-3856.

Contact Information:

Meeting ID: 131

Municipality/Regional District: Regional District of Kootenay Boundary

Contact: Maureen Forster, Executive Assistant

Phone: 250-231-7792 Email: mforster@rdkb.com Secondary Email:

Cabinet Minister:

Health

Council Attendees:

Diane Langman, RDKB Board Chair; Grace McGregor, RDKB Board Vice Chair; Mark Andison, CAO; Roly Russell, Chair; Theresa Lenardon, Manager of Corporate Administration Topic #1: Cost of Health Care & Unnecessary Travel Expense in Rural BC Residents who do not live in the Lower Mainland must travel to larger centres for minor checkups and face-to-face appointments increasing the overall cost to health care with unnecessary travel and accommodation expenses when these appointments could possibly be managed via telephone or virtual appointments. The current COVID-19 Pandemic has highlighted how virtual appointments can work well under certain circumstances. Request: The RDKB Board hopes that a Ministry's review of the compensation policy for our BC physicians would allow for a same payment for virtual or online meetings as if the appointment were a face-to-face appointment. For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.



STAFF REPORT

To: Chair Langman and Board of Directors **From:** Mark Andison, Chief Administrative Officer

Re: 2020 Work Plan Update – General

Government Service (001)

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 September 2020 Update

Service Name	Project	Budget	Status
General Government	Asset Management	\$30,000 for 2020	Continuing to complete detailed data collection for remaining facilities. Currently working with consultants on developing dashboards for each service that will lead to Financial Strategies and AMIP Report. Along with a property appraisal this Fall, we will be provided with a third party condition assessment of our assets which will add value to our asset management plan.

Page 1 of 9 Staff Report-2020 "General Government Service" Work Plan Update Board Meeting, September 17, 2020

Service Name	Project	Budget	Status
General Government	Big White Community Issues Assessment	\$30,000 grant from Ministry of Municipal Affairs and Housing	Urban Systems Ltd. continues work on the project doing background research, etc. – components of the project that do not entail public engagement due to COVID restrictions. 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 Implementation	None for 2020 Photography project @ \$15K for 2021	Project Timelines & Milestones: Implementation of the plan is ongoing through 2020 with the current focus completion of the RDKB Website Redesign, and lauch of the RDKB Online Newsletter, both slated for fall 2020. Project Risk Factors: The scope and nature of the work that the Corporate Communications Officer undertakes as part of the plan will be contingent upon budget allocations for communications initiatives in 2020 through 2021. In addition, some elements of the plan are contingent upon staff time to devote to

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Service Name	Project	Budget	Status
			projects such as redesigning the existing website. Internal Resource Requirements: Due to the broad corporate nature of the communications work that the Corporate Communications Officer (CCO) will be engaged in, all RDKB departments are involved in various aspects of plan implementation, with the bulk of work resting with the CCO.
General Government	rdkb.com Website Redesign & Beta Launch	\$12,000 to Pathwise Solutions Inc. for beta launch & design support as required (46 hours available)	Project Timelines & Milestones: Delayed to fall 2020 due to three emergency activations in 2020 for COVID-19, freshet and wildfires, as well as high workload for the CCO and Web Analyst. Web graphical design and navigational plan completed. Web Analyst to implement navigation and page structure by end of September 2020; CCO has completed half of web content with remaining half completed by end of September 2020. Beta launch anticipated for early fall 2020 – public engagement for the project to begin then.
			Project Risk Factors: The risk to the project is a delay in website launch until fall 2020 due to staff time limitations, particularly in IT, who are short one staff person at present. The existing website is now sorely out of date and

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Service Name	Project	Budget	Status
Service Name	Project	Budget	requires replacement as soon as possible. Internal Resource Requirements: IT and the CCO are working together to complete the project. In the latter part of August 2020, about 70 per cent of the CCO's time has been dedicated to producing site content, and this will continue through early September. This reallocation
			of staff time is to ensure the Web analyst has all necessary content to populate the site in preparation for an early fall 2020 beta launch for staff and public input and site revisions/improvements through 2021. This project is of the utmost importance as the existing site is extremely out of date in all respects.
General Government	Board Room Audiovisual Communications Technology Refresh	\$4,500 in 2020	At this point, Board room A/V equipment is in a finalized state. 1080p panoramic cameras are deployed. Only normal capital replacements will be required for 2021.
General Government	IT Infrastructure Handoff	N/A	Hiring of a temporary NIA is in progress. A candidate has been provisionally selected.
General Government	CityView Software Upgrade	N/A/ for 2020	The new Cityview suite is in user validation stage. Cutover to the live suite is scheduled for October 2020.

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Service Name	Project	Budget	Status
General Government	Primary Corporate Storage Replacement	\$140,000	An RFP process resulted in the selection of a new Nutanix hyperconverged suite of storage products, including a Cloud disaster recovery service, which will greatly enhance the capacity of the RDKB to recover from site disasters. The hardware came in slightly under budget at \$118,874. Equipment should arrive in October with live cutover completed by Q1 2021.
General Government	Document Management System	\$765 (Annual maintenance of LogicalDoc)	With the 2020 wildfire season largely finished, Emergency Management and other stakeholders plan to meet in October to debrief re: LogicalDoc to gather requirements for a new DM service.
General Government	Electronic and Paper Records Management	People ResourcesLegal review of records retention bylaw-approx. \$2,500Records Management Professional- Term Position- \$25,911 for ½ of 2020 (in Financial Plan)Recruitment is pending.	Ongoing Project Working on electronic trigger for contract expirations. In progress to approx. 2nd quarter 2021. Digitize historical Admn. paper studies, consultant reports etc. Back on schedule-Ongoing Records Retention Schedule & Bylaw requires legal review & recruitment of records & document management professional. Postponed to 1-2 Quarter 2021. Discuss centralized RDKB document management systems with IS Department. Ongoing

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Service Name	Project	Budget	Status
			File-name conventions. In Progress to first quarter 2021.
			Inclusion of electronic filing category folders per Local Gov. Records Management manual has commenced. Ongoing.
			Corporate process for paper & digital filing of contracts, agreements, leases- Complete .
			Digitizing Admn. general paper files- Complete .
General Government	Freedom of Information Protection of Privacy	Human Resources Legal review of Fol Bylaw- approx. \$2,000.	Project almost Complete- Delayed due to COVID-19. Staff revising RDKB Fol Bylaw (based on completed legal review). In Progress.
			Fol Bylaw and Board training pieces to Board 2020 4 th -2021 First Quarter
General Government	Procedure Bylaw	Human Resources	Bylaw work complete. Bylaw adopted June 25 th
		Financial implications-N/A	Corp. Officer implementing new agenda & electronic meeting procedures with other staff & drafting "consent agenda" template for inclusion on RDKB agendas.
			Completion target Dec./20
General Government	Grand Forks Rural Fire Hall Transfers	Human Resources Budget for Legal Fees- Ongoing	GF Fire Dept. assigned leases to RDKB: 1) Carson Hall, 2) Big Y Hall, 3) Nursery Hall -Lease Assignments to Landlords for signing. Complete
			George Evans Hall-Is a Lease not Assignment- transfer to RDKB Complete

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Service Name	Project	Budget	Status
			Transfer of 1) Carson Hall, 2) Big Y Hall, 3) Nursery Hall now Complete .
			To date, no further communications from legal counsel for Nursery Hall- Starchuk Rd. landlords re. RDKB use of property for fire hall purposes.
General Government	Energy and Climate Change Project – Fortis BC Agreement	No change	EV infrastructure design – Trail completed. Grand Forks electrical design is waiting final existing loads. Awaiting feedback on FCM grant application for 50% funding.
			Low Carbon Fleet Management Plan – drafted, under discussion.
			Review of compressed natural gas fleet conversion opportunities - completed.
			Corporate Energy Studies:
			 Awaiting quotes for the Grand Forks Aquatics Centre energy study. New FortisBC commercial energy assessment program has been delayed.
			BC Energy Step Code - Recommendation for the implementation option is scheduled for September 17 Board meeting.
			Work has commenced on Community Energy Retrofit Plan options. Promotion on income-qualified programs has re-commenced.

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Service Name	Project	Budget	Status
General Government	Anaconda Community Water Service Establishment Review	N/A	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.

2021 Projects

- Completion of Big White Community Issues Assessment
- Security Gateway Replacement (normal capital replacement of Checkpoint primary security gateway -\$40,000)
- Server Services Rebuild (a new version of Windows Datacenter will be rolled out with the new storage appliance, which means re-building everyn server by hand -\$5,000)
- Document Management System v2 (need to gather requirements from users.
 Laserfiche may end up being solution for sharing EOC documentation \$80,000?)
- Virtual Desktop Infrastructure (need to gather requirements from users. VDI may end up being the solution for sharing EOC documentation)
- Corporate building energy audits and retrofit plans for key facilities
- Corporate Climate and Energy Awareness Campaign
- BC Energy Step Code
 - o Implementation of Board outcome
 - o Building industry awareness & education program
- Community Energy Retrofit Plan
- RDKB Climate Change Plan Corporate and Community
- Continuation of service establishment consideration for Anaconda Community Water System

Implications

<u>Operational Service Level Impacts – COVID-19.</u>

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.

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Advancement of Strategic Planning Goals

Regular reviews of the status of work plans advances the Board's strategic focus on providing exception cost-effective and efficient services.

Alternatives

- 1. That the RDKB Board of Directors receive the 20020 Workplan Update Report.
- 2. That the RDKB Board of Directors receive the 2020 Workplan Update report and provide direction regarding proposed and potential 2021 projects.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors receive the September 17, 2020 staff report titled 2020 Work Plan update – General Government Service (001).



STAFF REPORT

Date: September 3, 2020 File

To: Chair Langman and Board of Directors **From:** Brian Champlin, Manager of Building

Inspection Services

Re: September 2020 Work Plan update and 2021

look-a-head, **SERVICE 004** REPORT

Issue Introduction

The purpose of this report is to provide an update on the Building Inspection Services 004 Workplan for the second quarter of 2020 and a look-a-head in 2021.

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 <u>Building Inspection</u>, Protective Services (Emergency Preparedness), Finance and Environmental 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 - September 2020 Update

Service Name	Project	Budget	Status
Building Inspection Services	Development & Implementation of Step Code.	\$5000 Budget, No monetary costs incurred yet.	In Progress. No substantial changes since our last report in May 2020.
Building Inspection Services	Mentorship Program for our Building Officials	\$2250 for the yearly training Budget. \$1785 has been spent to date.	Online training from BCIT: Kevin Santori has completed all level 3 training courses, Brian Zanussi has completed the Level 2 training courses and Dan Siminoff has completed his level 2 training courses from BCIT. Our newest Building Official, Doug

Page 1 of 3 Staff Report-2020 "Building Services 004". Workplan Update Board of Directors May 28, 2020

			Arnott, has been registered for the BCIT Level 2 fall courses starting in mid September 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.	Budget is being monitored regularly. The final annual revenues will not be known until year end.

Implications

Operational Service Level Impacts - COVID-19.

The Values of Construction for most areas in the region are down below seasonal norms, except for the municipalities of Midway, Montrose, Trail, Warfield and electoral areas A and D, which all are showing revenue increases in the second quarter of 2020.

According to our Comparison Building Report for the End of July, the Regional District issued **279 Building Permits** in **2019** and **282 Building Permits** in **2020**.

The Total Value of Construction across the Region was **\$29,809,560** in **2019** and **\$22,234,306** in **2020**.

The differences in revenue from 2019 to 2020 at the end of the second quarter was **(\$7,575,254)** or **25.4%** below last year at this time

While the number of building permits across the region were relatively close in numbers, the revenue between 2019 and 2020 was down significantly due to a Multi-unit Residential Building that was constructed at Big White last year during the second quarter.

2021 Work Plan and Projects

The following are a list of projects and priorities currently proposed for 2021.

Page 2 of 3 Staff Report-2020 "Building Services 004". Workplan Update Board of Directors May 28, 2020 The projects presented below will inform the general 2021 budget preparations for presentation in October 2020.

Proposed Project	Description	Provisional Budget (if available)
Mentorship Program	Continuation of Mandatory Certification	Budget \$10,000
Provincial Deadline	of building and plumbing officials. All (3)	
February 28, 2021	new building officials will be registered	
	for the Level 1 Plumbing Course and	
	examinations, including examinations for	
	the building inspection courses taken in	
	2020.	
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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 July 31, 2020

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 "September 17, 2020" staff report titled "Building Services 004, 2nd Quarter Update Report".

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NDUSTRIAL ADD / ALT \$0 0 0 \$0 NSTITUTIONAL \$0 0 0 \$0 NSTITUTIONAL ADD / ALT \$5,699 2 0 \$712,450	TRAIL SFD MFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION RENEWAL TOTAL WARFIELD SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL COMMERCIAL	\$3,611 \$22,770 \$0 \$10,445 \$320 \$142 \$0 \$9,419 \$0 \$0 \$0 \$663 \$183 \$100 \$47,653 \$4,551 \$0 \$2,055 \$635 \$0 \$0	2 1 0 59 1 3 0 20 0 0 0 0 0 3 3 3 2 94	2 9 0 0 0 0 0 0 0 0 0 0 0 0 0	\$400,980 \$450,000 \$2,915,000 \$0 \$1,116,501 \$40,000 \$9,000 \$0 \$1,160,985 \$0 \$0 \$0 \$235,000 \$27,000 \$17,000 \$5,970,486 \$550,000 \$0 \$245,000 \$65,000 \$0 \$0 \$0
NSTITUTIONAL \$0 0 0 \$0 NSTITUTIONAL ADD / ALT \$5,699 2 0 \$712,450	TRAIL SFD MFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL WARFIELD SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL MANUFACTURED HOME ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL	\$3,611 \$22,770 \$0 \$10,445 \$320 \$142 \$0 \$9,419 \$0 \$0 \$0 \$663 \$183 \$100 \$47,653 \$4,551 \$0 \$2,055 \$635 \$0 \$0	2 1 0 59 1 3 0 20 0 0 0 0 0 3 3 3 2 94	2 9 0 0 0 0 0 0 0 0 0 0 0 0 0	\$400,980 \$450,000 \$2,915,000 \$0 \$1,116,501 \$40,000 \$9,000 \$0 \$1,160,985 \$0 \$0 \$0 \$235,000 \$27,000 \$17,000 \$5,970,486 \$550,000 \$0 \$245,000 \$0 \$0 \$120,000
NSTITUTIONAL ADD / ALT \$5,699 2 0 \$712,450	TRAIL SFD MFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL WARFIELD SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL	\$3,611 \$22,770 \$0 \$10,445 \$320 \$142 \$0 \$9,419 \$0 \$0 \$0 \$663 \$183 \$100 \$47,653 \$4,551 \$0 \$2,055 \$635 \$0 \$0	2 1 0 59 1 3 0 20 0 0 0 0 0 3 3 3 2 94	2 9 0 0 0 0 0 0 0 0 0 0 0 0 0	\$400,980 \$450,000 \$2,915,000 \$0 \$1,116,501 \$40,000 \$9,000 \$0 \$1,160,985 \$0 \$0 \$0 \$235,000 \$27,000 \$17,000 \$5,970,486 \$550,000 \$0 \$245,000 \$65,000 \$0 \$0 \$120,000 \$0
	TRAIL SFD MFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NETITUTIONAL NETITUTIONAL NETITUTIONAL WARFIELD SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL ACCESSORY ADD / ALT	\$3,611 \$22,770 \$0 \$10,445 \$320 \$142 \$0 \$9,419 \$0 \$0 \$0 \$663 \$183 \$100 \$47,653 \$4,551 \$0 \$2,055 \$635 \$0 \$0 \$0	2 1 0 59 1 3 0 20 0 0 0 0 0 3 3 3 2 94 1 0 7 2 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 9 0 0 0 0 0 0 0 0 0 0 0 0 0	\$400,980 \$450,000 \$2,915,000 \$0 \$1,116,501 \$40,000 \$9,000 \$0 \$1,160,985 \$0 \$0 \$0 \$235,000 \$27,000 \$17,000 \$5,970,486 \$550,000 \$0 \$0 \$245,000 \$0 \$0 \$120,000 \$0 \$0 \$120,000
TOTAL \$13,910 13 1 \$1,692,450	TRAIL SFD MFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NETITUTIONAL NETITUTIONAL NETITUTIONAL WARFIELD SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL COMMERCIAL COMMERCIAL DUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NSTITUTIONAL	\$3,611 \$22,770 \$0 \$10,445 \$320 \$142 \$0 \$9,419 \$0 \$0 \$0 \$663 \$183 \$100 \$47,653 \$4,551 \$0 \$2,055 \$635 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	2 1 0 59 1 3 0 20 0 0 0 0 0 3 3 3 2 94 1 0 7 2 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 9 0 0 0 0 0 0 0 0 0 0 0 0 0	\$400,980 \$450,000 \$2,915,000 \$0 \$1,116,501 \$40,000 \$9,000 \$0 \$1,160,985 \$0 \$0 \$0 \$235,000 \$27,000 \$17,000 \$5,970,486 \$550,000 \$0 \$0 \$245,000 \$0 \$0 \$0 \$120,000 \$0 \$0 \$0 \$0 \$0

ELECTORAL AREA AREA 'A'	PERMIT FEE	# PERMITS	# UNITS	, 2020 TOTAL VALUE
SFD AREA A	\$4,341	2	2	\$450,000
MANUFACTURED HOME	\$86	1	1	\$65,000
ADD / ALTER / REPAIR	\$895	4	0	\$87.385
ACCESSORY BUILDING	\$2,654	8	0	\$258,500
ACCESSORY ADD / ALT	\$928	3	0	\$92,860
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$0	0	0	\$0
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0 ·	\$0
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
RENEWAL	\$50	1	0	\$1,500
TOTAL	\$8,954	19	3	\$955,245
AREA 'B'				Ψ000,240
SFD	\$1,358	1	1	\$125,000
MANUFACTURED HOME	\$86	1 1	1	\$55,000
ADD / ALTER / REPAIR	\$1,339	7	0	\$112,400
ACCESSORY BUILDING	\$418	2		
ACCESSORY ADD / ALT			0	\$35,500
COMMERCIAL	\$0	0	0	\$0
	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$1,634	2	0	\$160,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
TOTAL	\$4,835	13	2	\$487,900
AREA 'C'				-
SFD	\$8,357	3	3	\$843,000
MANUFACTURED HOME	\$381	2	2	\$345,000
ADD / ALTER / REPAIR	\$9,078	12	0	\$918,200
ACCESSORY BUILDING	\$5,790	7	1	\$600,000
ACCESSORY ADD / ALT	\$0	o d	0	\$0
COMMERCIAL	\$0	0	0	
COMMERCIAL ADD / ALT	<u>-</u>			\$0
NDUSTRIAL	\$45	1 1	0	\$4,000
	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0 .
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
DEMOLITION	\$61	1 1	0	\$7,000
TOTAL	\$23,712	26	6	\$2,717,200
AREA 'D'				
SFD	\$11,435	4	4	\$1,115,000
MANUFACTURED HOME	\$361	. 2	1	\$50,000
ADD / ALTER / REPAIR	\$2,339	7	0	\$207,900
ACCESSORY BUILDING	\$4,933	12	0	\$499,880
ACCESSORY ADD / ALT	\$161	1 1	0	\$15,000
COMMERCIAL	\$0	'	0	\$13,000
COMMERCIAL ADD / ALT	\$0 \$0	0	0	
INDUSTRIAL	\$0 \$0			\$0
NDUSTRIAL ADD / ALT		0	0	\$0
NDUSTRIAL ADD / ALL		0	0	\$0
	\$0			
INSTITUTIONAL	\$0	0	0	\$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT		1	0	\$0 \$560,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION	\$0			
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION	\$0 \$5,080	1	0	\$560,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION	\$0 \$5,080 \$111	1 2	0 0	\$560,000 \$40,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E'	\$0 \$5,080 \$111	1 2	0 0	\$560,000 \$40,000 \$2,487,780
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD	\$0 \$5,080 \$111 \$24,420	1 2 29 5	0 0 5	\$560,000 \$40,000 \$2,487,780 \$1,152,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225	1 2 29 5 3	0 0 5 5 3	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225 \$402	1 2 29 5 3 2	5 3 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225 \$402 \$3,822	1 2 29 5 3 2 10	0 0 5 5 3 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229	1 2 29 5 3 2 10	5 3 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0	1 2 29 5 3 2 10 1	0 0 5 5 3 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0	1 2 29 5 3 2 10 1 0 0 0	0 0 5 5 3 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL	\$0 \$5,080 \$111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0	1 2 29 5 3 2 10 1 0 0 0 0 0 0	0 0 5 5 3 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL DUSTRIAL NDUSTRIAL ADD / ALT	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0	1 2 29 5 3 2 10 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 5 5 3 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL NSTITUTIONAL	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0	1 2 29 5 3 2 10 1 1 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1	0 0 5 5 3 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL COMMERCIAL NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL ADD / ALT	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$0	1 2 29 5 3 2 10 1 0 0 0 0 0 0 0 1 1 0 0 0 0 0 0 0	0 0 5 5 3 0 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$0 \$200 \$0 \$61	1 2 29 5 3 2 10 1 1 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1	0 0 5 5 3 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION RENEWAL	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$0	1 2 29 5 3 2 10 1 0 0 0 0 0 0 0 1 1 0 0 0 0 0 0 0	0 0 5 5 3 0 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL DUSTRIAL NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL DEMOLITION RENEWAL	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$0 \$200 \$0 \$61	1 2 29 5 3 2 10 1 0 0 0 0 0 0 1 1 0 0 1 1 0 0 1 1 0 0 1 1 0 0 1 1 0 0 1 1 1 0 0 1	0 0 5 5 3 0 0 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0 \$124,000 \$0 \$124,000 \$60,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION RENEWAL	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$0 \$1200 \$0 \$183	1 2 29 5 3 2 10 1 0 0 0 0 0 0 1 1 0 0 1 3 3	0 0 5 5 3 0 0 0 0 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0 \$124,000 \$124,000
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION FOTAL AREA 'E' SFD MANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NDUSTRIAL NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL RENEWAL FOTAL AREA 'BIG WHITE'	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$0 \$1200 \$0 \$183	1 2 29 5 3 2 10 1 0 0 0 0 0 0 1 1 0 0 1 3 3	0 0 5 5 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0 \$120,000 \$0 \$124,000 \$0 \$124,000 \$60,000 \$2,358,500
NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION TOTAL AREA 'E' SFD WANUFACTURED HOME ADD / ALTER / REPAIR ACCESSORY BUILDING ACCESSORY ADD / ALT COMMERCIAL COMMERCIAL ADD / ALT NDUSTRIAL NDUSTRIAL NDUSTRIAL ADD / ALT NSTITUTIONAL NSTITUTIONAL NSTITUTIONAL ADD / ALT DEMOLITION RENEWAL TOTAL AREA 'BIG WHITE' SFD	\$0 \$5,080 \$1111 \$24,420 \$12,140 \$3,225 \$402 \$3,822 \$1,229 \$0 \$0 \$0 \$0 \$0 \$200 \$0 \$61 \$183 \$21,262	1 2 29 5 3 2 10 1 0 0 0 0 0 0 1 1 3 3 26 1 1	0 0 0 5 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$560,000 \$40,000 \$2,487,780 \$1,152,000 \$465,000 \$40,000 \$377,500 \$120,000 \$0 \$0 \$0 \$0 \$0 \$124,000 \$60,000 \$2,358,500
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STAFF REPORT

Date: September 17, 2020 File ES – Solid Waste

To: Chair Langman and Board of Directors

From: Janine Dougall, General Manager of

Environmental Services

Re: September 2020 Work Plan Update and 2021

Proposed Projects – Solid Waste Services

010/064

Issue Introduction

To provide a progress update for the 2020 Solid Waste Services (010/064) Work Plans and a look ahead for consideration to projects and priorities for 2021.

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.

Implications

The following table provides an update on the projects contained in the 2020 Work Plans for the 010 and 064 Services.

2020 Solid Waste Services Work Plans - September 2020 Update

Service Name	Project	Budget	Status
Regional Solid Waste Management - Service 010	Boundary Service Truck Replacement	\$95,000	Truck on Order Actual Cost: \$102,210
Regional Solid Waste Management - Service 010	Fuel/Oil Storage Upgrades - Grand Forks Landfill	\$25,000	Initiated— To be completed in the fall of 2020.
Regional Solid Waste Management - Service 010	McKelvey Landfill Truck Replacement	\$45,000	Complete Actual Cost: \$45,078

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Regional Solid Waste Management - Service 010	Environmental Services Truck Replacement	\$45,000	Truck on Order Actual Cost: \$48,125
Regional Solid Waste Management - Service 010	Boundary Processing Recycling Contract Renewal	N/A	Complete
Regional Solid Waste Management - Service 010	McKelvey Creek Wasteshed Commercial Recycling Contract Renewal	N/A	Complete
Regional Solid Waste Management - Service 010	Big White Recycling Infrastructure Upgrades	\$30,000	Pad Development Work Completed During Drainage Upgrades – Encorp Express and Go
Regional Solid Waste Management - Service 010	Mount Baldy - General Infrastructure Upgrades	\$25,000	Moved to 2021
Regional Solid Waste Management - Service 010	Asset Management Planning	N/A	Ongoing – Led by Finance Department
Regional Solid Waste Management - Service 010	Grand Forks Landfill – Organics Infrastructure Upgrade	\$155,000	Engineering Consultant Retained – Site visit/project kick-off meeting May 12, 2020 Procurement for Compost Equipment Supply and Install – Complete
Regional Solid Waste Management - Service 010	McKelvey Creek Landfill - Upgrades	\$80,000	Engineering Consultant Retained – Site visit/project kick-off meeting July 30, 2020
Big White Solid Waste Management - Service 064	Drainage Upgrades	\$24,000	Complete Actual Cost: \$9,850 Plus Applicable Taxes
Big White Solid Waste Management - Service 064	Big White Transfer Station Maintenance Contract Renewal	N/A	Complete Contract extended to June 30, 2021
Big White Solid Waste Management - Service 064	Community Issues Analysis	N/A	Moved to 2021

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The following are a list of projects and priorities currently proposed for 2021. The projects presented below will inform the general 2021 budget preparations for presentation in October 2020.

2021 Proposed Solid Waste Services Projects

Service Name	Strategic Priority	Project	Budget	Description
Regional Solid Waste Management - Service 010	(5)	Weigh Scale Software Upgrades and associated Computer Hardware Upgrades	\$100,000	Current weigh scale software support will cease at the end of December 2021 (originally installed 2016). Scale software and hardware upgrades to be completed at Rock Creek, West Boundary, Grand Forks and Christina Lake and McKelvey Creek.
Regional Solid Waste Management - Service 010		Big White Recycling Infrastructure Upgrades	\$30,000	Work associated with infrastructure improvements for additional collection of items such as bulky, electronics, large appliances, etc.
Regional Solid Waste Management - Service 010	9	Mount Baldy - General Infrastructure Upgrades	\$25,000	Project deferred from 2020
Regional Solid Waste Management - Service 010		Asset Management Planning	N/A	Ongoing
Regional Solid Waste Management - Service 010		Grand Forks Landfill – Organics Infrastructure Upgrade	\$3,386,020	General construction, start up and commissioning of upgraded facility.
Regional Solid Waste Management - Service 010		Boundary Wasteshed - Expansion of Organics Diversion	Unknown TBD	Once Grand Forks Landfill Organics Infrastructure Upgrade Complete – Expansion of Curbside Organics Collection to Greenwood and Commercial Sector.
Regional Solid Waste Management - Service 010	(4)	McKelvey Creek Landfill - Upgrades	\$80,000	Detailed design and tender development.
Regional Solid Waste Management - Service 010	9 9	McKelvey Creek Wasteshed Curbside Collection	Unknown	Develop plan for implementation of curbside collection program starting fall of 2022. Complete required procurement processes.

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Regional Solid Waste Management - Service 010	9 •••	West Boundary Landfill - Upgrades	\$200,000	Design and construct an internal transfer station as well as change operations to include use of Iron Grizzly Technology to address bear access to garbage resulting from ongoing vandalism by public to existing electric fence.
Regional Solid Waste Management - Service 010	• •	West Boundary Landfill – Hydrogeological Conceptual Site Model	Unknown TBD	The Ministry of Environment and Climate Change Strategy is requiring the completion of additional hydrogeological studies associated with leachate migration potential.
Regional Solid Waste Management - Service 010	9 (41)	Rossland, Beaver Valley Commercial Curbside Collection Program Ending April 30, 2021	Unknown	Education and information to inform businesses of program change.
Regional Solid Waste Management - Service 010 Big White Solid Waste Management - Service 064	•	Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal	N/A	Current Contract Expires August 31, 2021
Big White Solid Waste Management - Service 064	•	Big White Transfer Station Maintenance Contract Renewal	N/A	Have been extending existing contract for 1 year periods with inflationary adjustments until finalizing overall site layout and operations.
Big White Solid Waste Management - Service 064	•	Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal	N/A	Current Contract Expires August 31, 2021
Big White Solid Waste Management - Service 064		Community Issues Analysis	N/A	Contribute as required to Community Issues Analysis relating to solid waste service provision.

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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

None

Alternatives

- 1. That the Board of Directors receive the September 2020 work plan update and 2021 proposed projects report for the Solid Waste Services 010/064 as presented to the Board on September 17, 2020.
- 2. That the Board of Directors not receive the September 2020 work plan update and 2021 proposed projects report for the Solid Waste Services 010/064 as presented to the Board on September 17, 2020.

Recommendation(s)

That the Board of Directors receive the September 2020 work plan update and proposed 2021 projects report for the Solid Waste Services 010/064 as presented to the Board on September 17, 2020.



STAFF REPORT

Date: September 9, 2020 File

To: Chair Langman and RDKB Board of Directors

From: Mark Stephens, Interim Manager of Emergency Programs

Re: 2020 Work Plan- September Update - Emergency Preparedness Service

Issue Introduction

The purpose of this report is to provide an update on the 2020 Emergency Preparedness Service Workplan.

Background Information Provided

Emergency Preparedness Service 2020 Workplan. The workplan process includes a commitment for quarterly updates as discussed within this report.

2020 Emergency Preparedness Service (012) Workplan - September 2020 Update

Service Name	Project	Budget	Status
Emergency Preparedness Service	Grant applications and management: 2020 CRI FireSmart, CEPF ESS, CEPF EOC Training CEPF Evacuation Route Planning	\$1,000	2020 CRI FireSmart: Grant application submitted and the RDKB has been awarded the grant for phase two of the RDKB FireSmart framework. CEPF ESS: Grant application submitted, Grant. \$24,250 was awarded to the RDKB Staff have purchase all equipment needed for the technology kits and is currently assembling them. CEPF EOC Training: Grant application submitted, \$25,000 was awarded to the RDKB for EOC technology and training. Orders are being placed for technology and plan being made for training. CEPF Evacuation Route Planning: Application Intake postponed to November 2020 due to COVID-19. Given the EOC activations for both COVID-19 and 2020

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Emergency Program Act	No budget	Boundary Freshet a grant application will not be submitted. The RDKB will seek extensions to enable the successful completions of the projects. If no extension is given then it will be difficult to complete the projects in the time frame given. RDKB official comments have been
Modernization Submission	assigned	submitted. We will await our opportunity to provide further comments. Due to COVID-19 the Province has delayed the consultation process.
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 EOC activations for both COVID-19 and 2020 Boundary Freshet this project will be rescheduled.
Capturing Boundary Freshet 2018 Business Continuity Strategy	No budget assigned	This project was proposed if there were not EOC activation in 2020. Given the EOC activations for both COVID-19 and 2020 Boundary Freshet this project will be rescheduled.
Public Education and Community Outreach	\$4,000	This project was proposed if there were not EOC activation in 2020. Given the EOC activations for both COVID-19 and 2020 Boundary Freshet this project will be rescheduled.
Analysis of emergency evacuation routes and alternatives	\$1,000	This project was proposed if there were not EOC activation in 2020. Given the EOC activations for both COVID-19 and 2020 Boundary Freshet this project will be rescheduled.

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Implications

Response to the COVID-19 pandemic, freshet planning and response has had a significant impact on staff time. Since the beginning of March, staff have been dedicated to planning and response activities.

The regional EOC was activated in response to wildfires in Electoral Area 'E'. The Solomon Mt fire north of Beaverdell resulted in 44 properties being placed on evacuation alert for two days. This activation highlighted the positive working relationship the RDKB EM program has with BC Wildfire Service.

The 2020 Work plan used the five year average for emergency event workload of 68 days. To date, the actual 2020 event work load is 95 days, 27 days above average.

The resignation of the Recovery Manager at the end of September has affected the total amount of staff time being dedicated to projects. The 2020 work plan accounted for the return of the recovery manager to daily emergency management duties at the end of September, this would have added three months of additional staff time for projects. Recruitment for the position based on the 5 year financial plan 2020-2025 for a two year term will be conducted, however, it is unlikely to have the position staffed until the start of 2021.

2021 Work Plan and Projects

The following are a list of projects and priorities currently proposed for 2021. The projects presented below will inform the general 2021 budget preparations for presentation in October 2020. If the decision is made to not fill the 2 year position a provisional budget for the 2021 work plan projects is detailed below.

Proposed Project	Description	Provisional
		Budget
Update Regional HRVA	This project will higher a contractor to update the Regional Hazard Risk And Vulnerability Assessment (HRVA) that has not been updated since 2006. This project will be completed by a contractor with oversight by EM program staff and involves stakeholder engagement.	\$50,000
FireSmart	This will be the continuation of the FireSmart activities that were started in 2019 and 2020. EM staff will manage the CRI Grant funds and contractor who will deliver the program.	
RDKB EOC Activation Business Continuity Planning	This project will be completed by Emergency Program staff and will build a plan to staff an EOC while not shutting down a given RDKB department.	\$1,000

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Regional Pet & Livestock	This project will be completed by Emergency	\$1,000
Plan	Program staff. This project will build, with the input	
	of stakeholders, a plan to manage pets and livestock	
	during large and complex emergency events and is	
	made simpler if plans and relationships are already	
	in place. As well, it is helpful to undertake	
	preplanning such as the identification of suitable	
	livestock and pet reception facilities, agencies which	
	can assist, and resources that are available.	

Advancement of Strategic Planning Goals



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication



Exceptional Cost Effective and Efficient Services



Environmental Stewardship / Climate Preparedness

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors receive the September 2020 Work Plan Update Report and proposed 2021 projects for the Emergency Preparedness Service (012) as presented to the Board on September 17, 2020.



STAFF REPORT

Date: September 9, 2020 **File**

To: Chair Langman and RDKB Board of

Directors

From: Dan Derby, Regional Fire Chief **Re:** September 2020 – Work Plan upda

Re: September 2020 – Work Plan update and 2021 look-a-head for "9-1-1"

Emergency Communications"

Issue Introduction

To provide a progress update for the 2020 Work Plan and a look ahead for consideration to projects and priorities for 2021.

Background Information Provided

The 9-1-1 Emergency Communications 2020 Workplan. The workplan process includes a commitment for quarterly updates as discussed within this report.

2020 Kootenay Boundary Regional Fire Rescue (050) Workplan – September 2020 Update

Service Name	Project	Budget	Status
911 Emergency Communications Service	Fire Dispatch Network Radio Coverage Assessment	\$10,000	Project did not proceed in 2020. Looking to carry over to 2021.

Implications

Response to the COVID-19 pandemic, freshet planning and response has had a significant impact on staff time. Staff continue to work with Kelowna Fire Dispatch to resolve transition projects, effecting staff time for other projects.

The project budget for 2021 has been increased to reflect scope of work and recent costs experienced by the RDCK.

2021 Work Plan and Projects

The following are a list of projects and priorities currently proposed for 2021. The projects presented below will inform the general 2021 budget preparations for presentation in October 2020.

Proposed Project	Description	Provisional Budget (if available)
' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	A comprehensive review of repeater	\$35,000
Radio Coverage	site locations and equipment to	
Assessment	determine communications coverage	
	requirements for future improvements.	

Advancement of Strategic Planning Goals



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

Recommendation(s)

That the Regional District Kootenay Boundary Board of Directors receive the September 2020 Work Plan Update Report and proposed 2021 projects for the 9-1-1 Emergency Communications Service (015) as presented to the Board on September 17, 2020.

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2020

Cheque Date	Supplier	Name	Am	ount
August 17, 2020	ACC030	ACCURATE FIRE PROTECTION SERVICES	\$	1,023.75
August 28, 2020	BCO020	BC ONE CALL LIMITED C/O HUGHESMAN	\$	118.34
August 28, 2020	BEA014	BEAVERDELL COMMUNITY CLUB &	\$	19,950.00
August 20, 2020	BEA044	BEAVER VALLEY THRIFT SHOP	\$	3,000.00
August 20, 2020	BEA170	BEAVER VALLEY & PEND D'OREILLE	\$	2,241.91
August 20, 2020	BEL070	BELL MEDIA RADIO GP	\$	218.48
August 14, 2020	BER001	BERMEL, CRYSTAL	\$	36.07
August 20, 2020	BHS010	BH SAFETY GEAR	\$	100.55
August 14, 2020	BLA001	BLATKEWICZ, WADE	\$	320.00
August 20, 2020	BOU520	BOUNDARY HISTORICAL SOCIETY	\$	2,000.00
August 28, 2020	CAM110	DR. S. RILEY CAMPBELL	\$	35.00
August 7, 2020	CAN044	CANGAS PROPANE	\$	285.29
August 28, 2020	CAR011	CAREER DEVELOPMENT SERVICES	\$	10,000.00
August 20, 2020	CHR050	CHRISTINA LAKE BOAT ACCESS SOCIETY	\$	400.00
August 7, 2020	CIT050	CITYVIEW A DIVISION OF N HARRIS	\$	3,185.85
August 14, 2020	CLE020	CLEAN-SCENE ENTERPRISES LTD.	\$	807.52
August 20, 2020	COL026	COLUMBIA WIRELESS INC.	\$	610.40
August 7, 2020	DEN001	DENNIS, GLEN	\$	70.00
August 20, 2020	DUD020	DUDLEY, DAVID	\$	200.00
August 20, 2020	EBB010	EBBWATER CONSULTING INC	\$	37,713.38
August 7, 2020	ENV010	ENVIRONMENTAL OPERATORS	\$	210.00
August 28, 2020	FRU010	THE VILLAGE OF FRUITVALE	\$	447,389.00
August 20, 2020	FRU020	FRUITVALE CO-OP	\$	459.04
August 20, 2020	FRU020	FRUITVALE CO-OP	\$	68.44
August 14, 2020	GEN050	GENELLE IMPROVEMENT DISTRICT	\$	464.20
August 28, 2020	GEN050	GENELLE IMPROVEMENT DISTRICT	\$	301.40
August 14, 2020	GLA040	GLACIER VALLEY TREE CARE LTD.	\$	9,804.38
August 28, 2020	GRA010	CITY OF GRAND FORKS	\$	57,000.00
August 7, 2020	GRA046	GRANBY WILDERNESS SOCIETY	\$	10,000.00
August 28, 2020	GRE010	THE CITY OF GREENWOOD	\$	22,000.00
August 14, 2020	HAW008	HAWKTREE SOLUTIONS	\$	124.02
August 14, 2020	HUB001	HUBBARD, SHELDON	\$	68.00
August 20, 2020	JOH310	JOHNSON, ROSANNE, IN TRUST	\$	317.25
August 28, 2020	KAT001	KATHLEEN PLAA NOTARY PUBLIC	\$	95.20
August 20, 2020	KET014	KETTLE VALLEY FOOD CO-OP	\$	1,500.00
August 28, 2020	KOO230	KOOTENAY GROUND MAINTENANCE	\$	19,804.74
August 6, 2020	LAN030	BC LAND TITLE & SURVEY AUTHORITY	\$	1,000.00
August 20, 2020	LEE070	LEE ORR PHOTOGRAPHY	\$	336.00
August 14, 2020	LES025	LESLIE, SARAH	\$	80.00
August 28, 2020	LEW003	LEWIS, DR. ROBERT	\$	136.50
August 14, 2020	MAL002	MALLOFF, KOLINA	\$	173.24
August 14, 2020	MIN040	MINISTER OF FINANCE	\$	1,111.82
August 20, 2020	MIN040	MINISTER OF FINANCE	\$	476.27
August 28, 2020	MIN040	MINISTER OF FINANCE	\$	543.99
August 7, 2020	MIN230	MINISTER OF FINANCE	\$	80.00

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Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2020

Cheque Date	Supplier	Name	An	nount
August 28, 2020	MON010	VILLAGE OF MONTROSE	\$	111,983.00
August 7, 2020	MUN002	MUNICIPAL PENSION PLAN 50151-	\$	23,561.12
August 21, 2020	MUN002	MUNICIPAL PENSION PLAN 50151-	\$	23,515.83
August 7, 2020	MUN003	MUNICIPAL PENSION PLAN 00151-	\$	35,889.45
August 21, 2020	MUN003	MUNICIPAL PENSION PLAN 00151-	\$	35,761.14
August 14, 2020	NOF010	NO FRILLS	\$	452.76
August 14, 2020	NUR010	NURNDY-FORFIRE EMERGENCY	\$	1,708.56
August 20, 2020	PET010	PETRO CANADA	\$	6,932.80
August 14, 2020	PLE002	PLETT, NATALIE, N.P.	\$	87.82
August 20, 2020	PRIO10	PRINCESS AUTO	\$	55.89
August 14, 2020	PRO014	PROFILI, NATALIE, M.	\$	35.99
August 20, 2020	RAV010	RAVEN RESCUE SAFETY MEDICAL LTD.	\$	230.83
August 7, 2020	REC002	RECEIVER GENERAL	\$	780.48
August 20, 2020	REC002	RECEIVER GENERAL	\$	801.20
August 7, 2020	REC010	RECEIVER GENERAL FOR CANADA	\$	92,239.15
August 20, 2020	REC010	RECEIVER GENERAL FOR CANADA	\$	83,281.73
August 20, 2020	RIV020	RIVERVALE RECREATION	\$	2,500.00
August 20, 2020	ROB007	ROBERTSON'S CLOTHING & SHOES INC.	\$	655.17
August 7, 2020	ROC030	ROCKY MOUNTAIN PHOENIX	\$	430,321.47
August 7, 2020	SAV040	SAVE-ON-FOODS	\$	22.11
August 14, 2020	SAV040	SAVE-ON-FOODS	\$	206.76
August 20, 2020	SEL010	SELECT OFFICE PRODUCTS	\$	624.24
August 7, 2020	SHA030	SHAW CABLE	\$	233.35
August 14, 2020	SHA030	SHAW CABLE	\$	193.08
August 20, 2020	SHA030	SHAW CABLE	\$	275.91
August 28, 2020	SHA030	SHAW CABLE	\$	167.76
August 14, 2020	SIM130	SIMPSON, TYLER, J.	\$	38.80
August 7, 2020	SOC020	SOCIETA M.S. CRISTOFORO COLOMBO	\$	2,637.50
August 7, 2020	SPC010	SOCIETY FOR PREVENTION OF CRUELTY	\$	7,437.00
August 20, 2020	STA007	DESJARDINS CARD SERVICES	\$	256.74
August 14, 2020	STE110	STEPHENS, MARK	\$	80.00
August 28, 2020	STE130	STERICYCLE COMMUNICATION	\$	888.82
August 7, 2020	STR120	STRYKER CA LP	\$	128.52
August 20, 2020	SWA070	SWANSON, LORI J.	\$	40.00
August 28, 2020	TEL002	TELUS MOBILITY	\$	4,574.01
August 14, 2020	THI002	THIEL, JENNIFER	\$	29.50
August 28, 2020	TRA010	THE CITY OF TRAIL	\$	590,100.00
August 20, 2020	TRA055	TRAIL ALLIANCE CHURCH	\$	14,820.82
August 14, 2020	TUR080	TURNER, THOMAS, DERRICK	\$	240.00
August 28, 2020	UNI010	UNITED RENTALS OF CANADA INC.	\$	6,313.62
August 28, 2020	UPS010	UPS CANADA	\$	18.56
August 14, 2020	VAN025	VAN HOOGEVEST, ERIC	\$	60.00
August 28, 2020	VIS010	VISAC GALLERY	\$	8,661.00
August 20, 2020	VIS050	VISTA RADIO LTD.	\$	504.00
August 20, 2020	WAN050	WANETA AUTO AND EQUIPMENT REPAIR	\$	777.85
-			•	

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Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2020

Cheque Date	Supplier	Name Amou		ount
August 28, 2020	<u>WAR020</u>	VILLAGE OF WARFIELD	\$	16,592.12
August 20, 2020	WEN002	WENINGER CONSTRUCTION & DESIGN	\$	39,900.00
August 28, 2020	WEN002	WENINGER CONSTRUCTION & DESIGN	\$	63,787.50
August 20, 2020	WEN030	WENTWORTH MUSIC	\$	3,180.80
August 28, 2020	WES025	WESTEK CONTROLS LTD.	\$	4,664.10
August 7, 2020	WES033	WEST KOOTENAY MINOR SOFTBALL	\$	3,054.87
August 14, 2020	WES100	WESCO DISTRIBUTION CANADA LP	\$	6.17
August 28, 2020	<u>WHI004</u>	WHITEFOOT MEDICAL CLINIC	\$	80.00
		Total Accounts Paid	\$ 2,277,249.93	

NB: Payments greater than \$100,000 related to Provincial Emergency Program (service 012) are marked with an asterisk.



Electoral Area Services Committee Minutes

Thursday, May 14, 2020 Via Zoom Video Conference

Directors Present:

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

Staff Present:

Mark Andison, Chief Administrative Officer
James Chandler, General Manager of Operations/Deputy CAO
Janine Dougall, General Manager of Environmental Services
Donna Dean, Manager of Planning and Development
Maria Ciardullo, Recording Secretary

CALL TO ORDER

Chair Grieve called the meeting to order at 11:04 a.m.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

May 14, 2020

Moved: Director McGregor Seconded: Director Russell

That the May 14, 2020 Electoral Area Services Agenda be adopted as presented.

Carried.

Electoral Area Services May 14, 2020 Page 1 of 6

Page 1 of 6

MINUTES

April 16, 2020

Moved: Director McGregor Seconded: Director Russell

That the April 16, 2020 Electoral Area Services Minutes be adopted as presented.

Carried.

DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Bylaw Enforcement Officer - Brandy Rafuse

Chair Grieve welcomed Brandy Rafuse who is the new Bylaw Enforcement Officer for the RDKB. Brandy gave an update on the work she's been doing and foresees doing. There was interest in inviting Brandy to Electoral Areas APC meetings. Also discussed were the bylaw adjudication system and press release on the new position.

Moved: Director Russell Seconded: Director McGregor

That Brandy Rafuse, RDKB Bylaw Enforcement Officer, attend future APC meetings.

Carried.

Rowland Phillips and Marnie Jacobsen RE: Development Variance Permit

RDKB File: C-1021s-04517.000

Moved: Director McGregor Seconded: Director Worley

Electoral Area Services May 14, 2020 Page 2 of 6

Page 2 of 6

That the Development Variance Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of Rowland Phillips and Marnie Jacobsen, 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.

Carried.

Village of Midway
RE: OCP Bylaw Review

RDKB File: M-2

Moved: Director McGregor Seconded: Director Russell

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.

Carried.

Commercial Water Bottling Facilities

RE: Direction from the Education and Advocacy Committee - January 2020

This discussion item was a follow-up to a January 2020 recommendation of the Education and Advocacy Committee that the EAS Committee consider amendments to the region's zoning bylaws to restrict in all zones the use of land for commercial water bottling facilities. It was suggested that each Advisory Planning Commission consider this matter as a discussion item.

COVID 19

RE: Challanges to non-profit organizations

(Director Gee discussion)

Director Gee expressed her concern regarding non-profit organizations being affected by COVID-19 and a discussion followed on ways they can be supported.

Electoral Area Services May 14, 2020 Page 3 of 6

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Community Resiliency Initiative RE: Grant for Electoral Areas

(Director Gee discussion)

There was discussion regarding the benefits of initiatives such as the Wood Stove program and Firesmart program for property owners. Mark Andison, Chief Administrative Officer, suggested researching options and models for administering grants.

Development Variance Permit Applications

RE: Notification Process

(Chair Grieve discussion)

The procedures for notifying adjacent property owners of a request for a variance was discussed. The committee members did not feel there is a need to change our procedures.

Grant in Aid Report

Moved: Director McGregor Seconded: Director Worley

That the Grant in Aid report be received.

Carried.

Gas Tax Report

Moved: Director McGregor Seconded: Director Russell

That the Gas Tax report be received.

Carried.

Planning and Development (005) Work Plan Update

Moved: Director McGregor Seconded: Director Russell

That the Electoral Area Services Committee receive the May 14, 2020 staff report titled 'Planning and Development Department 2020 Work Plan Update'.

Carried.

Electoral Area Services May 14, 2020 Page 4 of 6

Page 4 of 6

Parks & Trails - Electoral Area 'B' (014) Work Plan Update

Moved: Director Worley Seconded: Director McGregor

That the Regional District of Kootenay Boundary Electoral Area Services Directors receive the May 6th staff report titled '2020 Work Plan Update'.

Carried.

Area 'D'/Rural Grand Forks — Regional Parks and Trails Service (045) Workplan Update

Moved: Director Russell Seconded: Director Gee

That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the 2020 Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045) Workplan Update Report.

Carried.

Fire Protection - Christina Lake (051) Work Plan Update

Moved: Director McGregor Seconded: Director Worley

That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the April 30, 2020 staff report titled 'Christina Lake Fire Rescue'.

Carried.

Fire Protection - Beaverdell (053) Work Plan Update

Moved: Director Gee Seconded: Director McGregor

That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the May 6, 2020 staff report titled '2020 Work Plan update – Beaverdell Fire Protection Service'.

Carried.

Electoral Area Services May 14, 2020 Page 5 of 6

Page 5 of 6

Big White Fire - Specified Area (054) Work Plan Update

Moved: Director Gee Seconded: Director McGregor

That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the 6th May 2020 staff report titled '2020 Work Plan update – Big White Fire Department'.

Carried.

Weed Control - Christina Lake Milfoil (091) Work Plan Update

Moved: Director McGregor Seconded: Director Worley

That the Electoral Area Services Committee receive the May 14, 2020 staff report titled 'May 2020 Work Plan Update – Noxious Weed Control – Christina Lake Milfoil Service (091)'

Carried.

LATE (EMERGENT) ITEMS

There were no late items to discuss.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Director Russell would like to discuss Grants in Aid.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business to discuss, Chair Grieve adjourned the meeting at 12:23 p.m.

Electoral Area Services May 14, 2020 Page 6 of 6

Page 6 of 6



Utilities Committee Minutes Wednesday, May 20, 2020 Via Zoom Online Video Conferencing

Committee Members Present:

Director R. Cacchioni, Chair

Director G. McGregor, Vice Chair

Director L. Worley

Director V. Gee

Director D. Langman

Director S. Morissette

Director A. Morel

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 11:02 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.

Page 1 of 6 Utilities Committee meeting May 20, 2020

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the May 13, 2020 Utilities Committee meeting was presented.

Moved: Director Morissette Seconded: Director Morel

That the agenda for the May 13, 2020 Utilities Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on April 16, 2020 are presented.

Moved: Director Morel Seconded: Director Morissette

That the minutes of the Utilities Committee meeting held on April 16, 2020 be adopted as presented.

Carried.

GENERAL DELEGATIONS

The were no general delegations to address the meeting.

Page 2 of 6 Utilities Committee meeting May 20, 2020

UNFINISHED BUSINESS

G. Denkovski

Bridesville Waterworks District Transition Study

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

The Committee discussed ways that the document might be shared with the public including posting to the RDKB website, through Join the Conversation or a mail out.

Moved: Director Gee Seconded: Director Morissette

That the RDKB Utilities Committee receive the Bridesville Waterworks District transition study.

Carried.

G. Denkovski 2020 Utility Services Workplan Updates

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding an update on the 2020 Utility services Workplans was presented.

All of the projects outlined in the Workplan have began. Some are progressing slower than others and Goran doesn't anticipate any major changes happening.

Moved: Director Langman Seconded: Director Morel

That the RDKB Utilities Committee receive the 2020 Utility Services Workplan Update Report.

Carried.

Page 3 of 6 Utilities Committee meeting May 20, 2020

NEW BUSINESS

G. Denkovski

Re: Flow Meter Report for Volume Data Collected

Flow meter report summarizing volume data collected, was presented.

Moved: Director Langman Seconded: Director Morel

That the Utilities Committee receive the flow meter report summarizing volume data collected for the month of March 2020.

Carried.

Jeff Paakkunainen

Re: CPCC Sanitary Sewer Monthly Report March 2020

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for March 2020, was presented

Moved: Director Morel Seconded: Director Langman

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for March 2020, be received.

Carried.

J. Paakkunainen

Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - March 2020

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for March 2020, was presented.

Moved: Director Worley Seconded: Director Langman

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the East End Water Monthly reports for March 2020, be received.

Carried.

Page 4 of 6 Utilities Committee meeting May 20, 2020

G. Wiebe

Re: Beaver Valley Water System 2019 Annual Report

A staff report from Gabe Wiebe, regarding the BVWS 2019 Water Annual Report, was presented.

The Committee discussed water usage in the Beaver Valley Water System, which is 15% higher than the Canadian average.

The Committee suggested possible methods for water reductions including public education programs, water metres, raising water rates, and potential rebate programs for drought resistant landscaping and installation of water saving technology.

Moved: Director Morisette Seconded: Director Langman

That the staff report by Gabe Wiebe, regarding the Beaver Valley Water System 2019 Annual Report, be received.

Carried.

G. Wiebe

Re: Christina Lake Water Utility 2019 Annual Report

A staff report from Gabe Wiebe, regarding the CLWU 2019 Water Annual Report, was presented.

Moved: Director Langman Seconded: Director Worley

That the staff report by Gabe Wiebe, regarding the Christina Lake Water Utility 2019 Annual Report, be received.

Carried.

Page 5 of 6 Utilities Committee meeting May 20, 2020

G. Wiebe

Re: Rivervale and Columbia Gardens Water Systems 2019 Annual ReportA staff report from Gabe Wiebe, regarding the Rivervale and Columbia Gardens Water Systems 2019 Annual Report 2019 Water Annual Report, was presented.

Moved: Director Worley Seconded: Director Langman

That the staff report by Gabe Wiebe, regarding the Rivervale and Columbia Gardens Water Systems 2019 Annual Report, be received.

Carried.

LATE (EMERGENT) ITEMS

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

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Director Cacchioni wants to discuss when there will be a return to in person meetings and when the RDKB facilities will reopen to the public.

QUESTION PERIOD FOR PUBLIC AND MEDIA

There were no questions from the general public nor the media for the Committee to address.

ADJOURNMENT

There being no further business to discuss, the Chair adjourned the meeting at 11:25 am.

Page 6 of 6 Utilities Committee meeting May 20, 2020



East End Services Committee

Minutes Tuesday, June 16, 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:

- M. Andison, Chief Administrative Officer
- M. Forster, Executive Assistant/Recording Secretary
- J. Chandler, General Manager of Operations/Deputy CAO
- D. Derby, Regional Fire Chief
- G. Gallamore, Regional Deputy Fire Chief
- T. Lenardon, Manager of Corporate Administration
- B. Ihlen, General Manager of Finance

Call to Order

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

The Chair read the 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.

The land acknowledgement will be added to all future East End Services Committee agendas.

Page 1 of 6
East End Services Committee
June 16, 2020

Page 1 of 6

Acceptance of the Agenda (additions/deletions)

The agenda for the June 16, 2020 East End Services Committee meeting was presented.

The agenda was amended by the addition of two late items: Director Grieve - Discussion on an agreement with Fortis to upgrade the substations at the Columbia Gardens Industrial Park and a closed meeting session.

Moved: Director Grieve Seconded: Director Cacchioni

That the agenda for the June 16, 2020 East End Services Committee meeting be adopted as amended.

Carried.

Minutes

The minutes of the May 19, 2020 East End Services Committee meeting were presented.

Moved: Director Morel Seconded: Director Walsh

That the minutes of the May 19, 2020 East End Services Committee meeting be adopted as presented.

Carried.

Delegations

There were no delegations attending the meeting.

Unfinished Business

Letter to the City of Trail

Re: Transit Improvements: Bus Exchange Exiting Shelter Replacement

The Committee discussed the repair and renewal to the existing awning-canopy at the bus stop exchange during its review of the East End Transit Service work plan at a meeting held on May 19, 2020. It was decided to send

Page 2 of 6 East End Services Committee June 16, 2020

Page 2 of 6

a letter to the City of Trail advising of the RDKB's capacity to contribute funds to the project and requesting support from the City to appoint staff to lead the project in coordination with the RDKB and Trail Transit.

The letter to David Perehudoff, CAO, City of Trail from Committee Chair, Director Worley was attached.

Moved: Director Cacchioni Seconded: Director Morel

That the East End Services Committee receive the letter regarding repair and renewal of the existing awning-canopy at the bus stop exchange and requesting the City to appoint staff to lead the project in coordination with the RDKB and Trail Transit, as written by Chair Worley to the City of Trail and presented to the Committee on June 16, 2020.

Carried.

J. Chandler, General Manager of Operations/Deputy Chief Administrative Officer Re: Verbal Update - Transit Services

J. Chandler provided the Committee members with a verbal update on the status of the transit work. Responses were received to an RFP from the RDKB seeking consultants to provide services for the bus shelter/stop improvement project. An assessment will begin in the near future on bus stops and shelters in the area. A status report will be provided at the next scheduled meeting.

Moved: Director Grieve Seconded: Director Walsh

That the East End Services Committee receive the verbal update on the East End Transit Services as presented to the Committee on June 16, 2020.

Carried.

D. Derby, Regional Fire Chief Re: Verbal Update on the Hiring of the Regional Deputy Fire Chief

D. Derby introduced G. Gallamore in his new position as the Regional Deputy Fire Chief. This position will be responsible for fire prevention, OH&S and operations.

Page 3 of 6 East End Services Committee June 16, 2020

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Moved: Director Grieve Seconded: Director Morissette

That the East End Services Committee receive the verbal update on the hiring of the Regional Deputy Fire Chief as presented to the Committee on June 16, 2020.

Carried.

New Business

M. Daines, Manager of Facilities and RecreationRe: Update on Start Up Plan for the Greater Trail Community & Arts Centre

A staff report from Mark Daines, Manager of Facilities and Recreation regarding the opening of the Greater Trail Community and Arts Centre and the request from the Trail Senior Citizens Association Branch #47 to waive the rental fee of \$545 per month from May 1, 2020 until the re-opening of the Greater Trail Community and Arts Centre was presented.

Moved: Director Grieve Seconded: Director Walsh

That the East End Services Committee approve the request from the Trail Senior Citizens Association Branch #47 to waive the rental fee of \$545 per month from May 1, 2020 until the re-opening of the Greater Trail Community and Arts Centre as presented to the Committee on June 16, 2020 in the staff report titled "Update on Opening of the Greater Trail Community and Arts Centre".

Carried.

Discussion Item- Director Worley, Committee Chair Re: Emergency Management Services-Future Work Plan and Resource Impacts

Director Worley raised a question on the impacts to the Emergency Management Services resources and future work plans when a staff member leaves. D. Derby, Regional Fire Chief, provided the Committee with a high-level overview. A fulsome discussion will be held with the Board of Directors at a future meeting.

Page 4 of 6 East End Services Committee June 16, 2020

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Teck Metals Ltd.-June 10/20 Re: Reply to Director Worley-Oasis Wetlands

A letter dated June 10, 2020 from Teck Metals Ltd., to Director Worley in response to concerns around water depletion in the Oasis Wetlands protected habitat site was presented. Director Worley will continue to communicate with Teck Metals Ltd. in this regard.

Moved: Director Cacchioni Seconded: Director Morel

That the East End Services Committee receive the letter from Teck Metals Ltd., dated June 10, 2020, regarding the Oasis Wetlands as presented to the Committee on June 16, 2020.

Carried.

Late (Emergent) Items

Director Grieve

Re: Agreement with Fortis to Upgrade the Substations at the Columbia Gardens Industrial Park

The Committee was provided with a brief history regarding discussions with the LCIC and Fortis regarding concerns around the lack of power resources at the Columbia Gardens Industrial Park. Director Grieve suggested that it would be prudent to follow up with K. Conroy, MLA - Kootenay West and Fortis to enquire when the substations would be upgraded as per past conversations. Staff will follow up with LCCDTS and request that they follow up on this issue in regards to the timing of the substations' upgrades.

Discussion of items for future agendas

The July and August meeting will be cancelled unless an emergent issue arises.

Question Period for Public and Media

A question period for public and media was not required.

Page 5 of 6 East End Services Committee June 16, 2020

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Closed (In camera) Session

The East End Services Committee meeting of June 16, 2020 moved in-camera at 11:13 am.

Moved: Director Cacchioni Seconded: Director Morel

That the East End Services Committee proceed to a closed meeting pursuant to Section 90(1)(e) of the Community Charter.

Carried.

The East End Services Committee reconvened to the open meeting at 11:24 am.

Adjournment

The meeting was adjourned at 11:24 am.

Page 6 of 6 East End Services Committee June 16, 2020



Policy and Personnel Committee

Thursday, June 25, 2020 Via Zoom Online Video Conferencing

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/Recording Secretary
- B. Ihlen, General Manager of Finance
- D. Green, Manager of Information Services
- F. Maika, Corporate Communications Officer

1. CALL TO ORDER

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

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. ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

3.a) The agenda for the June 25, 2020 Policy and Personnel Committee meeting was presented.

Moved: Director Grieve Seconded: Director Worley

Page 1 of 6
Policy & Personnel Committee
June 25, 2020

That the agenda for the June 25, 2020 Policy and Personnel Committee meeting be adopted as presented.

Carried.

4. ADOPTION OF MINUTES

4.a) The minutes of the May 28, 2020 Policy and Personnel Committee meeting were presented.

Moved: Director Langman Seconded: Director Grieve

That the minutes of the May 28, 2020 Policy and Personnel Committee meeting be adopted as presented.

Carried.

5. GENERAL DELEGATIONS

There were no delegations in attendance.

6. UNFINISHED BUSINESS

6.a) M. Andison, Chief Administrative Officer Re: Policy Review - Alcohol in Fire Halls Policy

The Alcohol in Fire Halls Policy was presented to the Policy &Personnel Committee on May 28, 2020 for discussion and review. It was subsequently sent to the Board of Directors for comments on June 15, 2020. No comments were received.

The Chair introduced the item to the meeting.

After discussion on the current version of the policy, as referred to the Directors for comments, it was;

Moved: Director Grieve Seconded: Director Worley

That the Regional District of Kootenay Boundary Board of Directors adopt the Alcohol in Fire Halls Policy as presented to, and approved by the Policy and Personnel Committee on June 25, 2020. **FURTHER,** that the Policy be distributed accordingly.

Carried.

6.b) B. Ihlen, General Manager of Finance/CFORe: Director Travel & Expense Reimbursement Policy

A staff report from Barb Ihlen, General Manager of Finance/CFO, summarizing the draft Director Travel and Expense Reimbursement policy was presented.

Page 2 of 6 Policy & Personnel Committee June 25, 2020 Barb Ihlen, General Manager of Finance/CFO reviewed her report and answered inquiries regarding Director's travel expense reimbursements. She advised that to avoid confusion between what is, and what is not taxable, staff propose that the section on expense reimbursements currently included in the Director Remuneration Bylaw be removed and put into policy.

The Committee members discussed the staff report and recommended the following changes to the Procedure clauses of the draft policy:

- 1. Procedure 2: Travel outside RDKB: Add "and for incidental outside travel including attending meetings with stakeholders/partners that border the Regional District."
- 2. *Procedure 4: Receipts:* Exempt the submission of receipts or proof of purchase for mileage and add "A scan or photo of the receipt(s) is acceptable".
- 3. Procedure 5: Timeline for submission of completed Expense Report: Add "The completed Expense Report should be submitted within thirty (30) days of the Director's return from travel or at the time of the next monthly submission deadline."

Staff will amend the travel expense form into a fill-able spreadsheet with auto calculations. Staff will also attempt to make the form compatible with Mac and other devices. A draft travel expense form will be presented to the Committee at a future meeting.

Moved: Director Grieve Seconded: Director Morissette

That the Regional District of Kootenay Boundary Board of Directors adopt the Director Travel Reimbursement Policy with the changes approved by the Policy and Personnel Committee on June 25, 2020. **FURTHER**, that the Policy be distributed accordingly.

Carried.

7. <u>NEW BUSINESS</u>

7.a) Discussion

Re: Communities Use of RDKB Fire Halls

The Committee members resumed a previous discussion on their concerns respecting the lack of meeting and social gathering space in RDKB communities and whether the RDKB Fire Halls could be made available for community use.

The Committee members reviewed the different types of community uses that may be requested. The Committee also reviewed advertising/public awareness, signage and whether or not a rental fee should be charged.

After further discussion, the Committee members acknowledged the current practice used in the various individual fire halls and they agreed to continue with this practice.

Page 3 of 6 Policy & Personnel Committee June 25, 2020

7.b) Discussion

Re: Better Use of Technology and Staff Providing Training to Directors

There was a discussion regarding training for elected officials and staff that would help individuals learn new technology and also help them make better use of the current technology.

There was general agreement that training, for example how to use Outlook and Zoom, etc. would help to ensure that the tools being used are used to their maximum potential and that when new technology is introduced, staff and Directors are comfortable and confident in using it.

It was suggested that a technology orientation session for the Board be arranged after the 2020 Local Government Elections and that the Directors' Orientation Manual include directions, tips and tricks on new technology.

7.c) F. Maika, Corporate Communications Officer D. Green, Manager of Information Services Re: RDKB Website Visitation Stats - Verbal Update

Staff provided the Committee with the statistics respecting visits to the RDKB website from October 2019 to June 2020.

Frances Maika, Corporate Communications Officer reviewed the RDKB Hootsuite (social media platform) analytics and she referred to the large spike in the number of views due to the COVID-19 Pandemic and freshet flooding. Online engagement has almost doubled.

Staff also reviewed public participation on the RDKB public engagement site "jointheconversation" and presented statistical information respecting engagement on the RDKB social media sites

The Committee thanked staff for the information. Staff will update the RDKB website to ensure that the online information with respect to the Board of Directors and the RDKB Board Committees, including the list of Committee members and Committee Chairs, are current.

Moved: Director Morissette Seconded: Director Dunsdon

That the Policy and Personnel Committee receive the verbal update on RDKB Website Visitation Stats as presented on June 25, 2020.

Carried.

7.d) M. Andison, Chief Administrative Officer Re: Policy Review - Canada Works Fund (Gas Tax) Policy

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Canada Works Fund (Gas Tax) Policy.

Page 4 of 6 Policy & Personnel Committee June 25, 2020 Mark Andison, Chief Administrative Officer highlighted the changes to the policy as per discussions at past meetings and which include: 1) amendments to the Board of Directors approval process where applications will be presented directly to the Board of Directors rather than first being vetted by the Electoral Area Services Committee, 2) the inclusion of a new Gas Tax Funding Project Budget Amendment Application, 3) removal of the RDKB gas tax application form as policy appendix and replacing it with the newer version and 4) removing the RDKB Community Works Fund Third Party Agreement, which is currently included as part of the policy, to provide flexibility for updates.

Director Gee requested that a date or a number, which would indicate the version of the application form be included on the form as a reference.

Staff was also requested to amend the RDKB Community Works (Gas Tax) Agreement to include language that will restrict the removal, and or lending out of equipment/capital assets that are purchased with the RDKB gas tax funds.

Moved: Director Worley Seconded: Director Dunsdon

That the Draft RDKB Canada Works Fund (Gas Tax) Policy, as amended with the changes proposed by staff and discussed by the Policy and Personnel Committee on June 25, 2020, be referred to Directors for comment, as per the Policy Development and Review Policy

Carried.

8. LATE (EMERGENT) ITEMS

There were no late emergent items to review.

9. DISCUSSION OF ITEMS FOR FUTURE MEETINGS

9.a) Further review of the Community Works Fund (Gas Tax) application form to clarify project impact vs project outcomes and discuss the inclusion of an application guide.

10. QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not necessary.

11. CLOSED (IN CAMERA) SESSION

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

Moved: Director Dunsdon Seconded: Director Worley

Page 5 of 6 Policy & Personnel Committee June 25, 2020 That the Policy and Personnel Committee convene to a closed meeting pursuant to Section 90 (1) (c) of the Community Charter (time: 11:14 p.m.).

Carried.

The Committee reconvened to the open public meeting at 11:21 a.m.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 11:22 a.m.).

TL

Page 6 of 6 Policy & Personnel Committee June 25, 2020



Liquid Waste Management Plan Steering & Monitoring Committee Minutes Thursday, July 2, 2020 Via Zoom Online Video Conferencing

Committee Members Present:

Director R. Cacchioni-Chair Director A. Morel-Vice Chair Director L. Worley Director D. Langman

Staff Members Present:

M. Andison, CAO, Regional District of Kootenay Boundary

G. Denkovski, Manager of Infrastructure & Sustainability

S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the July 2, 2020 Steering and Monitoring Committee meeting was presented.

Moved: Director Morel Seconded: Director Worley

That the agenda for the July 2, 2020 Steering and Monitoring Committee meeting be adopted as presented.

Carried.

Page 1 of 3
Liquid Waste Management Plan Steering & Monitoring Committee Meeting
July 2, 2020

ADOPTION OF MINUTES

The minutes for the Steering Committee March 5, 2020 meeting were presented.

Moved: Director Langman Seconded: Director Morel

That the minutes of the Steering Committee March 5, 2020 meeting be adopted as presented.

Carried.

UNFINISHED BUSINESS

There was no unfinished business for the Committee to address.

NEW BUSINESS

G. Denkovski

Re: Terms of Reference Liquid Waste Management Plan Steering and Monitoring Committee

A verbal report form Goran Denkovski, Manager of Infrastructure and Sustainability regarding the difference between old and new terms of reference for the LWMP Steering and Monitoring Committee was given.

The follow changes were made to the Terms of Reference:

- -Goran Denkovski is not a member.
- -The name is now The Liquid Waste Management Plan Steering & Monitoring Committee.
- -The Local Advisory Committee no longer exists.

There was a discussion regarding whether the Chair should continue to be elected, as with previous Liquid Waste Committees, or be appointed by the RDKB Chair as with the other Stakeholder Committees. Director Langman will follow up with Theresa Lenardon regarding this matter.

Moved: Director Worley Seconded: Director Morel

That the Regional District of Kootenay Boundary Board of Directors approve in principle the terms of reference for the Liquid Waste Management Plan Steering and Monitoring Committee with the matter of the election of the Chair to be investigated further.

Carried.

Page 2 of 3
Liquid Waste Management Plan Steering & Monitoring Committee Meeting
July 2, 2020

G. Denkovski

Re: Info-graphic and Briefing Note for CPCC Upgrade Advocacy

Report from Goran Denkovski, Manager of Infrastructure and Sustainability regrading the info-graphic and briefing notes for advocating the CPCC Upgrade Grant was given.

The Committee liked the info-graphic and the briefing note and feels like they will be useful tools to promote the grant application.

The Committee made the following suggestions for changes to the briefing note:

- -Remove the Recommendations section.
- -On the maps-add the name of the river and make the international border more defined.

Moved: Director Morel Seconded: Director Langman

That the Steering and Monitoring Committee receive the info-graphic and briefing note as presented.

Carried.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

There were no items for future agenda discussed.

CLOSED (IN CAMERA) SESSION

A Closed (In Camera) Session was not required.

ADJOURNMENT

The next meeting will be held August 6, 2020.

There being no further business to discuss, the Chair adjourned the meeting at 12:34 pm.

Page 3 of 3
Liquid Waste Management Plan Steering & Monitoring Committee Meeting
July 2, 2020



Boundary Community Development Committee

Minutes Tuesday, July 7, 2020 Held via Zoom Online Conferencing

Committee members present:

Director G. McGregor, Chair

Director R. Russell

Director V. Gee

Director C. Korolek (left meeting at 11:47 am)

Director G. Shaw

Director R. Dunsdon (left meeting at 1:00 pm)

Staff and others present:

- M. Andison, Chief Administrative Officer
- M. Forster, Executive Assistant/Recording Secretary
- J. Chandler, General Manager of Operations/Deputy CAO
- P. Keys, Manager of Facilities and Recreation
- B. Ihlen, General Manager of Finance
- T. Lena
- D. Dean, Manager of Planning and Development
- K. Anderson, Watershed Planner
- S. Powell, Outback Snowmobile Tours Inc.
- R. Hansinger, Acrylic Paving Systems
- S. Carlysle-Smith, Managing Director TOTA
- J. Edwards, Grand Forks Gazette

Call to Order

The Chair called the meeting to order at 10 am.

The Land Acknowledgement will be added to all future agendas.

Page 1 of 8
Boundary Community Development Committee
July 7, 2020

Consideration of the Agenda (additions/deletions)

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

Moved: Director Korolek Seconded: Director Russell

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

Carried.

Consideration of the Minutes

The minutes of the June 3, 2020 Boundary Community Development Committee meeting were presented.

Moved: Director Shaw Seconded: Director Dunsdon

That the minutes of the June 3, 2020 Boundary Community Development Committee be adopted as presented.

Carried.

Delegations

Steve Powell

Re: On Behalf of Outback Snowmobile Tours Inc.

Mr. Powell attended the BCDC meeting, via Zoom, on behalf of Outback Snowmobile Tours Inc., as requested by the Board of Directors at their June 25, 2020 Board meeting. He provided the Committee members with information on the company's intent to use existing snowmobile trails in Electoral Area E/West Boundary and surrounding Big White Ski resort.

Some of the concerns expressed by Director Gee over the proposal related to the lack of clarity on the size of the area applied for, no commitment to stay on the trails, and lack of clarity of an assessment on the potential impacts to wildlife.

Mr. Powell left the meeting at 10:19 am.

Page 2 of 8 Boundary Community Development Committee July 7, 2020

Rick Hansinger, Acrylic Paving Systems Re: Acrylic Polymer Emulsion Pavement System

Mr. Hansinger attended the meeting, via Zoom, and provided the Committee members with a presentation of the acrylic polymer emulsion pavement system, its applications and how it may benefit future projects in the RDKB.

Mr. Hansinger left the meeting at 10:47 am.

Moved: Director Korolek Seconded: Director Dunsdon

That the Boundary Community Development Committee receive the information as presented.

Carried.

Unfinished Business

There was no unfinished business for discussion.

New Business

S. Carlysle-Smith, Managing Director - TOTA Re: Tourism Report and MRDT Update

A report and update from S. Carlysle-Smith, Managing Director - TOTA, regarding tourism and MRDT was presented.

The Committee members were provided with an update on current activities. Highlights included MRDT 2020 plan, funding and reserve, visitor analyses, trail mapping and social media activity. A request was being sought for local government support to enhance existing TOTA activities in the form of publically announcing that they are open for tourism in BC. Discussion ensued on holistic and overarching mapping of trails and working with existing inventory and groups. TOTA will examine all alternatives and provide the Committee with results at a future meeting. Discussion also ensued on using a local video company. She left the meeting at 11:14 am.

Moved: Director Gee Seconded: Director Russell

That the Boundary Community Development Community receive the update from S. Carlysle-Smith as presented.

Page 3 of 8 Boundary Community Development Committee July 7, 2020

Carried.

K. Anderson, Watershed Planner Re: Boundary Integrated Watershed Service (BIWS) Monthly Update

A staff report from K. Anderson, Watershed Planner, regarding the BIWS monthly update was presented. A second report regarding opportunities to encourage and enhance the engagement between Indigenous Peoples, the RDKB and the residents within the Boundary region of the RDKB and an opportunity to apply for a 2020 PlanH Grant was also presented.

Moved: Director Shaw Seconded: Director Dunsdon

That the staff report regarding the BIWS progress for July 2020 be received.

Carried.

Moved: Director Shaw Seconded: Director Korolek

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for PlanH Healthy Community Engagement Grant to support First Nations engagement. **FURTHER** if the grant application is received to use such funds to support First Nations engagement.

Carried.

D. Dean, Manager of Planning and Development Re: Boundary Integrated Watershed Service (BIWS) Work Plan (170) Update

A staff report from D. Dean, Manager of Planning and Development, regarding the BIWS Work Plan (170) update was presented.

Moved: Director Dunsdon Seconded: Director Shaw

That the Boundary Community Development Committee receive the July 7, 2020 staff report titled 'Boundary Integrated Watershed Service 2020 Work Plan Update'.

Carried.

Page 4 of 8 Boundary Community Development Committee July 7, 2020 Director Korolek left the meeting at 11:47 am.

P. Keys, Manager of Facilities and Recreation Re: Aquatic Centre Reopening Plan - Financial Considerations

A staff report from P. Keys, Manager of Facilities and Recreation, regarding the reopening of the aquatic centre was presented. He provided the Committee members with a schedule to resume programming activities and opening the Aquatic Centre to the public over the course of the summer.

Moved: Director Shaw Seconded: Director Dunsdon

That the Boundary Community Development Committee receive the staff report, titled 'Aquatic Centre - Reopening', for information.

Carried.

The Committee took a meeting break at 12:10 pm and reconvened at 12:20 pm.

L. Moore, Senior Planner FrontCounter BC Referral - Crown Land Tenure Re: Outback Snowmobile Tours Inc.

A staff report from L. Moore, Senior Planner, regarding a FrontCounter BC Referral for a Crown Land Tenure was presented.

Director Gee expressed her concerns and those of the Electoral Area E-West Boundary APC about supporting such an extensive area being applied for in the tenure area. Discussion also ensued on the term of the tenure.

Moved: Director Gee Seconded: Director Russell

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the Crown land tenure application from Outback Snowmobile Tours Inc., on unsurveyed Crown land in Big White and Electoral Area E/West Boundary is supported. **FURTHER**, that the area be limited to the trail network and that it would be non-exclusive. **FURTHER**, that the initial tenure be short-term.

Carried.

Page 5 of 8
Boundary Community Development Committee
July 7, 2020

Information

Re: Boundary Historical Society - Storage

A letter from the Boundary Historical Society regarding storage of publications was presented for information.

Staff was directed to contact the City of Grand Forks to inquire if there is storage space available to the Boundary Historical Society. Staff will provide the Committee members with an update at the next meeting.

Moved: Director Dunsdon Seconded: Director Russell

That the Boundary Community Development Committee receive the letter from the Boundary Historical Society as presented.

Carried.

Sandy Mark, Executive Director - West Boundary Community Services Coop Assoc.

Re: Food Lab, Rock Creek - Information

A letter from Bio Metrics International and food lab project material was presented for information.

Further information on the food lab was requested at a previous meeting. Director Gee provided an overview on the Food Lab Project and the need to develop a business plan around this. A question was raised as to the demand for this service by the agricultural community.

Moved: Director Russell Seconded: Director Dunsdon

That the Boundary Community Development Committee receive the information from Sandy Mark as presented.

Carried.

Discussion

Re: BC Rural & First Nations Health Summit & Work of Kootenay Boundary Division of Practice

Page 6 of 8 Boundary Community Development Committee July 7, 2020 Director Gee spoke to the Health Summit and the value of the collaboration and the need to continue those conversations. She also updated the Committee members of the opportunity to have conversations with local doctors and service providers. The group is discussing the creation of a health centre model where space and resources are shared with multiple practitioners and the benefits around the model.

Discussion

Re: Meat Processing Project Update

Director Gee provided the Committee members on current activities in moving forward with the meat processing project. She also spoke to support from producers to establish a producer coop and current work around that.

Discussion Re: Food Lab

This item was discussed earlier in the agenda.

Discussion Re: Food Hub

Director Gee spoke to food hub systems both provincially and regionally.

Discussion

Re: Food Security Planning

Director Gee informed the Committee members of weekly Zoom meetings with providers of food security services throughout the Boundary up to Big White. She also referred to food distribution through Food Share and other programs. Currently there are many grants to apply for but there is a lack of vision and leadership to work on a regional level to be able to apply for grants and systemically change the current situation.

Late (Emergent) Items

There were no late (emergent) items for discussion.

Discussion of items for future agendas

A discussion of items for future agendas was not required.

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Question Period for Public and Media

Jensen Edwards, Grand Forks Gazette, asked questions about potential alterations to the funding allocation for DMAF regarding riparian zones outside of the City of Grand Forks and the risk assessment coming for RDKB. Director Russell provided a brief answer. J. Edwards will have further conversations with staff in this regard.

Jensen Edwards left the meeting at 1:00 pm.

Director Dunsdon left the meeting at 1:00 pm.

Closed (In camera) Session

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

Moved: Director Shaw Seconded: Director Russell

That the Boundary Community Development Committee proceed to a closed meeting pursuant to Section 90 (1) (k) of the Community Charter at 1:00 pm.

Carried.

The Boundary Community Development Committee reconvened to the open meeting at 1:30 pm.

Adjournment

The meeting was adjourned at 1:30 pm.

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Boundary Community Development Committee
July 7, 2020



Grand Forks & District Recreation Commission Regular Meeting Thursday, June 11, 2020 Zoom Electronic Meeting 8:45 AM Minutes

Commission Members Present:

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

Staff Present:

Paul Keys Melina Van Hoogevest

Others Attending

1. Call to Order

1.a) The Chair called the meeting to order at 8:46am.

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 Okanagan, and Secwepemc Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

The Land acknowledgement is a new addition to the agenda as of June 11, 2020 and it was;

18-20 Moved: Bob MacLean Seconded: Roly Russell

That staff clarify the Land Acknowledgment addition with RDKB and how it applies to Recreation Commission meetings.

3. Consideration of the Agenda (additions/deletions)

3.a) The agenda for the June 11, 2020 Grand Forks & District Recreation Commission meeting was presented.

The agenda was amended with the addition of a New Business item; 7.a) Summer Programming Plans and it was;

19-20 Moved: Susan Routley

Seconded: Chris Moslin

That the Agenda for the June 11, 2020 Grand Forks & District Recreation Commission meeting be adopted as presented.

Carried

4. <u>Draft Minutes</u>

4.a) The draft minutes of the Grand Forks & District Recreation Commission meeting held on May 14, 2020, were presented and it was;

20-20 Moved: Jaime Massey Seconded: Susan Routley

That the draft minutes for the Grand Forks & District Recreation Commission meeting held on May 14, 2020, be adopted as presented.

Carried

5. Delegation

5.a) There were no delegations to be made.

6. <u>Unfinished Business</u>

Community Recreation Programming Meeting notes, May 22, 2020The Community Recreation Programming Meeting notes, May 22, 2020 were presented and staff followed up with a verbal report.

The Community Recreation Programming Meeting notes, May 22, 2020 were amended with the addition of a New Community Recreation Programming Brainstorming Ideas; Disc Golf, and it was;

21-20 Moved: Bob MacLean Seconded: Chris Moslin

That The Community Recreation Programming Meeting notes, May 22, 2020, be adopted as presented.

Carried

7. New Business

7.a) Summer Programming Plans

A verbal report was provided by staff in regards to the implementation of recreational programs following the Community Recreation Programming Meeting notes. Grand Forks & District Recreation's goal is to engage the community in safe recreation following the Provincial guidelines for covid-19 and to begin developing the plans to reopen the aquatic centre.

8. Communications-Information Only

8.a) Covid Reopening Report for BCDC

A verbal report was provided by staff based on a similar report provided to the BCDC committee.

Regional District Recreation Staff are developing the plans to reopen facilities and provide outdoor programming. They are currently waiting on the release of new guidelines from Red Cross Canada to implement summer swim lessons at Christina Lake.

8.b) Aquatic Centre Reopen Report

A written Staff Report was included in the agenda package and staff followed up with a verbal report highlighting General Reopening Guidelines, Guidelines to a Phased Reopening-Restrictions to Follow, High Risk Participants, WorkSafe BC, and a Summary of Next Steps.

9. Reports

9.a) Supervisor Reports

The following Supervisor Reports for the month of May 2020 were presented:

- Aquatic Maintenance Coordinator
- Aquatic Program Coordinator
- Arena Maintenance Chief Engineer

The Supervisor Reports of the Grand Forks & District Recreation Commission held on June 11, 2020, were presented and it was;

22-20 Moved: Roly Russell Seconded: Susan Routley

That the Supervisor Reports of the Grand Forks & District Recreation Commission meeting held on June 11, 2020, be adopted as presented.

Carried

10. Round Table

10.a) School District #51

Board members met face to face this past week to review the safety plan. Primary students, Kindergarten to Grade 5, are attending school two days per week and Intermediate students, Grade six through twelve, are attending one day per week. There is a limit of twenty children on each school bus which is posing challenges for delivering and returning children to their home. Currently it appears that a September schedule will look similar to now, unless there is a vaccine for COVID-19. Graduation ceremonies will take place on June 20th at 3:00pm with a parade from Selkirk College to GFSS.

10.b) Library and Arts Societies (Culture) – Vacant

10.c) Recreation and Culture Committee of City Council

Playgrounds, Playfields, Campgrounds, and the BMX track are open. The Spray Park is not opened at this time. City Hall and other city operated buildings are now open with social distancing regulations in effect. All large events have been cancelled during COVID-19. Recovering a safe beach on the Kettle River for swimming is included in the future planning for flood mitigation.

10.d) Community Members at Large

It was reported that people within our community are struggling with the stream of events over the past few years in regards to the flood and now more recently, homeschooling their children and caring for aging parents. The results of these events and the global pandemic are beginning to erode mental health and emotional well being. In saying that, recreation has a positive effect on an individual's personal wellbeing and is an important component of our society.

11. Late (Emergent) Items

There were no late emergent items to consider.

12. <u>Discussion of Items for Future Meetings</u>

A discussion was not necessary.

13. Question Period for Public and Media

There weren't any questions from the public or media.

14. Adjournment

There being no further business to discuss, the meeting was adjourned (time: 10:33am). **23-20** Moved: Jaime Massey Seconded: Susan Routley

	Carried	
Melina Van Hoogevest,	Brian Noble,	
Recording Secretary	Chairperson	



Grand Forks & District Recreation Commission Special Meeting Thursday, July 9, 2020 Zoom Electronic Meeting 8:45 AM Minutes

Commission Members Present:

Brian Noble Bob MacLean Jaime Massey Roly Russell Susan Routley

Absent:

Chris Moslin Eric Gillette Nigel James Terry Doody

Staff Present:

Paul Keys Melina Van Hoogevest

Others Attending

1. Call to Order

1.a) The Chair called the meeting to order at 8:45am.

2. Communications-Information Only

2.a) BCDC Aquatic Activity Reopening - Staff Report

A written Staff Report was included in the agenda package and staff followed up with a verbal report.

The plan to resume programming activities and the opening of the Aquatic Centre to the public is to be a gradual reopening over the course of the summer.

June 29 – Aquatic Centre individual showers were opened to support the vulnerable population in Grand Forks, in partnership with local Interior Health.

July 10 – Staff training is scheduled to bring staff up to speed with new life saving and swim instruction protocols, as well as any changes to safe work procedures, prior to programs being offered.

July 13 – The first of four outdoor swim lesson sets following new Covid-19 protocols set out by the Red Cross are scheduled to start at the Christina Lake Provincial Park beach.

July 20 – Dry land and aquatic based fitness programming resumes at the Christina Lake Provincial Park beach, and at the Dick Bartlett ball diamonds located behind the Aquatic Centre.

July 20 - Private use of the Aquatic Centre to begin with the Piranhas Swim Club, and Olympian James Dergousoff. Our work with Piranhas will allow us to test new flow of traffic around the pool, in the water during lane swims, and through the change rooms, in preparation for the general public to return.

August 4 – Public Lane Swim to return based on expected successes and learned processes from the Piranhas program. Swim time and numbers will be limited. **August 10** – Aquafit programming to return based on successes and learned processes from the Piranhas and public lane swim, particularly in managing traffic flow in and out of the water and through the change rooms. Class size will be limited.

Public Leisure Swims – return of public leisure swim time is expected in the fall. The guidelines around leisure swim will be based on successes from lane swim and aquafit, along with industry feedback on managing social distancing during public swims at outdoor pools. Maximum numbers will be greatly reduced, and the number of lifeguards needed on the pool deck is expected to increase during leisure swims under the new protocols set out by the Lifesaving Society, both for lifeguarding and for life saving reasons.

2.b) Program Report

A written Staff Report was included in the agenda package and staff followed up with a verbal report.

Over the past month a great deal of work has been done to meet the challenge of designing exposure control plans for our facilities and programs, as well as operating guidelines for public use of the facilities.

Progress has been made and we are moving forward with activities:

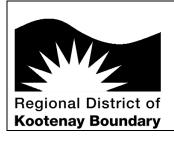
- The Great Kilometer Community Challenge
- Disc Golf Promotion
- Arena Activity: The Bruins AGM was hosted under Covid practices June 25.
- Aquatic Activity: Detailed in the BCDC Aquatic Activity Reopening report.

3. <u>Discussion of Items for Future Meetings</u>

3. a) A discussion was not necessary.

4. Adjournment

4. a) The next scheduled meeting will be held on September 10, 2020. There being no further business to discuss, the meeting was adjourned (time: 9:22am).



ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY

ADVISORY PLANNING COMMISSION

MINUTES

Monday, August 31, 2020 via Zoom, commencing at 7:00 p.m.

PRESENT: Grant Saprunoff, Mary MacInnis, Fern Acton, Darlene Espenhain

ABSENT: Henk Ravestein, Graham Jones

RDKB DIRECTOR: Linda Worley, Bill Edwards, Alternate.

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

It was moved and seconded that the August 31, 2020 Electoral Area B'/Lower Columbia-Old Glory APC agenda be adopted. Done.

3. ADOPTION OF MINUTES

It was moved and seconded that the July 6, 2020 Electoral Area B'/Lower Columbia-Old Glory APC minutes be adopted. Done.

4. <u>DELEGATIONS</u>

5. UPDATES TO APPLICATIONS AND REFERRALS

Electoral Area 'B'/Lower Columbia-Old Glory APC Agenda Items August 31, 2020 Page 1 of 2

6. <u>NEW BUSINESS</u>

City of Rossland

RE: Subdivision Referral

RDKB File: R-1

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the referral be supported. This is a city of Rossland concern.

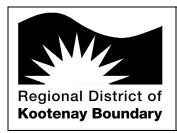
7. FOR INFORMATION

8. FOR DISCUSSION

9. ADJOURNMENT

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

Electoral Area 'B'/Lower Columbia-Old Glory APC Agenda Items August 31, 2020 Page 2 of 2



ELECTORAL AREA 'C'/CHRISTINA LAKE ADVISORY PLANNING COMMISSION MINUTES TEMPLATE

Tuesday, September 1, 2020 at the Christina Lake Community Hall, commencing at 7:00 p.m.

PRESENT: Phil Mody, Terry Mooney, Dave Bartlett, Annie Rioux, Butch

Bisaro

ABSENT: Peter Darbyshire, Jeff Olsen, Jason Patrick Taylor, Jessica

Coleman

RDKB DIRECTOR: Grace McGregor, Donna Wilchynski, Alternate and Recording

Secretary

RDKB STAFF:

GUESTS:

CALL TO ORDER

The meeting was called to order at 7:06 p.m.

Chair passed around a sheet to inform hall of contact information for APC members per their COVID-19 procedures.

2. ADOPTION OF AGENDA (Additions/Deletions)

That the September 1, 2020 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as added to under 8.0 Discussion on DMG (Bitcoin operation). Butch/Dave/Carried

Suggestion that RDKB send any COVID directions or any other instruction to all members of the APC via email prior to the meeting.

Electoral Area 'C'/Christina Lake APC Agenda Items September 1, 2020 Page 1 of 2

3. ADOPTION OF MINUTES

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

Butch/Phil/Carried

4. **DELEGATIONS**

5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS

6. **NEW BUSINESS**

Peter Flett, RPF, MSFM

RE: Referral - Small scale salvage

RDKB File: B-54-C

This application is for referral only It was moved, seconded and resolved that the APC recommend to the Regional District that the referral be supported. Dave/Annie/Carried

7. FOR INFORMATION

8. **DISCUSSION**

DMG (Bit Coin Development):

APC Chair received a phone call from a resident a few weeks ago concerned that there was a time after the bitcoin people had made the presentation to the APC that he felt the noise was diminished, however at the current time, the noise has gotten much worse, and it was his understanding that changes would take place to close up the building, as well as they changes to the water cooling system and still running the same noisy equipment. Other APC members commented that they have witnessed the noise is louder than before, the winds do carry the noise away a bit from the east but definitely louder. Director McGregor contacted the RDKB regarding building inspections on this site and follow-up on this issue. Director McGregor has also spoken to the owner of the bitcoin company as well. Director McGregor will follow up again on this with the RDKB to ensure that this site is being compliant as promised.

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:31 pm.

Electoral Area 'C'/Christina Lake APC Agenda Items September 1, 2020 Page 2 of 2



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

Monday, August 31, 2020 @ Riverside Centre, 3990 Highway 3, Rock Creek, commencing at 6:00 p.m.

PRESENT: Florence Hewer, Fred Marshall, Randy Trerise, Lynne Storm,

Michael Fenwick-Wilson

ABSENT with Frank Van Oyen (resigned due to move to Grand Forks), Jamie

notification Haynes

Absent without Grant Harfman

notification

RDKB DIRECTOR: Vicki Gee

RDKB STAFF: None GUEST: None

1. CALL TO ORDER The meeting was called to order at 6:05 PM.

2. ADOPTION OF AGENDA

Recommendation: That the August 31, 2020 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented. Moved by Michael and seconded by Lynn. Motion carried.

3. ADOPTION OF MINUTES

Recommendation: That the August 3, 2020 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. Moved by Randy and seconded by Flo. Motion carried

4. **DELEGATIONS**: None

Electoral Area E' APC Minutes August 31, 2020 Page 1 of 2

5. **UPDATES TO APPLICATIONS AND REFERRALS**: None

6. **NEW BUSINESS**

Front Counter BC

RE: Fortis BC Statutory Right of Way-20 Graff Road, Beaverdell

RDKB File: E-1545-04854.020

Discussion/Observations:

We questioned why they need the extra power service as they already have power. We did not understand what was meant by the statement that part of the proposal was to "formalize an existing overhead crossing". Evidently the application would not have proceeded if there was objection from adjacent landowners.

Recommendation:

It was moved by Flo and seconded by Michael and resolved that the APC recommends to the Regional District that the referral be: Supported as presented. Motion carried.

7. FOR INFORMATION

BCTS Referral Response. We appreciate the response from BCTS, and it appears they have changed their plans as a result of our comments. Vicki is asking the BCDC to invite BCTS Okanagan to attend the next BCDC meeting.

- 8. FOR DISCUSSION None
- **9. ADJOURNMENT** Adjourned at 6:25 PM

Electoral Area E' APC Minutes August 31, 2020 Page 2 of 2



ELECTORAL AREA 'A' ADVISORY PLANNING COMMISSION MINUTES

Tuesday, September 1, 2020 via tele-conference, commencing at 4:30 p.m.

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

ABSENT: Craig Stemmler, Tyleen Underwood

RDKB DIRECTOR: Ali Grieve

RDKB STAFF: GUESTS:

1. CALL TO ORDER

The meeting was called to order at 4:30 PM

2. **ACTING CHAIRPERSON**

Due to the absence of Craig Stemmler it was moved and seconded that Shelley Levick act the chairperson

3. ADOPTION OF AGENDA

It was moved and seconded that the September 1, 2020 Electoral Area 'A' APC agenda be adopted with the addition of bylaw enforcement/noise bylaw added to as a discussion topic.

4. ADOPTION OF MINUTES

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

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

5. **NEW BUSINESS**

Ben and Tersia DeJager

RE: MOTI Subdivision

RDKB File: A-Twp 7A-10519.100

Discussion/Observations: The application was reviewed by the committee.

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

6. FOR DISCUSSION

It was brought to the attention of the committee that the Regional District of Kootenay Boundary has hired a bylaw enforcement officer. It was noted that the current bylaws do not cover noise. Discussion touched on the merits and potential problems associated with adopting a noise bylaw. It was suggested that the bylaw officer provide the services committee with her experience relative to noise bylaws.

7. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:52 PM

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



Boundary Community Development Committee Staff Report

RE:	Endorsement of the Boundary Region Drought Response Plan			
Date:	September 2, 2020 File # BIWS-BCDC			
To:	Chair McGregor and members of the BCDC			
From:	Kristina Anderson, Watershed Planner			

Issue Introduction

A staff report to present the Boundary Region Drought Response Plan for final review and endorsement.

Background

The Boundary Drought Response Plan (DRP) is designed as a stand-alone document that describes recommended actions during all stages of provincially identified drought (see attached). The Kettle River Watershed Advisory Council and the Boundary Water Suppliers Working Group had the opportunity to comment on the document, with all comments incorporated into this final version. The draft plan was released to the public via the BIWS website in July in order to provide support for the Boundary region should we experience drought conditions before the document could receive its final endorsement.

Recommendation

That the Boundary Region Drought Response Plan be forwarded to the Regional District of Kootenay Board of Directors with a recommendation of endorsement.

Attachment

Boundary Region Drought Response Plan

Page 1 of 1
P:\BIWS\BCDC\2020-09-02 Meeting





Boundary Region

Drought Response Plan

Regional District of Kootenay Boundary



August 26, 2020

Acknowledgements

Thank you to Jessica Mace and Nicole McCallum of Collective Roots Consulting for their excellent research and work preparing the draft 2019 Drought Response Plan; to the Kettle River Watershed Authority Committee, now known as the Kettle River Watershed Advisory Council, for their invaluable input and continued support towards watershed and drought management; and to the Thompson Okanagan Provincial staff from Forests, Lands, Natural Resource Operations and Rural Development for their Boundary region drought management support.

Thank you to our funders, who, without their support this plan would not have been possible: Big White Utilities, City of Grand Forks, City of Greenwood, Federal Gas Tax Fund, Grand Forks Irrigation District, Mt. Baldy Utilities, Provincial Infrastructure Planning Grant, Sion Improvement District, Village of Midway, and West Boundary Community Forest.

Contact:

Kristina Anderson, M.Sc., P.Ag. Watershed Planner Regional District of Kootenay Boundary

Phone: 250-442-4111

Email: watershedplanner@rdkb.com

Cover Photos:

Boundary Creek, September 2017 (upper left) and Trapper Creek, August 2019 (bottom left)

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Acronyn	
CEFT	Critical Environmental Flow Threshold
DEP DMP	Drought Management Plan
	Drought Management Plan
DRIP	Thompson Okanagan District Drought Response Implementation Plan
DRP	Drought Response Plan
EMBC	Emergency Management British Columbia
FLNRORD	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
GCPE	BC Government Communications and Public Engagement
KBR	Kootenay Boundary Region (Province)
KRWAC	Kettle River Watershed Advisory Council (formerly the Authority
	Committee)
LG	Local Government
RDKB	Regional District of Kootenay Boundary

1.0 Drought Response in the Boundary Watersheds

The Boundary Region Drought Response Plan (DRP) provides the Regional District of Kootenay Boundary (RDKB), water purveyors, industry, and all water users recommended actions to take during varying levels of drought, as described in the Kettle River Drought Management Plan (DMP). These actions are designed in accordance with the Provincial direction to water users, outlined in the BC Drought Response Plan (Province of BC, 2018). The intention is to lessen local impacts from drought conditions and to reduce the need for Provincial regulatory action.

This plan covers the Boundary region, defined as the western portion of the RDKB area, encompassing Electoral Areas: C/Christina Lake, D/Rural Grand Forks and Area E/West Boundary and the municipalities of Grand Forks, Greenwood, and Midway (Figure 1). As of May 2020, the provincial coordination of drought management for the Boundary region is administered by the Kootenay Boundary Region (KBR) of the Ministry of Forest, Lands, Natural Resource Operations and Rural Development (FLNRORD). Prior to this, the Boundary region was managed provincially by the Thompson Okanagan Region of FLNRORD and addressed in the Thompson Okanagan's Drought Response Implementation Plan (DRIP) (Ministry of Forests, Lands, Natural Resource Operations and Rural Development, 2016). This DRP compliments the objectives and structure of the BC Drought Response Plan and DRIP, and is to be used in conjunction with the DMP and the Boundary Region Drought Management Public Engagement Plan (DEP). The DRP follows recommendations outlined in the report *Dealing with Drought; A Handbook for Water Suppliers in British Columbia* (Province of BC, 2016).



Figure 1. Boundary region of the RDKB includes Areas C/Christina Lake, D/Rural Grand Forks and E/West Boundary and the municipalities of Grand Forks, Greenwood, and Midway.

In response to the identified need for a Boundary region coordinated drought response, the RDKB has taken on the roll to work with stakeholders and water users as we respond to drought in accordance with provincial recommendations and best practices. Preparing for and responding collaboratively to drought conditions can help reduce pressures on our local water systems, in turn, support the health, economic, environmental and social components of our communities.

2.0 Provincial Drought Classification

The Province of BC is responsible for setting the Provincial drought levels, licensing water withdrawals under the *Water Sustainability Act*, and regulating water use during times of water scarcity. The RDKB is committed to supporting Boundary residents, stakeholders and industry in all stages of drought from planning, and preparedness to response.

Drought level for the Kettle River Watershed (Figure 2) is located online at the British Columbia Drought Information Portal (<u>Drought Portal</u>) and on the RDKB website (<u>RDKB Drought</u>). The Kettle River Watershed covers the majority of the Boundary region, although not all of it.

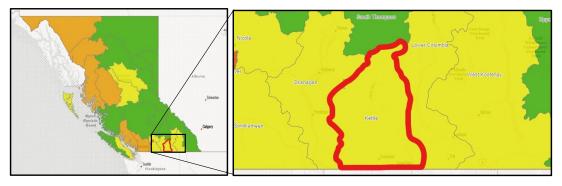


Figure 2. Kettle River Watershed from the BC Drought Portal. Left image: Map of British Columbia showing the provincially delineated drought watersheds; Kettle River Watershed is outlined in red (Province of BC, 2019).

Right image: Canadian portion of the Kettle River watershed.

There is approximately 53 km² in the RDKB Electoral Area E/West Boundary that is located in the Okanagan River Watershed (Figure 3). This region's main surface water system includes Nine Mile creek.

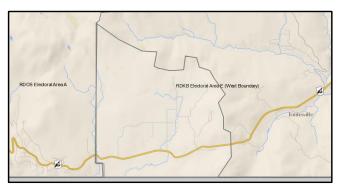


Figure 3. The approximately 53 km² region, identified in grey, in Electoral Area E/West Boundary that is located outside of the Kettle River Watershed.

As this area is in the Okanagan River Watershed, the drought level for this region matches that of the Okanagan River Watershed Provincial drought level (Figure 4).

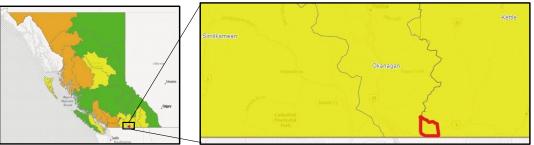


Figure 4. Section from the Okanagan River Watershed that is located in Electoral Area E/West Boundary. Source: BC Drought Portal (Province of BC, 2019).

There are four (4) stages in the Provincial Drought Classification system, from Level 1 normal to Level 4 extremely dry conditions. Table 1 provides a summary of the Provincial objectives and targets for each drought level (Province of BC, 2018).

Table 1. Provincial drought level classification and targets

Level	Conditions	Significance	Objective/Emphasis	Target
1 (Green)	Normal Conditions	There is sufficient water to meet human and ecosystem needs	Preparedness	Ongoing reductions in community water use
2 (Yellow)	Dry Conditions	First indicator of a potential water supply problem	Voluntary Conservation	Minimum 10% reduction
3 (Orange)	Very Dry Conditions	Potentially serious ecosystem and socioeconomic impacts are possible	Voluntary conservation and restrictions	Minimum total 30% reduction
4 (Red)	Extremely Dry Conditions	Water supply insufficient to meet socio-economic and ecosystem needs	Voluntary conservation, restrictions and regulatory action as needed	Maximum reduction
Loss of Supply	(DC 2016)	Potential loss of community's potable or firefighting supply	Emergency response	Ensure health and safety

(Province of BC, 2016)

The Province determines the regional drought level primarily from the information supplied by water flow (discharge) and climate monitoring stations (Table 2). This is determined based on early drought season forecast indicators (amount of snow available and seasonal runoff forecasts) and core drought indicators (average precipitation and seven-day average stream flow).

Table 2. Provincial drought indicators

	Level 1 (Green)	Level 2 (Yellow)	Level 3 (Orange)	Level 4 (Red)
Basin Snow Measures	>80%	80-65% of normal	<65% of normal	
Seasonal Volume Runoff Forecasts	>80%	80-61% of normal	60-45% of normal	<45% of normal
30 Day % of Average Precipitation	>80%	80-51% of average	50-25% of average	<25% of average
7-Day Average Streamflow	>25 percentile	11-25 percentiles	6-10 percentiles	<6 percentile

(Province of BC, 2018)

3.0 RDKB Drought Response

The RDKB responds according to the provincially defined drought classification level for the Boundary region labeled "Kettle" (Figure 2) and "Okanagan" (Figure 4). As the Boundary region is a large and geographically diverse landscape, some areas and/or water sources may be more vulnerable or experience higher impacts to drought compared to other regions. Those with a high vulnerability to drought may need to prepare earlier and respond faster to the progressing drought conditions. Note that the DRP does not address the necessary planning and preparation components of drought management, identified in the DMP, but rather focuses on immediate response during the summer months and periods of low water.

Higher vulnerability to drought includes surface water users with little to no storage capacity and those with shallow groundwater wells situated in unconfined aquifers¹. Additional information on defining areas of high vulnerability to drought, drought risk factors, vulnerability of groundwater contamination and water use data is contained in the DMP.

Regular maintenance and repair of water works should occur throughout the year. Leaks and faulty systems can result in a significant loss of water, negative financial implications as well as erosion and structural concerns in surrounding lands.

For the purpose of this plan, a Water Supplier is defined as those who deliver, manage, monitor and in some cases treat water for water users. Water suppliers in the Boundary region include local governments (LG), irrigation districts, improvement districts, school districts, water user communities and water utilities.

Level 1 – Provincial Target: Reduction in water use and conservation of water

Province

Update BC Drought Portal with current drought information.

RDKB

- Review Drought Management and Drought Response Plans; update every few vears.
- Update the RDKB drought awareness webpage with current Provincial drought level.

All Water Users

- Focus on maintenance, leak detection and repair of water works.
- Focus on general awareness, preparedness and water conservation efforts.

¹ In basic terms, an aquifer is an underground large body of water. An unconfined aquifer occurs when the body of groundwater can be affected by water seeping from the ground surface or is directly connected to a surface water source, such as a stream.

- Where appropriate, take early action to fill water reservoirs.
- For agricultural producers, where appropriate, irrigate effectively to ensure sufficient water retention in the soil column.

Level 2 – Provincial Target: Voluntary 10% reduction in total water withdrawals

Province

• Update BC Drought Portal with current drought information.

RDKB

- Update the RDKB drought awareness webpage with current Provincial drought level.
- Review, update as required, regional streamflow watch list.
- Monitor provincially and federally reported stream flow, water temperature and aquifer water level as warranted.
- Review, update as required, the list of all large water users in the region.
- Represent LG and water suppliers on Provincial drought calls, providing local conditions, questions and concerns.

Water Suppliers and Large Water Users

- Voluntary implementation of water restrictions to reach the Province's request to reduce all water withdrawal by 10% of licensed volume; this includes minimizing all non-essential water use.
- If available, increase stream flow and aquifer monitoring efforts.
- Monitor water supply levels and authorized water use; report concerns to the RDKB or the Province (see Section 4 for contact information).
- Display and enforce bylaws; provide clear water restriction recommendations to all water users.
- Where appropriate, continue to fill water reservoirs in preparation for drier periods.
- For agricultural producers continue irrigating effectively, with a consideration to increase water storage in the soil column in preparation for drier periods.
- · Practice conservation and efficient water use.

All Water Users, with additional targets for high drought vulnerability

- Voluntarily reduce all water withdrawal by 10%; this includes reducing nonessential water use.
- Check for leaks in lines and follow Fire Smart recommendations. Water users from high drought vulnerable systems may be at risk of losing supply for fire protection at drought level 2.

Level 3 – Provincial Target: Voluntary 30% reduction in total water withdrawals

To be implemented for drought level 3 when issued between July 1 and December 31. Prior to July 1, the RDKB recommended drought response will be provided on the RDKB drought awareness website and from the Province.

Province

- Media release from BC Government Communications and Public Engagement (GCEP).
- If required, FLNRORD to send letters to affected water licence holders detailing drought level 3 Provincial recommendations and encouraging water conservation.
- Update LG on water supply status and forecasted conditions.
- Where possible, update LG on water volume concerns and contact prior to elevating to drought level 4.

RDKB

- Update RDKB drought awareness webpage with messaging and current drought conditions from the Province.
- Advise elected officials, relevant RDKB and municipal staff of current drought status.
- Press releases to local media as required.
- Participate in the Provincial Drought calls; report on local conditions, questions and concerns.
- As required, update Water Suppliers, larger water users and Kettle River Watershed Advisory Council (KRWAC) on messaging from the Province.
- Support the reporting of local stream water levels, water temperatures and concerns.
- Monitor stream discharge, temperature and/or water level readings, as capacity and funding permits.
- Work with Provincial Fisheries staff, and report on water quality and habitat concerns.

Water Suppliers and Large Water Users

- Voluntary 30% reduction of total water use based on licensed water quantity; focus on reducing all non-essential outdoor water use.
 - Non-essential outdoor use would likely include watering of avenues, boulevards, lawns, un-used turf, and gardens where appropriate. In addition, eliminating outdoor vehicle washing and restricting the filling of swimming pools and hot tubs.
 - Watering early in the morning, before 9:00 am, or later in the evening, after 7:00 pm, to lessen evaporation potential.
- Focus on watering trees and perennial crops as needed.

- Share groundwater and surface water volume concerns among users, the RDKB and the Province.
- Implement water restrictions as outlined by the water system's bylaws or directions.

All Water Users

- Voluntary 30% reduction of water withdrawal based on either licensed water quantity or average volume of water withdrawn if your water use is not licensed.
- Focus on reducing non-essential outdoor water use (see above for examples of non-essential water use and recommended timing).
- Check for leaks in water works and follow Fire Smart recommendations.
- Report water volume concerns to the Province and the RDKB (see Section 4 for contact information).

Level 4 – Provincial Target: Voluntary maximum reduction in water withdrawals

To be implemented for drought level 4 when issued between July 1 and December 31. Prior to July 1, the RDKB recommended drought response will be provided on the RDKB drought awareness website and from the Province.

Province

- Media release from GCEP on drought level 4 recommendations.
- Letter sent by FLNRORD to affected water licence holders detailing drought level 4 recommendations and encouraging maximum conservation of water.
- Update LG on local water supply status and forecasted future conditions.
- Advise on areas where *Water Sustainability Act* regulatory action is being considered or may be considered in the near future.
- Address water user's questions and concerns (contact information provided in Section 4).

RDKB

- Update RDKB drought awareness webpage with Provincial messaging and current conditions (surface water and groundwater).
- Advise elected officials, relevant RDKB and municipal staff of current drought status
- Update RDKB Manager of Emergency Operations; where possible, identify alternative water supplies and water options for regions showing significant concerns.
- Press releases to local media as required.
- Represent LG in the Provincial Drought calls, reporting on local conditions, questions and concerns.
- Update Water Suppliers, larger water users and KRWAC regarding messaging and forecasting from the Province.

- Support the reporting of local stream water levels and water temperatures concerns.
- Monitor for the Province stream discharge, temperature and water level as RDKB capacity and funding permits.
- Support the Province to define the Critical Environmental Flow Threshold (CEFT) for threatened streams.
- Support Province to determine streams that are near or have reached their CEFT.
- Work with the Provincial Fisheries staff to determine water quality conditions and advise on habitat and fisheries concerns.

Water Suppliers and Large Water Users

- Voluntary maximum reduction of all water use (see above for example of nonessential outdoor water use and recommended timing).
- Advise all surface and groundwater users of water restrictions and water system's bylaws.
- Advise water users of possible consequences if the stream's CEFT is reached.
- Advise surface and groundwater users about any water volume concerns;
 report concerns to the RDKB and the Province.
- Monitor reservoir water levels and use water sparingly. Should regulatory
 action be required, this could be the majority of the surface water available for
 use until conditions improve².

All Water Users

- Voluntary reduction of water use to the maximum quantity possible.
- Focus on eliminating all non-essential water use (see above for example of outdoor non-essential water use and recommended timing).
- Review and adhere to bylaws and regulations in place to reduce water use.
- Continue to be monitor for and repair all leaks in water lines.
- Report water volume concerns to the Province and RDKB (see Section 4 for contact information).

Loss of Supply

All water users: Prepare for emergency response where risk of loss or failure of supply exists.

² In the event of regulatory action, domestic users are permitted to continue to divert water for essential household use to a maximum of 250 litres of water per day per household.

4.0 Who Should I Call?

The following addresses who you should call for specific questions, concerns and general drought information. There are many levels of government working together to support drought management in British Columbia. The RDKB is committed to providing support throughout all drought management stages: prior, during and post. The DRP is a working document, updated as needed, incorporating lessons learned and new information as it becomes available.

Water Volume Concerns

If you are experiencing water volume concerns that are affecting your water intake system(s), or a water system in your area, please contact the FLNRORD Kootenay Boundary Water Stewardship office at 250-421-1766, FrontCounter BC at 1-877-855-3222 or email at FCBC.CBK@gov.bc.ca.

If your region is under a Local State of Emergency, your water supply is dry and you are not able to reach someone at the number above, contact Emergency Management British Columbia (EMBC) at 1-800-663-3456.

Provincial drought level questions

If you have questions related to the provincial drought level that cannot be answered through the online British Columbia <u>Drought Information Portal</u>, please contact FrontCounter BC at 1-877-855-3222 or by email at FrontCounterBC@gov.bc.ca.

Reporting unauthorized use of water

Unauthorized water use and all fisheries concerns should be reported to the Province through the <u>RAPP line</u> (Report all Poachers and Polluters) by phone at 1-877-952-RAPP (7277) or online at https://forms.gov.bc.ca/environment/rapp.

Boundary Region Drought Response Plan clarification or questions

For all other questions and clarification regarding the DRP please contact the RDKB Watershed Planner at 250-442-4111 or by email at watershedplanner@rdkb.com.

5.0 References

- Ministry of Forests, Lands, Natural Resource Operations and Rural Development. (2016). *Thompson Okanagan Region Drought Response Implementation Plan.* Kamloops: Province of BC.
- Province of BC. (2016). *Dealing with Drought; A Handbook for Water Suppliers in British Columbia*. Victoria: British Columbia.
- Province of BC. (2018). *British Columbia Drought Response Plan.* Victoria: Province of BC.
- Province of BC. (2019, July 31). *BC Drought Map*. Retrieved from British Columbia Drought information Portal:
 - https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html?appid =838d533d8062411c820eef50b08f7ebc



STAFF REPORT

Date: 19 Aug 2020 **File**

To: Chair Langman and Board of

Directors

From: James Chandler, General Manager of

Operations / Deputy CAO

Re: Building Bylaw Contravention

Issue Introduction

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

35 Beacon Road, Carmi, B.C. Electoral Area 'E' / West Boundary Parcel Identifier: 027-348-237

Lot D District Lot 472S Similkameen District Yale District Plan KAP85695

Owner: John Morice

History/Background Factors

The owner, John Morice, has constructed an accessory building without a building permit.

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

Duties of the Owner

12.1 Every owner shall:

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

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 28, 2020;
- Registered letter dated March 2, 2020;
- Registered letter dated January 7, 2020.

Alternatives

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

Recommendation(s)

 That the Regional District of Kootenay Boundary Board of Directors invite the owner, John Morice, 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 D, District Lot 472S, Similkameen Division Yale District, Plan KAP85695.



STAFF REPORT ATTACHMENT

•						
Date:	August 19, 2020	File:			2	2.5
To:	Chair Langman and Board of Directors					
From:	Brian Champlin, Manager of Building Inspe	ection Se	rvices			2.
RE:	BUILDING BYLAW CONTRAVENTION					
	35 BEACON ROAD, CARMI, B.C. ELECTORAL AREA 'E' / WEST BOUNDARY					
	PARCEL IDENTIFIER: 027-348-237 LOT D DISTRICT LOT 472S SIMILKAME	EN DIV	TCTON	VALE	DISTRICT	DIAN
	KAP85695	EN DIA	1210N	YALE	DISTRICT	PLAN
	OWNER: JOHN MORICE	s	10			

History/Background Factors

The owner, John Morice, has constructed an accessory building without a building permit.

Dec. 19, 2019	Stop Work Order posted;
Jan. 7, 2020	First registered letter mailed to owner, requesting a response by February 7,
	2020;
Jan. 16, 2020	Canada Post confirmation that the letter was delivered;
March 2, 2020	Second registered letter mailed to owner, requesting a response by April 2,
	2020;
March 11, 2020	Canada Post confirmation that the letter was delivered;
April 28, 2020	Third registered letter mailed to owner, requesting a response by May 28,
	2020;
April 30, 2020	Canada Post confirmation that the notice card was left for owner - new Covid
	protocol;
Aug 19 2020	To date, we have received no further response from the owner.



April 28, 2020

John Morice P.O. Box 146 Beaverdell, BC V0H 1A0 REGISTERED

Re: STOP WORK ORDER
Construction of an Accessory Building without a Building Permit
35 Beacon Road, Carmi B.C.
Lot D, D.L. 472S, Plan KAP 85695

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated January 7, 2020 and March 2, 2020. A **Stop Work Order** was posted on December 19, 2019 for **construction of an accessory building** without a building permit.

To date, no response has been received by this office as requested.

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 May 28, 2020.

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

Attachment RS:rj

Cc:

Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada VOH 1H0 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688 email: glbuilding@rdkb.com • web: www.rdkb.com





March 2, 2020

John Morice P.O. Box 146 Beaverdell, BC V0H 1A0 REGISTERED

Re: STOP WORK ORDER
Construction of an Accessory Building without a Building Permit
35 Beacon Road, Carmi B.C.
Lot D, D.L. 472S, Plan KAP 85695

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated January 7, 2020. A **Stop Work Order** was posted on December 19, 2019 for **construction of an accessory building** without a building permit.

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 **April 2, 2020**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,

Robert Silva, RBO

Building & Plumbing Official

Attachment

RS:rj

Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

2140 Central Ave Box 1965 Grand Forks, Brilish Columbia Canada VOH 1H0 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688 email: gfbuilding@rdkb.com • web: www.rdkb.com

4



January 7, 2020

REGISTERED

John Morice P.O. Box 146 Beaverdell, BC V0H 1A0

Re: STOP WORK ORDER
Construction of an Accessory Building without a Building Permit
35 Beacon Road, Carmi B.C.
Lot D, D.L. 472S, Plan KAP 85695

This letter confirms the posting of a **Stop Work Order** on December 19, 2019 for **Construction of an Accessory Building** without a Building Permit at the above referenced property.

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;

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 *February 7, 2020* 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:mc

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

Attachment

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada VOH 1H0 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688 email: gfbuilding@rdkb.com • web: www.rdkb.com





Staff Report

RE:	FrontCounter BC Referral – FortisBC Statutory Right of Way		
Date:	September 17, 2020 File #s: E-1545-04854.020 and		
			E-10
То:	Chair Langman and members of the Board of Directors		
From:	Danielle Patterson, Planner		

Issue Introduction

The Regional District of Kootenay Boundary (RDKB) received a FrontCounter BC referral for proposed Statutory Right of Ways in Electoral Area 'E'/West Boundary in Beaverdell (see Applicant Submission).

Property Information		
Owner: Crown		
Applicant:	FortisBC Inc.	
Location:	20 Graff Road, Beaverdell	
Legal Description:	Lot A, DL1545, Plan KAP28463	
	Adjacent Beaverdell Creek	
Area:	390 m ²	
Current Use(s): Road access		
Land Use Bylaws		
OCP Bylaw No. NA		
DP Area NA		
Zoning Bylaw No. NA		
Other		
ALR:	NA	
Waterfront/Floodplain	Beaverdell Creek (also known as Beaver Creek)	

History / Background Information

The subject lands are along the Beaverdell Creek in Beaverdell. There is a bridge that crosses Beaverdell Creek to access 20 Graff Road (see Attachment).

Proposal

The applicant is requesting a Statutory Right of Way over Crown Land to pass an overhead electric line over Beaverdell Creek to provide power to the private

Page 1 of 2

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landowner at 20 Graff Road, Beaverdell. Additionally, the applicant requests to formalize an existing overhead electric power line crossing to the same property.

Implications

Electoral Area 'E'/West Boundary does not have any land use bylaws, policy directions, or regulations for this area with regard to land use. The Floodplain Bylaw does not apply to this project as what is being installed does not have a floor system, nor will it be used for dwelling or storage of goods.

The applicant states that the alignment across the subject Crown Lands is the most direct route from Graff Road to the customer's private property. FortisBC has provided an Environmental Management Plan for the installation of the power poles and the crossing of Beaverdell Creek that outline environmental responsibilities. The plan includes actions to minimize environmental impact and prevent disruption of natural habitats and heritage sites.

Advisory Planning Commission (APC)

The Electoral Area 'E'/West Boundary APC considered this application at their August 31, 2020 meeting. The meaning of "to formalize an existing overhead crossing," was unclear to the APC membership. Further, it was unclear why a second overhead power service line to 20 Graff Road was required.

In follow-up communications with FortisBC, staff confirmed that there is no record of a Statutory Right of Way tenure for the overhead electric power line installed in approximately 1980. Due to this, "FortisBC is taking the opportunity to secure the tenures for the facilities that currently serve the property as well as for the future service to 20 Graff Road."

Recommendation

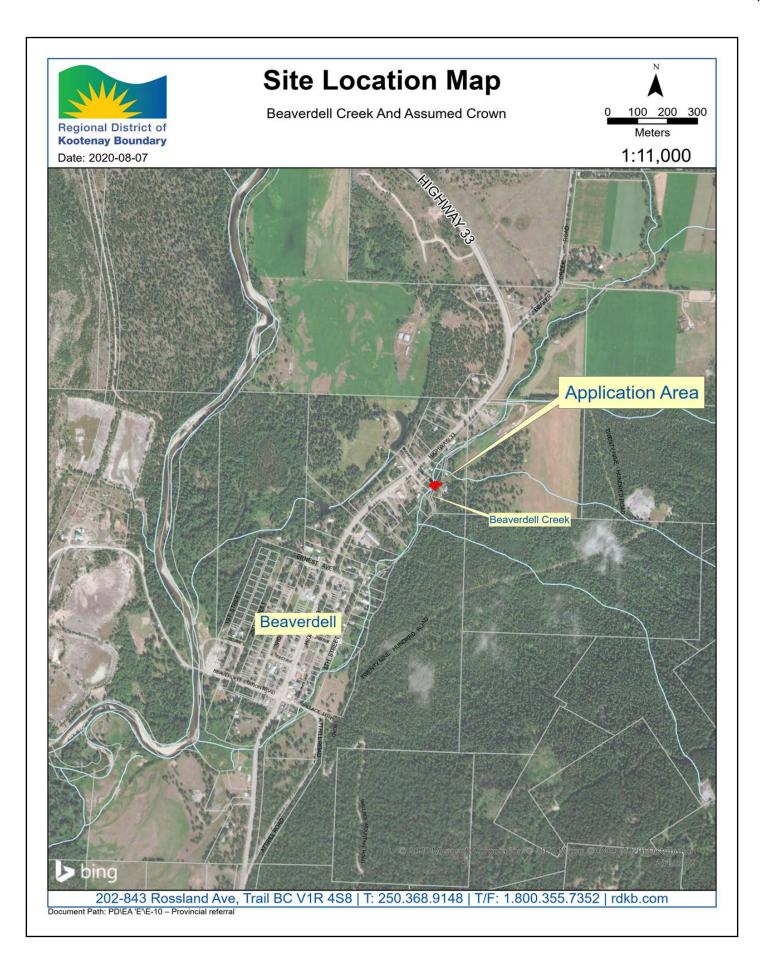
That the staff report regarding FortisBC's Statutory Right of Way requests to provide overhead electric power lines on Crown land via Graff Road to service 20 Graff Road in Electoral Area 'E'/West Boundary, be received.

Attachment

Applicant Submission

Page 2 of 2

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Crown Land Tenure Application

Tracking Number: 100319566

Applicant Information

If approved, will the authorization be issued to

Company/Organization

an Individual or Company/Organization?

What is your relationship to the

Agent

company/organization?

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit/Tenure/Licence will be issued, if approved.

Name: FortisBC Inc. **Doing Business As:** FortisBC Phone: 604-576-7253 Fax: 604-592-7620

Email: Lorne.Sandstrom@fortisbc.com

BC Incorporation Number: PA-0000087

Extra Provincial Inc. No:

Society Number:

R105645642 **GST Registration Number: Contact Name:** Lisa McCarthy

Mailing Address: - redacted -

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: FortisBC Inc. **Contact Name:** Lisa McCarthy **Contact Address:** 2850 Benvoulin Road Kelowna BC V1W 2E3

Contact Phone: 604-576-7253

Lorne.Sandstrom@fortisbc.com **Contact Email:**

AGENT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: FortisBC Inc. **Doing Business As: FortisBC** 604-576-7253 Phone: 866-636-6171 Fax:

Email: Lorne.Sandstrom@fortisbc.com

BC Incorporation Number: PA-0000087

Extra Provincial Inc. No:

Society Number:

GST Registration Number: R105645642 **Contact Name:** Lisa McCarthy **Mailing Address:** 2850 Benvoulin Road Kelowna BC V1W 2E3

Letter(s) Attached: Yes (Letter of Agency.pdf)

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: Lisa.McCarthy@fortisbc.com

Contact Name: Lisa McCarthy

ELIGIBILITY

Answer Do all applicants and co-applicants meet the eligibility criteria

Tracking Number: 100319566 | Version 1.1 | Submitted Date: Jul 3, 2020 Page 1 of 5

for the appropriate category as listed below?

Applicants and/or co-applicants who are Individuals must:

- 1. be 19 years of age or older and
- 2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

- be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
- First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure?

Yes

Please specify your file number:

3413330, 4405645 and others

If you have several file numbers, please make a note of at least one of them

above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort?

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose Tenure Period

 Utilities
 Statutory Right of Way
 More than thirty years

Electric Power Line

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road:

Access to Crown Land will be via Graff Rd accessed from Highway 33

UTILITIES

Applications are accepted for Crown land used for linear public and private utilities, including aquatic land within Provincial Forests and land subject to regulation under the Park Act.

Specific Purpose:Electric Power LinePeriod:More than thirty yearsTenure:Statutory Right of Way

TOTAL APPLICATION AREA

Please give $\,$ us some information on the size of the area you are applying for.

Specify Length:39 metersSpecify Width:10 meters

Tracking Number: 100319566 | Version 1.1 | Submitted Date: Jul 3, 2020 Page 2 of 5

PROJECT DETAILS

Please provide further information on your application as it may affect your application fee.

Are you providing service to a single residential lot or individual general

commercial site?

.039 kilometers Length of utility line:

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies

Is the Applicant or any Co-Applicant or their Spouse(s) an employee No of the Provincial Government of British Columbia?

Are you planning to cut timber on the Crown Land you are applying Nο for?

Are you planning to use an open fire to burn timber or other No materials?

Do you want to transport heavy equipment or materials on an No existing forest road?

Are you planning to work in or around water?

Yes

1. If you will be working in or around fresh water, you will require a Water Sustainability Act Change Approval or Notification from the Province.2. The federal Department of Fisheries and Oceans might need to review your project.3. Review the Transport Canada website if the Navigation Protection Act applies.

Does your operation fall within a park area?

LOCATION INFORMATION

LAND DETAILS

DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☑ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
General Location	Location Map-1 to 30000.pdf	Utilities

☑ I will upload files created from a Geographic Information System (GIS)

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Tracking Number: 100319566 | Version 1.1 | Submitted Date: Jul 3, 2020 Page 3 of 5

		~ ·	
An	plicant	Subn	าเรรเดท
\neg v	DIIGALIL	Oubli	1133101

Description	Filename	Purpose
SRW-10m Width	Polygon.dbf	Utilities
SRW-10m Width	Polygon.prj	Utilities
SRW-10m Width	Polyline.shx	Utilities
SRW-10m Width	Polyline.shp	Utilities
SRW-10m Width	Polyline.prj	Utilities
SRW-10m Width	Polyline.dbf	Utilities
SRW-10m Width	Polygon.shx	Utilities
SRW-10m Width	Polygon.shp	Utilities
SRW-5m Width	Polygon.dbf	Utilities
SRW-5m Width	Polyline.shp	Utilities
SRW-5m Width	Polyline.prj	Utilities
SRW-5m Width	Polyline.dbf	Utilities
SRW-5m Width	Polygon.shx	Utilities
SRW-5m Width	Polygon.shp	Utilities
SRW-5m Width	Polygon.prj	Utilities
SRW-5m Width	Polyline.shx	Utilities

ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	General Location Map	General Location Map-1 to 5
Management Plan	Management Plan	Management Plan.pdf
Other	Environmental Management Plan	Beaverdell Creek EMP May 20
Other	Subdivision Plan	Subdivision Plan KAP28463.pdf
Other	Title PID 004-535-791	TITLE-CA770704-PID-004-535
Other	Working Agreement Around Water	WAW_Operating Agreement_Fin
Site Plan	Site Plan	Site Plan.pdf
PRIVACY DECLARATION		

Tracking Number: 100319566 | Version 1.1 | Submitted Date: Jul 3, 2020

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 $\ensuremath{\square}$ Check here to indicate that you have read and agree to the privacy declaration stated above.

IMPORTANT NOTICES

• Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☑ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00
OFFICE				

Office to submit application to: Kamloops

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?

No

OFFICE USE ONLY		
Office	File Number	Project Number
Kamloops		
	Disposition ID	Client Number

Tracking Number: 100319566 | Version 1.1 | Submitted Date: Jul 3, 2020

Page 5 of 5

Management Submission Page 1 of 14

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:

FortisBC has received a request to provide power to a private landowner at 20 Graff Rd, Beaverdell, for overhead electrical service to their property. The majority of the new line will be located on the customer's property, extending from Graff Rd onto the customer's property and will cross Beaverdell Creek which is owned by the Crown. The scope of the project includes the installation of one pole with anchor and a span of primary (14.4 kv) overhead conductor and then primary underground conductor and 2 padmount transformers on Lot A Plan 28463 (PID 004-535-791. Overhead conductor will cross Beaverdell Creek as part of the new extension. The shape files for this crossing are referred to as the 'SRW-10 m width crossing'.

Also included in this application is a second, existing creek crossing for Lot A Plan 28463. The shape files for this crossing are referred to as the 'SRW-5 m width crossing'. This existing, second crossing of overhead secondary conductor extends across the creek to the customer's property. This conductor was installed in approximately 1980.

FortisBC will obtain statutory right of ways for its existing facilities on 20 Graff Rd before the facilities are installed.

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
Preliminary investigative work- desk review of FortisBC facilities; field review of existing lines in area	Review of existing facilities	Complete	

Add Row

	Appream Submission ge 2 of 14
First Nations Consultation escribe any contact you may have had, including the name of the First Nation(sescription of any discussion of potential adverse effects from the proposed active	
FortisBC has not contacted First Nations regarding this application.	

Management Planmission Page 3 of 14

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.



The project is located at Graff Rd, approximately 70 meters southeast of the intersection of Hwy 33 and Graff Rd in Beaverdell, BC. 3
residential properties are accessed from Graff Road. There is sufficent parking available within each residential parcel so that parking on
Graff Rd is not required.

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 alignment across Crown Lands is the most direct route from Graff Rd to the customer's property. The property is accessed via a bridge that crosses Beaverdell Creek. The source pole feeding the customer's existing and proposed services is located adjacent to the bridge.

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
Construction	Installation of Distribution Facilities	Upon issuance of Crown tenure

Management Planmission Page 4 of 14

Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Operation of electrical facilities	Periodic maintenance of the electrical facilities as required	May occur at any time throughout the year. Works will be constructed in accordance with the Regional Operating Agreement for FortisBC-Riparian Work Practices for Routine Works on Electrical Rights of Way in the Service Area (Agreement between FortisBC, Ecosystems Branch, MFLNRO; Habitat Branch, MFLNRO and Ecosystems Management Branch, Fisheries and Oceans Canada (2013)

Add Row

Management Plan

Page 5 of 14

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
New and existing facilities-overhead electrical lines necessary to operate electrical service	Standard powerline construction methods and materials will be employed (ACSR wire-Aluminum conductor, steel reinforced).	Upon issuance of a Crown tenure.
Add Field		

Mitigation of Traffic	Flagging and standard Amessures as required. There should be no interruption of traffic flow						
Traffic Volume	Operations Phase	Minimal-for periodic maintenance only					
Traffic \	Construction Phase	Minimal					
Road Permittee	Road Permittee Information and Road Use Agreements MOTI for powerline infrastructure located within MOTI managed roadways (non- numbered highways)						
Existing Road	Existing Road Classification Dedicated by subdivision						
C.	Existing/Proposed	Existing-the proposed electrical extension will extend from an existing pole on the edge of Graff Rd, west of Beaverdell Creek. The road will be used during the construction phase and for periodic maintenance. The aerial extension will exceed the minimum height requirement of 5.0 meters from the road surface. A new pole (Str 1) will replace the existing pole.					
Roadway/Proposed Connection		Graff Rd					

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

Roadway/Proposed	ć,	Existing Road	Road Permittee	Traf	Traffic Volume	Mitigation of Traffic
Connection	Existing/ Proposed	Classification	Use Agreements	Construction Phase	Operations Phase	Effects
Highway 33	Existing	Dedicated Highway	MOTI Permitting required for new facility installation within highway right of waynot applicable in this case	Minimal	Minimal	No Impact
Add Field						
3 Utility Requirel scribe utility requirer nsmission or distribut	3.3 Utility Requirements and Sources Describe utility requirements and sources, include agratansmission or distribution lines, telecommunications.	le agreements in place Itions.	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.	ess to utilities. Utilities	include power generatior	n, electrical or gas
The proposed facilities will connect to a new poexisting and new facilities located on the road.	ill connect to a new pole c s located on the road.	on Graff Rd; the new pole	The proposed facilities will connect to a new pole on Graff Rd; the new pole will replace an existing pole. See site plan for details. Blanket permitting with MOTI is in place for the existing and new facilities located on the road.	a. See site plan for deta	ils. Blanket permitting with	n MOTI is in place for the
3.4 Water Supply Identify water requiremedescription of infrastruc supply.	ents for construction and ture planned to meet wa	d operation phases (e.gater supply requiremen	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.	roundwater), including ts outside of Water A	g sources, location, volur ct Authorizations, such a	ne and a general งร Municipal water
Project Phase (Construction/ Operation)	ion/ Water Requirement (e.g. Surface water or ground water, etc)		Source/location Vc	Volume	Infrastructure Description	Agreements
There is no requirement for	for					

	Applicant Submission
ce or underway	
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/ (e.g. Surface water or ground body of water (well, lake, etc.) Water, etc) Infrastructure Description Existing Agreements Existing Agreement	
and refuse disposal propose	
Identify any waste disposal (note septic system required), sewage, sanitation facilities such as Health Regional Board Sewage Disposal Permits etc. Project Phase (Construction/ (e.g. Surface water or ground body of water (well, lake, etc.) water, etc)	
Identify any waste disposal (note septic system required), sev such as Health Regional Board Sewage Disposal Permits etc Is there a water requirement Disc (e.g. Surface water or ground bod, water, etc)	
dentify any waste disposal (r such as Health Regional Boa Project Phase (Construction/ Operation)	Add Field Add Field

Management Submiss	sion Page 8 of 14
ADDICANT SUDMISS	sion

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?

No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes

○ No

Removal Type	Impacts	Proposed Mitigation
Brushing of vegetation will be required to clear the limits of approach	Clearing of the powerline right of way is required to ensure safe operation	Clearing of vegation within the riparian area or below the high water mark of Beaverdell Creek will be in accordance with the Regional Operating Agreement for FortisBC-Riparian Work Practices for Routine Works on Electrical Rights of Way in the Service Area (Agreement between FortisBC, Ecosystems Branch, MFLNRO; Habitat Branch, MFLNRO and Ecosystems Management Branch, Fisheries and Oceans Canada (2013). See also Beaverdell Creek EMP May 2020.

Add Field

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

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 Identify all works that may affect the Riparian zone, the impacts, and proposed mitigations:								
İ	Work Type		Impacts	Proposed Mitigations					
	Aerial stream crossing and replacement	pole	Stream crossing is aerial. Str 1 is located within the riparian area and outside the application area. Str 1 will be replaced by a new pole; the existing anchor attached to existing Str 1 will be removed.	Vegetation removal will be minimized for the replacement of Str 1. Any disturbed soils will be stabilized (seeded or hydroseeded) once the work is completed. Clearing of vegetation within the riparian area or below the high water mark of Beaverdell Creek will be in accordance with the Regional Operating Agreement for FortisBC-Riparian Work Practices for Routine Works on Electrical Rights of Way in the Service Area (Agreement between FortisBC, Ecosystems Branch, MFLNRO; Habitat Branch, MFLNRO and Ecosystems Management Branch, Fisheries and Oceans Canada (2013). See also Beaverdell Creek EMP May 2020.					
	Add Field			·					
	ticides and Herbicid Will there be any use of pes		bicides during construction, operations	and/or maintenance?					
	○ Yes								
.5 Visı	ual 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								
	haeological Sites Are there any known or hig	h potential (<i>F</i>	Arch Procedure) archaeological sites with	nin the project area?					
	○ Yes								
	Have you conducted an AIA or engaged an archaeologist to assist with your investigations?								
	Have you conducted an A	IA or engag							

Page 10 c

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

	Construction Material/Method The construction on Crown Land will be limited to installation of the aerial conductor crossing.		Impacts	Mitigations
			The route for the aerial line will be cleared of any vegetation which could potentially interfere with the energized conductor.	Clearing will be limited to that required for the safe operation of the line.
Ì	Add Field			

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

	Will the	project	construction	or operation	cause an	v of the	following	to disturb	wildlife or	nearby	residents:
--	----------	---------	--------------	--------------	----------	----------	-----------	------------	-------------	--------	------------

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations / Management
Equipment used in the installation of the facilities	Structure 1 and the conductor will be installed adjacent to public road	Temporary-related to the	Construction will be undertaken for a short duration during a timeframe which will minimize disturbance

Add Field

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

			Appreciant Submission			
4.3.2 Public Access						
Will the project result in char	nges to public ac	ccess?				
Describe the potential	Describe the potential effect or impact and include plans for mitigation/management:					
Effect		Potential Impacts	Proposed Mitigations / Management Plan			
Temporary interruption access on road during phase		Temporary slowing of traffic controlled by flagging crew during construction phase	Road access will be controlled by flagging crew on Graff Road temporarily during construction phase			
4.3.3 Flood Potential Will the project result in a po	tential for floodi	ng?				
○ Yes						
4.4 Fish and Wildlife Habi	tat					
4.4.1 Disturbance to Fish	/Wildlife an	d Fish/Wildlife Habitat				
Will the project result in adve	erse effects to w	ildlife or wildlife habitat?				
○ Yes						

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
Construction of aerial crossing over Beaverdell Creek	Stream crossing is aerial. Str 1 will be replaced within the riparian area, outside the application area	Vegetation removal will be minimized for the replacement of Str 1. Any disturbed soils will be stabilized (seeded or hydroseeded) once the work is completed. Works will be constructed in accordance with the Regional Operating Agreement for FortisBC-Riparian Work Practices for Routine Works on Electrical Rights of Way in the Service Area (Agreement between FortisBC, Ecosystems Branch, MFLNRO; Habitat Branch, MFLNRO and the Service Area (Agreement between FortisBC, Ecosystems Branch, MFLNRO;

Management Planmission

Habitat Branch, MFLNRO and Ecosystems Management Branch, Fisheries and Oceans Canada (2013). See also Beaverdell Creek EMP May 2020.	Project Phase	Impacts	Proposed Mitigations / Management
			Ecosystems Management Branch, Fisheries and Oceans Canada (2013). See also Beaverdell Creek EMP May

		Project Phase	Impacts	Proposed Mitigations / Management
				Habitat Branch, MFLNRO and Ecosystems Management Branch, Fisheries and Oceans Canada (2013). See also Beaverdell Creek EMP May 2020.
	Add Fi	eld		
s the p	oroject (cor	nstruction or operations pha	se) likely to increase erosion or sedime	entation?
	○ Yes	No		
Vill the	e project (c	onstruction or operations ph	nase) require water diversion?	
	○ Yes	No		
	e project th At Risk Act	reaten or endanger species	at risk in the area?	
	○ Yes	No		

	Appression
0 Socio-C	Community
.1 Land Use	
	urrent community setting on or near the project area, including the location of non-aboriginal and aboriginal r known use areas.
	n is located in a rural area; the closest community is Beaverdell, BC. The closest First Nations community is located in Vest Kelowna (Westbank First Nation).
5.1.1 Land <i>N</i>	Management Plans and Regional Growth Strategies
government p use of the lan	y land and resource management plans, coastal plans, provincial, regional growth strategies or local plans with zoning, or management policies or use restrictions in place that could limit or preclude your propose and? (Please refer to the Union of BC Municipalities (UBCM), and check the websites of the municipality, regional per organization with jurisdiction including your project area.)
○Yes	No No
2 Socio-Cou	mmunity Conditions
	ent Users or Communities
Is the project their property	likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access or tenures?
○ Yes	No
5.2.2 Existin	ng Services
Provide a des	scription any increased demand on fire protection and other health facilities and emergency ing from your Project, including proposed management or mitigation measures.
N/A	

	Management Submission.
END O F FORM	



Beaverdell Creek Crown Land Application



Environmental Management Plan

May 2020

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FortisBC Environment Contacts:

Contact Name	Position	Contact Number
Serina Swanson	FortisBC Environmental Specialist	250-809-7148
Maureen Grainger	FortisBC Environment Lead	250-304-9805 (cell)
System Control	T&D	1-844-544-0722 Option2
Provincial Environmental Emergency Program	Spill Report	1-800-663-8156

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1.0 FortisBC Safety and Environmental Policy

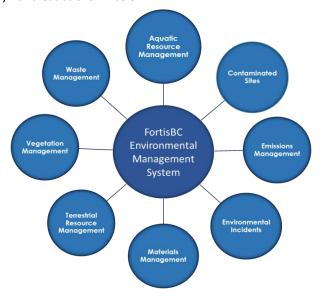
The company is committed to delivering safe, reliable energy in an environmentally responsible manner to all of the communities that we serve.

The company shall:

- comply with safety and environmental legislation, and operate in accordance with accepted industry practices and standards, and require the same of our contractors
- commit to injury and incident prevention, the conservation of resources, and the prevention of pollution
- identify and manage operational hazards, and minimize risks that have the potential for adverse consequences
- train employees to be aware of and meet their responsibilities in the areas of safety and environmental stewardship
- communicate openly with employees, the general public, and all stakeholders about our activities and the potential impacts on our safety and environment
- support community-oriented safety and environmental initiatives and programs
- review the safety and environmental policy on a regular basis, regularly monitor our safety and environmental performance, and strive for continual improvement

1.1 Environmental Responsibility

FortisBC (FBC) is committed to meeting its Policy commitments during all stages of a project. This effort involves identifying, managing and mitigating environmental risks associated with operations, including project works. FBC has an ISO 14001 compliant Environmental Management System (EMS) focused on managing eight key risk areas as shown below.





FBC's EMS provides the framework for identifying environmental aspects and potential impacts associated with operations and project works. FBC utilizes established work practices and management controls to ensure work is performed in an environmentally responsible and sustainable manner.

These established work practices include but are not limited to the following:

- Environmental awareness training for employees;
- Integration of environmental protection measures into all elements of business;
- Open communication with stakeholders;
- Working with industry associations, governments and other stakeholders to establish standards for the environment appropriate for our business, and;
- Efficient and effective use of resources.

The purpose of the Environmental Management Plan (EMP) is to identify project-specific environmental risk areas and outline preventative measures and controls for the minimization of these risks.

1.2 Scope of Environmental Management Plan

This EMP applies to all FBC crews and contractors involved with the construction of the new overhead primary which includes a clearing brush to a width of 10m over Beaverdell Creek in Beaverdell, BC (the project). Topics included in this EMP:

- Project Overview;
- Environmental Risk and Associated Regulatory Requirements Summary;
 - Archaeological Sites;
 - Migratory Birds;
 - Species at Risk;
 - Noxious Weed Control;
 - Working Around Water;
 - Wildfire Prevention and Suppression;
 - Spill Management;
 - Waste Management

The guidelines and procedures addressed in this EMP apply to all activities associated with the Project.

1.3 Preventative Measures

All activities associated with the Project will include preventative measures to protect against harm to the environment. The Project Manager will consult with the FBC Environmental Program Lead (or designate) to confirm that the proposed preventative measures will provide adequate environmental protection. NOTE: Brush clearing activities will be conducted by a Certified Utility Arborist.

If, at any time, the planned measures do not meet the requirements of environmental protection, work will stop. The Environmental Program Lead will be informed, and in collaboration with the Project Manager (or designate) and the Project crew, corrective action will be taken as soon as possible. In the event that projects require environmental permitting, such documents will be obtained by FortisBC prior to project commencement and will be kept onsite.

This EMP is not intended to address health and safety issues and should be applied in conjunction with a project-specific health and safety plan. All work must be conducted in accordance with WorkSafeBC standards.

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1.4 Communications

Minimizing risks to the environment requires maintaining excellent communication between all members of the Project team. The contractor will communicate any aspects of the project that potentially pose a risk to the environment not previously identified. The FortisBC Project Manager (or designate) will maintain communication with FBC's Environment Program Lead (or designate) in case of incidents, or to obtain advice to reduce risks to the environment.

If unforeseen changes in environmental conditions occur on the project site, the contractor will contact the FBC Project Manager or Construction Manager for guidance. The contractor will notify the FBC Project Manager or Construction Manager in advance of any work of moderate to high environmental risk. The FBC Project Manager or Construction Manager will inform the FBC Environmental Program Lead (or designate) of any work of moderate to high environmental risk. All environmental incidents must be reported to the FBC Environmental Program Lead (or designate) verbally, as soon as reasonably possible, and in writing, within 24 hours.

2.0 Project Overview

The Project involves the extension of the Distribution line on Graff Road in Beaverdell, BC. All activities are planned to occur off the roadway. Project activities include the installation of an electrical distribution line

Figure 1 below shows the location of the Project work and a design drawing which summarizes the work to be completed.

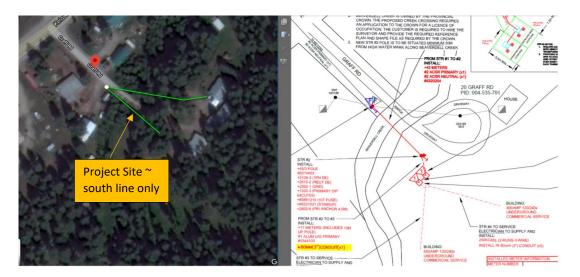


Figure 1: Beaverdell Creek Distribution Line Extension Work Location



3.0 Risk Areas and Regulatory Requirements

The Environmental risk associated with project work along with the pertinent regulatory requirements are summarized in the following sections. If during the commencement of work, the FortisBC crew and/or contractors should have any questions or concerns regarding risks and/or regulations, project activities are to stop (if possible) or work in the area in question avoided ~ a call is to be made to FBC Environment and any required remedial work is to be completed prior to continuation of work. In the event of a non-compliance with any of the below listed acts or regulations Project activities will stop immediately and the FBC Environment contacted. FBC Environment will work in collaboration with the Project Manager (or designate) and the Project crew to develop and implement corrective action as soon as possible.

3.1 Heritage Conservation Act

British Columbia's archaeological and heritage sites are protected under the provincial *Heritage Conservation Act* (HCA). The provisions of the HCA apply whether sites are located on public or private land. Known sites are mapped and documented by the Archaeology Branch. Chance finds are also protected under the HCA. Heritage sites and artifacts that are protected under by the HCA include:

Burial places; Aboriginal rock paintings or carvings; and sites that contain artifacts, features, materials or other physical evidence of human habitation or use before 1846 such as cultural depressions and culturally modified trees.

FortisBC manages this risk under **Chance Find Procedure 1136** which requires FortisBC crews and/or contractors to take the following actions in the event that an artifact is discovered:

- Step 1: If intact or disturbed archaeological deposits or potential human remains are encountered, immediately stop construction in the vicinity of the archaeological site
- Step 2: The Project Manager (or designate) will contact FortisBC Environment. They will contact external stakeholders and a professional archaeologist for further guidance.
- Step 3: The archaeologist will advise further action.

There are no known Archaeological Sites in the immediate vicinity of the project site; however, it is incumbent upon FortisBC crews and/or contractors to follow the **Chance Find Procedure 1136** and to exercise due diligence with respect to potentially undiscovered sites.

3.2 Migratory Birds

The federal Migratory Birds Convention Act (MBCA) is administered through Environment Canada by the Canadian Wildlife Service. The MBCA prohibits "the killing, capturing, injuring, taking or disturbing of migratory birds or the damaging, destroying, removing or disturbing of nests." Project activities are to be conducted in a manner such that disturbance to migratory birds and their nests is minimized. Any activity such as vegetation removal, road construction or any other ground disturbance is to be completed outside the migratory bird nesting season. According to the MBCA, the project area is located within Bird Conservation Region A2 which means the following periods are identified as nesting seasons for migratory birds and disturbance is prohibited:

Open Areas: 07 April to 18 August
 Forest Areas: 03 April to 13 August

Contact FortisBC Environment if an active nest is identified during project activities.



3.3 Species at Risk

Species at risk include plant and wildlife species whose populations are considered to be of special concern, threatened, endangered, extirpated or extinct under the *Species at Risk Act* (SARA), Red or Blue listed by the BC Conservation Data Centre (BC CDC), or are Identified Wildlife under *the Forest and Ranges Practices Act* (BC FRPA). SARA prohibits the killing, harming, or harassing of listed species and damaging or destroying the residence of an individual of a listed species. Critical Habitat is designated for species at risk listed under Schedule 1 of SARA.

Vehicles will stay on identified access roads and trails to minimize disturbance to adjacent vegetation and habitat features. Riparian vegetation and loose soils are important to a variety of species at risk in the project area. Through the Environmental Awareness Training provided for this project, FortisBC crew and contractors will be familiar with the species at risk with potential to occur in the project area. Figure 3 below shows the outlined area of the only federally and/or provincially listed species, American Badger, known to occur in the vicinity of Beaverdell Creek.

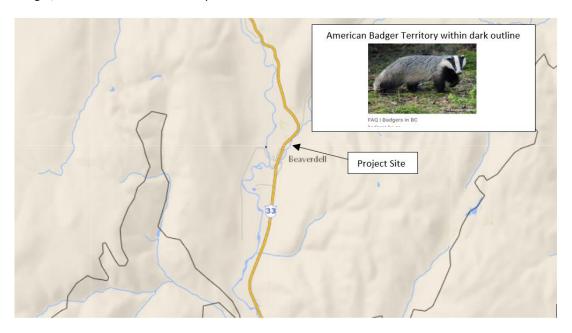


Figure 3: Map Showing Locations of Federally and/or Provincially Listed Species near Beaverdell Creek



3.4 Noxious Weed and Invasive Plant Control

Noxious weeds (invasive plants) must be controlled according to the Weed Control Regulation B.C Reg. 66/85 or as per Section 15 of the Environmental Protection and Management Regulation B.C. Reg. 200/2010 (ALC & BC.OGC, 2013). FortisBC Guideline 1496 Invasive Plant Management provides protection measures to help minimize the spread of noxious weeds and invasive plants. Invasive plants are known to be present along rights-of-way and along all existing access roads. Invasive plants currently identified and managed in this area are included in the table below.



FORTIS BC

Applicant Submission

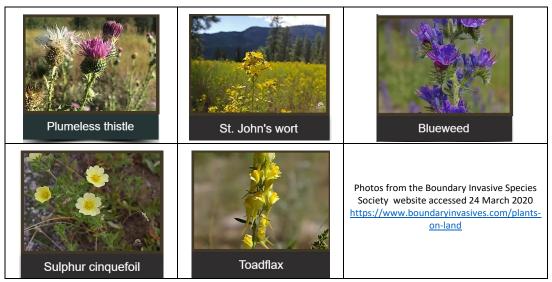


Table 1: Invasive Plants and Noxious Weeds Found in the Boundary Region

FortisBC Noxious Weed and Invasive Plant Spread Prevention Measures:

- Cleaning (pressure washing) all equipment and trucks before mobilizing to site;
- Checking vehicles and clothing prior to entering the ROW. Inspect the undercarriage and tires of all vehicles and remove any plant material or large clumps of soil found.
- Limiting access to all designated/marked accesses. Vehicles will only use designated pull outs and parking areas;
- Minimizing the construction footprint;
- Re-vegetating all disturbed areas immediately following project completion.

Re-vegetation disturbed areas with a regionally appropriate seed mix immediately following the completion of the rehabilitation activities.

3.5 Working near water

FortisBC has an Operating Agreement (OA) with DFO and MFLNRO for Works in and About a Stream on Electrical Rights-of-Way for the Okanagan and Kootenay Regions. Activity-specific conditions are listed in the OA include the construction activities associated with this project therefore no additional permits are required for this work. The Project Manager (or designate) will work with the Certified Utility Arborist to ensure all conditions under the OA are met, which include the following:

- · Riparian vegetation removal will be minimized
- Vegetation maintenance techniques will allow the root systems to stay intact.
- Re-fueling of equipment or fuel storage will take place greater than 30 m from the creek.
- Any disturbed soils are stabilized (seeded or hydroseeded) once the work is complete.

Contact FortisBC Environment if you have any questions.



3.6 Wildfire Prevention and Suppression

The Wildfire Act and regulations classifies many of FortisBC operations as "industrial activities" or "high risk" activities under the Wildfire Act and therefore must conform to statutory requirements. Contractors will be required to undertake a wildfire hazard assessment if they are undertaking industrial or high-risk activities. All equipment, apparatus, and materials must be maintained in a manner to reduce the likelihood of starting a fire, that the site is maintained in a manner that prevents any fire from spreading off the site, and that they are prepared to act in the event of a fire starting.

Immediately report all fires, operational or otherwise, to 911 if it is a residential/urban fire or to the local Ministry of Forests or to 1-800-663-5555 or cell *5555 and to the FortisBC representative.

3.7 Spill Response and Reporting

The *Spill Reporting Regulation* requires the reporting of spills over specified quantities to Emergency Management BC (EMBC). It also requires reasonable and practical action to stop, contain and minimize the effects of a spill.

Action: All spills of any amount shall be reported to the FBC Environmental Program Lead (or designate) as soon as reasonably possible (250) 304 9805

The Environmental Program Lead will be responsible for external reporting to the agencies if required and will assist the Project team in preparing and filing a URM incident report.

Contract requirements

Contractors will follow best practices as identified by FortisBC and outlined in contract documents. If unforeseen changes in environmental conditions occur on the project site, the contractor will contact the FBC Project Manager or Construction Manager, who will in turn contact the FBC Environmental Program Lead (or designate).

Spill kits

Spill kits must be available on the project site. All spill kits must be fully stocked and restocked as soon as possible if used.

In the event that an environmental incident or spill occurs the response procedures should be followed. See FortisBC Spill Response Card (Green Card) for details on spill response.

- Step 1. Ensure personal and public safety.
- Step 2. Notify and get help.
- Step 3. Control and contain the incident or spill.
- Step 4. Cleanup the spill and site.
- Step 5. Spill reporting
- Step 6. Monitor site and ensure spill kits replenished.

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Spill prevention

Contractors will identify potential hazards (*i.e.*, refuelling equipment on uneven or sloped surfaces), determine the level of risk for activities that could result in a spill, and take measures to reduce the potential of a spill. All efforts will be taken to minimize the risk of spills, including:

- Maintenance of equipment on the project site will occur in manner that prevents spills to the environment;
- Absorbent pads will be placed underneath areas of the equipment or vehicles that require maintenance;
- Contractors will ensure that any equipment left on the project site overnight are secure and any fluid (i.e., oil, engine coolant) containers are locked within the equipment or facility compound;
- Before operation of equipment, operators will check for leaks and hydraulic hose connections for excess lubricants;
- All fuels and lubricants brought onto the project site will be stored in properly labelled containers and used in a manner that avoids potential spills.

3.8 Waste Management and Disposal

Regular project work leads to the generation of garbage and waste. In the event that unanticipated waste is generated during project construction, or if hazardous materials are discovered, the contractor will immediately contact the FBC Environmental Program Lead (or designate) for appropriate containment and disposal measures.

Work related sources of waste generation include:

- Construction waste and garbage
- Tool and parts packaging;
- Food wrappers and scraps;
- Fluid containers (e.g., oils, antifreeze)

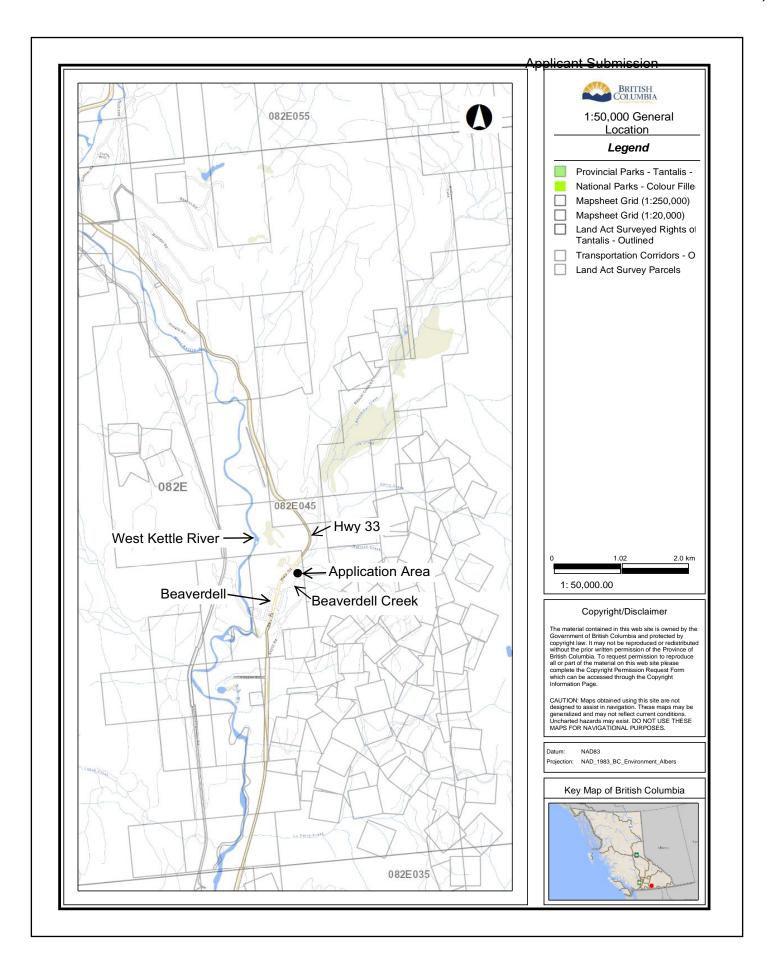
Waste and litter have a negative impact on the environment and may injure fish and wildlife if not handled properly. The contractor will employ good housekeeping requirements and identify potential sources of waste generation and will confirm with a FBC Environmental Program Lead (or designate) the appropriate containment and disposal procedures.

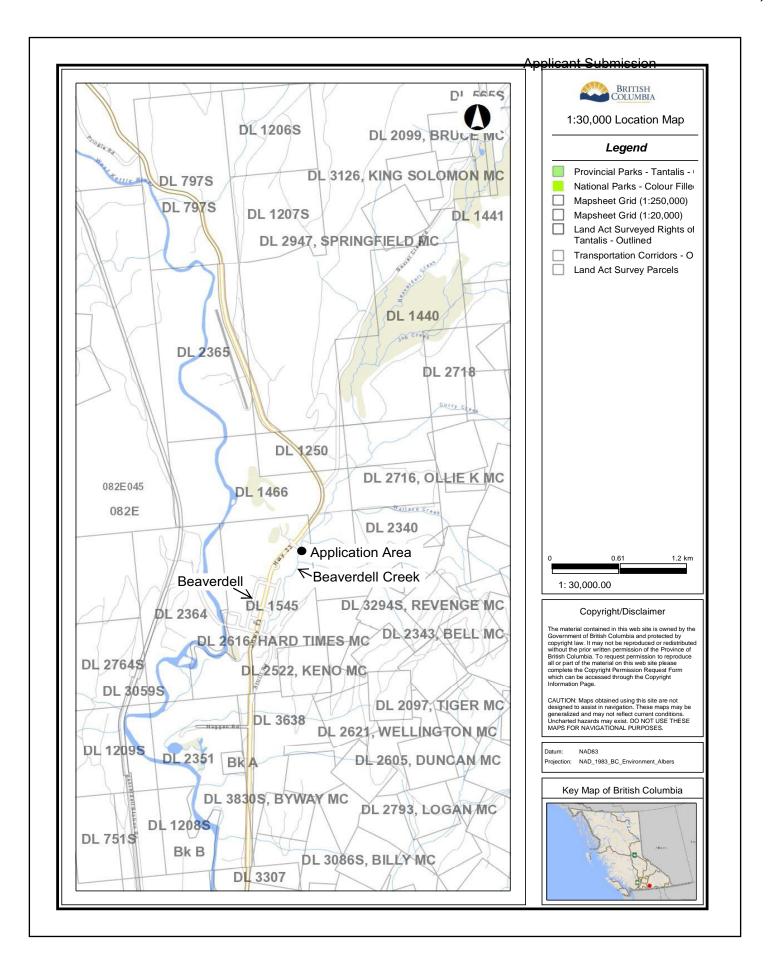
3.9 Environmental Incidents and Spills

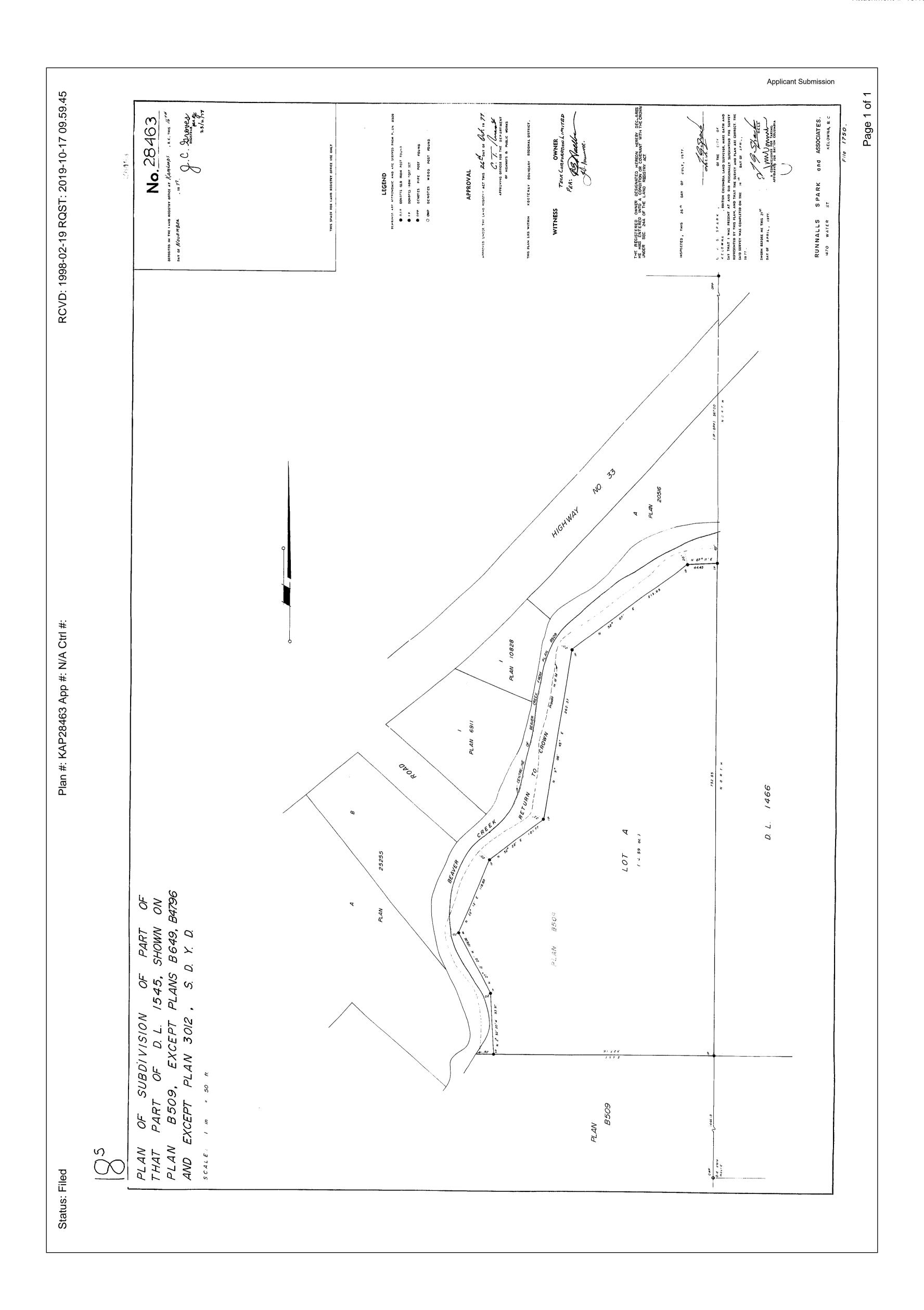
An environmental incident is an accident or deleterious event that has caused or has the potential to cause harm to the environment. These events include, but are not limited to:

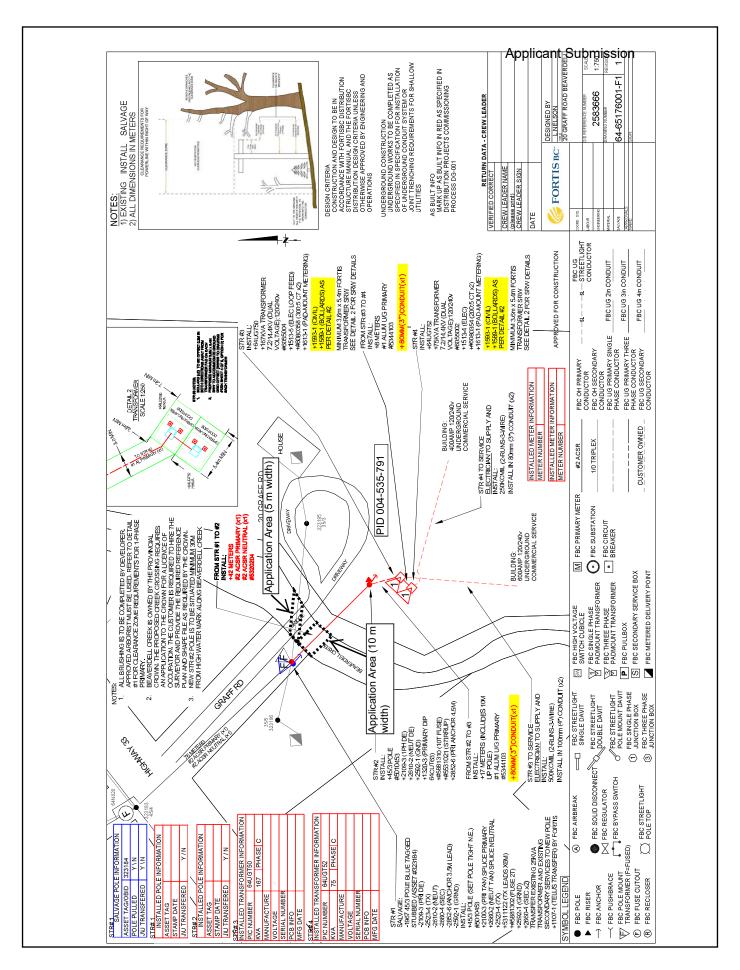
- An environmental regulatory non-compliance (i.e., completing work without a permit, when a
 permit was required or not meeting the terms and conditions of the permit);
- · Damage to fish or fish habitat;
- Damage to wildlife and/or wildlife habitat;
- Discovery or disturbance of an archaeological or heritage site; and
- Spills (an unauthorized release or discharge of a substance that is not immediately contained and has the potential to harm human health or the environment).

Contact FortisBC Environment (250) 304 9805 for support with dealing with Environmental Incidents.











Staff Report

RE:	Forestry Referral – Stewart Creek Small Scale Salvage						
Date:	September 17, 2020 File #: B-54 C						
То:	Chair Langman and members of the Board of Directors						
From:	Danielle Patterson, Planner						

Issue Introduction

The Regional District of Kootenay Boundary (RDKB) received a referral from Fleet Environmental Services, regarding a small scale salvage planned in the Moody Creek Community Watershed (see Maps and Applicant Submission).

Property Information			
Owner(s): Crown Provincial			
Agent:	Peter Fleet, RPF		
Location:	Moody Creek Community Watershed		
Electoral Area:	Electoral Area 'C'/Christina Lake		
Legal Description(s):	Unsurveyed Crown Land		
Area:	±103 ha		
Current Use(s):	Forestry and recreation		
La	nd Use Bylaws		
OCP Bylaw No. 1410:	Natural Resource		
DP Area:	NA		
Zoning Bylaw No. 1460: Natural Resource 1			
Other			
ALR:	NA		
Waterfront / Floodplain: NA			
Service Area: NA			
Planning Agreement Area: NA			

History / Background Information

The proposed salvage area is located on Crown land on the west side of Christina Lake within BC Timber Sale's tenure area.

The lands are within the Moody Creek Community Watershed. The watershed historically was used as a water source for the Christina Lake Waterworks District. The water system, which is now owned and operated by the RDKB, draws water from Christina Lake.

The lands are designated "Natural Resource" in the Electoral Area 'C'/Christina Lake Official Community Plan (OCP) and are zoned "Natural Resource 1"

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(NR1). Forestry, logging, and silviculture are permitted uses in the Natural Resource 1 Zone.

Proposal

Fleet Environmental Services proposes to harvest trees in the 103 ha salvage area for a local log homebuilder. As described in the referral, the project will be a hand-fall and line skidding operation to remove dead and downed timber damaged by drought, insects, and root disease. Logging will consist of single-tree and small patches that are less than 2000 m².

Implications

The proponent has not identified streams or waterways within the project area and states that the supervisor of the logging will be instructed to contact the proponent immediately if any wet areas or streams are encountered. The RDKB's Manager of Infrastructure and Sustainability, who manages the Christina Lake water system, is aware of the proposed salvage operation and has not expressed any concerns.

The applicant is aware that the salvage area includes the Upstream, Boris Wheeler, and Dickson's Descent Trails. They state that while it is a priority to avoid these trails completely, there may be specific locations where a designated crossing is warranted. If that is the case, the applicant states that appropriate notification and communication to the affected users will be carried out. Furthermore, designated crossings will be returned to pre-existing condition or better and kept clear of debris.

All forest operations on Crown land in British Columbia are governed by the Forest and Range Practices Act (FRPA) and its regulations.

Advisory Planning Commission (APC)

The Electoral Area `C'/Christina Lake APC considered this referral at their September 1, 2020 meeting. The APC recommends to the RDKB that the referral be supported.

Recommendation

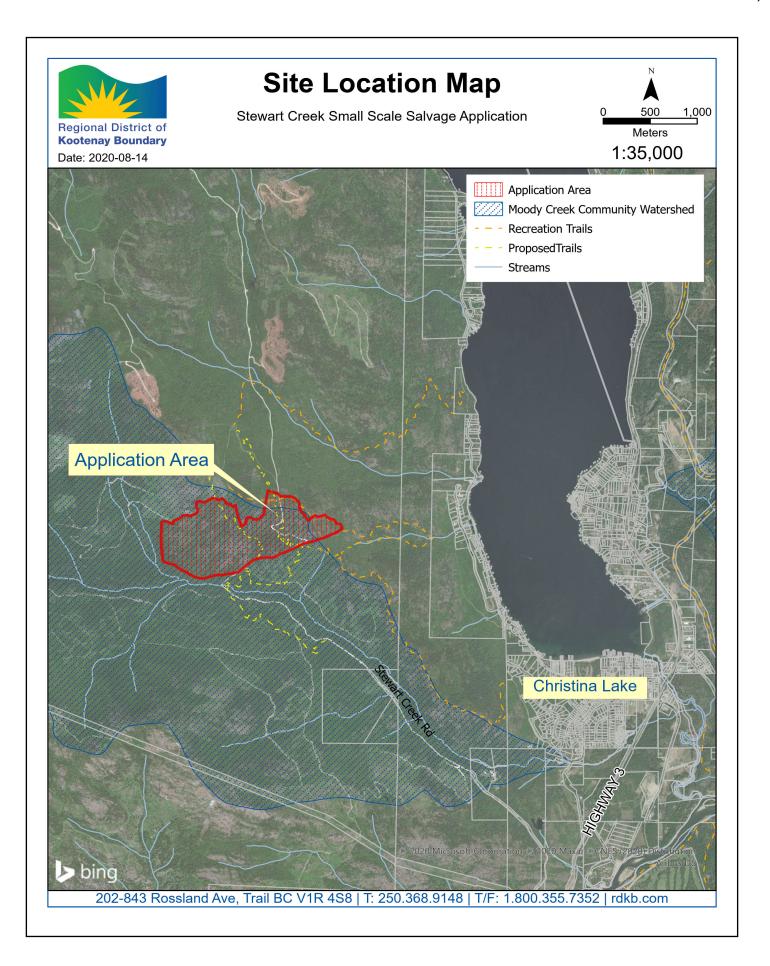
That the staff report regarding Fleet Environmental Services proposed small scale salvage for single tree and small patch removal on unsurveyed Crown land in Electoral Area 'C/Christina Lake be received.

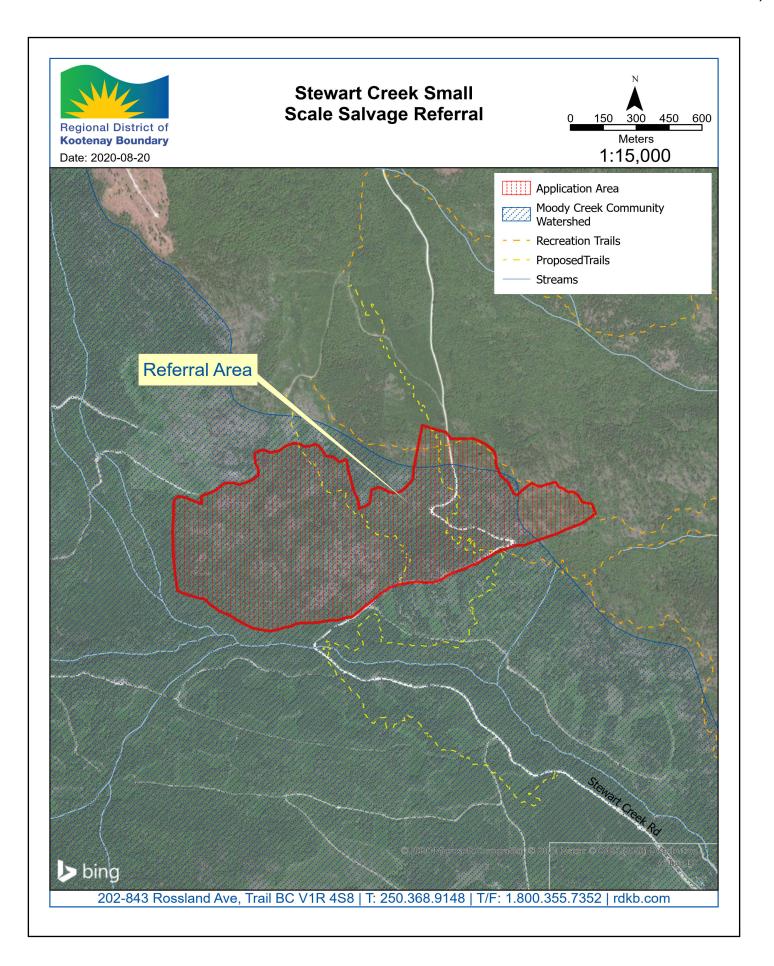
Attachments

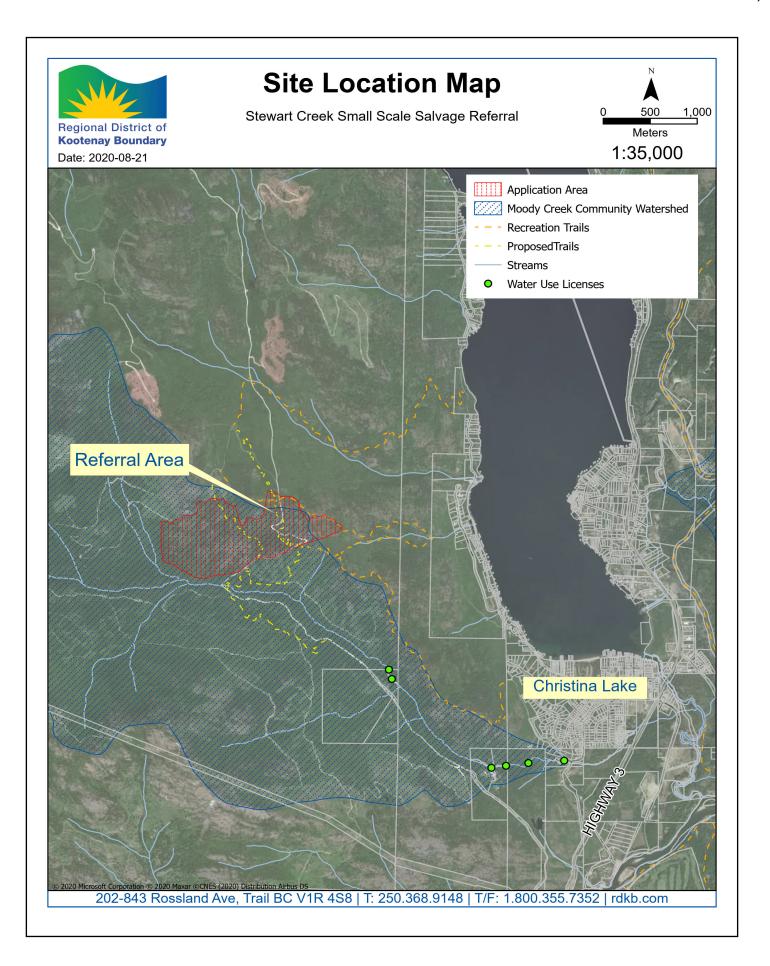
- Site Location Map and Subject Property Map
- Location of Water Licenses
- Referral

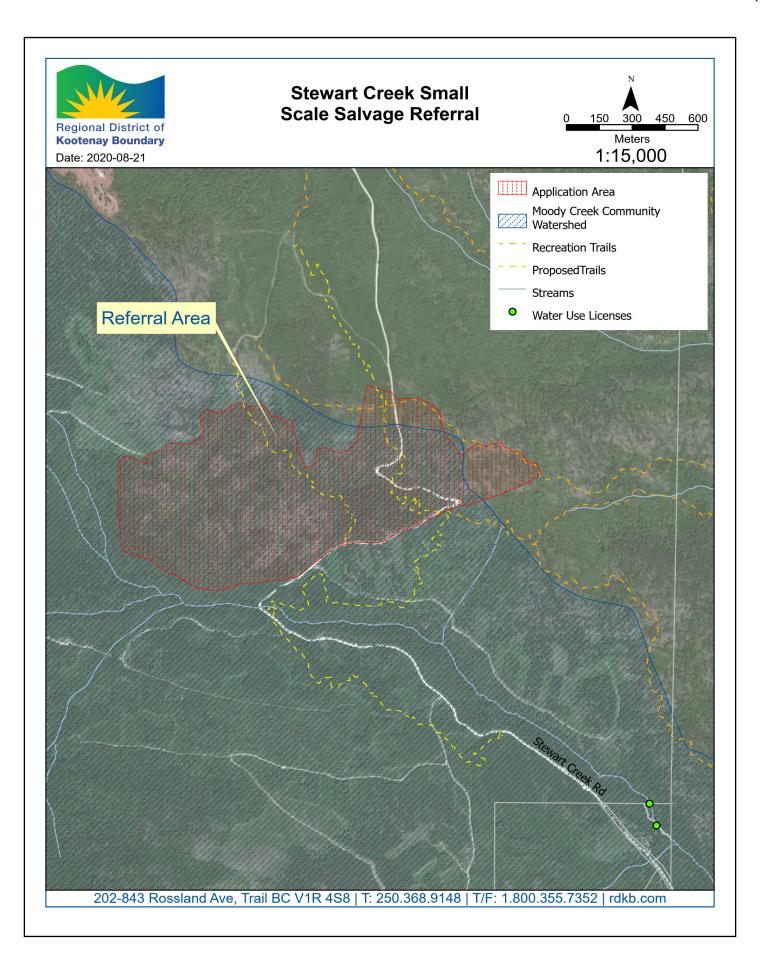
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From: Peter Flett < flettenvironmental@gmail.com >

Date: August 4, 2020 at 11:57:31 AM PDT
To: Goran Denkovski < gdenkovski@rdkb.com
Subject: Stewart Creek Small Scale Salvage

Hi Goran,

I am a forester and looking to connect regarding a proposed small scale salvage project located within the Moody Community Watershed.

I am working on the small scale salvage application for an area up Stewart Creek Road for a local log home builder. The project will be a hand-fall and line skidding operation to remove dead and downed timber damaged by drought, insects, and root disease. This project will not be a clearcut. It will consist of single tree and small patch (<0.2ha) removal. While the proposed block shape appears large, much of the area will remain untouched. The project shape defines the overall boundary where no activities will extend beyond. This project will reduce fuel loads and improve the forest health of the area, while utilizing lower value timber.

There are no identified streams or waterways within the project area. I included in the application a clause that the supervisor will contact me immediately if any wet areas or streams are encountered.

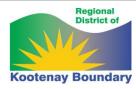
The proposed polygon includes sections of Upstream, Boris Wheeler, and

Dicksons Descent Trails. The priority will be to avoid these trails completely, but there may be specific locations where a designated crossing is warranted. If this is the case, appropriate notification and communication to the affected users will be mandatory. Designated crossings will be returned to pre-existing condition or better and kept clear of debris.

I've attached the proposed shapes and map for the project. Please contact me with questions or comments.

Cheers, Peter

-- Peter Flett, RPF, MSFM
Flett Environmental Services
250 300 9600
flettenvironmental@gmail.com



Office Use Only

Approved by Board:

Grant approved by Electoral Area Director:

Sept 17/20

Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

Electoral Area 'A'	Electoral Area 'B'/	Electoral Area 'C'/	Electoral A	Area 'D'/	Electoral Area 'E'/
Director Ali Grieve	Lower Columbia-Old Glory Director Linda Worley	Christina Lake Director Grace McGregor	Rural Gran Director Rol		West Boundary Director Vicki Gee
Applicant:	*	1			
Applicant.					
FULL Mailing Address: Including Postal Code	*				
Phone:	*	Fax:	E-Mail:	*	
Representative:	*		<u> </u>		
Make Cheque Payable To:	*				
	*Starred items, ii	ncluding contact information	, must be compl	leted in full.	
	list all other organizations y	• •	ding (attach an	n extra sheet i	f necessary)
			J. 6		
Amount Requested: \$		Amount Secured	φ. ι.		
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Approved By Director Grieve Sept 13/20